CONTINUING EDUCATION CLASSES

Job Skills Training
Personal Enrichment
Workforce Development

WINTER 2015

PRINCE GEORGE'S COMMUNITY COLLEGE
Transforming lives.
1. ONLINE
To register online, you MUST have an e-mail address and you MUST pay with a credit card. No application is required. Online registration is fun using Owl Link.

2. BY MAIL
To register by mail, complete the registration form in the inside back cover of this schedule. Mail it along with your check or money order (payable to Prince George’s Community College) to:

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

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

3. IN PERSON
To register in person, visit the Office of Admissions and Records, Bladen Hall, Room 126 at the Largo campus
Monday–Thursday 8:30AM–8PM
Friday 8:30AM–5PM

Questions?
Call 301-546-0159
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HOW TO USE THIS SCHEDULE

Area of study or career field

Program of study or specialization within a career field

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

Prerequisites: requirements before you take this course

Course number and course title

Course description

Number of sessions, costs and fees.

HOW TO GET STARTED

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

HEALTH CARE SUPPORT

PHLEBOTOMY TECHNICIAN

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

Prerequisites

Must be a health care professional or have permission from the program coordinator, obtain a score of 65 or higher on the reading comprehension placement test have a CPR for Healthcare Professionals certification card, and provide proof of immunizations prior to participating in a clinical.

Required Courses

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

PHLEBOTOMY TECHNICIAN

This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations. Text required at first class.

26 sessions, $880* (includes a $160 lab fee)

89131 MW 1/26–4/29 6:15–9:15 p.m. CHS–2229
87009 S 1/31–5/2 9 a.m.–4:10 p.m. CHS–2229 (13 sessions)

HOW TO FIND YOUR CLASSROOM

LARGO CAMPUS

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

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

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

OTHER LOCATIONS

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

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

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

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OFC-342 Accounting for Managers:  
Part 1  
1.5 CEUs
This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You’ll gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, retained earnings, stockholders’ equity, and more. 12 sessions, $140* (includes a $65 lab fee)

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OFC-343 Accounting for Managers:  
Part 2  
1.5 CEUs
This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You’ll gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, retained earnings, stockholders’ equity, and more. 12 sessions, $140* (includes a $65 lab fee)

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

OFC-328 Payroll Accounting 1.5 CEUs
This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. 6 sessions, $180*
00478 F 1/22-2/26 6-8:30 p.m. Largo

QUICKBOOKS

301-546-8340 or 301-546-3019

OFC-326 Introduction to QuickBooks: Part 1 1.5 CEUs
Students will be shown how to establish a chart of accounts, vendor, customer, inventory, and payroll records and how to enter typical transactions, as well as, how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or QuickBooks: Part 2. Prerequisites: OFC-361 or OFC-341 or accounting experience. Students must have a basic understanding of key accounting and bookkeeping terms to enter this class. Meets concurrently with credit course ACC-1070. Text required. 5 sessions, $180*
00454 W 1/20-2/17 6-8:50 p.m. Largo

OFC-345 QuickBooks: Part 3 1.5 CEUs
Students will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required using the QuickBooks application. Students must take QuickBooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Text required. 5 sessions, $180*
97878 W 1/4-12/9 6-8:50 p.m. BH-223

AQUATICS

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

SWIMMING
Learn to Swim information is available from the Robert I. Bickford Natatorium.
The Swim Lesson Program is operated as part of a joint use agreement between Prince George's Community College and Maryland-National Park and Planning Commission (M-NCPDC), 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 web address above.

BUSINESS MANAGEMENT SKILLS

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

BUS-576 Party Planning in a Pinch
If you need to plan a party but you don't have a clue where to begin and you don't have much time or a big budget, then this course is for you. Learn basic tips and tricks on how to put together birthday parties, retirement parties, anniversary parties, bridal and baby showers, receptions, sweet sixteens' and family reunions. You can save time and money while executing a great event in a pinch.
Instructor: Shikira Sturdivant. 1 session, $35
98080 S 1/21-1/21 10 a.m.-1 p.m. Largo

BUS-416 The Wedding Coordinator
0.6 CEU
Are you organized, creative, and love to work with people? Then you may consider the field of wedding planning. Here is an opportunity to learn how to get started in this popular career. In this class, learn the basics for becoming a wedding planner or even starting your own wedding planner company. Topics will include the role of the wedding planner, the skill level of the planner setting fees and contracts; tools for success; and marketing to the bride and groom. Instructor: Shelby Tuck-Horton, MD/DC State planner, Association of Bridal Consultants, The Best of “The Knot” for 2007 and 2008, Washington's Bride and Groom Best Wedding Vendor 2009. 1 session, $65*
99976 S 1/23-1/23 9 a.m.-4 p.m. Largo

BUS-578 Creative Design for Wedding Professionals
Use your ideas to create an experience instead of duplicating. Design a signature wedding, something unique that no one else has. Learn how to implement a wide range of elements into your design concept including flowers, furniture, lighting, branded accents, entertainment, technology and others. Identify opportunities for creating custom fabricated pieces that can be unique focal points for guests, within budget, which helps to set yourself apart from others. Topics include design principles, themes, color, draping, vision boards, 3D rendering software and more.
Instructor: Lilly Whittaker. 1 session, $35
98081 T 11/10-11/10 6:30-9:30 p.m. Largo

Prince George's Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
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, $35

97383 Th 10/29-10/29 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 an addend that will protect the organization. 1 session, $65*

97381 Th 11/19-11/19 6:30-9:30 p.m. LCC-205

BUS-371 Marketing Your Meetings and Exhibits
Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, identify and understand your competition and monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $35

97384 Th 10/19-10/19 6:30-9:30 p.m. LCC-205

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

98223 M 11/2-11/2 6:30-9:30 p.m. Largo

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

97219 $ 10/17-10/17 10 a.m.-4 p.m. Largo

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

97382 S 11/7-11/7 9 a.m.-4 p.m. Largo

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

97218 S 11/14-11/14 10 a.m.-1 p.m. Largo

BUS-307 Developing Sponsorship Opportunities
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a yearlong basis. 1 session, $35

97380 Th 12/3-12/3 6:30-9:30 p.m. LCC-205

BUS-446 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, $60*

00445 Th 10/20-10/22 6:30-9 p.m. Largo

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

98077 M 10/19-10/19 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, $140 (includes a $65 lab fee)

97220 WF 10/14-12/4 online E2GO
97221 WF 12/9-1/29 online E2GO

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

99000 S 10/24-10/24 9 a.m.-4 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
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. Instructor: Ivy Pendleton. 1 session, $35

96939 W 10/28-10/28 6:30-9:30 p.m. Largo

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

98221 W 11/4-11/4 6:30-9:30 p.m. Largo

FINANCIAL SERVICES
301-546-0120 OR 301-546-0158

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

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

GENERAL BUSINESS SKILLS
301-546-8340 or 301-546-3019

OFC-346 Administrative Assistant Fundamentals 2.4 CEUs
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive workplace. 12 sessions, $140* (includes a $65 lab fee)

98137 WF 10/14-12/4 online E2GO
98138 WF 11/11-1/1 online E2GO
98139 WF 12/9-1/29 online E2GO
99966 WF 1/13-3/4 online E2GO

OFC-540 Administrative Assistant Applications 2.4 CEUs
Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect the administrative assistant’s responsibilities and activities. Explore key management functions such as planning, control and motivation; find out how marketing differs from sales and learn the basic of operations management. 12 sessions, $130* (includes a $65 lab fee)

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

BUS-534 Writing Proposals for Government Contracts 0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. This course also covers Requests for Proposals (RFP), a method for purchasing goods and services from the private sector, and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $60*

96826 W 10/28-11/4 6:30-9 p.m. Largo

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

97872 W 11/4-12/2 6:30-9:30 p.m. Largo
WINTER 2016

CONTINUING EDUCATION

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

98133 WF 10/14-12/4 online E2GO
98134 WF 11/1-1/1 online E2GO
98135 WF 12/9-1/29 online E2GO
99965 WF 1/13-3/4 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. 15 sessions, $499*

00485 M 1/25-5/16 6–8:45 p.m. Largo

MGT-707 Understanding the Human Resources Functions 2.4 CEUs
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. 12 sessions, $140* (includes a $65 lab fee)

97714 WF 10/14-12/4 online E2GO
97715 WF 11/1-1/1 online E2GO
97716 WF 12/9-1/29 online E2GO
99812 WF 1/13-3/4 online E2GO

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

97222 WF 1/11-1/ online E2GO

BUS-401 Non-Profit Business Basics 0.6 CEU
While for-profit organizations exist to earn and distribute taxable business earnings to shareholders, the nonprofit exists solely to provide programs and services that are of public benefit. Could that be you, but you’re not sure what’s involved? Come to this session to discuss start-up requirements and options, funding considerations, management strategies, and sources of information and assistance. Instructor: Kim Rhim. 2 sessions, $65*

96818 Th 11/5-11/12 6:30-9:30 p.m. Largo

VOL-334 Public Relations and Communications 0.6 CEU
This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsorships, soliciting volunteers and getting to know your audience. Answer the question, “Who am I marketing to?” Instructor: Ivy Pendleton. 1 session, $65*

97198 S 11/14-11/14 9 a.m.—4 p.m. Largo

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

97225 WF 11/1-1/1 online E2GO

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, $65*

97202 S 10/17-10/17 9 a.m.—4 p.m. Largo

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

97200 T 10/23-10/23 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
GEN-363 Advanced Notarial Procedures 2.4 CEUs
Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any request presented for notarization, including but not limited to the three most common notarizations (Apostilles, Protests, and Medallion Signature requests) and responding to challenging signers. Instructor: Elaine Wright. 1 session, $55*

98099 S 10/17-10/17 10 a.m.-4 p.m. Largo
98100 Th 12/1-12/7 online BLBD (4 sessions)

GEN-365 Annual Notary Public Day
You don’t want to miss our annual Notary Public Day in Maryland. A selection of free workshops will be presented on notary public procedures and related fields. There will be an opportunity to refresh notary skills through America’s favorite quiz show, Jeopardy! Highlights of the 2015 National Notary Association Conference held in Orlando, Florida will be shared. This special event is coordinated by Elaine Wright. For additional information and how to register, call Mary Jane Shearer at 301-546-0797. 1 session

98101 S 11/14-11/14 9 a.m.-5 p.m. Largo

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREPARATION COURSE 301-546-8340 or 301-546-3019

MGT-623 Project Management Professional Certification: Prep 1 2.4 CEUs
Learn how to prepare for the Project Management Institute’s prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 5th or latest edition. Find out about the project management knowledge areas, five process groups, and 47 project management processes. 12 sessions, $180* (includes a $85 lab fee)

98625 WF 10/14-12/4 online E2GO
98627 WF 11/11-1/1 online E2GO
98628 WF 12/9-1/29 online E2GO
00019 WF 1/13-3/4 online E2GO

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

98630 WF 10/14-12/4 online E2GO
98633 WF 11/11-1/1 online E2GO
98632 WF 12/9-1/29 online E2GO
00020 WF 1/13-3/4 online E2GO

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

98661 WF 10/14-12/4 online E2GO
98664 WF 11/11-1/1 online E2GO
98665 WF 12/9-1/29 online E2GO
00021 WF 1/13-3/4 online E2GO

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

97765 WF 12/9-1/29 online E2GO
99823 WF 1/13-3/4 online E2GO

LAW-630 Workers’ Compensation 2.4 CEUs
A workers’ compensation case is one of the most common types of lawsuits in the United States. Paralegals are far more likely to be involved with workers’ compensation than criminal cases, business disputes, or intellectual property cases. This course will introduce you to workers’ compensation law and provide you with a skill set that will help you gain employment in this fast-growing legal field. 12 sessions, $140* (includes a $65 lab fee)

97718 WF 10/14-12/4 online E2GO
97719 WF 11/11-1/1 online E2GO
97720 WF 12/9-1/29 online E2GO
99813 WF 1/13-3/4 online E2GO

Additional offerings include:
- LAW-350 Paralegal, Part 2
- LAW-708 Intellectual Property
- LAW-680 Workers’ Compensation
- LAW-730 International Law

For more information, visit www.pgcc.edu or call 301-546-0120 or 301-546-0158.
BUS-427 Accounting and Recordkeeping for Small Business 0.6 CEU
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman. 1 session, $65*

9763 S 11/7–11/7 9 a.m.–4 p.m. Largo
00006 S 1/23–1/23 9 a.m.–4 p.m. LCC-205

BUS-414 Legal Issues for Business Owners 0.6 CEU
Every business person knows that the advice of a good attorney can be critical to success. This course provides the opportunity to discuss business/legal issues with an attorney who has owned and operated numerous small and large businesses. Topics will include a business owner's rights and liability under the law, what to do if sued, how to limit to liability exposure, customer nonpayment issues, operating a business from your house, and other issues relevant to participating students. Instructor: Charles J. Kenny, Esq. 2 sessions, $65*

98400 M 10/7–10/26 6:30–9:30 p.m. Largo

BUS-435 Basic Federal Tax Information for Small Businesses 0.6 CEU
This course provides guidelines for new or prospective business owners on their rights and obligations under our nation's tax system. Topics will include types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) who specializes in start-up businesses. Instructor: Betty Stehman. 1 session, $65*

9765 S 11/28–11/28 9 a.m.–4 p.m. Largo
00005 S 1/30–1/30 9 a.m.–4 p.m. LCC-205

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

98403 S 10/24–10/24 9 a.m.–4 p.m. Largo
98404 S 12/5–12/5 9 a.m.–4 p.m. Largo

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

98402 S 11/14–11/14 9 a.m.–4 p.m. Largo

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

98535 S 10/17–10/17 9 a.m.–4 p.m. Largo

BUS-311 Successful Business Start-Ups 0.6 CEU
This workshop will provide hints, information, and guidance on the selection of a product or service and the associated legal and business issues important to understand before starting a new business. Instructor: Rudy Coleman. 1 session, $30

99957 T 1/19–1/19 6:30–8:30 p.m. Largo

BUS-328 Is Entrepreneurship Really for You? 0.6 CEU
Thinking about starting a business? Have you recently started your own business or are you getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. 1 session, $35

97609 T 11/17–11/17 9 a.m.–6 p.m. Largo
97608 T 10/20–10/20 6:30–9:30 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-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, $65***

98561 W 11/18–11/18 6:30–9:30 p.m. LCC-205

**BUS-342 Creating an Interior Decorating Business**

Do you have a designer interest or do you enjoy decorating for yourself and others? Either way you’ll leave this course with secrets from a professional decorator. She will cover how to develop a business and marketing plan, how to apply for business licenses and a tax (ID) resale certificate, and access to (trade only) showrooms to purchase home furnishings at the dealer discount. Instructor: Charisse Holder. **1 session, $60***

98399 W 10/21–10/21 6:30–9:30 p.m. Largo

**BUS-400 Successfully Managing a Beauty Salon**

Effective salon management can make or break your business and there are tried and true methods. Topics will include, employee relations, inventory control, management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis ("The Bush Doctor"). **1 session, $35**

98536 M 11/6–11/6 9 a.m.–4 p.m. Largo

**BUS-424 Start Your Own Cleaning Business**

Learn how to start a janitorial or house cleaning business with minimal start-up money. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, get low-cost advertising, and walk away with a successful business. Instructor: Loren Lavoy. **2 sessions, $65***

97739 T 11/10–11/17 6:30–9:30 p.m. Largo

**BUS-353 Making Money in Mystery Shopping**

Mystery shopping is a fun way to make extra money while providing a valuable customer service. You can actually get paid to do things you love to do—shop in your favorite stores, eat in your favorite restaurants, go to the movies, put gas in your car; do your grocery shopping, stay at luxury hotels and resorts and more! Instructor: Loren Lavoy. **1 session, $35**

98389 W 10/28–10/28 6:30–9:30 p.m. Largo

**BUS-355 Start and Operate Your Own Home-Based Business**

Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have. **12 sessions, $140*** (includes a $65 lab fee)

00040 WF 10/14–12/4 online E2GO
97226 WF 12/9–1/2 online E2GO
99816 WF 1/13–3/4 online E2GO

**BUS-483 Starting a Consulting Practice**

Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include skills assessments, pricing policies, contracting, marketing, and more. **12 sessions, $140*** (includes a $65 lab fee)

97227 WF 10/14–12/4 online E2GO
99817 WF 1/13–3/4 online E2GO

**BUS-351 How to Find, Select, and Finance an Affordable Franchise**

Take control of your future and own your business through franchising. In this new economy find out how you can select the right franchise. Topics to be discussed include pros and cons of franchising, franchising vs. independent start-ups, researching franchise opportunities, fundamentals of purchasing a new or existing franchise, the Offering Circular and the Franchise Agreement. Create your own possibilities! Instructor: David Buck. **1 session, $35**

96855 Th 11/5–11/5 6:30–9:30 p.m. Largo

**BUS-540 Start Your Own Small Business**

Learn how to take your dream of starting a business and put it into action. In this class, you’ll be taught everything you need to know about starting a business including start-up 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, $140*** (includes a $65 lab fee)

00041 WF 12/9–1/29 online E2GO

**BUS-562 Making Money on the Internet: Lead Generation**

If you want your own Internet business that is easy to do, can be done anytime or anywhere, has a steady stream of income, does not require cold calling and is not multilevel marketing then this is the course for you. You will be shown a simple step-by-step process to set up your lead generation service, get clients and collect monthly payments on a residual basis. Instructor: Iris Collins **1 session, $35**

98532 Th 10/22–10/22 6:30–9:30 p.m. LCC-205

**BUS-548 From Vision to Marketplace: Branding & Visual Strategies**

This course will assist you in bringing the vision in your head to reality. It will provide an overview on branding, creative strategies and visual concepts to effectively empower your vision/brand's message. You can leave a lasting impression in the marketplace for your small business which is relevant to your vision/brand’s message. You can leave with secrets that separate successful entrepreneurs from struggling ones. **12 sessions, $140*** (includes a $65 lab fee)

96812 W 10/14–10/14 6:30–9:30 p.m. Largo
BUS-570 Understanding Public Relations: The Basics for Small Business Owners
Did you know that public relations can be used to grow your business? This course will explain what public relations is, offer simple strategies for small businesses and provide cost-effective methods to raise awareness of your organization. The interactive discussion will touch on press releases, media relations, social media, branding, and message development and communication strategy. Instructor: Karen Checks 1 session, $35
98108 W 10/28–10/28 6:30–9:30 p.m. Largo

BUS-571 Blogging for Business
Want to expand your business? Need to develop an online plan to grow your business? Start here. This session is for those seeking to understand the concept of blogging. It will give you an overview of blogging and how to use it for business. Now you are ready to register for the upcoming full-day training. Instructor: Karlene Sinclair Robinson. 1 session, $65
98531 W 10/14–10/14 6:30–9:30 p.m. Largo

BUS-586 Blogging for Business Training
Do you want to start a blog to enhance your business presence and bottom line? Do you have a website that is not getting any traffic? Think you don’t have time or what it takes to blog? Want to learn what this blogging craze is all about but don’t know where to start? Well, this class is for you! Learn the “why, when, where, what, and how” of blogging, and how to position your blog for exposure, drive web traffic, and build relationships. This class includes hands-on training, blog set-up, content creation, strategies and more, $15 workbook payable to the instructor, Karlene Sinclair Robinson. 1 session, $65
98644 S 10/31–10/31 9 a.m.–4 p.m. Largo

BUS-535 Creating a Successful Business Plan 2.4 CEUs
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan increases not only your chances of obtaining financing, but also of keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success. 12 sessions, $140* (includes a $65 lab fee)
97935 WF 11/1–1/1 online E260

BUS-575 Social Media Strategy
Social media is here to stay. Find out which network is right for you and how to make it work for your business. Instructor: Robert Gatewood. 1 session, $35
98535 M 11/9–11/9 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. 2 sessions, $35
96738 MT 10/20–10/26 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. 2 sessions, $35
96739 MT 10/27–11/2 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. 2 sessions, $35
96740 MT 11/3–11/9 online BLBD

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

CENTER FOR ENTREPRENEURIAL DEVELOPMENT
SMALLBIZ SAFETY
301-546-0964 or ced@pgcc.edu

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

Safety Roundtable Discussion contact the number or e-mail above to sign up
• CED-300 Safety CEO
• CST-422 OSHA 10
• OCU-610 OSHA 30

CED-300 SmallBiz Safety CEO 2.0 CEUs
Workplace risk and safety management is essential to running a successful construction company. Developing and maintaining a culture of vigilant business risk identification and employee safety & health can give a company a competitive edge in the industry. Every business should develop and maintain good risk management and safety controls as part of their business philosophy. Diligent attention to risk and safety management for a small business helps prevent personal and financial loss, which impacts a business owner’s bottom line: profit and people. 6 sessions, $250* (includes a $100 lab fee)
99322 Th 10/22–12/3 6–9:30 p.m. WTC

CST-422 OSHA 10 1.0 CEU
This OSHA 10-hour course is designed for construction workers, supervisors, safety coordinators, and others involved in the construction industry. Topics include an introduction to OSHA, general safety and health provisions, fall protection, protective and lifesaving equipment, materials handling safety, tool safety, and equipment safety. Upon completion of this course, students should be able to recognize the basics of occupational safety and health, utilize best practices in identifying, reducing and reporting hazards, and utilize their Department of Labor course completion card to obtain employment. 2 sessions, $175* (includes a $75 lab fee)
99323 ThF 10/15–10/16 7:30 a.m.–12 p.m. WTC
99950 ThF 1/14–1/15 7:30 a.m.–12 p.m. WTC
The Advantage Series

I’m Only Human: Human Capital Strategies for Building Capacity
The CED's Advantage Series focuses on helping small businesses build capacity. Capacity building is accomplished when business owners have sufficient access to financial and human capital, an established infrastructure that supports their operations, process, and procedures and are able to leverage past performance for growth. This section of the series, I’m Only Human: Human Capital Strategies for Building Capacity, helps business owners understand the importance of human capital on organization development. The program will prepare business owners to manage general human resource functions.

OFC-314 Introduction to Keyboarding
Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. On the last night of class students will complete a diagnostic test that determines what their NWAM (Net Words a Minute) which will determine their overall proficiency. Text required: College Keyboarding Lessons 1-25 (Package) Pro 9 CD (18th edition), Vanhuss Forde Wodo ISBN: 9780-3217-41332

1.8 CEUs

3.0 CEUs

CED-303 Low Impact Contractor Development Program
This course is designed to educate small and minority contractors on low impact development practices and principles, and foster relationships with general contractors performing stormwater management work in Prince George’s County and throughout the Washington Metropolitan region. 12 sessions, $150* (includes a $50 lab fee)

00685 TTh 1/19–2/25 6–8:30 p.m. WTC

2.6 CEUs

CED-304 Your Role in the Green Environment
The purpose of this course is to increase small business owners’ awareness of what it means to be green. Green business refers to sustainable businesses that meet customer’s needs in ways that solve rather than cause environmental and social problems. Green businesses operate cross all sectors from production of conventional goods and services to developing new breakthrough technologies. 8 sessions, $275* (includes a $50 lab fee)

99714 TTh 10/20–11/17 6–9:30 p.m. WTC

3.0 CEUs

CED-305 Selling Made Simple
This interactive sales series is specifically designed for seasoned sales professionals and/or those who completed CED-305: Selling Made Simple. The course approaches the selling cycle from a multi-cultural perspective using presentations that leave an impact, ultimately leading to more clients. 8 sessions, $270* (includes a $70 lab fee)

00809 Th 12/3–12/17 6–9 p.m. UTC

1.6 CEUs

CED-306 Sustainable Sales Techniques
This interactive sales series is specifically designed for seasoned sales professionals and/or those who completed curriculum A. In this complex consumer market base we will master the strength in selling your business in co-promoting, teaming agreements and shared project based work. Re-cap of the fundamental and exploration of the selling process, which emphasize spin-selling, multi-cultural market selling, creative closers and social media distracters/objection handlers. 3 sessions, $160* (includes a $60 lab fee)

00671 Th 9/29–10/22 6–8 p.m. UTC

0.8 CEU

CED-301 Strategic Positioning
This course is intended to give students an overview of strategic positioning and associated marketing concepts that will enable them to develop a sound marketing plan to establish or grow their business. Upon completion of the course, students will walk away with a well-thought out, executable plan to move their business forward. 4 sessions, $150* (includes a $50 lab fee)

99946 MW 10/19–10/28 6–8 p.m. UTC

KEYBOARDING

301-546-0873 or itcerts@pgcc.edu

3.0 CEUs

OFC-314 Introduction to Keyboarding
Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. On the last night of class students will complete a diagnostic test that determines what their NWAM (Net Words a Minute) which will determine their overall proficiency. Text required: College Keyboarding Lessons 1-25 (Package) Pro 9 CD (18th edition), Vanhuss Forde Wodo ISBN: 9780-3217-41332

5 sessions, $144* (includes a $60 lab fee)
BEGINNERS
301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

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

Requirements include successful completion of the following courses:

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

Entry-Level Administrative Assistant
This five-course certificate program is designed to recognize a student’s achievement in the area of Microsoft office, office procedures, and practices. You will learn how to provide support by conducting re-search, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Requirements include successful completion of the following courses:

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

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

**Any version (year) of Microsoft Office Suite

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

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)
95330 MWF 11/9-11/13 6:30-9:30 p.m. CAF-115

DPR-753 Introduction to Windows 7 0.9 CEU
This hand-on class introduces students to Windows 7 features that let them personalize their screens. Students will be taught how to type and edit text, create documents, save and organize their work, search the Web like an expert, and how to use flash drives. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Student should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft Windows 7: Level 1 ISBN: 9781-4246-12833. 3 sessions, $165* (includes a $55 lab fee)
95320 MWF 11/9-11/13 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 their needs, and techniques in using computer peripherals. 6 sessions, $160* (includes a $40 lab fee)
95319 S 10/31-12/12 9 a.m.–12 p.m. Largo

DPR-807 Career Track: MS-Word 2013 3.6 CEUs
This course provides instruction on using Microsoft Word 2013 basic, intermediate, and advanced features. Topics include character and paragraph formatting, editing text, creating numbered and bulleted lists, proofing tools, creating tables, page layout and document management. Intermediate topics include working with sections, columns and tables, importing data, using styles, auto text and inserting graphics into documents. Advanced topics include mail merging letters and labels, creating forms, working with large documents, and automating actions with macros. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft Office Word 2013: Books for Level 1, 2, 3. 6 sessions, $470* (includes a $150 lab fee)
96335 S 10/24–12/5 9 a.m.–4 p.m. Largo

MOSC 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.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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 required: Microsoft Excel 2013; Level 1, Microsoft Office PowerPoint 2013; Level 1 and Microsoft Office Word 2013; Level 1. 6 sessions, $470* (includes a $150 lab fee)

99510  S 1/30–3/5  9 a.m.–4 p.m.  CAT–135

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, $215* (includes a $120 lab fee)

99511  TTh 1/26–2/11  6:30–9:30 p.m.  CAT–105

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

95342  MW 11/23–12/14  6:30–9:30 p.m.  CAT–135

DPR-783 Intermediate Microsoft Excel 2013: Level 2 1.8 CEUs
This is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2013. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts analyzing data using pivot tables, slicers, and pivot charts, and more. Students should bring a USB-compatible flash drive to each class. Prerequisite: Introduction to Microsoft Excel 2013; Level 1 Text required: Microsoft Excel 2013, 6 sessions, $250* (includes a $90 lab fee)

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

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

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

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

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

HELP DESK
301-546-0873 or itcerts@pgcc.edu

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

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

Requirements include successful completion of seven of the following courses:

• Desk Technology: Part 1
• Help Desk Technology: Part 2
• Troubleshooting Window
• Troubleshooting MS-Word
• Troubleshooting MS-Access
• or Troubleshoot Excel: Help Desk

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

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

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

95312  S 11/7–11/21  9 a.m.–12 p.m.  CAT–135
WEB DESIGN AND MANAGEMENT
301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

Web Design and Management
This eight course certificate programs is devised to build and enhance the student's skill in designing and developing Internet applications for both personal and professional use. Students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have at least an intermediate knowledge of the Internet.

Requirements include the successful completion of the following courses:
- Web Design: Part 1
- Web Design: Part 2
- Web Design: Part 3

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

Internet Webmaster
The eight-course Internet webmaster certificate program is now available either online or as a hybrid in combination with traditional classroom-taught courses! You can choose from the list provided below or by exploring the ed2go website at www.ed2go.com/pgcc for others. You can choose Web Design Classes that teach you how to use the software you are wanting to learn.

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

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

CONTINUING EDUCATION CERTIFICATE, WEB DESIGN AND MANAGEMENT

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

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

CEUs will be awarded for classes as noted in this booklet. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should contact the number or e-mail above for verification and to request a Continuing Education Certificate.
### DPR-768 Web Design: Part 2 1.5 CEUs

96332  MW  1/2-1/16  6–9 p.m.  Largo

### DPR-769 Web Design: Part 3 1.5 CEUs
The third course in this series explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events displaying dates and time, along with a slide show of images. Prerequisite: Web Design: Part 2. Text required: *New Perspectives on HTML and CSS: Comprehensive*, (6th edition) by Patrick M. Carey. ISBN: 1397-8111-1526443. 

96335  MW  1/30-12/14  6–9 p.m.  Largo

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

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

95292  S  10/24-10/24  9:30 a.m.–12:30 p.m.  CAT-157

95293  S  11/21-11/21  9:30 a.m.–12:30 p.m.  CAT-157

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

### DPR-795 Ethical Hacking and Network Defense II 5.3 CEUs
This course is the second of two courses that provides an understanding of how to effectively protect computer networks. Students will continue to learn the tools and penetration testing methodologies used by ethical hackers, practice post-exploitation, cryptography, hardening OSs, and wireless security, learn federal and state computer crime laws, and penalties for illegal computer hacking. This course is designed for those interested in systems and application security or who want to take the EC-Council’s Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: DPR-702 and DPR-794 or Security+ at another institution. Meets concurrently with credit course INT-2680. Call the Prince George’s Community College Bookstore for text requirements. 15 sessions, $380* (includes a $100 lab fee)

98301  TTh  10/15–12/10  6–9:40 p.m.  Largo

### DPR-702 Computer Security/Security + 4.2 CEUs
Topics include general security, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral Security+ exam. Successful completion of this exam is generally globally recognized as equivalent to an entry-level security specialist position. Prerequisites: intermediate computer/pc skills with experience in the DOS, Windows, Unix and Linux operating systems and familiarity with the A+ operating systems technologies and GUI and Command Language Interface commands. This class meets concurrently with credit course INT-1620. Text required: call the Prince George’s Community College Bookstore for a separate purchase. 15 sessions, $380* (includes a $150 lab fee)

98320  MW  10/19-12/9  6–9:40 p.m.  CAT-107
CERTIFICATION PREPARATION, CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

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

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

CompTIA Network+

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

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

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

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

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

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

CNT-446 CCNA 2: Routing and Switching Essentials 6.0 CEUs
This is the second of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include: switch configuration and security, virtual LANs (VLANs) and trunking; single-area OSPF routing; static routes; access control lists; Dynamic Host Configuration Protocol (DHCP)and Network Address Translation (NAT). Students successfully completing this course should be prepared for Cisco CCENT certification. Meets concurrently with credit course INT-1460. Text required: call Prince George’s Community College Bookstore. 15 sessions, $660* (includes a $220 lab fee)

98292 TTh 10/15–12/10 5:30–9:30 p.m. CAT-305
98291 TTh 10/15–12/10 5:30–9:30 p.m. CAT-323
98290 TTh 10/15–12/10 1–5 p.m. CAT-323

DPR-320 Repair and Maintenance of Personal Computers 1.2 CEUs
Learn how to differentiate between hardware and software-related problems. Topics will include basic safety tips and the care and feeding of the hard disk drive. Prerequisites: introductory-level knowledge of MS-DOS or Windows. Text required and tool kit as specified in first class. 4 sessions, $210* (includes a $55 lab fee)

95355 F 11/6–12/4 6–9 p.m. Largo
DPR-698 CompTIA A+ Certification Preparation: Part 2 6.5 CEUs
This course is the second of a two part series designed to train those who want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Prerequisite: successful completion of CompTIA A+ Certification Preparation Part 1. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. Text required: Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, (4th edition) (Exams 220-801 & 220-802) (paperback). 22 sessions, $650* (includes a $150 lab fee)

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

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

No refunds are issued after the start of class. Students taking online ed2go courses first should visit the ed2go Online Instruction Center at www.ed2go.com/pgcc to choose the class for orientation (by clicking the “Enroll Now” button there). Next, make official registration and payment for the class at the college website, www.pgcc.edu, or on the Prince George’s Community College campus. On the start date of the class, the online classroom can be accessed at the ed2go site: www.ed2go.com/pgcc.

DPR-818 Introduction to Quickbooks 2015 2.4 CEUs
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to mid-sized business owner who enjoys Quicken’s ease of use but prefers a more traditional approach to accounting. You will gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you’re new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business. 12 sessions, $140* (includes a $65 lab fee)

DPR-824 Introduction to Microsoft Word 2013 2.4 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include how to create, edit, format, and print a document using the basic features of Word. 12 sessions, $140* (includes a $65 lab fee)

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

OFC-388 Keyboarding 2.4 CEUs
Learn how to touch-type with Keyboarding Pro 5, a typing tutorial designed for personal computers. Students are taught computer and word processing basics, keyboard shortcuts, and posture tips. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, become more productive, touch-type letters, numbers, and symbols, create, save, and edit word processing documents, and take a timed writing test during a job interview. 12 sessions, $140* (includes a $65 lab fee)
### DPR-649 Wireless Networking 2.4 CEUs

In this course you'll be shown how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. Requirements: completion of Introduction to Networking (an online course) or equivalent experience, Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). 12 sessions, $140* (includes a $65 lab fee)

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### DPR-431 Introduction to Networking

This course is for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: Basic knowledge of the PC and Windows. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on "Get Adobe Flash Player" and "Get Adobe Reader"). Microsoft-Windows '95 or higher 12 sessions, $140* (includes a $65 lab fee)

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### DPR-591 Intermediate Networking 2.4 CEUs

Topics include virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an additional base on which to complete the CCNA or similar certification. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on "Get Adobe Flash Player" and "Get Adobe Reader"). Microsoft-Windows '95 or higher and completion of Introduction to Networking, 12 sessions, $140* (includes a $65 lab fee)

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### DPR-719 Introduction to Windows 8 2.4 CEUs

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

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### DPR-699 Introduction to Microsoft Word 2010 2.4 CEUs

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

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### DPR-394 Introduction to Buying and Selling on eBay 2.4 CEUs

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, you'll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-771 Mac, iPhone, and iPad Programming 2.4 CEUs

You will start with the basic steps to writing any program, then progress to using Xcode, the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. 12 sessions, $140* (includes a $65 lab fee)

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*Prices are subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu*
DPR-773 Introduction to Microsoft Outlook 2010 2.4 CEUs
This course is designed to provide training to students on using the 2010 version of Microsoft Outlook. Topics include creating folders, archiving messages, organizing contacts, utilizing Outlook calendar and alert features, and Outlook customizations. 12 sessions, $140* (includes a $65 lab fee)

9797 WF 10/14-12/4 online E2GO
9796 WF 11/1-1/1 online E2GO
9761 WF 12/9-1/29 online E2GO
99903 WF 1/13-3/4 online E2GO

DPR-819 Advanced CSS3 and HTML5 2.4 CEUs
This course will teach you how to take advantage of HTML5 “semantic” tags that make page design far more intuitive. Learn to use HTML5 to provide video that works in any environment; how to wield new CSS3 features essential for fast-loading, exciting, and interactive websites, especially mobile sites. You will create complex gradient blend backgrounds for pages and page elements, without using image files 12 sessions, $140* (includes a $65 lab fee)

99882 WF 10/14-12/4 online E2GO
99883 WF 11/1-1/1 online E2GO
99885 WF 12/9-1/29 online E2GO
99886 WF 1/13-3/4 online E2GO

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

99897 WF 10/14-12/4 online E2GO
99899 WF 11/1-1/1 online E2GO
99902 WF 12/9-1/29 online E2GO
99904 WF 1/13-3/4 online E2GO

DPR-790 Introduction to Microsoft Outlook 2013 2.4 CEUs
These lessons will teach you dozens of short-cuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your workspaces with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013. This is not a tutorial, but an in-depth class where you’ll get training, help, and personal support from an experienced instructor as you’re learning Excel basics step-by-step. By the time you are done, you will be using this vital Office 2013 application like a pro. favorite Outlook tips and tricks. Whether you are new to Outlook or you’ve been using it for years, you are sure to learn something useful in every lesson. 12 sessions, $140* (includes a $65 lab fee)

99867 WF 10/14-12/4 online E2GO
99870 WF 11/1-1/1 online E2GO
99872 WF 12/9-1/29 online E2GO
99876 WF 1/13-3/4 online E2GO

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. You will gain hands-on experience as you learn how this 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. 12 sessions, $140* (includes a $65 lab fee)

97910 WF 10/14-12/4 online E2GO
97911 WF 11/1-1/1 online E2GO
97912 WF 12/9-1/29 online E2GO
99963 WF 1/13-3/4 online E2GO

DPR-723 How to Get Started in Game Development 2.4 CEUs
Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. 12 sessions, $140* (includes a $65 lab fee)

97775 WF 10/14-12/4 online E2GO
97776 WF 11/1-1/1 online E2GO
97777 WF 12/9-1/29 online E2GO
99840 WF 1/13-3/4 online E2GO

DPR-758 Introduction to Microsoft Access 2010 2.4 CEUs
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, $140* (includes a $65 lab fee)

97603 WF 10/14-12/4 online E2GO
97604 WF 11/1-1/1 online E2GO
97607 WF 12/9-1/29 online E2GO
99906 WF 1/13-3/4 online E2GO
### DPR-708 Introduction to Microsoft Access 2013  2.4 CEUs
This course will help you master Access and put it to creative and confident use and take control of your data! You will learn how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records. You will develop not only strong Access skills, but a solid understanding of good database design concepts. The course starts with the basics of database concepts and structure, and learn to build and customize tables to store data. With that foundation in place, you will also learn about relational databases, and see how you can use them to build forms, generate reports, and search for data with queries across thousands of records in hundreds of tables. By the time you have finished the course, you will know how to organize and assemble an effective database for any kind of information you need to store, document, and manage. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-710 Introduction to Microsoft Excel 2010  2.4 CEUs
Do you work with numbers? Then you need to master Microsoft Excel 2010 and this is the place to do it. In this easy online course, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll be shown the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. 12 sessions, $140* (includes a $65 lab fee)

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

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

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

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### DPR-759 Intermediate SQL  2.4 CEUs
Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. In this course, you will learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. You’ll explore how to write and implement complex queries on multiple tables simultaneously, and discover advanced filtering, update, and insertion techniques. You will also find out how to create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course, you’ll be able to use a wide range of advanced SQL techniques with confidence. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration. 12 sessions, $140* (includes a $65 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-793 Introduction to Microsoft Project 2013 2.4 CEUs
In this course, learn how to create a project schedule and share it with clients. Using the program’s different views, such as the Calendar and Gantt chart views, you will be able to manage your project information and produce effective reports. Armed with this information, you will avoid going down dead-end alleys and overloading your schedule. And should you encounter trouble, you will master a number of tried-and-true problem-resolution techniques to help get your project back on track.
12 sessions, $140* (includes a $65 lab fee)
97643 WF 10/14-12/4 online E260
97644 WF 11/11-1/1 online E260
97645 WF 12/9-1/29 online E260
99857 WF 1/13-3/4 online E260

DPR-794 Introduction to Microsoft Project 2010 2.4 CEUs
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan.
12 sessions, $140* (includes a $65 lab fee)
97952 WF 10/14-12/4 online E260
97953 WF 11/11-1/1 online E260
97954 WF 12/9-1/29 online E260
99859 WF 1/13-3/4 online E260

DPR-479 C++ for the Absolute Beginner 2.4 CEUs
See how to program in C++, even if you have no prior programming experience. Explore ways to create programs for Microsoft Windows using Borland C++ Builder, and Object-Oriented techniques. Explore ways to create windows and forms, and how to program in a step-by-step manner. Requirement: Borland C++ Builder, standard edition of 5.0 is preferred, Internet access and basic PC knowledge.
12 sessions, $140* (includes a $65 lab fee)
97649 WF 10/14-12/4 online E260
97651 WF 11/11-1/1 online E260
97652 WF 12/9-1/29 online E260
99839 WF 1/13-3/4 online E260

DPR-792 Introduction to Programming 2.4 CEUs
Take your first steps toward a career as a computer programmer! In this course, you will learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. As you explore the BASIC programming language, you will learn how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging. After that, you will discover how to add sound and graphics to your Just BASIC programs. To reinforce the concepts in each lesson, you will create a working computer-game application. Even if you have never programmed before, you will find it easy to follow the step-by-step instructions in each lesson. By the end of the course, you will have the skills and confidence you need to program in BASIC and design your own custom applications for home, school, or work.
12 sessions, $140* (includes a $65 lab fee)
99919 WF 10/14-12/4 online E260
99920 WF 11/11-1/1 online E260
99921 WF 12/9-1/29 online E260
99922 WF 1/13-3/4 online E260

DPR-435 Introduction to C# Programming 2.4 CEUs
See the fundamentals of computer programming with the C# programming language. Input/output operations, decision making, looping, and object oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your very own Graphical User Interface (GUI) application. Requirements: Microsoft-Visual C#, Net Standard 2003, Internet access and basic Personal Computers knowledge.
12 sessions, $140* (includes a $65 lab fee)
99915 WF 10/14-12/4 online E260
99916 WF 11/11-1/1 online E260
99917 WF 12/9-1/29 online E260
99918 WF 1/13-3/4 online E260

DPR-485 Creating Web Pages 2.4 CEUs
See how to create and post a website on the Internet in this hands-on, six-week workshop. Learn the capabilities of the World Wide Web and see how to plan the content, structure and layout of a website, create pages of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine listings, and no-cost or low-cost web marketing strategies.
12 sessions, $140* (includes a $65 lab fee)
97779 WF 10/14-12/4 online E260
97780 WF 11/11-1/1 online E260
97781 WF 12/9-1/29 online E260
99842 WF 1/13-3/4 online E260

DPR-746 Introduction to Microsoft Project 2010 2.4 CEUs
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan.
12 sessions, $140* (includes a $65 lab fee)
97952 WF 10/14-12/4 online E260
97953 WF 11/11-1/1 online E260
97954 WF 12/9-1/29 online E260
99859 WF 1/13-3/4 online E260

DPR-486 Creating Web Pages 2.4 CEUs
See how to create and post a website on the Internet in this hands-on, six-week workshop. Learn the capabilities of the World Wide Web and see how to plan the content, structure and layout of a website, create pages of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine listings, and no-cost or low-cost web marketing strategies.
12 sessions, $140* (includes a $65 lab fee)
97779 WF 10/14-12/4 online E260
97780 WF 11/11-1/1 online E260
97781 WF 12/9-1/29 online E260
99842 WF 1/13-3/4 online E260
### DPR-762 Advanced Web Pages  
**2.4 CEUs**
Take your Web design skills to the next level! Whether you want to work as a freelance Web designer, join a Web development team, or build websites for your organization, this course will give you the advanced tools you need. You will learn to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You will also build forms that collect information and embed video that works in all browsing environments. Along the way, you will explore aesthetics, color schemeing, and accessible Web page design. As a bonus, you will learn the most cost-effective ways to set up your sites. Even if you’re a beginner, this course will fully prepare you to build websites using state-of-the-art techniques. 12 sessions, $140* (includes a $65 lab fee)

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

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

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

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

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

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<th>Course Code</th>
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</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. 12 sessions, $140* (includes a $65 lab fee)
97817 WF 10/14-12/4 online E2GO
97818 WF 11/11-1/1 online E2GO
97819 WF 12/9-1/29 online E2GO
97820 WF 1/13-3/4 online E2GO

DPR-670 Introduction to PC Security 2.4 CEUs
This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You’ll be taught the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks 12 sessions, $140* (includes a $65 lab fee)
97821 WF 10/14-12/4 online E2GO
97822 WF 11/11-1/1 online E2GO
97823 WF 12/9-1/29 online E2GO
97824 WF 1/13-3/4 online E2GO

DPR-671 Advanced Personal Computer Security
This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you’re running a small home network or you’re an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access 12 sessions, $140* (includes a $65 lab fee)
97825 WF 10/14-12/4 online E2GO
97826 WF 11/11-1/1 online E2GO
97827 WF 12/9-1/29 online E2GO
97828 WF 1/13-3/4 online E2GO

DPR-672 Introduction to CSS and XHTML 2.4 CEUs
Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. 12 sessions, $140* (includes a $65 lab fee)
97948 WF 10/14-12/4 online E2GO
97949 WF 11/11-1/1 online E2GO
97950 WF 12/9-1/29 online E2GO
97951 WF 1/13-3/4 online E2GO

DPR-741 Introduction to Creating WordPress Web Sites 2.4 CEUs
WordPress is one of the world’s most popular Web design tools because it is free, it is easy to use, and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme. 12 sessions, $140* (includes a $65 lab fee)
97956 WF 10/14-12/4 online E2GO
97957 WF 11/11-1/1 online E2GO
97958 WF 12/9-1/29 online E2GO
97959 WF 1/13-3/4 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 show you how to build and optimize a Web app for almost any mobile device including Apple’s iOS, Android, Blackberry, and Windows Phone. 12 sessions, $140* (includes a $65 lab fee)
97965 WF 10/14-12/4 online E2GO
97966 WF 11/11-1/1 online E2GO
97967 WF 12/9-1/29 online E2GO
97968 WF 1/13-3/4 online E2GO

DPR-780 Introduction to InDesign CS6 2.4 CEUs
Have you ever seen a terrific-looking brochure or newsletter, and wondered how it was made? Chances are the designer used Adobe InDesign CS6, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you will get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. 12 sessions, $140* (includes a $65 lab fee)
97969 WF 10/14-12/4 online E2GO
97970 WF 11/11-1/1 online E2GO
97971 WF 12/9-1/29 online E2GO
97972 WF 1/13-3/4 online E2GO

DPR-766 Creating WordPress Websites 2 2.4 CEUs
Discover how to use WordPress, the world’s most popular Web page publisher, to create and manage dynamic websites and blogs without any technical coding! You will be taught everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. You will find out how to use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure. 12 sessions, $140* (includes a $65 lab fee)
97960 WF 10/14-12/4 online E2GO
97961 WF 11/11-1/1 online E2GO
97962 WF 12/9-1/29 online E2GO
97963 WF 1/13-3/4 online E2GO

* Tuition is due in full when registering. There is no refund after the first class.
## CONSTRUCTION MANAGEMENT

### CONSTRUCTION

301-546-3075

### CONTINUING EDUCATION CERTIFICATE, CONSTRUCTION MANAGEMENT

This seven course program was developed by the nationally recognized Construction Education Committee to meet the needs of the construction industry. The first three 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).

### CST-434 Construction Enterprise Project 4.2 CEUs

This is a capstone class, drawing on the students' knowledge gained in all the previous construction classes. The format will be a series of projects, rather than lectures, with the students working in teams/pairs. The projects will reflect the "real life" every day workings of a construction company. **14 sessions, $450* (includes a $135 lab fee)**

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<thead>
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### CST-335 Construction Management 1 4.2 CEUs

This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Text required at first class. **14 sessions, $315* **

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### CST-345 Construction Blueprint Reading 4.2 CEUs

Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. Text required at first class. **14 sessions, $450* (includes a $135 lab fee)**

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### CST-346 Build Your Own House 4.2 CEUs

This course offers an overview of the process of building your own house, or making a major renovation, from concept through design, finance and construction, to turnover. Its purpose is to help the owner maintain control throughout the process by clearly understanding each step and his/her own role. Topics include how to choose a builder or whether you should be your own general contractor. **14 sessions, $450* **

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### CST-339 Construction Quality Control 4.2 CEUs

This course offers a general overview of the contractor’s quality control (QC) as it pertains to each trade on the job. Includes documentation, support, and the interaction between construction and QC. Text required. **14 sessions, $425* **

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### CST-389 Start Your Own Construction Company 4.2 CEUs

This class addresses the considerations, steps and decisions required to start a construction company. Some of the main topics are defining a clear company goal, developing a business plan, comparing resources available (time, talent and financial) with requirements, and identifying potential customers and what they want. **14 sessions, $425* **

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

BUILDING MAINTENANCE
301-546-0894

BUILDING MAINTENANCE AND APARTMENT MAINTENANCE TECHNICIANS
CONTINUING EDUCATION CERTIFICATES

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

We also offer Apartment Maintenance Technician Certification.

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

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

APARTMENT MAINTENANCE TECHNICIAN
301-546-0894

APARTMENT MAINTENANCE TECHNICIAN CERTIFICATE

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

For information, contact us at the number above.

CORE SKILLS
301-546-0894

CORE: INTRODUCTORY CRAFT SKILLS

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

Option 1
- OCU-410 Core: Introductory Craft Skills

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

OCU-408 CORE: Introductory Craft Skills: Part 1

3.9 CEUs

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

99936 TTh 1/12–2/23 6–9 p.m. STC

OCU-416 CORE: Introductory Craft Skills: Part 2

3.5 CEUs

This is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include hand and power tools, construction drawings, and materials handling. Text required at first class: NCCER Core Curriculum, (4th edition). 12 sessions, $475* (includes a $20 lab fee)

96211 TTh 10/20–12/3 6–9 p.m. STC

96210 MW 10/26–12/7 6–9 p.m. STC
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-323 Construction: Level 2: Part 2
- ELC-346 Electrical: Level 3, Part 1
- ELC-347 Electrical: Level 3, Part 2
- ELC-348 Electrical: Level 3, Part 3
- CST-431 NEC Update 2011
- ELC-321 Basic electronics and Motor Control
- ELC-349 Electrical: Level 4, Part 1
- ELC-350 Electrical: Level 4, Part 2
- ELC-351 Electrical: Level 4, Part 3
- ELC-376 National electric Code: Part 3, Journeyman Preparation

CST-437 NEC Update 2014 1.0 CEU
This course provides a review of significant areas of the National Electric Code (NEC). The focus will be on the application of changes made during the 2014 NEC update. This course is not limited master specific, but qualifies for ten hours of continuing education required to maintain a master's license. 2 sessions, $245* (includes a $50 lab fee)

99749 FS 1/29-1/30 5-9:30 p.m. WTC

ELC-324 Construction Electricity 2: Part 2 3.8 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics include: conductor installations, cable tray, conductor terminations and splices and control systems and fundamental concepts. Prerequisite: Construction Electricity 2, Part 1. Text required at first class session: Electrical Level 2, (7th edition) and 2011 NEC. 12 sessions, $415* (includes a $50 lab fee)

99750 MW 10/19-12/7 6-9:30 p.m. WTC

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HVC-340 CFC Preparation and Certification
This course is designed to review the requirements of the Environmental Protection Agency (EPA) under section 608 of the Clean Air Act for those who service, maintain, repair or dispose of air conditioning and refrigeration equipment according to 40 CFR Part 82, subpart F. Information for Type 1, 2 and 3 (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Prerequisite: HVC-331 HVAC/R Level 1: Part 2 or one year of experience in HVAC. Registration requirements must be completed at least two days prior to class start date to finalize the mailing list. Text required: EPA certification Exam Prep Manual (7th edition) Esco Institute. Note: students must read the entire textbook prior to the first class session.

2 sessions, $270* (includes a $40 lab fee)

98377 ThF 10/7–10/8 5–9 p.m. STC

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

25 sessions, $940* (includes a $30 lab fee)

98371 Th 10/2–10/13 5:45–9:30 p.m. STC

HVC-334 HVAC/R Level 2: Part 1
This course introduces the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include commercial airside systems, chimneys, vents and flues, hydronic systems, air quality equipment and leak detection, evacuation, recovery and charging. Prerequisites: HVC-331: Introduction to HVAC/R Level 1, Part 2. Text required at first class: NCCER HVAC Level 1 (4th edition).

16 sessions, $595* (includes a $50 lab fee)

99746 Th 10/20–12/10 6–9 p.m. WTC

HVC-360 HVAC/R Level 3, Part 1
This course introduces the National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include hardware, fasteners, troubleshooting control circuits/motors, and cooling. Prerequisites: HVAC/R Level 2. Text required: (multiple, approx. $300). At first class: NCCER HVAC Level 3. (4th edition)

18 sessions, $740* (includes a $30 lab fee)

98384 MW 10/14–12/16 6–9:30 p.m. STC

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

16 sessions, $660* (includes a $30 lab fee)

98395 MW 1/4–2/2 6–9:30 p.m. STC

HVC-365 HVAC/R Level 4, Part 1
This course introduces the National Center for Construction Education and Research (NCCER) Level 4 curriculum for HVAC/R. Topics include: water treatment, indoor air quality, energy conservation equipment, building management systems, and system air balancing. Text required at first class: NCCER HVAC Level 4. Prerequisites: HVAC/R Level 3.

20 sessions, $595* (includes a $50 lab fee)

00609 MW 1/11–3/16 6–9:30 p.m. WTC

KEY-300 Locksmithing 101
This program offers comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. At the conclusion of the program, students will be familiar with impressioning, lock-picking, closed circuit TV, safe lock installation, troubleshooting, and automotive lock opening.

A Continuing Education Certificate in General Locksmithing will be issued upon successful completion of the following courses:

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

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

00605 MW 1/4–2/29 5:30–8:30 p.m. WTC

KEY-301 Locksmithing 102
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text required and tools second week.

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

96344 MW 10/26–12/14 5:30–9 p.m. WTC
### KEY-305 Locksmithing 201 4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Text and tools required.  
**15 sessions, $700* (includes a $100 lab fee)**

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### KEY-304 Locksmithing 202 4.6 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305.  
**14 sessions, $700* (includes a $100 lab fee)**

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### MASONRY
301-546-8514 or jonesce@pgcc.edu

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

### BASIC PLUMBING
301-546-0894

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

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

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

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<th>Type</th>
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<tr>
<td>OCU-411</td>
<td>INTRODUCTORY CRAFT SKILLS (CORE)</td>
<td>3.8 CEUs</td>
<td>3.8 CEUs</td>
<td>Introduction to Plumbing, Level 1: Part 1</td>
<td>OCU-410</td>
<td>10/26-11/25</td>
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<td>OCU-330</td>
<td>PLUMBING REPAIR: BASIC SKILLS</td>
<td>1.2 CEUs</td>
<td>1.2 CEUs</td>
<td>Plumbing Repair: Basic Skills</td>
<td>OCU-305</td>
<td>10/22-12/15</td>
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<td>OCU-331</td>
<td>DRYWALL INSTALLATION AND REPAIR</td>
<td>1.5 CEUs</td>
<td>1.5 CEUs</td>
<td>Drywall Installation and Repair</td>
<td>OCU-304</td>
<td>10/26-11/25</td>
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### OCU-411 Introduction to Plumbing Level 1: Part 1 3.8 CEUs
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. Prerequisite: OCU-410. Note: Due to scheduling, the required Core: Introductory Craft Skills course for level one students may be completed concurrently. Text required.  
**10 sessions, $450* (includes a $50 lab fee)**

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</table>

### OCU-330 Plumbing Repair: Basic Skills 1.2 CEUs
This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Text required: *Step by Step Guide Book on Home Plumbing*. Instructor: Janaina Rocha.  
**4 sessions, $175* (includes a $30 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>96215</td>
<td>TTh</td>
<td>11/3-11/24</td>
<td>6-9 p.m.</td>
<td>STC</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Dates</th>
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<td>99941</td>
<td>MT</td>
<td>1/5-1/26</td>
<td>6-9 p.m.</td>
<td>STC</td>
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### OCU-329 Electrical Repair: Basic Skills 1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include safety, replacing switches and light fixtures, troubleshooting, electrical tool usage, wire connections and diagrams. Text required: *Step by Step Guide Book on Home Wiring*. Instructor: Janaina Rocha.  
**4 sessions, $175* (includes a $30 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
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<tr>
<td>96216</td>
<td>T</td>
<td>12/1-12/15</td>
<td>6-9 p.m.</td>
<td>STC</td>
</tr>
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</table>

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
OWNERSHIP IN THE BEAUTY, BARBER, AND WELLNESS INDUSTRY

CONTINUING EDUCATION CERTIFICATE

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

Completion of one of the following programs:

- Cosmetology
- Professional Braiding
- Makeup Artistry

CORE COURSES

(START-UP) 14 hours

- Opening a Salon 3 hours
- Successfully Managing a Beauty Salon 3 hours
- Successful Business Start-Up 2 hours
- Making it Count in the Beauty Industry: Planning 3 hours
- Making it Count in the Beauty Industry: Pricing and Budgeting 3 hours

(FINANCE) 6 hours

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

(LEGAL) 6 hours

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

(MARKETING) 6 hours

- Marketing Strategies for Today and Tomorrow 6 hours
- Social Media Strategy 3 hours

OR any other Marketing course listed in the schedule.

PROFESSIONAL BRAIDING

301-546-0120 or jonesce@pgcc.edu

OCU-432 Professional Braiding: Level 3

Topics include a continuation of Level 2 braids and introduction of extension with burn finishing with a corn row and a braid, Senegalese braid and Corkscrew braid, hands-on practice. Prerequisite: OCU-431

5 sessions, $235* (includes a $75 lab fee)

98690 M 1/16-12/14 6-9:30 p.m. WTC
MAKUP ARTISTRY
301-546-0120 or 301-546-0158

OCU-428 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 experience the client consultation and face chart. More advanced essential tips, tricks and techniques for using primers, color correctors, highlighting and contouring, lash application and finishing touches will separate the professional from the novice makeup user. Instructor Andi Bradshaw has over 30 years’ experience in the cosmetology field. 2 sessions, $99 (includes a $50 lab fee)

OCU-437 Advanced Professional Makeup
If you are seeking an advanced makeup class, this is it! Instructor Andi Bradshaw, with more than 30 years of experience in the field, will address information not covered in Professional Makeup for Beginners. Topics will include covering blemishes and tattoos, camouflage birthmarks or pimples, practicing four types of primers, and using highlighters and contours. Bring a photo of a look you like along with your makeup kit (including false lash strips) and de-construct it, learning how the look was created and how you can reproduce it. Practice advanced tips and tricks used by makeup professionals. Requirement: Professional Makeup for Beginners or the ability to apply full face makeup in 30 minutes or less. 2 sessions, $99* (includes a $50 lab fee)

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)

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

OCU-423 Advanced Makeup Artistry
This course will incorporate advanced makeup techniques. Topics will include contouring and highlighting, custom blended foundations, airbrush makeup demonstrations and how to enhance natural beauty for special events: weddings, proms or just a night on the town. Prerequisite: OCU-422 Introduction to Makeup Artistry. 4 sessions, $160* (includes a $60 lab fee)

OCU-429 From Blah to Beautiful
This course is perfect for a beginner or a novice who use makeup casually. Learn the basics of skin care, skin types, enhancing eyes and lips based on their shapes, and selecting the right products to give yourself a more polished look and to enhance your natural beauty. 2 sessions, $70 (includes a $15 lab fee)

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

CREATIVE AND PERFORMANCE ARTS

CREATIVE WRITING
301-546-8340 or 301-546-3019

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

SKB-386 Keys to Effective Editing
2.4 CEUs
Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you’re already working as an editor, you’ll not only brush up on your skills, but also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have better-than-average spelling ability. 12 sessions, $140* (includes a $65 lab fee)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Description</th>
<th>Sessions</th>
<th>Tuition</th>
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<tr>
<td>SKB-307</td>
<td>The Craft of Magazine Writing</td>
<td>2.4</td>
<td>This class shows the student many of the writing principles and publishing methodologies used in the magazine publishing industry. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>97890-97891-97892-99958 WF 10/14-12/4 online E2GO</td>
<td>$140</td>
</tr>
<tr>
<td>SKB-367</td>
<td>Writing Your Life’s Story</td>
<td>2.4</td>
<td>Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>98168-98169-98171-00007 WF 1/13-3/4 online E2GO</td>
<td>$140</td>
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<tr>
<td>SKB-403</td>
<td>Travel Writing</td>
<td>2.4</td>
<td>For fiction writers who want to capture the landscape and feelings that are translated into novels or for the magazine writer who wants to write on travel, this class will show you how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles, books and novels. See some of the writing styles and methods used to sell material in today's competitive market, including lead paragraphs, descriptive passages and the uses of interviews, quote; and facts. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>97894-97895-97896-99959 WF 1/13-3/4 online E2GO</td>
<td>$140</td>
</tr>
<tr>
<td>SKB-393</td>
<td>Beginner's Guide to Getting Published</td>
<td>2.4</td>
<td>An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers, clubs and the future of publishing. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>98180-98182-98184-00010 WF 1/13-3/4 online E2GO</td>
<td>$140</td>
</tr>
<tr>
<td>SKB-382</td>
<td>Internet Writing Markets</td>
<td>2.4</td>
<td>A professional writer will help you discover a variety of markets for your written work. 12 sessions, $130* (includes a $65 lab fee)</td>
<td>98653-98656-98657-00012 WF 1/13-3/4 online E2GO</td>
<td>$130</td>
</tr>
<tr>
<td>SKB-465</td>
<td>Writing Young Adult Fiction</td>
<td>2.4</td>
<td>From Harry Potter to Twilight, young adult fiction is one of the hottest genres for today's novels. This course shows you how to develop your own young adult story step-by-step, from structuring your plot to polishing your final manuscript. You will be shown how to connect with teens and young adults, write breathtaking action scenes, and create realistic dialogue. And best of all, you'll find out how to get published! Whether you are interested in writing fantasy, romance, science fiction, or historical novels, you will be taught everything you need to know to make your story a success. 12 sessions, $130* (includes a $65 lab fee)</td>
<td>97906-97907-97908-99962 WF 1/13-3/4 online E2GO</td>
<td>$130</td>
</tr>
<tr>
<td>SKB-722</td>
<td>Beginning Writer's Workshop</td>
<td>2.4</td>
<td>If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You'll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece. 12 sessions, $140 (includes a $65 lab fee)</td>
<td>98606-98607-98608-00012 WF 1/13-3/4 online E2GO</td>
<td>$140</td>
</tr>
</tbody>
</table>
SKB-402 Writing for Children  2.4 CEUs
Join a former executive editor of Scholastic children's publishing and discover what you need to know to write for children. In this highly interactive, hands-on course, you will take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you will explore the changing world of children's literature and understand the various formats, whether it's early readers, picture books, chapter books, middle grade or young adult novels. You will get insights from publishing professionals to gain a better understanding of the needs of today's market. 12 sessions, $140* (includes a $65 lab fee)
98615 WF 11/11–1/1 online  E2GO
98614 WF 10/14–12/4 online  E2GO
12 sessions, $140* (includes a $65 lab fee)

ART-405 Picture This: Image Transfers
Create your own abstract art work using photographs and photocopies. This one day workshop, taught by artist Sharon Robinson, will introduce you to techniques, materials and tools that will allow you to incorporate representative imagery into mixed media gems. Make assorted image transfers from copies and enhance old photographs to stand alone or be integrated into a collage. Please bring to class with you several black and white and color laser (not inkjet) photocopies of your favorite images and photographs. Additional photos, copies and materials will be provided. Instructor can be emailed with questions. 1 session, $69 (includes a $40 lab fee)
98229 S 11/14/11/14 10 a.m.–3 p.m.  LCC-205

ART-402 Paper Frenzy
Spend a day just making papers for collage and other art projects. Leave with a glorious collection of one-of-a-kind papers using acrylic paint, ink, stamps and other materials. Using art tissue, watercolor and other types of papers, you will create a supply of material composed of various weights, textures and patterns. New techniques to explore and great preparation for Painting and Collage offered later in the month. Instructor Sharon Robinson brings professional experience, knowledge and enthusiasm to this course. 1 session, $69 (includes a $50 lab fee)
00391 S 1/16–1/16 10 a.m.–2 p.m.  LCC-205

GRAPHIC ART
ART-382 Art Journaling—Going Beyond Scrapbooking
This course is designed to introduce beginning students to the basic lettering and drawing techniques and to inspire the artistic documentation of personal stories. Composition, collage, and shadowing and color mixing techniques will be taught through hands-on demonstrations and inspirational artists’ biographies. The instructor will provide materials for the first class, but please bring what you have already. The supply list for subsequent classes will be provided. Intermediate and advanced artists are welcome too. 5 sessions, $150
COM-347 Voice-overs: Now is Your Time
This class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! You will be taught a unique way to cash in on one of the most lucrative full or part-time careers out there! This is a business you can handle on your own time, with practically no overhead! Companies are looking for new voices like never before. This exciting, fun class could be the game changer you’ve been looking for! Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several local advertising ADDY Awards and nominations. 1 session, $69 (includes a $40 lab fee)
98556 S 10/24–10/24 9–11:30 a.m.  LCC-205

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

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

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

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

Please read the course descriptions carefully! Many of our courses have a new placement test requirement contact the number above for more information.
DCR-300 Child Care Information Session
If you have questions about which child care courses to take to start a family child care center, to be a director in a center, or to start working towards your Early Childhood Education degree, then this session will be helpful. Representatives from both the credit and non-credit sides of the College will be on hand to give a brief presentation and answer your questions. This is not the orientation session that the Office of Child Care runs to begin your licensing process. This information session is free, but pre-registration is recommended to reserve your space. 1 session

97581 T 10/20-10/20 6:30-8:30 p.m. Largo

DCR-315 Infant and Toddler: 45 Hours 4.5 CEUs
Introduces the philosophy of infant and toddler education focusing on how very young children (birth to age three) grow physically, emotionally, socially and intellectually. Topics also include curriculum planning, goal setting, and selection of age-appropriate materials and methods. Shaken Baby Syndrome and Sudden Infant Death Syndrome are also included in this course. Course satisfies the Maryland State Department Education (MSDE) curriculum requirement of 45 hours of infant/toddler training for group and family child care settings. Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care qualifying score on the reading comprehension placement test. Textbook information is available at www.pgccbookstore.com. Note: all online classes have mandatory campus visits. $205*

97585 M 11/2-12/13 online BLBD, (7 sessions)
S 11/21-11/21 1-4 p.m.

DCR-456 School-Age Curriculum Development: 45 Hours 4.5 CEUs
Discuss curriculum development for school-age children. This course provides 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after school setting. Prerequisites: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and a qualifying score on the reading comprehension placement test. Perfect attendance is required. Textbook information is available at www.pgccbookstore.com. Note: all online classes require mandatory campus visits. $205*

97579 S 10/24-12/5 8:30 a.m.–4:30 p.m. Largo (6 sessions)

DCR-531 Pre-School Curriculum/ Activities 45 Hours 4.5 CEUs
Learn the principles of curriculum planning for programs serving children ages three through five. Activities and materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department of Education (MSDE) Office of Child Care. (formerly DCR-304) Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Textbook information is available at www.pgccbookstore.com. Note: all online classes require mandatory campus visits. 13 sessions, $205*

97575 S 10/24-12/5 8:30 a.m.–4:30 p.m. Largo (6 sessions)

97574 MW 10/28-12/14 6:30-10 p.m. Largo

97599 Th 10/29-11/24 9 a.m.–3:30 p.m. UTC-255 (8 sessions)

97583 M 11/2-12/13 online BLBD, 1
S 11/21-11/21 9 a.m.–12 p.m. (7 sessions)

DCR-466 Child Care Administration for Directors 4.5 CEUs
Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department of Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisites: qualifying score on the reading comprehension placement test and completion of the 90 hour certificate. Perfect attendance is required. Textbook information is available at www.pgccbookstore.com. Note: all online classes require mandatory campus visits. 7 sessions, $205*

97594 S 11/2-12/15 online BLBD, 1
S 11/21-11/21 9 a.m.–12 p.m. LCC-205

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DCR-S10 Family Child Care Pre-Service 2.4 CEUs
This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. $200*
98242 S 11/21-12/12 9 a.m.–5:30 p.m.  LCC-205 (3 sessions)

DCR-328 Enhancing Language Development in Childhood 2.4 CEUs
Content Area D: This is a user-friendly course for parents, teachers, and caregivers. Discover how children learn to process language and how they become proficient speakers and thinkers. Help to enrich your child’s life by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. 12 sessions, $140* (includes a $65 lab fee)
97710 WF 10/14-12/4 online  E2GO
99846 WF 1/13-3/4 online  E2GO

DCR-S29 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, $140* (includes a $65 lab fee)
97701 WF 11/11-1/1 online  E2GO
99835 WF 1/13-3/4 online  E2GO

EDUCATION/TEACHER TRAINING

SKB-473 Praxis Core Preparation 2.4 CEUs
Are you a perspective teacher who needs to pass the Praxis Core Exam? This course will develop all the skills you need for the test as we review and prepare for everything it includes. Become familiar with different types of questions that appear on the reading and writing test, and master the many areas of math that you’ll be tested on. You will also learn test-taking strategies and get plenty of practice questions similar to those on the Praxis Core Exam. 12 sessions, $140* (includes a $65 lab fee)
98126 WF 10/14-12/4 online  E2GO
98127 WF 11/11-1/1 online  E2GO
98170 WF 12/9-1/29 online  E2GO
99865 WF 1/13-3/4 online  E2GO

SKB-416 Survival Kit for New Teachers 2.4 CEUs
This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom. 12 sessions, $140* (includes a $65 lab fee)
97682 WF 12/9-1/29 online  E2GO
99824 WF 1/13-3/4 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, $140* (includes a $65 lab fee)
97688 WF 10/14-12/4 online  E2GO
99830 WF 1/13-3/4 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, $140* (includes a $65 lab fee)
97658 WF 10/14-12/4 online  E2GO
97659 WF 11/11-1/1 online  E2GO
97660 WF 12/9-1/29 online  E2GO

SKB-475 Creating the Inclusive Classroom 2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face every day and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success. 12 sessions, $140* (includes a $65 lab fee)
97708 WF 11/11-1/1 online  E2GO
99841 WF 1/13-3/4 online  E2GO

SKB-476 Solving Classroom Discipline Problems 2.4 CEUs
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken. 12 sessions, $140* (includes a $65 lab fee)
97686 WF 10/14-12/4 online  E2GO
99827 WF 1/13-3/4 online  E2GO
SKB-477 Solving Classroom Discipline Problems 2 2.4 CEUs
This course covers skills for teachers to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. How to use a new research-based, six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action. 12 sessions, $140* (includes a $65 lab fee)
97696 WF 1/13–3/4 online E2GO

SKB-568 Teaching Adult Learners 2.4 CEUs
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom. You’ll discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition you’ll be taught dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effectively. 12 sessions, $140* (includes a $65 lab fee)
97703 WF 10/14–12/4 online E2GO
97705 WF 12/9–1/29 online E2GO
99838 WF 1/13–3/4 online E2GO

SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD) 2.4 CEUs
This course is designed for individuals pursuing professional development in education and provides practical strategies to help students with Attention Deficit/Hyperactivity Disorder (ADHD) control their behavior and succeed in school. Learn relatively simple adaptations in space, structure, rules and expectations for dealing with students with ADHD. 12 sessions, $140* (includes a $65 lab fee)
97702 WF 10/14–12/4 online E2GO

SKB-479 Creating a Classroom Website 2.4 CEUs
This course is designed for individuals pursuing professional development training in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more. 12 sessions, $140* (includes a $65 lab fee)
99832 WF 1/15–3/4 online E2GO

SKB-727 Teaching Students With Learning Disabilities 2.4 CEUs
Learn how to successfully meet the diverse needs of students with disabilities in your classroom from an experienced special educator. We will dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. We will also talk about fun games you can incorporate, tips for modifying your classroom, and lots of tested methods for bringing out the best behavior in your students. Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students in a variety of settings, this course will prepare you to understand and empower your kids with learning disabilities. In this course, you’ll discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments! 12 sessions, $140* (includes a $65 lab fee)
99844 WF 1/13–3/4 online E2GO

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)
301-546-8340 or transitionesl@pgcc.edu

TRANSITION ESL CLASSES
Are you ready to take your English skills to the next level? Transition ESL is for you if:
• You are confident of your English speaking skills to navigate within the community and workplace, and want to improve your English reading, grammar and vocabulary, or
• You took the Michigan Test at the college and scored a 47 or below, or
• You are enrolled in Academic ESL-0081 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
• Other classes are in development

Courses are available at sites around Prince George’s County. The cost for these courses is:
$20 registration fee
$50-$200 tuition, depending on the course
$10-$75 per course for textbooks

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

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

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

ESL-356 Pronunciation and Fluency
Students practice the basic vowel sounds, word stress patterns, and intonation of American English to help improve their ability to understand and be understood. 15 sessions, $110

ESL-367 Conversational English
This course is designed for intermediate to advanced level English Language Learners. Lessons focus on recognizing and using common conversational phrases and improving listening and speaking skills through discussions about interesting topics. 15 sessions, $75

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ADULT EDUCATION ESL
301-546-8340 or www.pgcc.edu/go/adulteducationesl

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

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

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

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

ENGLISH COMMUNICATION AND WRITING
301-546-8340 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, $140* (includes a $65 lab fee)

OFC-349 Keys to Effective Communication 2.4 CEUs
This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist. 12 sessions, $140* (includes a $65 lab fee)

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

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

MGT-438 Fundamentals of Technical Writing 2.4 CEUs
This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You'll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. 12 sessions, $140* (includes a $65 lab fee)

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

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

SKB-471 Fantasy Fiction Writing 2.4 CEUs
This is the perfect course for anyone who's ever thought about becoming a fantasy fiction writer. 12 sessions, $140* (includes a $65 lab fee)
MGT-342 Using Social Media in Business 2.4 CEUs
Learn how to use the five most popular social media platforms-Facebook, Twitter, LinkedIn, Pinterest, and Google+- to grow and promote your business. 12 sessions, $140* (includes a $65 lab fee)

98463 WF 10/14–12/4 online E2GO
98465 WF 11/11–1/1 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, $130*

97567 W 10/14–11/8 6:30–9:30 p.m. Largo

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

98634 WF 10/14–12/4 online E2GO
98635 WF 11/11–1/1 online E2GO
98636 WF 12/9–1/29 online E2GO
99857 WF 1/13–3/4 online E2GO

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

98115 WF 11/11–1/1 online E2GO
99854 WF 1/13–3/4 online E2GO

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

98119 WF 10/14–12/4 online E2GO
99862 WF 1/13–3/4 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, $140* (includes a $65 lab fee)

97712 WF 10/14–12/4 online E2GO
99849 WF 1/13–3/4 online E2GO

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

97767 WF 10/14–12/4 online E2GO
97768 WF 11/11–1/1 online E2GO
97769 WF 12/9–1/29 online E2GO
99825 WF 1/13–3/4 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, $140* (includes a $65 lab fee)

97771 WF 10/14–12/4 online E2GO
97772 WF 11/11–1/1 online E2GO
97773 WF 12/9–1/29 online E2GO
99826 WF 1/13–3/4 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, $140* (includes a $65 lab fee)

97771 WF 10/14–12/4 online E2GO
97772 WF 11/11–1/1 online E2GO
97773 WF 12/9–1/29 online E2GO
99826 WF 1/13–3/4 online E2GO

SKB-362 Law School Admission Test Preparation: Course 1
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series. 12 sessions, $140* (includes a $65 lab fee)

97784 WF 10/14–12/4 online E2GO
97786 WF 11/11–1/1 online E2GO
97788 WF 12/9–1/29 online E2GO
99828 WF 1/13–3/4 online E2GO

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

97790 WF 10/14–12/4 online E2GO
97793 WF 11/11–1/1 online E2GO
97794 WF 12/9–1/29 online E2GO
99829 WF 1/13–3/4 online E2GO

MAT-302 Introduction to Statistics 2.4 CEUs
Do you need an introduction to statistics or maybe just a refresher? Do you want to improve your understanding of data and use it to make decisions? This is the course for you! With easy-to-understand examples combined with real-world applications, this course provides you with the skills and knowledge you need to start analyzing data. Explore how to use data and apply statistics to real-life problems and situations. We will discuss data and data collection practices. Learn how to summarize and describe data with charts, numbers, and graphs. Calculate and interpret probabilities and then see how they apply to decision making when you’re faced with uncertainty. 12 sessions, $140* (includes a $65 lab fee)

00004 WF 10/14–12/4 online E2GO
00005 WF 11/11–1/1 online E2GO
00007 WF 12/9–1/29 online E2GO
00022 WF 1/13–3/4 online E2GO

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

ENR-437 Fit and Fabulous in 15 Minutes
Do you have too little time and too much fat? Too much stress? Feel too tired? Then you need to be able to sneak it ALL in. Learn the tips, tricks, and secrets of being Fit and Fabulous in 15 Minutes! From exercise and eating to beauty, anti-aging and much MORE for your health. All in just MINUTES a day! Instructor: Kiona Leah. 1 session, $25
98345 Th 10/15-10/15 6:30-9:30 p.m. LCC-205

ENR-465 The Family Newsletter
This workshop teaches the fundamentals of writing a family newsletter to share family information, post reunion news, and keep the lines of communication open between the generations. Topics will include using this document to share family history and genealogical finds, querying the family on genealogical road blocks, and corresponding via the internet in writing. Instructor: Nathania Branch-Miles. 1 session, $35
98224 W 10/14-10/14 6:30-9:30 p.m. LCC-205

ENR-572 Using Mindfulness Meditation to Increase Happiness
For many of us, happiness is dependent on outside conditions. We suffer from the “if only” disease and seem to never have enough to be satisfied. Possessions, jobs, relationships - we’re always looking for the next big thing that will finally make us happy. Mindfulness meditation gives you tools to create lasting happiness that does not rely on others. Explore how clinging to your attitudes and possessions creates dissatisfaction and how loving kindness, generosity and gratitude can help alter your outlook on life. 1 session, $59 (includes a $40 lab fee)
98329 S 10/31-11/31 9 a.m.-1 p.m. LCC-205

ENR-375 Develop Your Psychic Ability
Is this really “psychic development” or should it be called “intuitive development”? Find out what your intuitive gifts are. Learn how messages are received and the meaning and use of divination tools. Get connected to the universal energy stream through guided meditation and energy work. Feel free to bring your cards or other divination tools to class for demonstration and practice. Instructor: Gena Wilson, LCSW. 1 session, $25
97865 T 11/12-11/10 7-9 p.m. LCC-205

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 lives. Deepen your understanding of your current life. Instructor: Gena Wilson, LSCW, Hypnotherapies, Psychics, Angel Messenger and Animal Communicator. 1 session, $25
97866 T 10/20-10/20 7-9 p.m. LCC-205

FIN-346 Personal Finance
Protect your assets and discover how best to achieve all your financial goals. Topics will include how to create and use a budget, how to borrow and invest wisely, how to make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security. 12 sessions, $140* (includes a $65 lab fee)
97747 WF 10/14-12/4 online E2GO
97748 WF 11/1-1/1 online E2GO
97749 WF 12/9-1/29 online E2GO
99820 WF 1/13-3/4 online E2GO

FIN-345 Introduction to Stock Options
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. 12 sessions, $140* (includes a $65 lab fee)
97751 WF 10/14-12/4 online E2GO
97752 WF 11/1-1/1 online E2GO
97754 WF 12/9-1/29 online E2GO
99821 WF 1/13-3/4 online E2GO

RES-325 Real Estate Investing
Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual goals that will put you well on your way to finding your first (or next) deal. 12 sessions, $140* (includes a $65 lab fee)
97755 WF 10/14-12/4 online E2GO
97756 WF 11/1-1/1 online E2GO
97760 WF 1/13-3/4 online E2GO
99822 WF 1/13-3/4 online E2GO
FIN-340 Key to Successful Money Management  2.4 CEUs
If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed. 12 sessions, $140 (includes a $65 lab fee)
99743  WF  10/14-12/4  online  E2GO  97744  WF  11/11-1/1  online  E2GO

FIN-359 Little Known Secrets of Paying for College
Learn how to send your child to the college of his/her dreams without bankrupting your retirement. Debunk myths such as in-state schools being more affordable than private schools. Learn how college financial aid (including the Free Application for Federal Student Aid (FAFSA) and the CSS/Financial Aid Profile) is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the Internal Revenue Service (IRS) to fund college through “tax scholarship.” Gain the tools and knowledge to meet your goals. 1 session, $59 (includes a $40 lab fee)
00388  T  1/19-1/19  6:30-9:30 p.m.  LCC-205

FACILITY MANAGEMENT CREDENTIAL PROGRAMS

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

FACILITY MANAGEMENT PROFESSIONAL FMP) CREDENTIAL
Prince George's Community College has partnered with the Chesapeake Chapter of the International Facility Management Association to offer courses leading to the Facility Management Professional (FMP) credential. To earn the credential, you must successfully complete the following courses (credential exam is included):
• MGT-631  Operations and Maintenance for FMP
• MGT-632  Project Management for FMP
• MGT-633  Financial and Business Essentials for FMP
• MGT-634  Leadership and Strategy Essentials for FMP
• MGT-312  Sustainability Facility Professional

Chesapeake Chapter members receive discounted tuition.

MGT-631 Operations and Maintenance for FMP  1.6 CEUs
This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Note: members of the IFMA Chesapeake Chapter must register for syn# 99298 to get the discounted price, and non-members must register for syn# 99299. 2 sessions, Non-members: $783* (includes a $300 lab fee) Members: $642 (includes a $300 lab fee) 2 sessions, $300* (includes a $300 lab fee)
00614  FS  1/22-1/23  8:30 a.m.-5 p.m.  WTC  00615  FS  1/22-1/23  8:30 a.m.-5 p.m.  WTC

MGT-632 Project Management for FMP  1.6 CEUs
This is the second of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to project management. You will be taught how to define, plan, manage, oversee, and close projects. Note: members of the IFMA Chesapeake Chapter must register for syn# 99301. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 2 sessions, $783* (includes a $300 lab fee)
99301  FS  10/23-10/24  8:30 a.m.-5 p.m.  WTC  99300  FS  10/23-10/24  8:30 a.m.-5 p.m.  WTC

MGT-633 Finance and Business Essentials for FMP  1.6 CEUs
This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and contracts in the facility organization. Note: members of the IFMA Chesapeake Chapter must register for syn# 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) 2 sessions, $783* (includes a $300 lab fee)
99303  FS  11/20-11/21  8:30 a.m.-5 p.m.  WTC  99302  FS  11/20-11/21  8:30 a.m.-5 p.m.  WTC

MGT-634 Leadership and Strategy Essentials for FMP  1.6 CEUs
This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leadership to the entire organization. Note: members of the IFMA Chesapeake Chapter must register for syn# 99304 to get the discounted price; non-members must register for syn# 99305. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee) 2 sessions, $783* (includes a $300 lab fee)
99305  FS  12/11-12/12  8:30 a.m.-5 p.m.  WTC  99304  FS  12/11-12/12  8:30 a.m.-5 p.m.  WTC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS

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

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

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

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

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

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

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

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

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

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

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

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

FIRST 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-573 Pediatric First Aid, CPR & AED
This National Safety Council (NSC) Pediatric First Aid, CPR & AED program, for child care workers, teachers, camp counselors, coaches and others responsible for children, meets first aid and CPR requirements in all 50 states. Treatment for airway obstructions, rescue breathing, basic life support, bleeding, wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies are covered. Text required: NSC Pediatric First Aid, CPR & AED Workbook with VSI DVD. 100% attendance required. 1 session, $85* (includes a $5 lab fee)

96475 S 11/14–11/14 9 a.m.–4:30 p.m. CHS–2103
00011 S 1/16–1/16 9 a.m.–4:30 p.m. CHS–2103

HES-344 CPR for Health Professionals
This American Heart Association (AHA) course is recommended for allied Health, emergency personnel, nurses, physicians, and students enrolled in health technology programs. Adults and Child one- and two-rescuer Cardio-Pulmonary Resuscitation (CPR), relief of Foreign Body Airway Obstructions (FBAO), and barrier devices is covered. 100% course attendance required. Successful completion earns AHA card valid for two years (issued within 20 days). Text required: BLS for Health Care Providers. Students must bring text to class: 1 session, $85* (includes a $5 lab fee)

96770 S 10/17–10/17 9 a.m.–3:30 p.m. UTC-257
96771 S 11/7–11/7 9 a.m.–3:30 p.m. CHS–2103
96482 S 11/7–11/7 9 a.m.–3:30 p.m. UTC-257
96772 S 11/21–11/21 9 a.m.–3:30 p.m. CHS–2103
98773 S 12/5–12/5 9 a.m.–3:30 p.m. CHS–2103
99980 S 1/9–1/9 9 a.m.–3:30 p.m. CHS–2103
99981 S 1/21–1/23 9 a.m.–3:30 p.m. CHS–2103
99982 S 1/30–1/30 9 a.m.–3:30 p.m. CHS–2103

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 text to class. Text required: NSC First Aid, CPR & AED Workbook. 1 session, $65*

96475 S 11/14–11/14 9 a.m.–4:30 p.m. CHS–2103
00011 S 1/16–1/16 9 a.m.–4:30 p.m. CHS–2103

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, $75* (includes a $5 lab fee)

96758 S 10/17–10/17 9 a.m.–1 p.m. CHS–2103
00048 S 10/31–10/31 9 a.m.–12:45 p.m. UTC-257
96759 T 11/17–11/17 6–10 p.m. CHS–2103
96760 S 12/12–12/12 9 a.m.–1 p.m. CHS–2103
99979 T 1/9–1/9 6–9 p.m. CHS–2103

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-416 CPR Instructor Update
Course provides the American Heart Association's new guidelines and procedures. All current instructors are required to be updated to continue to hold a valid instructor's card. (This free course is ONLY open to CPR instructors affiliated with and assigned to the Prince George's Community College training network). Please bring your Instructor's book, rosters and related documentation to class. FREE. 1 session
99978 S 1/23-1/23 9 a.m.-1 p.m. CHS-2031

HES-375 CPR for the Layperson
Designed for the general public. Fulfills requirements for family and daycare center personnel. Includes information on adult and pediatric one rescuer Cardio-Pulmonary Resuscitation (CPR), relief of foreign body airway obstruction, signals of heart attack, and prudent heart living. 100% course attendance is required. Successful completion earns an American Heart Association card valid for two years to be issued within 20 days of course completion. Text required: Heart Saver CPR. Student must bring textbook to class. 1 session, $85* (includes a $5 lab fee)
96756 S 10/24-10/24 9 a.m.-3:30 p.m. CHS-2003

ASSISTED LIVING MANAGEMENT

HES-571 Caring for Aging Parents 2.4 CEUs
This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life's transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered. 12 sessions, $140* (includes a $65 lab fee)
97646 WF 10/14-12/4 online E2GO
97648 WF 11/11-1/1 online E2GO
97650 WF 12/9-1/29 online E2GO
99804 WF 1/13-3/4 online E2GO

HES-587 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, and therapies can counteract, reduce, and help you manage its negative impact. The physiological; social and psychological impacts of stress; modalities to control stress; the relationship between stress and health; nutrition; physical activity; and how stress develops in the workplace will be covered. 9 sessions, $110* (includes a $61 lab fee)
97662 WF 10/14-12/4 online E2GO
97664 WF 11/11-1/1 online E2GO
97665 WF 12/9-1/29 online E2GO
99806 WF 1/13-3/4 online E2GO

HES-599 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, $85* (includes a $55 lab fee)
97669 WF 10/14-12/4 online E2GO
97675 WF 11/11-1/1 online E2GO
97680 WF 12/9-1/29 online E2GO
99807 WF 1/13-3/4 online E2GO

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

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

CAREGIVING
As baby-boomers age, the elderly population grows, and family members recuperate, the demand for caregiving continues to increase. Family caregivers provide relatives with invaluable in-home assistance and support throughout the various stages of life. We offer online classes to help you gain new skills to manage these opportunities. Caregiving can be stressful, so treat yourself - learn how to relieve stress and take a mental vacation with our online Certificate in Stress Management and Certificate in Meditation courses.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DENTAL ASSISTING
301-546-0795 or www.pgcc.edu/go/dental

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

- HES-526  Introduction to Dental Assisting: Part 1
- HES-519  Introduction to Dental Assisting: Part 2

**HES-526 Prerequisites:**
- A score of at least 65 on the Accuplacer Reading Comprehension Test
- Ability to speak and understand standard American English
- High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
- Purchase textbook, Essentials of Dental Assisting, (5th edition), ISBN 9781437704211
- Read chapters 1 and 2 and complete associated workbook assignments prior to first class session

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

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

**HES-519 Introduction to Dental Assisting: Part 2**
This course provides the knowledge and skills necessary to perform a wide variety of dental radiologic procedures. Students will be taught how to apply these principles to clinical radiography in preparation to sit for the DANB Dental Radiation Health and Safety Certification exam. Topics will include ionizing radiation, basic principles of X-Ray generation, the Dental X-Ray machine, image formation and receptors, biologic effects, patient and operator protection, film processing, infection control, and disease. **16 sessions, $750**
(includes a $500 lab fee)

98476  MW  10/19–12/14  6–9 p.m.  CHS–2103
PHARMACY TECHNICIAN
301-546-0795 www.pgcc.edu/go/pharmtek

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.

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

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.

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

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

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

HES-529 Pharmacy Technician Clinical: Part 1
8.0 CEUs
This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Register for courses at the same time. Prerequisite: proof of background check and drug screening must be provided 10 days prior to clinical. 20 sessions, $130*

HES-530 Pharmacy Technician Clinical: Part 2
8.0 CEUs
Continuation of Pharmacy Technician Clinical Part I. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. Prerequisite: proof of background check and drug screening; must be provided 10 days prior to clinical. 20 sessions, $130*

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

96484 M 11/16-11/16 6-7 p.m. CHS-2101
96485 M 12/14-12/14 6-7 p.m. CHS-2101
96486 M 1/11-1/11 6-7 p.m. CHS-2101

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

97654 WF 10/11-12/4 online £260
97655 WF 11/11-1/1 online £260
97656 WF 12/9-1/29 online £260
99805 WF 1/13-3/4 online £260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
PHYSICAL THERAPY AIDE
301-546-0795

HES-493 Physical Therapy Aide Clinical  6.2 CEUs

This course prepares students for clinical placement and national certification. It provides instruction to facilitate the transition from student to professional in the physical therapy field. Topics include roles and responsibilities, career development, interviewing skills, confidentiality, and effective communication, patient care. Prerequisites: Pass HES-492 (apply within 6 months of completion); reading test score of 65%, current CPR Healthcare Provider card; 18 years old; HS diploma or GED. A background and drug screening is required. 42 sessions, $400* (includes a $50 lab fee)

NURSING ASSISTANT (CNA-GNA)

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
- Purchase the textbook, Nursing Assistant: A Humanistic Approach to Caregiving (Center, author) (both textbook and workbook), ISBN 978-1-4511-4274-7 (3rd edition) Lippincott Pub. (Available at the college bookstore)

Before attending the clinical portion of the class, individuals must also:

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

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

HES-544 Certified Nursing Assistant: Theory

Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing Assistant examination (GNA). A Geriatric Nursing Assistant test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the clinical portion. 21 sessions, $825* (includes a $50 lab fee)

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*

PATIENT CARE TECHNICIAN
301-546-5215

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-417 Certified Nursing Assistant: Clinical

This class will provide practical clinical experience conducted in Prince George's County nursing homes. The 52 hours of clinical must be taken with HES-544 to complete the program. 6 sessions, $525*

HES-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, $1050* (includes a $100 lab fee)

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. Must be listed on the Maryland Board of Nursing registry as “Active” and, when registering, must have a letter from the Director of Nursing which shows proof of 100 hours of employment as a Certified Medicine Aide (CMA) within the last two years, and eight hours as a Geriatric Nursing Assistant (GNA). 1 session, $95*

PATIENT CARE TECHNICIAN

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, $1050* (includes a $100 lab fee)

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, $1050* (includes a $100 lab fee)
Continuing Education Certificate, Medical Billing Specialist

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

HES-357 or HES-354  Medical Terminology
HES-554 or HES-587  Basic Human Anatomy and Physiology
HES-409  Introduction to Medical Billing
HES-553  Computerized Medical Billing
HES-321  Physician Office Billing
HES-563  Advanced Medical Billing

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

Note: Text required at first class.

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

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. Meets concurrently with credit course HIM-1940. Text required: multiple, approx. $300). NOTE: those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $360* (includes a $10 lab fee)

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, and private and government plans, charge processing, paper and electronic billing. Students will also be shown how to reconcile their daily work, accounts receivable processing, financial reporting. Prerequisite: successful completion of HES-409, HES-553 and HES-321. 10 sessions, $447* (includes a $15 lab fee)

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

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

HES-554 Human Anatomy and Physiology: Part 1  2.4 CEUs
Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. 12 sessions, $140* (includes a $65 lab fee)
HES-555 Human Anatomy and Physiology: Part 2  2.4 CEUs
Gain a more advanced understanding of the structure and function of the human body! In this course, you’ll also be taught about the four main types of tissues, the general and special senses, cellular metabolism, and the importance of chemicals called acids, bases, and salts. You will also find out about significant events throughout the lifespan, from fertilization of an egg cell through old age. 
12 sessions, $140* (includes a $65 lab fee)

HES-396 Medical Office Assistant: Overview  6.6 CEUs
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 65 or higher on the reading comprehension placement test (3) access to the Internet and an Owl Link account; and (4) strong computer skills. Please contact our Help Desk at 301-546-0637 for assistance setting up the account. Text required at first class. 22 sessions, $895* (includes a $105 lab fee)

HES-322 Medical Office Assistant: Practical Applications  3.6 CEUs
In this practical applications course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-396 and current Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $445* (includes a $15 lab fee)

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

HES-545 HIPAA Compliance  2.4 CEUs
This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics include transactions, code sets, and identifiers, the Privacy Rule, and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act, (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules. 12 sessions, $140* (includes a $65 lab fee)

Medical Office Assistant
301-546-0878 or 301-546-0796

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

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

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

Phlebotomy Technician
301-546-0878 or 301-546-0796

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

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

Required Courses
HES-418  Phlebotomy Technician
HES-344  CPR for Health Professionals
HES-469  Phlebotomy Technician
Clinical Pr. 1
HES-470  Phlebotomy Technician
Clinical Pr. 2
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Details</th>
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<tbody>
<tr>
<td>HES-418</td>
<td>Phlebotomy Technician</td>
<td>8.0 CEUs</td>
<td>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. <strong>26 sessions</strong>, <strong>$960</strong> (includes a <strong>$160</strong> lab fee)</td>
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<tr>
<td>HES-469</td>
<td>Phlebotomy Technician Clinical: Part 1</td>
<td>6.0 CEUs</td>
<td>Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. <strong>15 sessions</strong>, <strong>$125</strong></td>
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<tr>
<td>HES-470</td>
<td>Phlebotomy Technician Clinical: Part 2</td>
<td>6.0 CEUs</td>
<td>Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: successful completion of HES-418, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. <strong>15 sessions</strong>, <strong>$125</strong></td>
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### HOME AND GARDEN

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<th>Course Code</th>
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<th>Credits</th>
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<tr>
<td>AGR-316</td>
<td>Start Your Own Edible Garden</td>
<td>2.4 CEUs</td>
<td>Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you will learn how to give your garden a healthy start and keep it growing strong all season. You will discover the secrets for growing leafy greens, root vegetables, fruit, herbs, and more. In addition, you will learn how to spot pests and diseases before they destroy your bounty. You will find out how to fix pH and drainage problems in your soil, and take the guesswork out of watering as you explore a variety of irrigation options. Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills you need to ensure a successful harvest. <strong>12 sessions</strong>, <strong>$130</strong> (includes a <strong>$65</strong> lab fee)</td>
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<tr>
<td>CST-362</td>
<td>Growing Plants for Fun and Profit</td>
<td></td>
<td>Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product. <strong>12 sessions</strong>, <strong>$130</strong> (includes a <strong>$65</strong> lab fee)</td>
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### HOME INTERIOR

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>ENR-356</td>
<td>Feng Shui Basics: Getting Started</td>
<td></td>
<td>You’ve heard the term so come for an evening of fun to get acquainted with the 3,000 year old Chinese practice of art and placement. Through the Tibetan Black Sect Tradition of Feng Shui learn the history, basic principles, four cardinal rules, and how to get around the Ba-gua map and apply your knowledge to bring harmony and balance into your life. Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. <strong>1 session</strong>, <strong>$30</strong></td>
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<tr>
<td>ENR-403</td>
<td>Feng Shui for You</td>
<td></td>
<td>Make it yours! Using your personal information computed into a chi chart, Yarrow will teach you how to implement your four power directions to maximize harmony in your space. Chi chart information is applicable to any space - your home, and the critical rooms in it like the bedroom and family room. E-mail your name, birth date, birth place and the time of birth (if you have it) to: <a href="mailto:yarrow@conscioustoolbox.com">yarrow@conscioustoolbox.com</a> 4 days before the class. Yarrow is a certified feng shui practitioner with over a decade of applying practical feng shui to a wide variety of spaces-both indoor and out. <strong>1 session</strong>, <strong>$30</strong></td>
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<tr>
<td>ENR-558</td>
<td>Fabulously Chic Decor on a Dime</td>
<td></td>
<td>Have you ever walked by an expensive boutique and wondered how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give high-end retail stores a run for their money. Instructor: Fallon Loving, Allied ASID. <strong>1 session</strong>, <strong>$35</strong></td>
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<tr>
<td>ENR-574</td>
<td>Chinese New Year 2016</td>
<td></td>
<td>In January, Chinese New Year will begin. Feng Shui plays a large part in preparing for the year. Learn the history of Carnival and the numerous celebrations. This class will show you the traditional preparations to arrange your home and understand the symbolism connected to creating a new feel for yourself and throughout your home. Instructor: Yarrow, certified feng shui practitioner. <strong>1 session</strong>, <strong>$30</strong></td>
</tr>
</tbody>
</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
### ENR-514 Home Staging: The Key to Selling a Home for Top Dollar
Selling a home? Real Estate professional? Want to distinguish your home from the competition? This course is for you! Home Staging is a proven marketing tool to prepare a home to sell quickly and for top dollar. This course will provide students with an overview of the benefits for low-cost staging tips and techniques that set the stage for an open house. Instructor: Nicci Parrish, ASP IAHSP.

<table>
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<tr>
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<th>Days</th>
<th>Start Date/End Date</th>
<th>Time</th>
<th>Location</th>
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<td>ENR-514</td>
<td>W</td>
<td>10/28-10/28</td>
<td>6:30-9:30 p.m.</td>
<td>LCC-205</td>
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</tbody>
</table>

1 session, $35

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

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<th>Course Code</th>
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<th>Start Date/End Date</th>
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<td>WF</td>
<td>11/11-1/1</td>
<td>online</td>
<td>E2GO</td>
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</table>

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

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

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date/End Date</th>
<th>Time</th>
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<td>11/4-11/4</td>
<td>6:30-9:30 p.m.</td>
<td>LCC-205</td>
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</table>

1 session, $35

### HOSPITALITY

#### FOOD SERVICE

**HSM-655 ServSafe**
This course provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Meets concurrently with credit course HSM-1550. Text required: *ServSafe Essentials* (5th edition) with exam, English. Please call Prince George’s Community College bookstore at 301-546-0912 for more information.

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<td>HSM-655</td>
<td>S</td>
<td>10/24-10/31</td>
<td>8:30 a.m.-5 p.m.</td>
<td>CAT-225</td>
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<td>HSM-655</td>
<td>S</td>
<td>12/5-12/12</td>
<td>8:30 a.m.-5 p.m.</td>
<td>CAT-225</td>
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</table>

2 sessions, $132*

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**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](http://www.pgcc.edu/go/owlalert)
HUMAN RESOURCES AND PAYROLL MANAGEMENT
301-546-5216 or 301-546-0032

MGT-663 Essentials of Human Resource Management 1.8 CEUs
This course covers vast introductory HR topics and concepts. This is designed for people who are managing people, performing HR-related task as part of their many roles, and to keep abreast and updated in current HR profession. However, this can also be taken by people who are considering a career in Human Resources. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Call the number above for more information. 6 sessions, $480* (includes a $210 lab fee)

HUMAN RESOURCES AND PAYROLL MANAGEMENT

Advance your Career with the new SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™)
This is an exciting and pivotal time in the HR profession. Now, more than ever HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organizations. The profession is no longer just about what you know—but how you do your job.

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

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

The twelve week face-to-face instructor-led review course is facilitated by a team of certified Human Resource Management Instructors. See course MGT-307.

To register please contact the number above. Recommended for students who wish to enroll in one of these programs: SHRM-CP and SHRM-SCP Certification Review; Essentials of HR or Human Resource Management Noncredit Certificate Program.

Inquire about our new courses which have been approved for recertification credit hours toward (SHRM-CP™) and (SHRM-SCP™) recertification through the Society For Human Resource Management (SHRM). Please be sure to contact our Prince George’s Community College office at the number above for the program ID number on your recertification application form.

For more information about certification or recertification, please visit the SHRM website at www.shrmcertification.org

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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 of human resource management, theories and knowledge of human resource practices in organizations, and performance management issues and processes. 4 sessions, $278* (includes a $45 lab fee)

96268 T 11/3-11/24 6-9 p.m. Largo

MGT-731 Human Resource Law 1.2 CEUs

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

96269 M 10/19-11/9 6-9 p.m. Largo
96270 M 11/23-12/14 6-9 p.m. Largo

MGT-729 Managing Employee Performance 0.9 CEUs

This course addresses performance and productivity management. It provides methods and tools to develop, implement, and evaluate performance management programs and ensure that performance standards are in line with job descriptions, and employee performance goals and business objectives. The course will present how to measure performance and evaluate performance. 3 sessions, $262* (includes a $45 lab fee)

96277 S 10/17-10/31 10 a.m.-1 p.m. Largo

MGT-668 Introduction to Employee Benefits 1.2 CEUs

This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered. Other non-statutory benefits such as vacation, sick time, and paid time off plans will be presented as well as both qualified and non-qualified deferred compensation plans. Students will be presented methods and tools to develop, select, administer and evaluate benefit programs and ensure that benefit programs are compliant with applicable federal, state, and local laws and regulations. 4 sessions, $278* (includes a $55 lab fee)

96274 M 11/2-11/23 6-9 p.m. Largo

MGT-667 Introduction to Compensation 1.2 CEUs

This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, 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)

96276 W 11/11-12/9 6-9 p.m. Largo

MGT-648 Successful Recruitment, Selection and Placement 0.9 CEU

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

96277 S 10/17-10/31 10 a.m.-1 p.m. Largo
MGT-727 HR's Role in Organizational Development and Change Management 0.9 CEUs
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)
MGT-647 Managing Employee Performance 1.2 CEUs
This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management. 4 sessions, $278*  
(includes a $55 lab fee)

ELECTIVES
301-546-0032 or 301-546-5216
MGT-338 Managing Conflict: a Professional Approach 0.6 CEU
In this six-hour course, participants will start to appreciate the differences in opinions that your coworkers have without arguing about them. Discover how to have a healthy conflict without destroying your character, projecting the wrong image of the company, and losing your job. This training session is designed to teach you how to manage conflict effectively. Topics to be covered include how to turn the negatives into positives, how to identify your hot buttons and how to react professionally when conflict arises. 1 session, $257*  
(includes a $45 lab fee)

MGT-564 Ethics in Human Resources 0.6 CEU
This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers. 1 session, $257*  
(includes a $45 lab fee)
MGT-735 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU
This course will cover ways for managers in the 21st century workplace to understand and consider the pivotal role and challenges associated with the unique values and characteristics of the four generations of employees working side by side. Examine each generation in the workforce based on its management needs and the generational ability to attain organizational goals and objectives. Topics covered include strategies for talent maximization, the impact of generational differences on today's work environment, and an examination of communication essentials for generational managers. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models. 1 session, $257*  
(includes a $45 lab fee)
MGT-734 HR's Role in Creating a Positive Work Environment 0.6 CEU
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict as an integral part of good people management, good communication, providing ongoing feedback and effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner. 1 session, $257*  
(includes a $45 lab fee)
MGT-720 Creative Thinking and Innovation Techniques 0.6 CEU
This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations, techniques to build and lead an innovation team, developing critical thinking, innovation and assertive communication methods and tools that can be applied to individual tasks and the entire organization, and methods to optimize every situation and bring out the best in others. 1 session, $257*  
(includes a $45 lab fee)
MGT-423 Leadership 2.4 CEUs
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. 12 sessions, $140*  
(includes a $65 lab fee)
MGT-492 Employment Law 0.6 CEU
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional. 12 sessions, $140*  
(includes a $65 lab fee)

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

99584  S  1/30-3/19  9 a.m.–12 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*

99571  S  1/30-3/19  9 a.m.–12 p.m.  Largo

CONVERSATIONAL FOREIGN LANGUAGE

LGE-370 Introduction to Spanish: Part 1  2.0 CEUs
This short introductory course covers the basics of Spanish for work and leisure. Topics will include pronunciation, vocabulary, dialogues and role-playing. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Text required. 8 sessions, $140*

99560  S  1/30-3/19  9:30 a.m.–12 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*

99556  S  1/30-3/19  9:30 a.m.–12 p.m.  Largo

LGE-521 Speed Spanish  2.4 CEUs
Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will be shown six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué bueno! 12 sessions, $140* (includes a $65 lab fee)

97230  WF  1/10-4/4  9:30 a.m.–12 p.m.  Largo

PHOTOGRAPHY

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

PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE

Digital Photography
The six-course continuing education certificate program documents that you have the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building your technical skills and enhancing your creativity.

Requirements include successful completion of the following courses:

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

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

CRE-343 Digital Camera Basics: Workshop for Teens  0.6 CEU
Start from the very beginning! Learn digital camera operation, photographic principles, and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual, and a bag lunch with you. Enroll early; class size is limited. 1 session, $90 (includes a $10 lab fee)

98338  S  11/10-11/14  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, $90* (includes a $10 lab fee)

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<td>9:30 a.m.—3:30 p.m.</td>
<td>CAT-105</td>
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**PHO-300 Digital Photography: the Basics**

In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. There is a $20.00 fee for printed materials payable to the instructor. 6 sessions, $260* (includes a $130 lab fee)

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<td>10/7-11/4</td>
<td>6:30-9:30 p.m.</td>
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**PHO-308 Digital Photography: Beyond the Basics**

This continuation class is designed for digital SLR camera owners who have started using the manual modes (aperture priority, shutter priority or manual) and who want to learn more and take their photography a step further. You will be shown how to fine tune exposure and focus, and introduced you to the more advanced settings to get the most out of your camera and grow your photography. 6 sessions, $260* (includes a $130 lab fee)

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<td>MW</td>
<td>11/9-12/2</td>
<td>6:30-9:30 p.m.</td>
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**PHO-326 Adobe Photoshop Elements 12: Part 3**

This is the third course in the three-part series on Adobe Photoshop Elements 12. This course will take your photography to the next level while creating results for your business. Get creative using tools such as color fills, gradients, patterns, and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of your image. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

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<td>12/7-12/16</td>
<td>6:30-9:30 p.m.</td>
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**PHO-331 Introduction to Photoshop CS6**

Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. 12 sessions, $140* (includes a $65 lab fee)

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**PHO-322 Advanced Photoshop CS6**

This is the second of a two part series on Adobe Photoshop CS6 using the MAC platform, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools and the Save-for-Web tool. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS6: Part 1 or PHO-321: Intro to Photoshop CS6. No Text required. 8 sessions, $315* (includes a $60 lab fee)

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<td>10/22-11/19</td>
<td>6:30-9:30 p.m.</td>
<td>CAT-103</td>
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**CRE-349 Exploring Digital Photography: An Online Class**

This course provides an introduction to the technology that revolutionized the photographic world. Topics will include the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. Note: no tuition assistance is available for this class. Registration for this class is not complete until the student registers and pays at www.pgcc.edu and also completes the online course orientation/registration at www.ed2go.com/pgcc. 12 sessions, $140* (includes a $65 lab fee)

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<td>99868</td>
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<td>1/12-3/4</td>
<td>online</td>
<td>E2GO</td>
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</table>

**PHO-317 Presentation and Display Techniques for Photographers**

The presentation of printed digital images is critical to their appeal. Topics will include cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring original prints and artwork for matting, as well as ready-to-be framed prints or art work to both sessions. 2 sessions, $90* (includes a $35 lab fee)

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<th>Code</th>
<th>Days</th>
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<tr>
<td>96322</td>
<td>Su</td>
<td>12/6-12/13</td>
<td>9 a.m.—12 p.m.</td>
<td>MH-1004</td>
</tr>
</tbody>
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**PHO-316 Using Lighting to Create Spectacular Portraits**

Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-300: Digital Photography: The Basics. A $5 fee payable to the instructor is required for the textbook. 1 session, $90* (includes a $35 lab fee)

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<td>11/22-11/22</td>
<td>9 a.m.—4 p.m.</td>
<td>MH-1004</td>
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**PHO-315 Light-The Essence of Photography**

Light establishes mood, defines character, and creates a setting. Discover how professional photographers manipulate natural and artificial light sources to enhance and strengthen an image. Prerequisite: PHO-300: Digital Photography: The Basics. A $5 fee payable to the instructor is due at the first class session for the textbook. 2 sessions, $160* (includes a $35 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
CRE-363 Secrets of Better Photography  
2.4 CEUs

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life. 12 sessions, $140* (includes a $65 lab fee)

98194 WF 10/14-12/4 online E2GO
98195 WF 11/11-1/1 online E2GO
98196 WF 12/9-1/29 online E2GO
99869 WF 1/13-3/4 online E2GO

PHO-325 Mastering Your Digital SLR Camera  
2.4 CEUs

In this course, you will be taught how to take control of your digital SLR camera. Learn about the many features, controls, and lenses for this kind of photography. You will also be taught about metering, exposure compensation, managing aperture, shutter speed and ISO 180. 12 sessions, $140* (includes a $65 lab fee)

98237 WF 10/14-12/4 online E2GO
98239 WF 11/11-1/1 online E2GO
98241 WF 12/9-1/29 online E2GO
99874 WF 1/13-3/4 online E2GO

PHO-327 Introduction to Sports Photography  
2.4 CEUs

Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semi-manual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of the Prince George’s Community College Owls sports teams and a follow up critique. 4 sessions, $165* (includes a $55 lab fee)

98512 MW 1/25-2/3 6-9 p.m. CAT-105

PHO-328 Introduction to Lightroom 5  
2.4 CEUs

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

98230 WF 10/14-12/4 online E2GO
98233 WF 11/11-1/1 online E2GO
98234 WF 12/9-1/29 online E2GO
99873 WF 1/13-3/4 online E2GO

MILITARY STRONG  
AT PRINCE GEORGE’S COMMUNITY COLLEGE

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

Explore the possibilities with certifications in Information Technology, Health Care, and Real Estate. For more information, contact 301-546-0159
POLICE ACADEMY AND SECURITY OFFICER TRAINING
301-546-0175 or policeacademy@pgcc.edu

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

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

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

REAL ESTATE LICENSURE

REAL ESTATE
301-546-0120 or 301-546-0158

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

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

There will be no exceptions. For more information visit the Maryland Real Estate Commission’s website at www.dllr.state.md.us/license/mrec. 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.psicertification.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.

RES-373 Fair Housing
This course is designed to teach students how to recognize and avoid situations that violate fair housing laws. Topics will include fair housing statutes and advertising. Approved for 1.5 hours toward Real Estate License renewal. 1 session, $20

For more information, visit the Maryland Real Estate Commission’s website at www.dllr.state.md.us/license/mrec.
RES-307 Ethical Obligations and the Real Estate Licensee
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics include definition of ethics, predatory leading, and flipping. Approved for 3.0 hours on ethics toward Real Estate License renewal. 1 session, $35

RES-309 Real Estate Intensive Review
This course will review the information received in the 60-hour pre licensing Real Estate Principles and Practices for Salespersons course. 1 session

RES-414 Homeowners Association: RE Licensees Responsibilities to Clients
This course will familiarize the Licensee with the necessary information to compile prior to listing or showing a property located in an HOA. This will enable the licensee to fulfill his or her duties of “care” and thus avoid the possibility of misrepresentation. 1 session, $35

REAL ESTATE APPRAISAL

RES-403 Appraisal Principles and Procedures 6.0 CEUs
This course is the first in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, the valuation process, property description, and an overview of approaches to value. The course meets for a total of 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. If the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended and is required for the third course in this series. 15 sessions, $730* (includes a $100 lab fee)

RES-404 Appraisal Principles and Analysis: Part 1 3.0 CEUs
This course is the third in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 30 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended. 8 sessions, $365* (includes a $50 lab fee)

SPORTS AND GAMES

SPORTS
301-546-8340 OR 301-546-3019

ENR-557 How to Play Pool the Right Way: Pocket Billiards Workshop
Do you have what it takes? The desire to play a life-long sport anywhere you go in the world? This no cost workshop is designed for all beginning level players. You will be taught about the history of the sport, and the basic fundamentals including stance, grip, and body alignment and how to aim a cue stick towards a cue ball to pocket a ball. You could be pocketing balls within a couple of hours! The workshop is only available to the first eight committed enrollees. 1 session

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

#### AUTOMOTIVE TECHNOLOGY

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

**CONTINUING EDUCATION CERTIFICATE, AUTOMOTIVE TECHNOLOGY**
Drive your career to new heights by earning a Certificate of Continuing Education! The following courses provide the basic knowledge and skills to start a rewarding career as an entry-level service technician in the high-demand automotive service and repair industry. Each course successfully completed qualifies for a CE certificate.

- **OCC-301** Auto Technician: Basic Theory
- **OCC-324** Auto Technician: Brake Systems
- **OCC-336** Auto Technician: Engine Performance
- **OCC-400** Auto Technician: Electrical Systems
- **OCC-406** Auto Technician: Heating and Air Conditioning
- **OCC-423** Auto Technician: Automatic/Manual Transmission and Transaxle
- **OCC-424** Auto Technician: Steering and Suspension
- **OCC-437** Auto Technician: Diesel Engine Theory and Maintenance

Courses focus on ASE certification content areas and are designed for both beginner and advanced students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 40 years of experience. Prince George’s Community College also works in partnership with AYT Institute to offer programs in Heating and Air Conditioning, Automatic/Manual Transmission and Transaxle, Steering and Suspension.

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

- **1.8 CEUs**
- This class provides in depth automotive technician theory and hands-on experience in engine performance. Covers engine design and operations, ignition systems, emission controls and On Board Diagnostics (OBDII) systems. Other topics include engine types/construction/support systems, diagnosing engine problems, fuel system construction/operation/maintenance, ignition system/coils/distributors/wiring, testing equipment and troubleshooting. Course based on Auto Service Excellence (ASE) content area testing information. Required Textbook discussed first day of class. Instructor: Toyd Green.

96309 MW 10/12-10/26 6–9:30 p.m. WTC

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

- **1.8 CEUs**
- An in-depth, hands-on study of today’s automotive electrical systems. Topics include electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems: head and tail, parking, dash and courtesy, stop and hazard, turn signals and backup light, gauges warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Course based on Auto Service Excellence (ASE) content area testing information. Instructor: Toyd Green.

5 sessions, $210* (includes a $30 lab fee)

96307 MW 11/2-11/16 6–9:30 p.m. WTC

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

- **3.2 CEUs**
- Learn concepts and develop basic skills necessary to diagnose and repair automotive heating and air conditioning problems. Topics include heating and air conditioning principles, test equipment and how to interpret and analyze information. Major emphasis will be on diagnostic procedures. Course based on Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 Shop fee collected first day of class.

8 sessions, $390* (includes a $310 lab fee)

96304 MW 11/23-12/16 6–10 p.m. AYT3

**OCC-423 Auto Technician: Automatic/Manual Transmission & Transaxle**

- **3.2 CEUs**
- This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, driveline and front wheel drive service and repair. Course based on Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 Shop fee collected first day of class.

8 sessions, $390* (includes a $310 lab fee)

96303 TH 11/3-12/1 6–10 p.m. AYT3

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### TELECOMMUNICATION

#### BICSI

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

**OCU-442 BICSI ITS Installer I—Entry Level Training**

4.0 CEUs

This course provides the students with a brief synopsis of the BICSI and Cabling Installation program. Students are provided a summary of expectations for completing the steps up to and including the installation program.

5 sessions, $1700* (includes a $1313 lab fee)

98812 MTWT 11/2-11/6 7:30 a.m.–4 p.m. CE-103

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

96312  Th 12/10-1/26 6-9:30 p.m.  WTC

AUTO BODY REPAIR AND REFINISHING
301-546-0062 or tdi@pgcc.edu

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

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

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

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

96330  MW 10/19-11/18 6-10 p.m.  AYTI

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

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

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

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

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

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

CDL-315 Commercial Driver License: Learner’s Permit Preparation
This course will prepare students for the Maryland MVA, CDL Class: A or B Commercial Driver License Knowledge Permit test. The seven hour course will cover the following topics, general knowledge, air brakes, transporting passengers, school bus and combination vehicles. It is recommended that students get a Commercial Driver License Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 & 10 prior to start of class. Instructor: Aaron Moore. 2 sessions, $85*

96331  WF 10/21-10/23 6-9:30 p.m.  LCC-205
96332  WF 12/9-12/11 6-9:30 p.m.  LCC-205

CDL-301 Commercial Driver License: Class B  4.5 CEUs
This course is for those looking to drive Commercial Class-B Trucks and Passenger or School Buses. Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver’s License (CDL). Upon obtaining the Class-B CDL, 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: Class A Part 1 (Theory)  7.5 CEUs
This is part one of a three part course. Students who register for this course must also register for CDL-317 (part-2) and CDL-318 (part-3). This course is designed to cover the basic operational knowledge and skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, map reading, cargo documentation, log books, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. $1431* (includes a $1289 vehicle fee.)

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

CDL-317 Commercial Driver’s License: Class A Part 2 (Range & Road)  7.5 CEUs
Students who register for this course must also register for CDL-316 (part-1) and CDL-318 (part-3). Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license exam. Skills practiced will include parallel parking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. $1432* (includes a $1289 vehicle fee.)

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

CDL-318 Commercial Driver’s License: Class A Part 3 (Advance Skills)  7.5 CEUs
Students who register for this course must also register for CDL-316 (part-1) and CDL-317 (part-2). This course is designed to teach advanced range and road skills as the student prepares to take the MVA Commercial Driver, Class-A exam for licensure. Students learn advanced backing and parking maneuvers, up and down shifting, and safe operation principles. Also included are review of pre-trip inspection, highway and roadside sign identification and on road safety practices. Practice exams are also included to ensure student knowledge and skill preparation for licensing exam. $1431* (includes a $1288 vehicle fee.)

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

DRIVER EDUCATION
301-546-0062 or tdi@pgcc.edu

LICENSE AND CERTIFICATION PREPARATION, MOTOR VEHICLE ADMINISTRATION CLASS C DRIVER’S LICENSE

The Driver Education Program is provided for beginning drivers who wish to obtain a Maryland Class C Driver’s License. Students learn from professional, Motor Vehicle Administration certified instructors who patiently and courteously coach the new driver.

Schedules are flexible and include day and evening classes. Drivers are trained in late model, specially equipped vehicles which are easy to maneuver in traffic and parking situations.

MVA allows up to 18 weeks for completion of the driver education program.

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

SKB-600 Driver Education
The 36-hour Driver Education program is designed for beginning drivers seeking a Maryland Class-C driver’s license. Course includes 30 hours classroom instruction and six hours behind-the-wheel training scheduled over several appointments. Behind-the-wheel lessons start and end at PGCC. Students learn from Motor Vehicle Administration (MVA) certified instructors provided by Linnel Driving School, (LDS) an MVA Certified provider that utilizes the college as a branch location. Linnel will forward completion information and other records to the MVA as required by Maryland statute. Flexible day or evening classes. 10 sessions, $355* (includes a $288 lab fee)

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

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

Classroom instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material)

Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee)

Operator performance evaluation.

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

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HEO-305 OSHA Forklift Operator Certification

The Occupational Safety and Health Administration (OSHA) requires that lift-truck operators be trained under specified guidelines. To register, a student 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)

96284 Th 10/8-10/8 8 a.m.–3 p.m. WTC
96285 Th 12/3-12/3 8 a.m.–3 p.m. WTC

HEO-307 Skid Steer Operator Certification

This course introduces students to the fundamentals of safely operating a skid steer loader vehicle. Topics include an introduction to skid steers, general safety precautions, safe operating procedures, handling emergency situations, and driver evaluations. Students will be taught how to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and handling. Note: must be 18 years or older; students are required to wear steel toe shoes or boots.

2 sessions, $275* (includes a $200 lab fee)

96281 Mt 11/16–11/17 8 a.m.–3 p.m. WTC

HEO-308 Backhoe Operator Certification

This course introduces students to the fundamentals of safely operating a backhoe loader vehicle. Topics include Introduction to backhoe vehicle, general safety precautions, safe operating procedures, handling emergency situations, and driver evaluations. Students will be taught how to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and digging. Note: must be 18 years or older; students are required to wear steel toe shoes or boots.

2 sessions, $275* (includes a $200 lab fee)

96286 Mt 11/23–11/24 8 a.m.–3 p.m. WTC

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

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

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

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

Employment of construction equipment operators is projected to grow 19 percent from 2012 to 2022, faster than the average for all occupations. Spending on infrastructure should generate many new jobs for construction equipment operators. Workers who can operate multiple types of equipment should have the best job opportunities.
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 course 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.
<table>
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<td>OCC-361</td>
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<td>Basic Rider Course (BRC)</td>
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<td>This course is for both beginner riders and</td>
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<td>those who are not professionally trained.</td>
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<td>To register, a student must be at least 16</td>
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<td></td>
<td>years of age. If the student is under 18</td>
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<td>years of age a parent or guardian must sign</td>
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<td>liability release documents on behalf of</td>
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<td>the student. Participants use a training</td>
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<td>motorcycle provided by the college,</td>
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<td>practicing clutch-throttle control,</td>
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<td>stopping the motorcycle in a safe</td>
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<td>distance, turning, shifting,</td>
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<td>and basic crash avoidance skills.</td>
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<td>Instructors will evaluate and coach each</td>
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<td>rider's ability and performance.</td>
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<td>To successfully complete the course riders</td>
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<td>must complete an MVA required eCourse.</td>
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<td>and pass a riding skills and a</td>
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<td>riding knowledge test. Participants who</td>
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<td>do not achieve the minimum performance</td>
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<td>standards will not be allowed to continue</td>
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<td>in the course. There are no refunds after</td>
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<td>the class has started. 3 sessions, $320*</td>
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<td>(includes a $35 lab fee)</td>
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<td>1 session, $225* (includes a $35 lab fee)</td>
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<td>OCC-365</td>
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<td>Experienced Rider Course (BRC2)</td>
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<td>This six hour course is for licensed motorcy-</td>
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<td>clists who want to improve or refresh</td>
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<td>their skills. Individuals enrolling in this</td>
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<td>course must have a valid motorcycle license.</td>
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<td>The class “M” license waiver is not offered as</td>
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<td>a part of this program. During initial riding</td>
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<td>activities, each rider’s ability to operate a</td>
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<td>motorcycle will be evaluated by the instructors.</td>
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<td>Riders who cannot demonstrate minimum</td>
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<td>riding proficiency will not be allowed to</td>
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<td>continue and will need to consider enrolling</td>
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<td>in OCC-361. Riders use their own motorcycles.</td>
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<td>Personal motorcycles must be street legal,</td>
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<td>in good operating condition and pass a routine</td>
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<td>pre-ride check given as part of the course.</td>
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<td>Riders provide their own riding gear, which</td>
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<td>includes a DOT certified helmet which fully</td>
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<td>covers ears, eye protection, long sleeve</td>
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<td>shirt or jacket, full fingered gloves,</td>
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<td>long pants and sturdy over-the-ankle</td>
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<td>footwear. Riders who complete the skills</td>
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<td>test will receive a Maryland Motorcycle</td>
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<td>Safety Program Completion Card.</td>
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<td>1 session, $150* (includes a $40 lab fee)</td>
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**OCC-376 Motorcycle Mechanics & Repair**

This course teaches advanced motorcycle maintenance and repair skills for performing advanced services on a motorcycle. Topics include engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text required: “How to Repair Your Motorcycle” by Charles Everett, 2007 (See instructor on first day of class). 8 sessions, $290* (includes a $40 lab fee)
TRAVEL BUSINESS AND SALES
301-546-0797 or 301-546-5299

CONTINUING EDUCATION CERTIFICATE, TRAVEL SERVICES
PGCC’s Business Owners’ Success Series and Greenbelt Travel Services cooperatively offer a 45-hour travel program that provides the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

- BUS-343 Getting into the Travel Business
- BUS-394 Destination Awareness: The Discovery Series
- BUS-446 Travel Industry Basics for Starting Your Own Small Business
- BUS-447 Geography: It’s Your Business to Know Destinations
- BUS-510 Computer Skills to Build Your Travel Business
- BUS-361 Sales and Marketing Techniques for Travel
- BUS-362 Package Your Tours and Cruises for Profit Potential
- BUS-381 Grow Your Cruise Business

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

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

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

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

BUS-343 Getting into the Travel Business
Do you have the who, why, how, and what it takes to own or manage a travel agency? Do you want to be a full or part-time travel agent? This workshop will help you make your decision and learn what you need to know to get started. Instructor: Helen Svensen, CTC. 1 session, $35
96735 T 11/7-11/17 7-10 p.m. GTSV

BUS-394 Destination Awareness:
The Discovery Series
In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientele’s needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen 1 session, $35
96736 Th 11/9-11/19 7-10 p.m. GTSV

BUS-361 Sales and Marketing Techniques for Travel 0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*
00003 T 1/9-1/26 7-10 p.m. GTSV

BUS-510 Computer Skills to Build Your Travel Businesses 0.6 CEU
Use the computer as an effective tool for selling today’s travel in an ever-evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop if you have a broadband card with wireless connection. Prerequisites: BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $65*
96734 Th 11/3-11/6 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 most from travel. Checklist includes the following and more: Destinations know before you go; situational Awareness Preparation Mobil- ity (using technology), Adding value with membership benefits, and top travel tips. Instructor: Darryell Fortier, CGTP, CGTE. Travel. 1 session, $35
98106 Th 10/22-10/22 6:30–9:30 p.m. Largo

BUS-581 One Stop Shop: Government Travel Services
Government contracting doesn’t have to be like a search for the holy grail. There are systems, programs and services in place to help you navigate toward success. It takes research, analysis and a strategic methodology to prepare you to meet objectives. Aimless and Unaware: why cold calls and mass e-mails don’t work Research and Analysis: do your homework! Government Contracting Venues: outreach resources, toolkits and vendor offices/resources *Sustainability: Your USP (unique selling point) *Proposal Checklist. 1 session, $35
98107 Th 11/5-11/5 6:30–9:30 p.m. Largo
CONTINUING EDUCATION CERTIFICATE, VETERINARY ASSISTANT

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

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

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

- VET 313 Preparation for the Veterinary Assistant Training Course Series (Required)
- VET-300 Veterinary Assistant I: Outpatient Care
- VET-301 Veterinary Assistant II: Diagnostics and Pharmacy
- VET-310 Veterinary Assistant III: Patient Care and Treatment
- VET-311 Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care

Prince George’s Community College’s Veterinary Assistant Training Program has been reviewed and supported by the Maryland Veterinary Medical Association.

Note: The Veterinary Assistant program uses live animals for teaching purposes. Prince George’s Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George’s Community College does not provide medical insurance for any injury sustained.

It is recommended that you attend a free VET 400 Veterinary Assistant Orientation.

VET-400 Veterinary Assistant Orientation
This free orientation is a must attend for those interested in learning more about the veterinary assistant field, job environment, program prerequisites and requirements. **1 session**

<table>
<thead>
<tr>
<th>course</th>
<th>CRN</th>
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<th>Time</th>
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<tr>
<td>90796</td>
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<td>11/10-11/10</td>
<td>3–4 p.m.</td>
<td>CE-104</td>
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<td>96251</td>
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<td>11/12-11/12</td>
<td>3–4 p.m.</td>
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<td>96252</td>
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<td>12/8-12/8</td>
<td>3–4 p.m.</td>
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<td>99797</td>
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<td>1/12-1/12</td>
<td>3–4 p.m.</td>
<td>CE-104</td>
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VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment 3.0 CEUs
This course consists of 18 classroom hours and 12 clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisite: VET-301. **6 sessions, $291* (includes a $75 lab fee)**

96246  TTh 10/29-11/17 6:30–9:30 p.m.  CE-104

VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care 2.6 CEUs
This course consists of 18 classroom hours and eight clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisite: VET-310. **5 sessions, $266* (includes a $50 lab fee)**

96247  TTh 11/24-12/8 6:30–9:30 p.m.  CE-104

S 12/12-12/12 9 a.m.–4 p.m.  CE-104
VIDEOPHOTY
301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE
CONTINUING EDUCATION CERTIFICATE

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

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

Requirements include successful completion of the following courses:

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

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

VID-308 Videography: Part 1 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, $265* (includes a $60 lab fee)

00268 M 1/25-3/14 6–9 p.m. CAT-137

VID-329 Videography: Part 2 2.1 CEUs
In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308: Videography: Part 1. 7 sessions, $265* (includes a $60 lab fee)

96317 M 10/26-12/7 6–9 p.m. CAT-137

VID-332 Video Production Techniques 2.8 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, is production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Text required: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. (3rd edition). Ascher & Edward Pincus. 7 sessions, $265* (includes a $60 lab fee)

96318 W 10/28-12/16 6–9 p.m. CAT-137

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)

95300 F 10/16–10/16 6:30–9:30 p.m. CAT-137
95301 F 11/13–11/13 6:30–9:30 p.m. CAT-137
95303 F 12/4-12/4 6:30-9:30 PM CAT-137
00251 F 1/4-4/30 6:30-9:30 PM CAT-137
99524 F 1/26-3/3 6:30-9:30 PM CAT-137

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at 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. Students work with dramatic real-world media to learn the practical techniques used daily in editing projects. This class is designed for anyone looking to edit professional-quality video with Final Cut Pro X and who prefers hands-on and interactive instruction to best explore its functionality. Basic knowledge of OS X and basic computer navigation, and editing terminology is highly recommended. **18 sessions, $605* (includes a $150 lab fee)**

9525  TH  1/26-3/3  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 as well as create rigs to adjust related parameters with a single control. **12 sessions, $605* (includes a $150 lab fee)**

95297  TH  10/20-12/3  6:30-9:30 p.m.  CAT-137
ELEARNING
301-546-0463 or www.pgcconline.com

WHAT IS ELEARNING@PGCC FOR CONTINUING EDUCATION STUDENTS?
Online delivery allows you to take continuing education (noncredit) courses for personal or professional development, to update your skills, to discover a new talent, or to chart a career path at your convenience using your computer. If your schedule makes it difficult for you to attend in-person classes, consider enrolling in our online or hybrid courses. These courses allow you to study, complete assignments, and communicate with your instructor and fellow classmates from the convenience of your computer: at home, your office, or school.

All you need is an e-mail address, Internet access, and a Web browser. Please note: most online courses are not self-paced; you will be required to complete course work during specific times. Hybrid courses combine online instruction with face-to-face classroom meetings and will require you to come to campus at scheduled times.

For more information about eLearning@PGCC, please visit www.pgcconline.com.

WHAT ARE ONLINE COURSES?
Students who are computer literate and have access to a computer and the Internet may want to consider taking online courses at Prince George’s Community College. Online courses can save you the time and expense of driving to campus and give you flexibility in time, location, and pace of study. The computer becomes the classroom. You can work more independently and set your learning hours to fit your personal schedules. Students communicate with their instructor and fellow classmates via the Internet in password-protected online classrooms with access to e-mail, course content, chat, discussion boards, and other course tools. Students can use their own computer at home or work or use a computer at the college’s computer center to conduct course communications.

Continuing education online courses at PGCC are offered in three delivery formats: Ed2go, ProTrain, and Blackboard. For more information, visit www.pgcconline.com, call 301-546-0463, or e-mail elearning@pgcc.edu.

NOTE: To see course dates, 5-digit course section identification numbers, and delivery format of courses, turn to the appropriate section in this Schedule.

WHAT ARE HYBRID COURSES?
A hybrid course combines in-person classroom meetings and online instruction. Students enrolled in a hybrid course come to campus at scheduled times during the semester to meet face-to-face with their professor and fellow students. Other course work, assignments, and discussions are accomplished through the Internet. Continuing education hybrid courses at Prince George’s Community College are offered using the Blackboard delivery format. For class times and locations, see the course schedule.

NOTE: HYLAG is a hybrid course that meets on the Largo campus

NOTE: HYLCC is a hybrid course that meets at the Laurel College Center.

WHAT IF I’M NOT REALLY TECHNICAL?
PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to login to your online classroom and how to navigate your online class. Individual orientation sessions can be conducted by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact the eLearning Services office at eLearning@pgcc.edu or at 301-546-0463. Please refer to the Noncredit Online-Learning website (www.pgcconline.com) for complete orientation information.

WHAT DO I NEED TO DO TO GET READY?
Use your Schedule of Classes to select courses you want to take. Make a note of:
- Course number and title
- 5-digit course section identification number
- Online delivery format/location (ed2go, ProTrain, or Blackboard)

Then, check the Hardware and Software Requirements. You need access to a Pentium-class or Mac computer with at least 512 MB of RAM. Broadband (DSL, Cable, FIOS) is highly recommended. You must have an Internet Service Provider (ISP) and your own e-mail address. Online courses are accessed via the Internet using Web browsers. Recommended are Mozilla Firefox, Google Chrome, Microsoft Internet Explorer, and Apple Safari, depending on the course’s delivery format. Microsoft Word is the college standard for word processing software. Multimedia (speakers and sound card) may be required in some courses.

GET SET BY REGISTERING AND PAYING FOR YOUR COURSE
Follow the instructions for the online delivery format of your course (E2GO, ProTrain, or Blackboard).

Ed2go (E2GO)
To Register for Online Courses That Use Ed2go . . .

STEP 1: SELECT A COURSE AT ED2GO.
1. Go to www.ed2go.com/pgcc
2. Browse the catalog by department or search for courses by keyword.
3. Select a course. You will be able to read a description of the course, including start date and price.
4. If you decide to take the course, click the “Enroll Now” button and complete the ed2go enrollment process.
5. Please note the class section number.*

NOTE: Do not pay for the course at the ed2go website.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
STEP 2: REGISTER AND PAY, USING THE REGISTRATION INSTRUCTIONS FOUND IN THIS SCHEDULE (PAGE 4).

*If your course is NOT listed on Owl Link, then register and pay for the EDG-300 generic course with the Course Code Number for the appropriate semester:
  99284 for Fall 2015 courses
  01142 for Spring 2016 courses
(courses beginning in Sept.-Dec. 2015)
(courses beginning in Jan.-Apr. 2016)

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

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, please e-mail ed2go@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. Call for enrollment instructions:
   for Green and Renewable Energy course call 301-546-8340;
   for tax preparation courses call 301-546-0120.

Do not enroll or pay for the course at the ProTrain website. After you have registered and paid at PGCC (see page 4), you will receive login instructions by e-mail from ProTrain shortly before the course begins.

Blackboard (BLBD)
To Register for Online Courses
That Use Blackboard...

1. Register and pay, using the registration instructions found in this schedule (page 4). Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.
2. Activate your Owl Link account, which is needed for accessing your Blackboard online course.

GO! YOU’RE READY TO START YOUR COURSE!

Follow the instructions for the online delivery format/location of your course (ed2go, ProTrain, or Blackboard).

On the start date of your course:
For ed2go
At www.ed2go.com/pgcc, click the “My Classroom” link and login to get started.

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

For Blackboard
Login at pgcconline.blackboard.com.

NOTE: There is no “www” in the Blackboard address.

MORE ONLINE ED2GO COURSES: WINTER 2016

SO MANY ONLINE COURSES, WE COULDN’T LIST THEM ALL!
To view the entire online ed2go course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc and click “View Catalog.” You can look at the entire list of courses or search for a topic that interests you. Read descriptions of the courses, see their start dates, and learn their prices.

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

Accounting and Finance
Intermediate QuickBooks 2014
Introduction to QuickBooks 2013
Performing Payroll in QuickBooks 2014
QuickBooks 2015 for Contractors

Business
Business Finance for Non-Finance Personnel
Individual Excellence
Manufacturing Fundamentals
Six Sigma: Total Quality Applications
Becoming a Grant Writing Consultant
Writing Effective Grant Proposals
Mastering Public Speaking
Starting a Nonprofit

Business and Marketing Writing
Small Business Marketing on a Shoestring
Secrets of the Caterer
Start Your Own Gift Basket Business

College Readiness
Math Refresher
GMAT Preparation

Computer Applications
Intermediate Dreamweaver CS6
Intermediate Photoshop CS5
Introduction to Adobe Edge Animate
Introduction to InDesign CC
Photoshop CC for the Digital Photographer
Photoshop CS6 for the Digital Photographer II
Photoshop Elements 12 for the Digital Photographer
Photoshop Elements 13 for the Digital Photographer II

Advanced Microsoft Excel 2013
Intermediate Microsoft Access 2013
Intermediate Microsoft Word 2013
Introduction to Microsoft Outlook 2013
What’s New in Microsoft Office 2013

Design and Composition
Travel Photography for the Digital Photographer
Introduction to Final Cut Pro X
Intermediate CSS and XHTML

Green Training
Health Care and Medical
Introduction to Natural Health and Healing
Legal Nurse Consulting

Language and Arts
Introduction to Guitar
Introduction to Screenwriting
Research Methods for Writers
An Introduction to Teaching ESL/EFL
Discover Sign Language
Easy English 3
Practical Ideas for the Adult ESL/EFL Classroom
Speed Spanish II

Law and Legal
Real Estate Law
Personal Development
Homeschool With Success
Understanding Adolescents
Get Funny!
The Analysis and Valuation of Stocks

Teaching and Education
Integrating Technology in the Classroom
Teaching ESL/EFL Grammar
Teaching Math: Grades 4-6
Ready, Set, Read!
Singapore Math Strategies: Model Drawing for Grades 1-6
Teaching Writing: Grades 4-6
Creating Classroom Centers
Teaching Math: Grades 4-6
Teaching High School Students
The Differentiated Instruction and Response to Intervention Connection

Technology
Intermediate C# Programming
Introduction to Ajax Programming
Introduction to Python 2.5 Programming
Intermediate Oracle
Understanding the Cloud

Writing and Publishing
Write and Publish Your Nonfiction Book

ED2GO ONLINE COURSES CAN BEGIN EVERY MONTH OF THE YEAR!
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 Web site.
• Search for your desired course.
• Click the “Enroll Now” button.
• Choose which month you want to begin the course.
ELIGIBILITY

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

CANCELLATION OF CLASSES

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

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

ROOM ASSIGNMENTS AND CHANGES

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

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

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

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

HOLIDAYS

Courses will not be scheduled on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 27</td>
<td>College Enrichment Day (except LCC)</td>
</tr>
<tr>
<td>Nov. 26-29</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Dec. 19-Jan. 3</td>
<td>Winter Break</td>
</tr>
</tbody>
</table>

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, please check the college’s website at www.pgcc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

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

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

Prince George’s Community College is a smoke and tobacco-free college and workplace. The purpose of this policy is to create a safe, clean, and healthy environment for students, faculty, staff, and visitors. Smoke and tobacco products, including e-cigarettes, are not permitted on the Largo campus or at applicable extension centers. For additional information, visit www.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, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, age, race, 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.

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

ALUMNI ASSOCIATION

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

DISABLED STUDENTS

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

ACCESSIBLE TRANSPORTATION

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

DISCLAIMER

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

www.pgcc.edu/go/careercoach

A self-guided Web tool to start your career search.

Prince George’s Community College offers Career Coach, a self-guided Web tool to start your career search. Go to www.pgcc.edu/go/careercoach and find the answers you seek.
### 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.pgccbookstore.com and can be picked up in store, shipped via FedEx, USPS, or sent via PGCC campus courier to University Town Center or Laurel College Center. The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express.

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

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

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

### 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.

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

### Records/Registration
301-546-7422  
Bladen Hall, Room 126  
Transcripts, graduation certification, evaluation of transfer credit, in-person registration for both credit and Workforce Development and Continuing Education courses. You must be present 15 minutes before closing for full service.

#### Bladen Hall
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

### Testing Center
301-546-0147  
Bladen Hall, Room 100  
You must be in the Testing Center two hours before closing to complete the placement tests.

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

### Student Accounting
301-546-0691  
Bladen Hall, Room 120  
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

### Web Registration
www.pgcc.edu  
Also available weekends and holidays.

#### Bladen Hall
Mon.–Sun.: 7 a.m.–midnight

### Other Numbers Not Listed
301-546-7422  
Mon.–Thurs.: 8:30 a.m.–9 p.m.  
Fri.: 8:30 a.m.–6 p.m.  
Sat.: 9 a.m.–1 p.m.

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Prince George’s Community College degree and extension centers bring education closer to your neighborhood by offering more than 200 course sections per semester at locations throughout the county. Classes are identical in title, number, course content, credit, and transferability to those offered on the Largo. Students may register in person for any course at most locations. A degree center offers courses that allow students to complete requirements toward a degree.
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

As a Maryland Regional Higher Education Center, Laurel College Center features five colleges and universities offering 12 degrees and more than 150 courses right in your own backyard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including the traditional classroom, online, and evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including:

- Business and Entrepreneurship
- Computers and Information Technology
- Child Care
- Certified Nursing Assistant
- Arts, Crafts and Hobbies

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org
or call toll-free 1-866-228-6110

Laurel College Center
A Community of Colleges & Universities
Call toll-free 1-866-228-6110 or visit
www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Get Ahead in Life.

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
1-866-228-6110 or 443-518-4162

Office Hours
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–4:30 p.m.

The Laurel College Center (LCC) resulted from a unique joint effort between Prince George’s Community College and Howard Community College to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. This partnership was established in fall 2001, and has been growing ever since. Conveniently located in downtown Laurel, LCC offers over 100 credit and 100 continuing education classes each semester. The classes are small, personal, with day, evening, and weekend classes. LCC offers a wide range of services including admissions, placement testing, academic advising, registration and bill payment.

Registration Instructions
Mail
Since mail is the slowest option and classes fill quickly, mail your registration form at least two weeks before the class begins or choose another registration option. Complete the registration form and mail along with your check, money order or credit card information (payable to PGCC) to:

Cashier’s Office
Prince George’s Community College
301 Largo Road
Largo, MD 20774-2199

Walk-in
You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–4:30 p.m. You also may use walk-in registration at either college during their regular registration hours.

Web Registration
for Continuing Education Students
To register online, simply go to the college’s website, www.pgcc.edu. Click on Owl Link in the menu. Click on the “Workforce Development and Continuing Education Students” box. Then, click on “Register for Noncredit Course.” Follow instructions to register and pay for your class. You are not registered in any of your classes until you submit payment. If you have questions during any part of the registration process, click on “Help”.

Payment Information
The noncredit course cost (including tuition and fees) is listed with each course description.

• If you live in a different county (other than Howard County) in Maryland, in the District of Columbia or another state, you should use the Prince George’s Community College (PGCC) synonym numbers and submit payment to PGCC or Laurel College Center.

• If you register through PGCC, a registration fee of $20 each semester will be added to your bill (regardless of the number of courses you are taking).

• Senior citizens and students retired on disability will be charged a $75 registration fee per term.

• Also, non-Prince George’s County residents are charged an additional fee when they register through PGCC (Other MD county: $5 per course; DC/out-of-state: $10 per course).

You may use the following payment methods:

• Cash-only at the home campus (not LCC)
• Personal check
• Credit card (MasterCard, Visa or Discover)
• Money order
• Employer voucher or purchase order
• Properly documented financial aid or scholarship

General Information

Websites

Prince George’s Community College
www.pgcc.edu

Laurel College Center
www.laurelcollegecenter.org

Room Locations

Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

Parking
During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

Textbooks
If a course requires a textbook, that information is listed with the course description. You can order textbooks online by accessing www.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.

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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.

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- OCU-330  Plumbing Repair: Basic Skills
- OCU-331  Drywall Installation and Repair

Just a short walk from the Prince George’s Plaza Station on Metrorail’s Green Line, Prince George’s Community College at University Town Center (UTC) offers students a convenient location for college credit and workforce development courses. The center opened in August 2000, and now serves approximately 1,500 credit and continuing education students each semester. The center offers approximately 150 credit/noncredit classes each fall and spring semesters, about 60 in the summer, and a full range of services.

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**Performing Arts and Music**, page 33
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- HES-344  CPR for Health Professionals
- HES-350  CPR Renewal

**DENTAL ASSISTING**

**Nursing Assistant**, page 46
- HES-544  Certified Nursing Assistant: Theory

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.

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- CST-437  NEC Update 2014
- ELC-323  Construction Electricity 2: Part 1
- ELC-324  Construction Electricity 2: Part 2
- CST-431  NEC Update 2011
- CST-436  Grounding and Bonding Separately Derived Systems & Calculation
HVAC, page 27
HVC-334 HVAC/R Level 2: Part 1
HVC-365 HVAC/R Level 4, Part 1

Locksmithing, page 28
KEY-300 Locksmithing 101
KEY-301 Locksmithing 102
KEY-305 Locksmithing 201
KEY-304 Locksmithing 202

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Welding, page 30
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OCU-432 Professional Braiding: Level 3
OCU-433 Professional Braiding: Level 4

Make-Up Artistry, page 31
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FACILITY MANAGEMENT CREDENTIAL PROGRAMS
Facility Management, page 41
MGT-631 Operations and Maintenance for FMP
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MGT-633 Finance and Business Essentials for FMP
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TRANSPORTATION AND DISTRIBUTION
Auto Technology, page 61
OCC-400 Auto Technician: Electrical Systems
OCC-437 Auto Technician: Diesel Engine Theory & Maintenance
OCC-336 Auto Technician: Engine Performance

Forklift, page 63
HEO-305 OSHA Forklift Operator Certification

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

Motorcycle Mechanics, page 66
OCC-376 Motorcycle Mechanics & Repair

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

Transforming Lives
Mission
Prince George’s Community College transforms students’ lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.

Strategic Goals 2014-2017
Enhance
Pathways
Enhancing pathways that guide students to achieve their academic, career, and personal goals

Cultivate
Responsive Learning
Cultivating a welcoming and responsive learning environment

Foster
Partnerships
Fostering partnerships to respond to a diverse and evolving community and workforce

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
<table>
<thead>
<tr>
<th></th>
<th>ADDITIONAL CLASS LOCATIONS</th>
</tr>
</thead>
</table>
| 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. | **JHES—John Eager Howard Elementary School**  
4400 Shell Street  
Capital Heights, MD 20743 |
| 11. | **LCC—Laurel College Center**  
312 Marshall Avenue  
Laurel, MD 20707 |
| 12. | **LDS—Linnel Driving School**  
1811 Bright Seat Road  
Landover, MD 20785 |
| 13. | **Northwestern High School**  
7000 Adelphi Road  
Hyattsville, MD 20782 |
| 14. | **QL1—Q-Ball1**  
7945 Central Avenue  
Capital Heights, MD 20743 |
| 15. | **SHS—Suitland High School**  
5200 Silver Hill Road  
District Heights, MD 20747 |
| 16. | **STC—Skilled Trades Center**  
(evenings only)  
6400 Old Branch Avenue  
Camp Springs, MD 20748 |
| 17. | **UMD—School of Public Health**  
Building 255  
College Park, MD 20742 |
| 18. | **UPHI—U-Photo**  
5005 Garrett Avenue  
Beltsville, MD 20705 |
| 19. | **UTC—University Town Center**  
6505 Belcrest Road  
Hyattsville, MD 20782 |
| 20. | **WTC—Westphalia Training Center**  
9109 Westphalia Road  
Upper Marlboro, MD 20774 |
TUITION (SUBJECT TO CHANGE)

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

TUITION WAIVER

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

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

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

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

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

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

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

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

FEES (SUBJECT TO CHANGE)

Registration Fees
A $20 registration fee will be added to your bill, for standard students, upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens and Maryland Disabled Persons will be charged a $75 registration fee per term. The $75 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior citizen or Maryland Disabled Person who enrolls in a $25 course that is marked with an asterisk is still responsible for the $75 registration fee.

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

<table>
<thead>
<tr>
<th>Season</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Jan. 1–Apr. 30</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1–Aug. 21</td>
</tr>
<tr>
<td>Fall</td>
<td>Aug. 22–Dec. 31</td>
</tr>
</tbody>
</table>

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

Note: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the $75 registration fee that term.

Class-Related Fees
Students enrolled in noncredit courses are required to pay fees determined by the college to be related to the special costs associated with the delivery of instruction. These fees are designated in this publication as lab fees, food fees, materials fees, etc. and may be payable to the college or the instructor, as designated.

No student is exempt from the payment of these fees.

EMPLOYER-PAID TUITION/ PURCHASE ORDERS

If your employer is paying your tuition:

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

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

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

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

RETURNED CHECKS

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

If the college receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes.

You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition.

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

DROPPING A COURSE/REFUNDS

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

If you choose to drop a course after the refund period, it must be done in person at the Office of Admissions and Records or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.
Advancing Local, Small and Minority Business Enterprises

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

Take your business to the next level.

301-546-0964

ced@pgcc.edu | pgcc.edu/go/CED

Center for Entrepreneurial Development
Prince George’s Community College
University Town Center

6505 Belcrest Road • Hyattsville, Maryland • 20782
### Workforce Development and Continuing Education
#### Continuing Education Student Registration

**PLEASE PRINT CLEARLY**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Date</th>
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<tbody>
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<td>(if known)</td>
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<table>
<thead>
<tr>
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<td></td>
<td>Winter</td>
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<td>Spring</td>
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<td>Cell:</td>
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<td></td>
<td>Work:</td>
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<tr>
<td>Hispanic</td>
<td>Pacific Islander</td>
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<td>White</td>
<td>Multiple</td>
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<td></td>
<td>Male</td>
</tr>
<tr>
<td></td>
<td>Female</td>
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<tr>
<th>Status</th>
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<tbody>
<tr>
<td>If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the Payment Information section of this book.</td>
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### 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>
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<th>Fees</th>
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<td></td>
<td>All standard students <strong>add a registration fee of $20.00 unless your course specifies that it is &quot;Tuition Free&quot;</strong></td>
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<td></td>
<td>[ ] Out of county Maryland residents <strong>add $5.00 per course unless your course specifies that it is &quot;Tuition Free&quot;</strong></td>
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<tr>
<td></td>
<td>[ ] Out of state residents <strong>add $10.00 per course unless your course specifies that it is &quot;Tuition Free&quot;</strong></td>
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<tr>
<th>Total</th>
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<tbody>
<tr>
<td>Fees</td>
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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.

---

### OFFICE USE ONLY

**Date**

**Processed by**

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YOUTH@WORK
JOB READINESS TRAINING

Prince George's Community College, in partnership with the Prince George's County Government, is offering **FREE job readiness training** for county residents ages 15-19 in 2016. PGCC is a great place for young job seekers to begin their professional journey. The course (JCL-525) focuses on the basic skills that employers value, and that youth need to retain employment. A safe educational environment is supported by a professional staff and educators. The goal of the program is to encourage the appreciation and practice of ethical workplace behaviors.

**Successful completers are eligible for employment preference in the Prince George's County Summer Youth Enrichment Program for 2016.**

Registration for the 2016 program will open on December 1, 2015. Students may begin classes as early as January 2016.

For more information and specific course dates, and to access the link for registration, visit [www.pgcc.edu/go/youthatwork](http://www.pgcc.edu/go/youthatwork).