For a career in one of the rapidly growing health professions, start at Prince George's Community College where clinical programs have specialized accreditation and all programs are state approved. Associate degrees are offered in Dietetics, Emergency Medical Technician, Food Sciences, Health Education, Health Information Management, Nuclear Medicine Technology, Nursing (LPN, LPN to RN, RN, EMT to RN), Physical Education, Radiography, and Respiratory Therapy. Earn a certificate or prepare for certification in a number of health care support programs. The new state-of-the-art Center for Health Studies opens in fall 2012.

Apply online at www.pgcc.edu or call 301-336-6000.
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
Register Online
To register online you must have an e-mail address and you must pay with a credit card when you register.

To Access Owl Link

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

II. Select the Workforce Dev. And Cont. Ed. Students Menu again.
   1. This time select the link Enroll and Register for Courses.
   2. If you do not know your Login information, follow the appropriate links on the login screen to retrieve your UserID and/or password.

II. Once you have successfully logged in to Owl Link, select the Workforce Dev. And Cont. Ed. Students Menu again.
   1. This time select the link Enroll and Register for Courses.
   2. Click on Register for courses.
   3. If you know the course that you want to register for, type the course number in the second box which is called Course Code number (ex. ENR317).
      This will give you a list of all available sections for that course.
   4. Choose the section you want and submit.
   5. On the following screen, you will be shown the section you registered for and, if you like, you can choose your education goal, reason for taking and how you learned of this class, then submit.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to 'Choose one of the following' and select Register Now (Check out).
      • You will be asked what type of credit card you will be using (Discover, Master Card, VISA).
      • Choose the appropriate one and submit.
   8. You will then be prompted for your credit card information.
   9. Fill out all the necessary information and then press Submit.

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

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

RETURNING STUDENTS
If you have previously enrolled in a course at Prince George’s Community College, you will be required to Login to Owl Link before you can register. go to www.pgcc.edu select Owl Link
I. If you know your UserID and password information, select the Login prompt.
   1. Fill out your login information and press Submit to login.
   2. This will give you a list of all available sections for that course.

II. Once you have successfully logged in to Owl Link, select the Workforce Dev. And Cont. Ed. Students Menu again.
   1. This time select the link Enroll and Register for Courses.
   2. Click on Register for courses.
   3. If you know the course that you want to register for, type the course number in the second box which is called Course Code number (ex. ENR317).
      This will give you a list of all available sections for that course.
   4. Choose the section you want and submit.
   5. On the following screen, you will be shown the section you registered for and, if you like, you can choose your education goal, reason for taking and how you learned of this class, then submit.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to 'Choose one of the following' and select Register Now (Check out).
      • You will be asked what type of credit card you will be using (Discover, Master Card, VISA).
      • Choose the appropriate one and submit.
   8. You will then be prompted for your credit card information.
   9. Fill out all the necessary information and then press Submit.

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

That’s it! You’re officially registered! We hope you enjoy your educational experience with Prince George’s Community College.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

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

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

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

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

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

HOW TO READ THE NONCREDIT SCHEDULE OF CLASSES

1. Blue headers (main section title): Area of study, industry and/or career field
2. Blue bullet (subhead): Program of study, specialization within a specific career field
3. Blue box: Short program description and/or availability of certificate options. Many careers require educational credentialing or professional licensing to validate your level of expertise in a certain field. Prince George’s Community College offers a Certificate of Continuing Education in many of its programs to validate your professional development and show that you have successfully completed the required series of related courses.
4. Underlined text: Course number and title
5. Regular text: Course description, special requirements, number of sessions, cost
6. Bold text indicates the number of sessions and related costs and fees.
7. Table: Describes the section of the course for which you will register—beginning with a unique five-digit identification number, day(s) on which the course will meet, beginning and end class dates, times, and location.

ConstruC: Construction and Skilled trades
General/other ConstruC: General/other Construction Skills

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

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

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

OCU-322 Building Maintenance Engineer, Level 1
4.2 CEUs
This course introduces the basic knowledge needed for an entry-level position in building maintenance. This course will provide an overview of hand tools, estimating cost and materials, building structure, materials, fasteners and safety and preventive maintenance procedures. Textbook required. Instructor: Tyrone Talton.
14 sessions, $420*

02916 Tu 9/9–12/16 6–9 p.m. STC
02917 M 9/8–12/8 6–9 p.m. STC

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8. Select the course you want to take from among those listed in this Schedule of Noncredit Classes. For example: OCU-322.
9. Select the section you want to attend by choosing the dates, times and locations that best meet your needs.

What You Need to Know to Get Started

10. Make a note of your choice by writing down both the course designator and the synonym number.
11. Now, you’re ready to register!

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

13. Click on “Owl Link” in the Quicklinks.
14. Go to “Workforce Devlp & Con Ed Students” and click on “Search for Con Ed Classes.”
15. Enter the course number and syn # for your section. For example: FIN-(345) 05967
16. Click “Submit” and the Largo building and classroom will be displayed.

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

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

Look for social media badges at www.pgcc.edu.
**TUITION (SUBJECT TO CHANGE)**

Tuition must be paid in person or by mail to the Cashier’s Office in Bladen Hall, Room 120. Tuition listed is for residents of Prince George’s County. Tuition for residents of other Maryland counties is an additional $5 per course. Tuition for residents of other states or the District of Columbia is an additional $10 per course. (Example: Tuition for First Aid is $50 for Prince George’s County residents, $55 for residents of other Maryland counties and $60 for residents of other states or the District of Columbia.)

**TUITION WAIVER**

Senior Citizens Who Are 60 Years Or Older

Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as instructional services fees, but not registration fees and special instructional fees.

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

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

**FEES (SUBJECT TO CHANGE)**

Registration Fees

A $7 registration fee will be added to your bill upon registration. This fee will allow you to register for one or more courses during any given term.

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

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

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<td>Fall</td>
<td>August 30–December 2</td>
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Registration fees are nonrefundable. If, however, the college cancels all of the courses in which the student was enrolled during a given term, the registration fee will be automatically refunded to the student.

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

**Class-Related Fees**

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

**PURCHASE ORDERS**

If your business wishes to pay for your course with a purchase order, you must register in person at the Admissions and Records Office in Bladen Hall, Room 120 between 9 a.m.–7 p.m., Monday–Thursday and on Friday between 9 a.m.–4 p.m. or register by telephone and bring in your bill with the original completed purchase order to the Cashier’s Office in Bladen Hall, Room 120, between 8:30 a.m. –7 p.m., Monday–Thursday and on Friday between 8:30 a.m.–4 p.m.

**EMPLOYER-PAID TUITION**

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:** It is your responsibility to present the purchase order (two copies), tuition assistance form or letter of intent at the time you register with the original completed purchase order to the Cashier’s Office in Bladen Hall.

**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. www.pgcccbookstore.com

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

**RETURNED CHECKS**

If the college receives final notice of a check being returned for any reason prior to the start of class, you will be dropped from all classes with no financial obligation other than the return 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 return check fee, regardless of whose check was used to pay your tuition.

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

**REFUNDS**

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

**Interested in Child Care**

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

Call 301-386-7545, e-mail eolsen@pgcc.edu, or visit the website www.pgcc.edu/go/childcare
**NONCREDIT SCHEDULE**

**GENERAL INFORMATION**

**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 need to be changed to accommodate class sizes or special needs. Room assignments and changes to room assignments are available on Owl Link as soon as they are made.

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

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

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

**BOOKSTORE**

The bookstore is located at Prince George’s Community College on the first floor of the Largo Student Center.

Call 301-322-0912 or visit www.pgccbookstore.com

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

Bookstore hours are subject to change and may be extended when credit classes first begin. In addition to in-store purchases, students can purchase books via the telephone during regular business hours. The books can be charged to a credit card and then picked up at the store or shipped to the customer via UPS (additional charge for shipping). Students also may purchase books online from the bookstore website (7 days a week, 24 hours a day). Books will be shipped via UPS (additional charge for shipping). Students taking classes at the University Town Center or Laurel College Center may order books by phone or online. The books then will be sent to the center via the campus pony on Monday, Wednesday or Friday with no charge for shipping cards.

**HOLIDAYS**

Courses will not be scheduled on the following dates:

- Sept. 1-3 Labor Day
- Oct. 30 College Enrichment Day
- Nov. 22-25 Thanksgiving Day
- Dec. 20-Jan. 2 Winter Break

**College Closings**

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

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

In case of hazardous weather, extension center classes will be 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 Joint Base Andrews (formerly Andrews Air Force Base), the Laurel College Center and the University Town Center will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at extension centers and sites will be cancelled.

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

**CHILD CARE**

The Childtime Children’s Center offers full day care, hourly care, and summer day camp child care services for the students, staff, and faculty of the college. The center is an independent facility that leases its campus location. For additional information, call the Childtime Children’s Center, 301-336-7740.

**PARKING PERMITS**

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

**NONDISCRIMINATION INFORMATION**

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

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

**TITLE IX**

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

**STUDENT RIGHT TO KNOW ACT**

Relative to the Student Right to Know Act of 1990, Prince George’s Community College provides information regarding the graduation/persistence rates of designated student population groups in degree and/or certificate programs. This information can be obtained from the Office of Planning and Institutional Research, Kent Hall, Room 231.

**CAMPUS SECURITY ACT**

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.

**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.

**SERVICEMEMBER’S OPPORTUNITY COLLEGE**

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

**DRUG AND ALCOHOL PREVENTION**

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

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

The college’s Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the use of illicit drugs and the abuse...
of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-322-0845.

**ALUMNI ASSOCIATION**

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

**DISABLED STUDENTS**

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

**ACCESSIBLE TRANSPORTATION**

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

**DISCLAIMER**

The provisions of this publication are not to be regarded as a contract between the student and Prince George’s Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Location</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>Academic Advising</strong></td>
<td>301-322-0151</td>
<td>Bladen Hall, Room 124</td>
<td>Academic advising, Placement Test interpretation. You must be present 30 minutes before closing for full service.</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thurs.: 8:30 a.m.-8:00 p.m.</td>
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<td>Sat. &amp; Sun.: Closed</td>
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<td><strong>Admissions</strong></td>
<td>301-322-0866</td>
<td>Bladen Hall, Room 126</td>
<td>Credit student applications. You must be in the office 15 minutes before closing to process your application.</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thurs.: 8:30 a.m.-8:00 p.m.</td>
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<td>Sat. &amp; Sun.: Closed</td>
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<td><strong>Bookstore</strong></td>
<td>301-322-0912</td>
<td>Largo Student Center</td>
<td>Cash, check, company voucher, Visa, MasterCard, American Express and Discover are accepted. Check the bookstore’s website (pgccbookstore.com) for textbook information.</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thurs.: 9 a.m.-5 p.m.</td>
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<td>Fri.: 9 a.m.-4 p.m.</td>
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<td>Sat. &amp; Sun.: Closed</td>
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<tr>
<td><strong>Career/Job Services</strong></td>
<td>301-322-0109</td>
<td>Marlboro Hall, Room 2102</td>
<td>Career advising and job placement.</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thurs.: 8:30 a.m.-8:00 p.m.</td>
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<td><strong>Closed Aug. 4-24</strong></td>
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<tr>
<td><strong>Cashier</strong></td>
<td>301-322-0691</td>
<td>Bladen Hall, Room 120</td>
<td>Bill payment: cash, check, company voucher, Visa, MasterCard and Discover</td>
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<td><strong>Regular Hours</strong></td>
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<td><strong>College Life Services</strong></td>
<td>301-322-0853</td>
<td>Largo Student Center</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.: 8 a.m.-5 p.m.</td>
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<td>Sat. &amp; Sun.: Closed</td>
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<tr>
<td><strong>College Web Address</strong></td>
<td><a href="http://www.pgcc.edu">www.pgcc.edu</a></td>
<td></td>
<td>View catalog, class schedules, and course availability.</td>
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<tr>
<td><strong>Continuing Education</strong></td>
<td>301-322-0159</td>
<td>Kent Hall, Room 227</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.: 9 a.m.-5 p.m.</td>
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<td>Sat. &amp; Sun.: Closed</td>
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<tr>
<td><strong>Bladen Hall, Room 126</strong></td>
<td>301-322-0838</td>
<td>Bladen Hall, Room 124</td>
<td>Assistance for students with disabilities.</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.: 8:30 a.m.-4:30 p.m.</td>
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<td>Sat. &amp; Sun.: Closed</td>
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<td><strong>Disability Support Services</strong></td>
<td>301-322-0388</td>
<td>Bladen Hall, Room 124</td>
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<td>301-322-0122 (TTY/TDD)</td>
<td>Bladen Hall, Room 126</td>
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<td><strong>Regular Hours</strong></td>
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<td>Sat. &amp; Sun.: Closed</td>
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<td><strong>General Information/Directory Assistance</strong></td>
<td>301-336-6000</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.: 9 a.m.-5 p.m.</td>
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<td>Sat. &amp; Sun.: Closed</td>
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<tr>
<td><strong>Help Desk (Owl Link)</strong></td>
<td>301-322-0637</td>
<td>Bladen Hall, Room 106</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.: 8 a.m.-9:30 p.m.</td>
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<td>Sat.: 10 a.m.-4 p.m.</td>
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<td><strong>Library/Media Center</strong></td>
<td>301-322-0105</td>
<td>Accokeek Hall</td>
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<td><strong>Regular Hours</strong></td>
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<td>Sun.: Closed</td>
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<td><strong>Lost and Found</strong></td>
<td>301-322-0853</td>
<td>Largo Student Center</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.: 8 a.m.-5 p.m.</td>
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<td>Sat. &amp; Sun.: Closed</td>
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<tr>
<td><strong>Police (Campus)</strong></td>
<td>301-322-0666</td>
<td>Bladen Hall</td>
<td>Open 24 hours: 7 days a week</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thurs.: 8:30 a.m.-8:00 p.m.</td>
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<td>Sat &amp; Sun: Closed</td>
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<tr>
<td><strong>Records/Registration</strong></td>
<td>301-322-0866</td>
<td>Bladen Hall, Room 126</td>
<td>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.</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thurs.: 8:30 a.m.-8:00 p.m.</td>
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<td>Sat &amp; Sun: Closed</td>
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<tr>
<td><strong>Student Accounting</strong></td>
<td>301-322-0691</td>
<td>Bladen Hall, Room 120</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.: 8:30 a.m.-4:00 p.m.</td>
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<td>Sat &amp; Sun: Closed</td>
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<tr>
<td><strong>Testing Center</strong></td>
<td>301-322-0147</td>
<td>Bladen Hall, Room 100</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thurs.: 8:30 a.m.-7:00 p.m.</td>
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<td>Sat &amp; Sun: Closed</td>
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<tr>
<td><strong>Veteran Services</strong></td>
<td>301-322-0820</td>
<td>Bladen Hall, Room 126</td>
<td>Certification of educational benefits.</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thur.: 9 a.m.-7 p.m.</td>
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<td>Fri.: 9 a.m.-5 p.m.</td>
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<td><strong>Web Registration</strong></td>
<td><a href="http://www.pgcc.edu">www.pgcc.edu</a></td>
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<td>Also available weekends and holidays.</td>
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<tr>
<td><strong>Other numbers not listed</strong></td>
<td>301-336-6000</td>
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</tbody>
</table>
CLASS LOCATION ABBREVIATIONS
(SEE CAMPUS MAP PAGE 3)

Largo Campus
AH  Accokeek Hall
AB  Auto Bay-Facilities Bldg.
BH  Bladen Hall
CAT  Center for Advanced Technology (formerly High Technology Center)
CE  Continuing Education Building
CH  Chesapeake Hall
CHS  Center Health Science
EH  Lanham Hall
LSC  Largo Student Center
MH  Marlboro Hall
NAT  Natosarium
NC  Novak Field House
QA  Queen Anne
TM1  Temporary Building (behind the running track near Campus Police Station)
TO, TS & TZ  Temporary Buildings (behind Lanham Hall)
TBA  To be arranged

Extension Centers
LCC  Laurel College Center in Laurel
STC  Skilled Trades Center
UTC  University Town Center in Hyattsville
WTC  Westphalia Training Center

Off Campus
ABAR  Authentic Bookkeeping School
AMH  Alliance Material Handling
AYTI  Tommy's Auto Body
AYT2  AYT Institute
BLHS  Bladensburg High School
CHCF  Cherry Hill Composting Facility
CRHS  Crossland High School
ECOF  Eco City Farm
FTWM  Fort Washington Marina
GLHR  Greater Laurel Health/Rehabilitation Center
GTSV  Greenbelt Travel Services
HVS  Hyattsville Vacuum Service
JHES  John Eager Howard Elementary School
LDS  Linnel Driving School
QBLI  QuBall 1
SAM  Services Academy of Maryland
SHS  Suitland High School
UMD  University of Maryland
UPHI  U-Photo

ACCOUNTING & BOOKKEEPING

ACCOUNTING

OFC-350 Accounting Fundamentals
2.4 CEUs
Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. The basics of double-entry bookkeeping, analyzing and recording financial transactions and preparing various financial reports at the end of the fiscal period will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the basics—from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. 12 sessions, $125* (includes a $60 lab fee)

OFC-343 Accounting for Managers: Part 2
1.5 CEUs
The second in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports as part of the process. The student will be introduced to the main financial statements, the assumptions made in the preparation of the statements and how they affect the values disclosed. Meets concurrently with credit course ACC-1030. Text required. Prerequisite: OFC-341. 5 sessions, $140*

OFC-342 Accounting for Managers: Part 3
1.5 CEUs
The last in the series for the manager/supervisor, administrative assistant who is responsible for making decisions using financial reports as part of the process. Topics that will be discussed include the cash flow statement, general accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Text required. Prerequisite: OFC-342. 5 sessions, $140*

BOOKKEEPING

OFC-361 Bookkeeping: Part 1
1.8 CEUs
This course covers the fundamentals of bookkeeping, including record keeping procedures, debits, credits, journal entries, ledger accounts, posting, accounts receivable, and accounts payable. Previous accounting experience not required. Text required at first class. Students should read Chapter 1 before first class. 6 sessions, $160*

OFC-363 Bookkeeping: Part 2
1.8 CEUs
This course is the continuation of OFC-361: Bookkeeping 1. Prerequisite: OFC-361. 6 sessions, $160*

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, $160*

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

**OFC-326 Introduction to Quickbooks: Part 1**

1.5 CEUs

Students will be shown how to establish a chart of accounts, vendor, customer, and inventory records, and payroll records and how to enter typical transactions for service and merchandising businesses, as well as how to prepare standard financial reports for merchandising firms using QuickBooks software. Accounting background helpful but not required. Students must take this course to proceed to OFC-344 or Quickbooks: Part 2.

Prerequisites: OFC-361 or OFC-341 or accounting experience. Meets concurrently with credit course ACC-1070. Text required. **5 sessions, $140**

**OFC-344 Quickbooks: Part 2**

1.5 CEUs

Student will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required. Students must take Quickbooks: Part 2 to register for Quickbooks: Part 3. Prerequisite: OFC-326. Meets concurrently with credit course ACC-1070. Text required. **5 sessions, $140**

**OFC-345 Quickbooks: Part 3**

1.5 CEUs

Student will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required to apply the QuickBooks application. Students must take Quickbooks: Part 1 and Part 2 to register for this class. Prerequisites: OFC-344. Meets concurrently with credit course ACC-1070. Text required. **4 sessions, $140**

**DPR-742 Introduction to Quickbooks 2010**

2.4 CEUs

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventories, and receivables, create estimates and generate reports. **12 sessions, $125** (includes a $60 lab fee)

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<th>Type</th>
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### AGRICULTURE

**URBAN FARMING**

**CONTINUING EDUCATION CERTIFICATE, URBAN COMMERCIAL AGRICULTURE**

Continuing Education Certificate, Urban Commercial Agriculture Urban Commercial Agriculture is a burgeoning field, with many opportunities for entrepreneurs interested in developing high yield/low risk commercial crops for sale to urban farmers markets and high end restaurants. Both lecture and hands-on training are used to prepare students to start and manage urban farms. Class is held at ECO City Farms, 4913 Crittenden St., Edmonston, MD 20781.

A Certificate of Continuing Education will be issued upon successful completion of:

- AGR-302 Intensive Introduction to Urban Commercial Agriculture

**AGR-302 Intensive Introduction to Urban Commercial Agriculture**

In this very hands-on course you will be taught sustainable strategies for planning and designing an intensive food production system, based on your needs, goals, and resources, and suited to your own individual urban space. Starting with the basic principles of sustainable farming, the course will focus on soil fertility, nutrient and water management, crop plant families and crop rotation, and maximizing the use of urban resources and infrastructure.

The course will also explore community composting, including a walk-through of the composting process. We will explore "recipes" for effective composting and compare different approaches to composting, particularly bins versus windrows. The course will cover incorporating worms into your compost system for a value-added product (worm castings). In addition, this course will provide practical experience for anyone interested in constructing hoop houses as a means to extend the growing season, grow year-round, or get a head start with seedlings. It will cover specific construction techniques, such as bending metal hoops, as well as techniques related to the use of the hoop house, such as cover materials, ventilation and irrigation. This course will also examine existing ordinances related to the raising of small farm animals, focusing on chickens, bees, fish, and worms, within urban/suburban neighborhoods and the important differences between keeping small livestock and pets. In this course you will also learn what you need to know to select, harvest, process, prepare and present your produce for sale. Strategies for selling to restaurants, retailers and food co-ops, as well as direct-market strategies such as farmer's markets, pick-your-own and community supported agriculture will be discussed.

**5 sessions, $550** (includes a $420 lab fee)

**56468**

<table>
<thead>
<tr>
<th>Session</th>
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<tbody>
<tr>
<td>FS 9/7-9/8</td>
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### APPLE CLASSES

**APPLE CERTIFICATION EXAM**

**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, $158** (includes a $75 lab fee)

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<tbody>
<tr>
<td>F</td>
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<td>6:30-9:30 p.m.</td>
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<tr>
<td>F</td>
<td>10/26-10/26</td>
<td>6:30-9:30 p.m.</td>
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### FINAL CUT PRO

**APP-350 Final Cut Pro X**

3.0 CEUs

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

**20 sessions, $570** (includes a $150 lab fee)

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<td>6:30-9:30 p.m.</td>
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BASIC BOATING & MAINTENANCE

OCC-308 Maryland Boating Basics
This course meets the state requirements for a Certificate of Boating Safety Education. Those born on after July 1, 1972, must have this certificate to operate a pleasure boat in Maryland. Learn types of vessels, marine weather, emergency actions, personal watercraft, navigational aids, and maneuvering. All materials included. Requirement: Participants under age 16 must attend with a registered adult. Instructor: Thom Hunter. 3 sessions, $35*

55040 MW 9/17/9-24 6:30-9:30 p.m. Largo

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

1 session, $35*

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

1 session, $55*

BUS-460 The Site Selection Process
Learn the basic steps of the site selection process. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger.

1 session, $30

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

1 session, $55*

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, how to identify and understand your competition and how to monitor the results of your marketing plan. Instructor: Beverly Litsinger.

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

BUS-366 The Building Blocks of Retreat Planning
0.5 CEU
This fun, fast-paced course presents the building blocks of retreat planning. This session will focus on executive, church, marriage, and retreats for both women and men. Topics will include: site selection, on-site and financial management, logistics, publicity, and more. Instructor: Lillian Wright. 1 session, $50*

BUS-467 Creating a RFP (Request for Proposal)
0.6 CEU
Request for Proposal (referred to as RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information and the company’s history. RFPs often include the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided would be accurate. Instructor: Beverly Litsinger. 1 session, $55*

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 in bringing appropriate attention to sound ethical practices and conduct. Through a series of industry scenarios, participants will explore behaviors that are prohibited as well as those that are expected. Instructor: Lillian Wright. 1 session, $30

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 year long basis. Instructor: Beverly Litsinger C.M.P. 1 session, $30

FIN-365 Advanced Income Tax Preparation
If you are an enrolled agent, accountant, lawyer, financial planner, business owner, experienced tax preparer, or just interested in increasing your tax knowledge, the Advanced Course will enable you to prepare more complex individual tax returns. This Course provides the critical education and knowledge that make the graduates more competent and successful than their competitors. Students normally enroll in this Course after completing the ten week Comprehensive Income Tax Class and working at least one season as a tax preparer. Books Included; 30 hours. Mentor Supported. 20 sessions, $505* (includes a $400 lab fee)

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

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

FIN-364 Comprehensive Income Tax Preparation
This 20-lesson 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 requires at least two tax returns prepared for most chapters. Books Included. 60 hours. Mentor Supported. 20 sessions, $605* (includes a $500 lab fee)

OFC-346 Administrative Assistant Fundamentals
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have 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 high productivity workplace. 12 sessions, $125* (includes a $60 lab fee)

BUS-354 Contract Opportunities in the State and County
This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions and the opportunity to contact contracting officers specializing in procurement. Instructor: Mike Turner. 1 session, $30
BUS-505 Government Contracting: Methods and Procedures 0.5 CEU
The federal government spends in excess of $425 billion and awards over 100,000 contracts annually using various contracting methods to acquire products, goods, supplies, and services. This course will familiarize students with the methods, guidelines, and procedures used during the federal acquisition process and a step-by-step analysis of frequently used documents. Instructor: James Brandon. 1 session, $50*

53953 S 9/22-9/22 9 a.m.-3 p.m. Largo

BUS-326 Types of Government Contracts 0.5 CEU
This workshop is a must for those interested in learning more about contract types, how they are used by the federal government, and their advantages, disadvantages, and legal impact on the parties involved. Sample documents will be provided. Instructor: James Brandon. 1 session, $50*

53954 S 10/13-10/13 9 a.m.-3 p.m. Largo

BUS-304 Sub-Contracting with the Government A must for potential subcontractors, topics in this course will include: Identifying prime contractors, how best to market early in the acquisition process, and the contractual relationships between the contractor, subcontractor, and the government. Sample documents will be provided. Instructor: James Brandon. 1 session, $30

53952 S 10/27-10/27 9 a.m.-12 p.m. Largo

BUS-461 Government Contracting: Marketing Business to Government 0.5 CEU
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. 2 sessions, $50*

55985 W 9/26-10/3 6:30-9 p.m. Largo

BUS-534 Writing Proposals for Government Contracts 0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. Also, understanding that a Request for Proposal (RFP) is a method for purchasing goods and services from the private sector and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $50*

55984 W 10/17-10/24 6:30-9 p.m. Largo

BUS-330 The Proposal Evaluation and Selection Process
Gain an in-depth understanding of the federal evaluation process, including the initial proposal review, assignment of proposals to evaluation teams, what evaluators look for, and how the contracting officer uses the evaluation results to select potential contractors. Sample documents will be provided. Instructor: James Brandon. 1 session, $30

53950 S 11/17-11/17 9 a.m.-12 p.m. Largo

BUS-327 Contract Negotiation Techniques
Become familiar with the process used by the government to determine contract awards and how small businesses can best position themselves to gain a competitive edge. Sample documents will be provided. Instructor: James Brandon. 1 session, $30

53949 S 12/8-12/8 9 a.m.-12 p.m. Largo

MANAGEMENT & SUPERVISORY SKILLS

CONTINUING EDUCATION CERTIFICATE, MANAGEMENT & SUPERVISION
This 60 hour program focuses on building leadership skills in 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 as the whole program—will help to build the skills you need as a new manager/supervisor to bolster your career at any level.

The requirements for this Continuing Education Certificate include successful completion of the following courses:

- MGT-463 Developing Supervisory Skills
- MGT-464 Leadership Dynamics
- MGT-465 Managing Human Resources
- MGT-434 Business Writing
- 6 hours of additional elective coursework

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

4 sessions, $135*

54760 M 9/10-10/1 6:30-9:30 p.m. Largo

MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of a leader; leadership styles; and the importance of human relations skills in influencing, directing, and motivating employees. How to delegate tasks, take risks, and make decisions will be included. Text required: Leadership: Essential Steps Every Manager Needs To Know, 3rd Edition (Prentice Hall).

4 sessions, $135*

54761 W 9/12-10/3 6:30-9:30 p.m. Largo

MGT-465 Managing Human Resources 1.2 CEUs
In today’s complex work environment, knowledge of human resource management is a critical skill for supervisors. This course helps you increase your understanding of personnel management and human resource functions. Topics of discussion include staffing, interviewing, training, motivation, performance appraisal, and employee services. Text required: Leadership Dynamics, Human Resources Optimization (Russ Campello).

4 sessions, $135*

54762 W 10/24-11/14 6:30-9:30 p.m. Largo

MGT-412 Planning and Conducting Effective Meetings 0.6 CEU
This course provides key steps for planning and conducting an effective meeting. You will be taught how to conduct short, productive meetings as vehicles for sharing information, resolving issues, and improving employee productivity and morale. Learn to plan and schedule meetings; develop agendas; prepare materials and discussions in advance; coordinate with guests and meeting participants; respond appropriately to the types of behaviors exhibited in meetings; and manage the time and cost of meetings. Text: The Manager’s Pocket Guide to Effective Meeting (HRD Press). 1 session, $80*

54763 S 11/10-11/10 9 a.m.-4 p.m. Largo

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

MGT-585 Introduction to Business
4.5 CEUs
Basic characteristics of the business enterprise, its organizational and role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BUS-1010. Prerequisite: Reading Proficiency. 14 sessions, $420*

54764 W 8/29-12/5 6:30-9:30 p.m. UTC

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, $125* (includes a $60 lab fee)

56446 WF 9/9-11/9 online E2GO
56447 WF 10/17-12/7 online E2GO
56448 WF 11/14-1/4 online E2GO
56449 WF 12/12-2/1 online E2GO

MGT-729 Conflict Resolution in the Multi-Cultural Workplace
0.4 CEU
This course is for managers and other professionals who want to learn effective techniques for resolving conflict in a multi-cultural workplace. You will examine some potential areas for conflict and the cultural attitudes, behaviors and belief systems regarding conflict. The instructor presents a five-step process for resolving conflict in the workplace and describes common conflict management styles. The instructor, Charles C. Franklin, P.E. is an engineering manager with over 30 years of managing multi-cultural teams with diverse disciplines. He has worked on many international projects. Mr. Franklin is a seasoned veteran in the nonprofit management field who 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, $125* (includes a $60 lab fee)

56251 WF 10/17-12/7 online E2GO

BUS-401 Nonprofit 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, 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, $55*

56976 W 11/17-11/4 6:30-9:30 p.m. Largo

VOL-334 Public relations and Communications
2.4 CEUs
This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsors, soliciting volunteers and getting to know your audience. Who am I marketing to? Instructor: Ivy Pendleton
1 session, $55*

57611 S 11/10 9 a.m.-4 p.m. Largo

VOL-332 A to Z Grant Writing
2.4 CEUs
A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It’s an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. Many of this course’s elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you’ll find the A to Z of writing and submitting successful proposals here! 12 sessions, $125* (includes a $60 lab fee)

56519 WF 12/12-2/1 online E2GO

NOTARY PUBLIC

CALLING ALL NOTARIES!
A letter of recognition in Notary Public Procedures is awarded upon completion of courses GEN-307, GEN-339 and GEN-363. For more information, call 301-322-0797.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
BUS-309 Your Business and the SBA
A representative from the US Small Business Administration (SBA) will present an overview of the products and services offered by this federal agency, such as guaranteed loans, management assistance, education and counseling, 8a programs, federal procurement, and regulation updates. Participants will be encouraged to share their ideas, problems, and needs in a group discussion. 1 session FREE

56013 T 9/10-9/10 6:30-8:30 p.m. Largo

BUS-418 Business Plan: Blueprint for Success
0.6 CEU
Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. one hour lunch break. Instructor: Karlene Robinson. 1 session, $55*

56277 S 9/29-9/29 9 a.m.-4 p.m. Largo
56278 S 11/17-11/17 9 a.m.-4 p.m. LCC

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, what is a factor?, and the difference between conventional loans and Small Business Administration (SBA) loans. Instructor: Karlene Robinson. 2 sessions, $55*

56729 T 10/9-10/16 6:30-9:30 p.m. Largo
56730 T 11/6-11/13 6:30-9:30 p.m. LCC

BUS-427 Accounting and Recordkeeping for Small Business
0.6 CEU
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include: a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman, CPA. 1 session, $55*

56664 S 10/6-10/6 9 a.m.-4 p.m. LCC
56665 S 11/3-11/3 9 a.m.-4 p.m. Largo

BUS-511 Business Formation Basics
Do you know the difference between a Corporation, a Partnership, and a Limited Liability Company? Learn about the various documents that are required to form each of these business entities. Explore the advantages and disadvantages of each type of business organization. Find out how to properly document business decisions and what forms are needed to accomplish the proper documentation. This course is presented by Betty Stehman, CPA. The presentation will be done in easy to understand English (as little legalese as possible). Instructor: Betty Stehman, C.P.A. 2 sessions, $55*

56669 Tn 9/27-10/4 6:30-9:30 p.m. LCC

BUS-328 Is Entrepreneurship Really for You?
Thinking about starting a business? Have you recently started your own business or getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. 1 session, $30

56905 W 11/14-11/14 6:30-9:30 p.m. Largo

BUS-550 The Business of Home Staging
0.6 CEU
Love decorating? Ever said to yourself, “I can do that,” after watching one of those home staging shows on Home and Garden Television (HGTV) or Arts and Entertainment (A&E). Home staging is one of the fastest growing home-based businesses in the United States. It is a proven marketing tool used to help sell homes quickly and for top dollar. This course will provide students with a high-level overview of the concepts and principles involved in home and how to start a home staging business. Instructor: Nicci Parrish, ASP. 1 session, $55*

56898 Th 10/11-10/18 6:30-9:30 p.m. Largo
### Noncredit Schedule

#### Workforce Development

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<th>Credit Hours</th>
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<th>End Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>BUS-386</td>
<td>Copyrights, Trademarks, Trade Secrets and Licensing</td>
<td>Everything your business develops should remain your exclusive asset, such as company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the imitations of copyright, trademark, and trade secrets laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, ESQ.  1 session, $30</td>
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<td>BUS-479</td>
<td>Establishing a Consulting Practice</td>
<td>If you have a marketable skill, you can develop your own full- or part-time consulting business by identifying future trends and opportunities in the consulting industry; estimating start-up costs and monthly expenses; locating clients, and marketing your services. Instructor: Eric Cole.  0.6 CEU</td>
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<tr>
<td>BUS-342</td>
<td>Creating an Interior Decorating Business</td>
<td>Do you have a designer interest or do you enjoy decorating for yourself and others? Either way you’ll leave the course with secrets from a professional decorator. She will cover how to develop a business and marketing plan, apply for business licenses and trademarks. Identification (ID), resale certificate and access to (trade only) showrooms to purchase home furnishings at the dealer discount. Instructor: Bonnie Peet.  2 sessions, $55*</td>
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<tr>
<td>BUS-400</td>
<td>Successfully Managing a Beauty Salon</td>
<td>Effective salon management can make or break your business; and there are tried and true methods for doing so. Topics will include: employee relations, inventory control, budget management, selecting the right location, and acquiring the necessary licenses. Instructor: Nar Mathis.  1 session, $30</td>
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<tr>
<td>BUS-432</td>
<td>Virtual Assistant Business</td>
<td>A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Antonette Artiz.  1 session, $55*</td>
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<tr>
<td>BUS-424</td>
<td>Start Your Own Cleaning Business</td>
<td>Learn how to start a janitorial or house cleaning business with minimal start-up money. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, get free or low-cost advertising, minimize, and walk away with a successful business. Instructor: Ron Rhine.  2 sessions, $55*</td>
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<tr>
<td>BUS-553</td>
<td>Making Money in Mystery Shopping</td>
<td>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 more! Instructor: Lesha Fields.  1 session, $30</td>
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<tr>
<td>BUS-557</td>
<td>Start and Operate Your Own Home-Based Business</td>
<td>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 a business or to enhance the one you already have. 12 sessions, $125* (includes a $60 lab fee)</td>
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<tr>
<td>BUS-438</td>
<td>Starting a Consulting Practice</td>
<td>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, $125* (includes a $60 lab fee)</td>
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<tr>
<td>BUS-555</td>
<td>The Marketing Pulpit Boardroom Series</td>
<td>Learn the marketing necessities in a comfortable executive boardroom setting. This exciting series of classes are offered by “Marketing Pulpit” radio talk show host, Robert Gatewood, MBA. Location: BLE Executive Suites, 9701 Apollo Drive, Suite 301, Largo MD 20774.  1 session, $15</td>
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<tr>
<td>BUS-541</td>
<td>Visibility (V+C=P)</td>
<td>In order to be profitable, you need to be visible and have credibility. You will explore the three phases of this relationship marketing to increase your business profitability. Instructor: Eric Cole.  1 session, $30</td>
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<tr>
<td>BUS-554</td>
<td>Fashion Stylist: Breaking Into the Industry</td>
<td>Have you ever wondered what a day in the life of a Fashion Stylist would be like? This course gives you the opportunity to do a reality check on the ins and outs of the business. Is it all glitter and glamour or really, “hard labor”? Topics to be covered include establishing relationships with designers/boutiques, getting started, Stylist kit the “hard labor”? Topics to be covered include establishing relationships with designers/boutiques, getting started, Stylist kit the perspective of the newly born small business owner. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Antonette Artiz.  2 sessions, $55*</td>
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<tr>
<td>BUS-556</td>
<td>Humoritis Laughingitis: Effectively Using Humor to Achieve Small Business</td>
<td>How can humor help you attract more customers to your small business? What role does humor play in sales? In what ways does humor contribute to small business problem solving? Get ready to tickle your funny bone as we explore these questions and more from the perspective of the newly born small business owner. Learn humorous strategies for marketing, promoting, and growing your business as well as fun exercises for reducing common entrepreneur stressors. Laugh your way to small business success! Instructor: Steve Young.  1 session, $30</td>
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*Note: All courses are subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.*
BUS-557 Secrets to Finding the Right Franchise for You
How do you determine if franchising is right for you? Join this class and find out how franchising works, what’s new in franchising; understanding the Disclosure document; the franchisor/franchisee relationship and how to avoid the “do it yourself” business pitfalls. Who should attend: persons who are tired of working for someone else; someone who is retired and interested in doing something part-time and the person who has dreamed of owning their business. Instructor: Lee Meizlesh. 1 session; $30

SOCIAL MEDIA NETWORK

BUS-536 Beginners Social Media/Networking
0.9 CEU
Everyone is going social and you can too! Learn about social media and networking and get beginners lessons on Facebook, Twitter, and LinkedIn. This course will cover the basics from what social media is, and why people all over the world are using it to communicate to registering for an account to sharing photos and video. You will be taught how to manage your settings to meet your needs and protect your information. Participant must have an e-mail address. 3 sessions; $130* (includes a $20 lab fee)

BUS-537 Social Networking for You and Your Business
0.5 CEU
Looking for a fun, inexpensive way to market yourself or your business? Social media is the way to go! With the click of a few buttons and a simple marketing strategy, you can turn the social media outlets you use each day into platforms for your message. Learn the dos and don’ts of using social media for business and strategies that will help you promote yourself or your service. Prerequisite: Must have working knowledge of Facebook, Twitter, and LinkedIn. Participants must have an e-mail address. 2 sessions; $100* (includes a $20 lab fee)

BUS-559 Advanced Social Networking Skills for Your Career and Your Business
0.9 CEU
In this 9-contact hour course, you will learn how to use social media tools to further your current career, search for a new job, market your business and network with others in your field to develop and cultivate job and business opportunities. This course is an advanced course in social media. Bring your questions about the best platforms for achieving business and career success. Learn more do’s and don’ts of using social media for business and strategies that will help you promote yourself or your service. Prerequisite: Must have working knowledge of Facebook, Twitter, and LinkedIn. Participants must have an e-mail address. 3 sessions; $130* (includes a $20 lab fee)

OCC-334 Children’s Developmental Clinic: Clinician Pre-clinic Training
Designed for students, parents, teachers and interested individuals, this pre-clinic course introduces students to topics related to working with children with special needs. Topics will include: the purpose, standards and activities of the Children’s Developmental Clinic. Registration for the fall clinic will take place on Saturday September 8 & 15, 2012 at the locations listed below. 2 sessions; $100*

SPP-344 Therapeutic Aquatic Exercise
This course is designed to provide students (age 16+) with developmental disabilities both therapeutic aquatic exercise and swimming instruction. Each session includes water exercise and beginning swimming instruction. Students must be independent in the locker room and in shallow water for this course. 28 sessions; $220
**NONCREDIT SCHEDULE**

### SPP-305 Self-Paced Functional Reading
Practice or improve your reading skills at your own pace! This course will provide an individualized computer-assisted reading program that focuses on basic vocabulary, comprehension, questions/answers, auditory and visual/memory concepts needed for independent living. Material covered will be applicable to students who read at the pre-primer and up levels.

- **12 sessions, $85* (includes a $10 lab fee)**

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<th>Course Code</th>
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<th>Location</th>
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<tbody>
<tr>
<td>SPP305</td>
<td>8/25-11/17</td>
<td>11 a.m.-1:30 p.m.</td>
<td>Largo</td>
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### SPP-308 Money Management
This course will provide students with instruction in the fundamentals of fiscal planning. Topics will include purpose and value of money, concepts of saving and investing, budgets and budget preparation, making change and counting change, and paying bills.

- **12 sessions, $85* (includes a $10 lab fee)**

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<th>Course Code</th>
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<tr>
<td>SPP308</td>
<td>8/25-11/17</td>
<td>2:4-3:30 p.m.</td>
<td>Largo</td>
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</table>

### SPP-306 Self-Paced Functional Reading: Part 2
This course will provide students with an individualized computer-assisted reading program that focuses on basic vocabulary, comprehension, questions/answers, auditory and visual/memory concepts needed for independent living. Material covered will be appropriate for students who have mastered concepts in Functional Reading 1.

- **12 sessions, $85* (includes a $10 lab fee)**

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<th>Course Code</th>
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<tr>
<td>SPP306</td>
<td>8/25-11/17</td>
<td>11 a.m.-1:30 p.m.</td>
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### SPP-335 Self-Paced Functional Math: Part 1
This course will provide students with an individualized computer-assisted math program focusing on basic addition, subtraction, multiplication, and mathmatic concepts needed for independent living. This course is designed for students at the pre-primer level and up.

- **12 sessions, $85* (includes a $10 lab fee)**

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<th>Course Code</th>
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<tr>
<td>SPP335</td>
<td>8/25-11/17</td>
<td>11 a.m.-1:30 p.m.</td>
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### SPP-336 Self-Paced Functional Math: Part 2
This course will provide students with an individualized computer-assisted math program focusing on basic addition, subtraction, multiplication and other mathmatic concepts needed for independent living. This course is designed for students who have mastered concepts in Functional Math 1.

- **12 sessions, $85* (includes a $10 lab fee)**

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<th>Course Code</th>
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<tr>
<td>SPP336</td>
<td>8/25-11/17</td>
<td>11 a.m.-1:30 p.m.</td>
<td>Largo</td>
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### SPP-312 Introduction to Computers and the Internet
Come and learn the basic components of the computer, keyboarding skills, basic Internet and email skills. This course is designed to provide adults with developmental disabilities (age 16+) with an introduction to the basic use of computers and the Internet.

- **12 sessions, $90* (includes a $20 lab fee)**

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<tr>
<td>SPP312</td>
<td>8/25-11/17</td>
<td>2:4-3:30 p.m.</td>
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### SPP-304 Keyboarding
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. Text book required: College Keyboarding Lessons 1-25 (Package) Pro 9 CD 18th Edition, Vanhuss Forde Wodo Text/software is available at Howard Community College or Prince George’s Community College Bookstore (not included in course cost.)

- **6 sessions, $45* (includes a $45 lab fee)**

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<tr>
<td>SPP304</td>
<td>8/25-11/17</td>
<td>6:30-9:30 p.m.</td>
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### 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. Text book required: College Keyboarding Lessons 1-25 (Package) Pro 9 CD 18th Edition, Vanhuss Forde Wodo Text/software is available at Howard Community College or Prince George’s Community College Bookstore (not included in course cost.)

- **6 sessions, $144* (includes a $45 lab fee)**

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<tr>
<td>OFC314</td>
<td>T9/11-10/16</td>
<td>6:30-9:30 p.m.</td>
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### OFC-385 Keyboarding for Personal Computers
This course consists of a series of student-centered instructional modules using “touch-keyboarding” techniques. Students work independently and also receive in class constructive assistance and help with their questions from the instructor. Open laboratory class time is available to the student in addition to the 15 hours of instructional class keyboarding laboratory/class time. Meets concurrently with the credit class CIS-1250. Text and flash drive required. Text is available at the Prince George’s Community College bookstore under the CIS-1250 listing (College Keyboarding Lessons 1-20, latest edition, Glencoe-McGraw-Hill, pub.)

- **6 sessions, $240* (includes a $30 lab fee)**

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<tr>
<td>OFC385</td>
<td>TH9/6-10/11</td>
<td>1-1:30 p.m.</td>
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### DPR-332 Introduction to Personal Computers
This course is essential for those without any computer experience. Class includes hands-on computer operation and is a must for all beginning users. No prerequisites are required. Text: Computer Concepts and Applications/Windows and O/S (Labyrinth Pub.).

- **2 sessions, $100* (includes a $50 lab fee)**

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<th>Course Code</th>
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<tbody>
<tr>
<td>DPR332</td>
<td>8/11-8/30</td>
<td>6:30-9:30 p.m.</td>
<td>CAT-103</td>
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### DPR-666: MS-Word
This program is designed to recognize a student’s achievement in the use of a personal computer for general business applications using the Microsoft Office Suite, including applications for word processing, spreadsheet, and data management.

Requirements include successful completion of the following courses.
- DPR-332: Introduction to Personal Computers (or equivalent experience)
- DPR-331: MS-Access
- DPR-664: MS-Excel
- DPR-674: MS-Word
- DPR-679: MS-Word

### DPR-679: MS-Access
Additional classes as needed to fulfill the 8 class certificate requirement, selected from among any of the “DPR” courses listed in this Schedule. Once a student has completed all of the requirements for either of these programs, he/she should call 301-322-0159 or e-mail wdce@pgcc.edu for verification and to request a certificate.

All Workforce Development and Continuing Education (WDCE) computer students must bring a USB-compatible memory stick or portable drive to each class to store lessons and personal files.

### DPR-664: MS-Excel

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<th>Course Code</th>
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<tr>
<td>DPR664</td>
<td>9/6-9/11</td>
<td>1-1:30 p.m.</td>
<td>CAT-103</td>
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### DPR-674: MS-Word

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<th>Course Code</th>
<th>Start Date</th>
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<th>Location</th>
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<tbody>
<tr>
<td>DPR674</td>
<td>10/2-10/18</td>
<td>1-1:30 p.m.</td>
<td>CAT-103</td>
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### DPR-331: MS-Access

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<th>Course Code</th>
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<tr>
<td>DPR331</td>
<td>8/28-9/27</td>
<td>6:30-9:30 p.m.</td>
<td>CAT-103</td>
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### DPR-679: MS-Access

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<tr>
<td>DPR679</td>
<td>8/28-9/27</td>
<td>6:30-9:30 p.m.</td>
<td>CAT-103</td>
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### DPR-664: MS-Excel

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DPR-436 Working with Windows
0.9 CEU
See the basic concepts and features of this operating system, including the desktop, online Help, My Computer, Windows Explorer, Internet Explorer, accessories, and Web integration features. See how to gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up system, and find information on the Internet. Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all class sessions. 3 sessions, $150* (includes a $55 lab fee)

56526 MWF9/24-9/28  6:30-9:30 p.m.  LCC

DPR-753 Introduction to Windows 7
0.9 CEU
This hands-on class introduces students to the Windows 7 features that let them personalize their screens. Students will also be taught how they can use their computer’s desktop to type and edit text so they can easily create e-mails or documents, save and organize their work. Students will also be taught the tips that will help them to search the Web like an expert using the Internet Explorer web browser that comes with Windows 7, as well as how to use flash drives, CDs, and DVDs, and how to protect the system against viruses and other threats. Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all class sessions. 3 sessions, $150* (includes a $50 lab fee)

55422  S  9/8-9/22  9 a.m.-12 p.m.  CAT-105
53297 MWF10/15-10/19  6:30-9:30 p.m.  CAT-105

DPR-730 Introduction to Information Technology
4.0 CEUs
Introduction to Information Technology is a survey course in evolving computer technology and its relevance to individuals and society. The societal issues stressed include: privacy, security, ergonomics, accessibility, intellectual property, pervasive computing, as well as other timely topics such as new laws impacting computer use. Becoming fluent in necessary technology applications is integrated into the course and may include such topics as word processing, use of e-mail and web browsers, spreadsheets, course management systems and others. Meets concurrently with the credit course INT-1010, the lab portion will be taught entirely on Apple Macintosh computers. Text is required. Prerequisite: Reading proficiency as demonstrated by taking the Accuplacer test. All students must have an Owl Link account and a college e-mail address. 30 sessions, $415* (includes a $100 lab fee)

56747  Th  8/28-12/13  1-2:15 p.m.  CAT-103
56746  Th  8/28-12/13  11 a.m.-12:15 p.m.  CAT-03
56745  Th  8/28-12/13  8:00-9:15 a.m.  CAT-103

MICROSOFT OFFICE

DPR-691 Introduction to Microsoft Word 2010: Level 1
1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2010. Topics include how to create, edit, format, and print a document using the basic features of Word. Prerequisite: Introduction to Windows. Text required: Microsoft Word 2010, Level 1, (Element K. Press) Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

54952  Th  9/4-9/20  6:30-9:30 p.m.  CAT-105

DPR-692 Intermediate Microsoft Word 2010: Level 2
1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2010. Topics include how to manage lists, customize tables and charts, create customized formats with styles and themes, create customized graphics, and more. Prerequisites: Introduction to Windows, Introduction to Microsoft Word 2010 Level 1. Text required: Microsoft Word 2010, Level 2, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

54953  MW 11/5-11/28  6:30-9:30 p.m.  CAT-105

DPR-470 Introduction to Microsoft-Excel: Version 2010
1.2 CEUs
See how to create, modify, print, and format worksheets; use templates, styles and AutoFormats, and find and replace data. Prerequisite: Windows or equivalent Personal Computers (PC) skills. 4 sessions, $215* (includes a $80 lab fee)

56529  Th  9/11-9/20  6:30-9:30 p.m.  LCC

DPR-471 Microsoft Excel Level 2: Version 2007
1.2 CEUs
See how to create 3-dimensional formulas, display multiple workbooks, filter lists using auto filter and outline data and how to create charts, import data from other Office applications, create comments and publish worksheets to the Web. Prerequisite: Introduction to Microsoft Excel Level 1 or equivalent experience. 4 sessions, $215* (includes a $80 lab fee)

56330  Th  10/9-10/18  6:30-9:30 p.m.  LCC

DPR-674 Introduction to Microsoft Excel 2010: Level 1
1.8 CEUs
This course introduces the basic features of Excel 2010. Students will create worksheets and enter and edit text, values, formulas and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Prerequisite: Introduction to Windows. Text required: Microsoft Excel 2010, Level 1, (Element K. Press) Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all class sessions. 6 sessions, $225* (includes a $80 lab fee)

54954  MW 9/10-9/26  6:30-9:30 p.m.  CAT-105

DPR-711 Intermediate Microsoft Excel 2010: Level 2
1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2010. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. Prerequisites: Introduction to Windows and Introduction to Microsoft Excel 2010 Level 1. Text required: Microsoft Excel 2010, Level 2, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 3 sessions, $225* (includes a $80 lab fee)

54955  S  10/6-10/20  9 a.m.-4 p.m.  CAT-105

DPR-679 Introduction to Access 2010
1.8 CEUs
This course introduces the Microsoft-Access 2010 database program. The program enables one to design and create databases that allow for presentation, analysis and sharing of data. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Text required: Introduction to Microsoft Access 2010 Level 1. (Elements K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $55 lab fee)

54956  Th  10/2-10/18  6:30-9:30 p.m.  CAT-105
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**DPR-662 Introduction to Powerpoint 2010**

0.6 CEU

This class covers the introductory functions of the presentation software, MS-Powerpoint. Text: Powerpoint 2010: Level 1, (Element K. Press) Prerequisite: Introduction to Windows. Students should bring a USB compatible flash drive to store in-class work on to all class sessions. 1 session, $135* (includes a $45 lab fee)

57349  Su 9/16-9/16  9 a.m.-4 p.m.  CAT-105

**DPR-720 Introduction to Microsoft Project 2010: Level 1**

1.8 CEUs

This continuing education course is designed to teach the basic features of Microsoft Project 2010. Topics include how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships; create, assign, and manage resources; work with views and tables; finalize a task plan, and more. Prerequisite: Introduction to Windows. Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all class sessions. Text required Introduction to Microsoft and Project 2010: Level 1. (Element K. Press). 6 sessions. $215* (includes a $80 lab fee)

54944  MW 12/3-12/19  6:30-9:30 p.m.  CAT-105

**HELP DESK**

**Continuing Education Certificate, Help Desk Technology**

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

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

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

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

Once a student has completed these requirements, he/she should Call 301-322-0159 or e-mail wdce@pgcc.edu for verification and to request a certificate.

54957  Th 10/23-10/25  6:30-9:30 p.m.  CAT-105

**DPR-535 Help Desk Technology: Part 1**

0.6 CEU

This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. No text. Prerequisites: A basic understanding of the personal computer, the network environment and Windows (any version). 1 session, $100* (includes a $45 lab fee)

54958  S 11/3-11/3  9 a.m.-4 p.m.  CAT-105

**DPR-536 Help Desk Technology: Part 2**

0.6 CEU

This is a continuation of Help Desk Technology, Part 1 in which help desk software will be introduced. No text. Prerequisites: A basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). 1 session, $100* (includes a $45 lab fee)

54959  S 11/10-12/1  9 a.m.-12 p.m.  CAT-105

**DPR-539 Troubleshooting MS-Word for Help Desk Technology**

1.2 CEUs

In this class students will explore typical Windows and Microsoft-Word error messages and see how to resolve them. No text required. Prerequisite: Working knowledge of Microsoft-Word. 3 sessions, $140* (includes a $45 lab fee)

56733  TTh 8/28-12/11  1-3 p.m.  Largo

**DATABASE DESIGN MANAGEMENT**

**DPR-732 Introduction to Database Management**

7.5 CEUs

Introduction to database management techniques using Microsoft Access includes fundamentals of database design and programming with emphasis on relational file processing. Meets concurrently with credit course INT-1150. Text required. For the online version of this class visit www.pgcc-online.com for details. Students must have an Owl Link account and a college e-mail address. 29 sessions, $500* (includes a $200 lab fee)

56753  TTh 8/28-12/11  1-3 p.m.  Largo

**WEB DESIGN/ MANAGEMENT**

**Continuing Education Certificate, Internet Webmaster**

The program to earn a Continuing Education Certificate is now available either online or as a hybrid in combination with traditional classroom-taught courses!

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

Course requirements for each program delivery format follow. Coursework cannot be used to fulfill requirements in multiple certificate programs.

Online Program Delivery Successful completion of any of the following online courses to qualify the student for a certificate:

- DPR-498 or DPR-582 Advanced Microsoft Publisher
- DPR-409 Achieving Top Search Engine Positions for Your Website
- DPR-310 Introduction to Dreamweaver MX 2004
- DPR-329 Java for the Absolute Beginner
• DPR-464 Introduction to Perl Programming
• DPR-383 Introduction to ASP.NET
• DPR-403 Introduction to Flash Version 8
• DPR-485 Creating Web Pages: Part 1
• DPR-445 Alice 2.0 Programming
• DPR-469 Creating Web Pages: Part 2
• DPR-609 Introduction to Dreamweaver 8
• DPR-540 Introduction to PHP and MySQL
• DPR-583 Intermediate PHP and MySQL

Hybrid Program Delivery
Successful completion of following core knowledge and elective courses (totaling eight courses) qualify the student for a certificate:

• DPR-426 Web Design with XHTML: Part 1
• DPR-427 Web Design with XHTML: Part 2
• DPR-428 Web Design with JavaScript: Part 3
• Plus an additional 5 “DPR”

Internet-related courses available in an online format.

CEUs will be awarded for classes as noted in the listing following. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should call 301-322-0159 or e-mail wdce@pgcc.edu for verification and to request a Continuing Education Certificate.

DPR-426 Web Design with XHTML: Part 1
1.2 CEUs


4 sessions, $175* (includes a $45 lab fee)

DPR-427 Web Design with XHTML: Part 2
0.1 CEU

Learn to produce Web pages using Cascading Style Sheets (CSS). Explore how CSS control the appearance and layout of objects. Learn to apply multimedia audio and video, create and format tables and use HTML frames. Students should bring a Universal Serial Business (USB) compatible flash drive to store all class projects. Prerequisite: DPR-426: Web Design with XHTML: Part 1.

4 sessions, $175* (includes a $45 lab fee)

DPR-428 Web Design with JavaScript: Part 3
1.2 CEUs

This course is designed to perfect the skills needed to create dynamic Web pages; capture user information with HTML forms, fields and buttons; and the application of JavaScript. With Javascript users can spice up Web pages with alert boxes, rollover images, mouse events, slideshows and pop-up windows. No previous programming experience required. Text required: New Perspectives on JavaScript: Comprehensive, by Patrick Carey 6th Edition.

DPR-702 Computer Security/Security +
4.2 CEUs

This class meets concurrently with the credit course INT-1620. It is designed to give the student a foundation of understanding of various computer security concepts, functions and applications. The class maps to the CompTIA Security+ exam, although taking the test requires a separate fee and arrangements with the coordinator. Topics: general security, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral security+ exam. Successful completion of this exam is generally globally recognized as equivalent to an entry-level security specialist position. Call the Prince George’s Community College bookstore for textbook requirements (a separate purchase.)

Prerequisite: 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. 30 sessions, $330* (includes a $150 lab fee)

6 sessions, $157* (includes a $52 lab fee)

DPR-703 CISSP Preparation
4.5 CEUs

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

The class maps to the Systems Security Certified Practitioner (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISCC).

30 sessions, $442* (includes a $114 lab fee)

DPR-739 Emerging Technologies 1
2.4 CEUs

Students will develop products, to include, but not limited to: multimedia websites, animation, video, and computer programs using leading edge technologies such as the Adobe Creative Suite with a focus on Adobe Flash. This class is ideal for web designers, graphic designers, marketers, and educators. Meets concurrently with credit course INT-1901. Prerequisite: Proficient with Windows/ Mac OS. Instructor: Michael Smith.

6 sessions, $157* (includes a $52 lab fee)

56752 TTh 8/28-10/16 6-9:40 p.m. Largo

(DP sessions)

56751 TTh 8/28-10/16 1-2:40 p.m. Largo

DPR-703 CISSP Preparation
4.5 CEUs

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

The class maps to the Systems Security Certified Practitioner (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISCC).

30 sessions, $442* (includes a $114 lab fee)

56748 TTh 8/28-10/16 6-9:40 p.m. Largo
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**NETWORKING**

**Certification Preparation, Cisco Certified Network Associate (CCNA)**
Prince George’s Community College offers an in-depth, four course series to prepare students to test for the Cisco Certified Network Associate (CCNA) Certification through its Cisco Networking Academy. Individuals holding the CCNA certification are qualified to design, operate, and maintain networking systems using switches and routers. For more information, visit Cisco’s website at cisco.netacad.net. **Note:** All Cisco courses provide an additional 20 hours of open lab time available on Saturdays. See your instructor for the open lab schedule.

**CompTIA Certifications — A+, Network+, Security+**
Show the world what you know by obtaining internationally recognized industry certifications in computer hardware, networking and information security. CompTIA provides vendor neutral certifications that many employers require for entry level employment. Not only can you get the training for positions in these three IT areas at the college, you can now sit for the certification exams here on campus. Registered students may purchase exam vouchers at a significant discount. For information on scheduling exams and purchasing discount vouchers at Prince George’s Community College, e-mail ITCerts@pgcc.edu. For more information on CompTIA certifications, visit www.comptia.org.

**DPR-735 CompTIA Network+ Certification Preparation**
5.0 CEUs
This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550. **Text required. 15 sessions, $540* (includes a $130 lab fee)**

**CNT-309 Cisco Networking (CCNA) 1: Network Fundamentals**
This is the first of a four course sequence leading to Cisco CCNA certification. Topics will include: TCP, UDP, and IP protocols; Ethernet concepts and operation; network subnetting; basic router configuration commands. Meets concurrently with credit course INT-1450. **15 sessions, $620* (includes a $200 lab fee)**

**CNT-310 Cisco Networking (CCNA) 2: Routing Protocols**
Continuation of the four course sequence leading to Cisco CCNA certification. Covers configuration of RIP, EIGRP, and OSPF routing protocols; configuration of static routes; and design, configuration, and troubleshooting of VLSM networks. **Prerequisites:** CNT-309; Cisco Networking (CCNA) Part 1: Network Fundamentals. Meets concurrently with credit course INT-1460. **15 sessions, $620* (includes a $200 lab fee)**

**CNT-311 Cisco Networking (CCNA) 3: LAN Switching and Wireless**
This is the third of a four course sequence leading to Cisco CCNA certification. Topics will include: design, configuration, and troubleshooting of switched LANs—including virtual LANs, trunking, and spanning tree—and wireless networks including security and privacy components. **Prerequisite:** CNT-310; Cisco Networking (CCNA) Part 2: Routing Protocols Meets concurrently with credit course INT-2460. **15 sessions, $620* (includes a $200 lab fee)**

**CNT-312 Cisco Networking (CCNA) 4: Accessing the WAN**
This is the final course in a four course sequence leading to Cisco CCNA certification. Topics will include: configuring NAT, PAT, and DHCP to increase usable addresses; access lists and other security measures; and design, configuration, and troubleshooting of wide area networks using PPP or frame relay. **Prerequisite:** CNT-311; Cisco Networking (CCNT) Part 3: LAN Switching and Wireless. Meets concurrently with credit course INT-2450. **15 sessions, $620* (includes a $200 lab fee)**

**DPR-303 Build Your Own Computer**
In this class, students will build an IBM-compatible computer under the guidance of the instructor. Class lecture will focus on the steps involved in building a computer from scratch. Lab time will include extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information provided at the first class. Meets concurrently with credit course INT-1880. **Prerequisites:** DPR-320: Repair and Maintenance of Personal Computers or INT-1840. **4 sessions, $160* (includes a $25 lab fee)**

**DPR-697 CompTIA A+ Certification Preparation Part 1**
6.5 CEUs
This course is the first of a two part series designed to train those that want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. **Required text is Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, Third Edition (Exams 220-701 & 220-702)**

**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 that want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking...

56337 MWT H 10/29-12/17 6:30-9:45 p.m. LH-210

**COMPUTER ONLINE TRAINING**

All students registering for online course(s) must have Internet access, the Internet Explorer eLearning browser, and have an e-mail account. Please see the registration instructions and other important information for online students under Distance Learning.

Registration and payment must be completed at least three days prior to the start date of the class. No refunds are issued after the start of class. Students taking online Ed2Go courses first should register and pay for their course(s) at the college website, www.pgcc.edu, then, visit the Ed2Go Online Instruction Center at www.ed2go.com/pgcc for orientation and to gain access to the online classroom.

**DPR-699 Introduction to Creating WordPress Web Sites 2.4 CEUs**

Want to build an attractive, sophisticated blog or website without having to learn any special coding? WordPress is the answer you are looking for! WordPress is one of the world’s most popular Web design tools because it is free, it is easy to use, and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme. For WordPress beginners, there is no easier way to learn the ropes. By the end of the course, you will know how to use WordPress confidently to launch and maintain your own blog or interactive website. 12 sessions, $125* (includes a $60 lab fee)

56401 WF 9/19-11/9 online E260
56402 WF 10/17-12/27 online E260
56403 WF 11/14-1/4 online E260
56404 WF 12/12-2/1 online E260

**DPR-741 Introduction to Linux 2.4 CEUs**

Are you ready to dive under the hood of your Personal Computers (PC)? Introduction to PC Troubleshooting takes you step-by-step through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and gives you the skills you need to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows Personal Computers (PC). So what are you waiting for? Let’s troubleshoot - and fix - some PCs! 12 sessions, $125* (includes a $60 lab fee)

56397 WF 9/19-11/9 online E260
56398 WF 10/17-12/27 online E260
56399 WF 11/14-1/4 online E260
56400 WF 12/12-2/1 online E260

**DPR-517 Introduction to the Internet 2.4 CEUs**

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, e-mail, and more. Requirement: Personal Computers with Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox web browser. 2.4 CEUs

56342 WF 9/19-11/9 online E260
56343 WF 10/17-12/27 online E260
56344 WF 11/14-1/4 online E260
56346 WF 12/12-2/1 online E260

**DPR-431 Introduction to Networking 2.4 CEUs**

See how to gain an organized approach to networking hardware. This is a great class for those who want an overall introduction prior to starting the CCNA or similar programs. No text required. Prerequisites: Basic knowledge of the Personal Computer (PC) and Windows. Requirements: Internet access, e-mail, Micro-soft 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, $125* (includes a $60 lab fee)

56264 WF 9/19-11/9 online E260

**DPR-514 Introduction to Linux 2.4 CEUs**

See how to navigate through the world of desktop Linux and how to use free office productivity, multimedia, and Internet software packages included with Linux. In addition, see how to use your Linux desktop to access the Internet to browse Websites, download files, chat with friends, and work with e-mail. This course requires that you have a basic knowledge of using Windows or Macintosh and are comfortable with working in a graphical Personal Computer (PC) environment. You must have a Personal

56351 WF 12/12-2/1 online E260
Computers (PC) available to run the Simply MRPS, Version 6.5 Linux Operating System either from the hard disk or from a live Compact Disk (CD). That PC must meet the minimum requirements for the Simply MRPS version 6.5 Linux distribution: A PC with an Intel Pentium or equivalent processor, a bootable CD ROM drive, at least 2GB hard drive, and at least 54MB of RAM. If you have a dial-up Internet connection, you can order the Simply MRPS version 6.5 CD for a minimal cost of approximately $15. 12 sessions, $120* (includes a $60 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 learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you’re done, you’ll be using Excel like a professional.

12 sessions, $125* (includes a $60 lab fee)

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**DPR-426 Introduction to Database Development**

2.4 CEUs

An experienced database software user will show, through a structured approach, database design and development. Prerequisites: Through understanding of the Internet, Windows, and Microsoft-Access. No text. 12 sessions, $125* (includes a $60 lab fee)

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**DPR-463 Introduction to SQL**

2.4 CEUs

Be shown the basic features of this widely used database programming language.

Requirements: any desktop database management system that supports the execution of Structured Query Language (SQL); examples include Microsoft-Access, SQL Server 2000 Personal Edition 2, SQL Server 2000 Desktop Engine (MSDE), SQL Server 2000 Evaluation Edition and Developer Edition, Oracle Personal Edition, or any client/server database management system that is connected to a server and supports the execution of Structured Query Language. Examples include MySQL, Sybase, PostgreSQL, MS-SQL Server 6 or 7, SQL Server 2000 Enterprise Edition and Standard Edition. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience. 1 2 sessions, $125* (includes a $60 lab fee)

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**DPR-461 Introduction to Oracle**

2.4 CEUs

See how to use the Oracle database management system to plan, organize, and manage your data. Requirements: Oracle Version 7, 8, or 9. Prerequisite: Introduction to Database Design or equivalent experience. 12 sessions, $125* (includes a $60 lab fee)

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**DPR-712 Introduction to Microsoft PowerPoint 2010**

2.4 CEUs

Take your PowerPoint presentations from “so-so” to sensational! In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online...
**WORKFORCE DEVELOPMENT**

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version of powerpoint, and learn how to save your presentations as PDF files and videos. Whether you're a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience’s attention from start to finish. **12 sessions, $125* (includes a $60 lab fee)**

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**DPR-485 Creating Web Pages**

See how to create and post a website on the Internet in this hands-on, six-week workshop. First, you will be shown the capabilities of the World Wide Web and the fundamentals of web design. Then, see how to plan the content, structure and layout of a website, create pages of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine listings, and no-cost or low-cost web marketing strategies. **12 sessions, $125* (includes a $60 lab fee)**

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**DPR-435 Introduction to C# Programming**

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 (PC) knowledge. **12 sessions, $125* (includes a $60 lab fee)**

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**DPR-725 Introduction to Flash CS5**

Take your graphics skills to a whole new level by adding Flash to your designer toolkit! In this course, you’ll master the basics of creating Flash movies as you learn how to get around in the Flash workspace, create text and graphics, and animate objects on the Flash movie stage. Then you’ll find out how to create interactive buttons with Action-Script 3.0, Flash’s powerful programming language. You’ll also explore using sound and digital video in your Flash movies, as well as creating and animating 3-D objects, syncing sounds with animations, adding special effects, and publishing your Flash movies to the Internet. By the end of the course, you’ll know how to create and publish Flash movies and applications, and you’ll be well on your way to becoming a Flash designer. **12 sessions, $125* (includes a $60 lab fee)**

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<tr>
<th>Course Code</th>
<th>Dates</th>
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**DPR-329 Java for the Beginner**

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. Requirements: Microsoft Windows 98 or better, or Macintosh OS X or better; or Linux; Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). You will also need a working copy of the most recent versions of the Java Development Kit (JDK) and BlueJ (free downloads). Download and the installation instructions are available in Lesson 4. **12 sessions, $125* (includes a $60 lab fee)**

<table>
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<tr>
<th>Course Code</th>
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</table>
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

### Noncredit Schedule

**DPR-651 Intermediate Java Programming**  
2.4 CEUs  
Build upon skills introduced in Java for the Beginner class and see how to: read and write data files, organize information with multiple classes in Java's class hierarchy, and create GUI applications using tools like windows, menus, buttons, text boxes, check boxes, scrolling, and more. Requirements: Completion of Introduction to Java Programming (or equivalent experience); Java SE (Standard Edition) Development Kit (JDK) Version 5 or later, from Sun Microsystems (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, Macintosh OS X, or Linux; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader).  
12 sessions, $125* (includes a $60 lab fee)

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**DPR-540 Introduction to PHP and MySQL**  
2.4 CEUs  
See how to create an interactive Website, allowing visitors to post and retrieve data provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic Websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web. Requirements: A PHP and MySQL development environment. During the first lesson in the course, you will be walked through the process of installing WAMP5 software. You can download WAMP5 for free from http://www.wampserver.com/en/; Windows NT, Windows 2000, Windows XP, or Windows Vista (WAMP5 does not support either Windows 98 or Windows Me); Internet access, email, 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 on Get Adobe Flash Player and Get Adobe Reader). Macintosh users can't use the Wampserver software and must provide their own PHP and MySQL development environment. Prior HTML coding experience is helpful, but not required.  
12 sessions, $125* (includes a $60 lab fee)

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**DPR-583 Intermediate PHP and MySQL**  
2.4 CEUs  
See how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. See how to use the MySQL database server to store product information (including images) and track customer orders. See how to use the PHP programming language to display product images in an online store, allow customers to shop online using a shopping cart in their browser, and provide an administrative section to manage the store. Requirements: A PHP and MySQL development environment (the first lesson in the course walks through installing the Wampserver software, which provides a full PHP and MySQL development environment in one package). You download Wampserver for free from http://www.wampserver.com/en/; Windows NT, Windows 2000, Windows Vista (Wampserver does not support either Windows 98 or Windows Me); Internet access, email, 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 on Get Adobe Flash Player and Get Adobe Reader). Macintosh users can’t use the Wampserver software and must provide their own PHP and MySQL development environment. Prior HTML coding experience is helpful, but not required.  
12 sessions, $125* (includes a $60 lab fee)

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**DPR-583 Introduction to ASP.NET**  
2.4 CEUs  
Learn how to create exciting, interactive, and professional websites with ASP.NET. In this hands-on course, you’ll begin by adding the power of interactive controls to your web pages, and you’ll discover how you can use style sheets to give every web page you create the same clean and consistent look and feel. You’ll find out how to connect to a database and put the information it contains on public display. Then, you’ll develop a true community-based website that allows users to register, log in, create and update profiles, and post messages to a forum. You’ll also explore the issue of web security, and learn some simple things you can do to secure your site against some common attacks. Requirements: Microsoft .NET Framework version 2.0 or better and Visual Web Developer 2005 Express Edition, both available from http://asp.net Windows 2000 (with Service Pack 4), Windows XP (with service Pack 2), or Windows Vista; 192 MB RAM or more, 500 Mbytes Free Disk Space (full installation requires 1.3 GB free disk space). This course is not suitable for Macintosh users.  
12 sessions, $125* (includes a $60 lab fee)

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**DPR-670 Introduction to PC Security**  
2.4 CEUs  
What you don’t know about Personal Computers (PC) security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of Personal Computers (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, $125* (includes a $60 lab fee)

DPR-672 Introduction to CSS and XHTML

Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.

12 sessions, $125* (includes a $60 lab fee)

DPR-671 Advanced Personal Computer Security

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

12 sessions, $125 (includes a $60 lab fee)

DPR-746 Introduction to Microsoft Project 2010

2.4 CEUs

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

12 sessions, $125* (includes a $60 lab fee)

DPR-747 Introduction to Visual Basic 2008

2.4 CEUs

Visual Basic is the most widely used tool for creating Windows applications. The Visual Basic programming language is very easy to learn, and the Visual Basic 2008 development environment enables you to build Windows applications rapidly. In this course, you will learn how to write Windows applications using Visual Basic 2008. You will also learn principles of object-oriented and event-driven programming that you can use not only with Visual Basic but also with other programming languages you may want to learn.

12 sessions, $125* (includes a $60 lab fee)

CST-335 Construction Management 1

CST-345 Print Reading

CST-382 Methods and Materials

CST-354 Planning and Scheduling

• CST-383 Estimating

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

Math Requirements

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

CST-434 Construction Enterprise Project

4.2 CEUs

This is a capstone class, drawing on the students’ knowledge gained in all the previous construction classes. The format will be a series of projects, rather than lectures, with the students working in teams/pairs. The projects will reflect the “real life” every day workings of a construction company.

14 sessions, $400*

CST-317 Leadership in Construction

4.2 CEUs

This course explores the principles of effective leadership as it applied to the construction industry, both in the field and in the office. Rather than using a lecture format, discussion is used to draw out the student’s personal experience of high quality leadership. Directed to all levels of responsibility from field foreman to upper management. Text required.

14 sessions, $400*
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, $400*

52756 Th 8/30-12/6 6-9 p.m. CAT-310

CST-396 Construction Management 2
4.2 CEUs
This course introduces the student to the overall contracting requirements of the construction project. Topics include: the required contract documents, scope of work, and terms and conditions between the client and contractor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CST-335. 14 sessions, $400*

52757 M 8/27-12/3 6-9 p.m. CAT-310

CST-383 Construction Estimating 1
4.2 CEUs
This course is an introduction to construction estimating. Topics include: the basic methods of preparing estimates, types of estimates, and specifics relative to selected construction trades. Prerequisites: Math competency and CST-345. Text required at first class. 14 sessions, $400*

52758 T 9/4-12/4 6-9 p.m. LCC

CST-346 Build Your Own House
4.2 CEUs
This course offers an overview of the process of building your own house, or make 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, $400*

52764 W 8/29-12/5 6-9 p.m. CAT-205

CST-382 Construction Methods and Materials
4.5 CEUs
Introduction to the materials and techniques used in the construction of wood, steel, and concrete buildings. Text required at first class. 14 sessions, $400*

52765 W 8/29-12/5 6-9 p.m. CAT-310

CONSTRUCTION SKILL TRADES

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

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

The student membership fee is a one-time $25 fee. Call 301-322-0159 or e-mail wdce@pgcc.edu for more information.

OCSO-404 Building Maintenance Engineer
4.5 CEUs
This course covers the basic knowledge needed for entry level positions in building maintenance. May be taken concurrently with OCSO-402. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools, general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook required at first class; Readers Digest New Fix It Yourself Manual. Instructor: Ellis Housden. 15 sessions, $465*

53501 W 8/29-12/12 5-8:00 p.m. STC

OCSO-402 Building Maintenance Engineer, Level 2
4.5 CEUs
This course provides the hands-on training to coincide with the knowledge training provided in OCSO-404. May be taken concurrently with OCSO-404. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools, general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook required at first class; Readers Digest New Fix It Yourself Manual. Instructor: Ellis Housden. 15 sessions, $465*

53502 W 8/29-12/12 5-8:00 p.m. STC

OCSO-406 Building Maintenance Engineer, Level 3
4.5 CEUs
This course provides the hands-on training to coincide with the knowledge training provided in OCSO-404 and OCSO-402. May be taken concurrently with OCSO-404 and OCSO-402. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools, general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook required at first class; Readers Digest New Fix It Yourself Manual. Instructor: Ellis Housden. 15 sessions, $465*

53503 W 8/29-12/12 5-8:00 p.m. STC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
### Workforce Development Fall 2012

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**CORE SKILLS**

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<th>Course</th>
<th>Description</th>
<th>Hours</th>
<th>Cost</th>
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<tr>
<td><strong>Online Core Skills</strong></td>
<td>OCU-410 is offered both in a traditional classroom setting and as a hybrid/online course. If you choose the hybrid/online course, in addition to time spent on the Contren Connect website, you will also be required to meet with the instructor in person multiple times during the class. Class meetings will be at the Skilled Trades Center, 6400 Old Branch Avenue, Camp Springs, MD 20748, typically four Monday evenings during the course.</td>
<td>15</td>
<td>$760*</td>
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<tr>
<td><strong>Continuing Education Certificate, Construction Electrician</strong></td>
<td>A Continuing Education Certificate in Construction Electricity has been designed to meet the needs of students who seek employment or working toward a career in the construction area of the electrical field. The certificate requires satisfactory completion of the residential wiring and construction electricity programs. Following the award, students should contact the Washington Metro Area Associated Builders and Contractors to complete Levels 3 and 4. The sequence of study is as follows:</td>
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<tr>
<td><strong>Journeyman Preparation</strong></td>
<td>This is a basic course designed for journeyman, apprentice electricians, building maintenance engineers, property management, plant operators and facilities maintenance, elevator, escalator, refrigeration and Heating, Ventilation, Air Conditioning (HVAC) service personnel. Students will develop knowledge of how controls are assembled, theory application and review the use of schematics for functional circuits and timers. The NCCER curriculum in electronic theory, motor calculations and motor controls will be covered with preventative maintenance tips throughout the course. Proficiency of 70 percent is required to receive a certificate. Textbook: Electrical Level 4 required at first class. Prerequisite: ELC-301 or knowledge of basic electricity.</td>
<td>5.8</td>
<td>$716* (includes a $50 lab fee)</td>
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<tr>
<td><strong>High Reliability Soldering and Fabrication</strong></td>
<td>Hands-on application of industry standards to hand soldering of components to connectors and both through-hole and surface-mount circuit boards. Includes relevant standards, safety and ESD requirements, and inspection techniques. Students who successfully complete the course are eligible for IPC J-STD-001 certification.</td>
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### Construction Industry OSHA-10

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<tr>
<td><strong>ELC-400 Introduction to Solar Photovoltaics</strong></td>
<td>This module is designed for trainees who wish to pursue a career in solar energy. It covers the basic concepts of PV systems and their components. It also explains how PV systems are sized, designed, and installed. Successful completion of this module will help prepare trainees for the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam. Prerequisite: ELC-301 Electrical: Level 1.</td>
<td>10</td>
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<tr>
<td><strong>OCU-407 Construction Industry OSHA-10</strong></td>
<td>This course is taught by an OSHA Authorized Construction Trainer and is designed to introduce students to safety procedures and techniques for entry-level construction careers. Students who successfully complete the course will be issued a card verifying attendance in a 10-hour course in OSHA recognized construction safety techniques.</td>
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### Electricity & Advance Electrical

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<td><strong>ELC-312 Electrical: Level 2</strong></td>
<td>This is the first course in the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics will include: alternating current, grounding and bonding, circuit breakers and fuses, and electric lighting. Hands-on lab included. Textbook and calculator required. Prerequisite: ELC-322: Residential Wiring, Level 1, Part 1.</td>
<td>15</td>
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<tr>
<td><strong>CST-376 National Electric Code: Journeyman Preparation</strong></td>
<td>This course prepares students for the journeyman electrician examination. Prerequisite: Basic knowledge of the National Electric Code and trade experience. Textbook required at first session and 2011 National Electric Code.</td>
<td>12</td>
<td>$440*</td>
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<tr>
<td><strong>CST-393 High Reliability Soldering and Fabrication</strong></td>
<td>Hands-on application of industry standards to hand soldering of components to connectors and both through-hole and surface-mount circuit boards. Includes relevant standards, safety and ESD requirements, and inspection techniques. Students who successfully complete the course are eligible for IPC J-STD-001 certification.</td>
<td>9</td>
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**Prince George’s Community College ● Transforming Lives ● 301-336-6000 ● wwww.pgcc.edu**
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**HVAC/R (HEATING, VENTILATION, AIR CONDITION & REFRIGERATION)**

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

**Continuing Education Certificate, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Systems 1**
This 350 hour program provides foundational training in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) systems and recognizes completion of a series of courses designed to prepare HVAC students for advancement in this growing industry. Once a student has completed these requirements, they should call 301-322-0964 or e-mail westphalia@pgcc.edu for verification and to request a certificate. Certificate requirements include successful completion of the following courses:

- **HVC-300**: Introduction to HVAC/R, Level 1, Part 1
- **HVC-331**: HVAC/R, Level 1: Part 2
- **HVC-334**: HVAC/R, Level 2: Part 1
- **HVAC/R, Level 2: Part 2**
- **HVC-336**: HVAC/R, Level 2: Part 3
- **HVC-342**: HVAC/R, Level 2: Part 4

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

11 sessions, $545*

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**HVC-331 HVAC/R Level 1: Part 2**
7.6 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level one curriculum for Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Textbook required. Prerequisites: HVC-300: Intro to HVAC/R Level 1: Part 1.

25 sessions, $550*

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**HVC-335 HVAC/R Level 2: Part 2**
5.2 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include alternating current, basic electronics, electric heating, and introduction to circuit control troubleshooting. Textbook required. Prerequisites: HVC-334: HVAC/R Level 2: Part 1.

14 sessions, $550*

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**CST-391 NEC Update 2011**
1.1 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, $230***

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**CST-394 Introduction to Computer-Aided Drafting with AutoCAD**
6.3 CEUs
This course covers the basic concepts of computer-aided drafting using AutoCAD 2012 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required. **29 sessions, $425***

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| (14 sessions) |

**CST-395 Three-Dimensional CAD with AutoCAD**
6.3 CEUs
This course covers the creation of three-dimensional AutoCAD drawings using wireframe models, surface models, and solid models. Meets concurrently with credit course ENT-1640. Prerequisite: CST-394: Introduction to Computer-Aided Drafting with AutoCAD. **29 sessions, $555***

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**CST-431 NEC Update 2011**
1.1 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, $230***

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**ELECTRONIC**

**CST-394 Introduction to Computer-Aided Drafting with AutoCAD**
6.3 CEUs
This course covers the basic concepts of computer-aided drafting using AutoCAD 2012 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required. **29 sessions, $425***

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| (14 sessions) |

**CST-395 Three-Dimensional CAD with AutoCAD**
6.3 CEUs
This course covers the creation of three-dimensional AutoCAD drawings using wireframe models, surface models, and solid models. Meets concurrently with credit course ENT-1640. Prerequisite: CST-394: Introduction to Computer-Aided Drafting with AutoCAD. **29 sessions, $555***

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

Continuing Education Certificate, General Locksmithing
This program offers comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. At the conclusion of the program, students will be familiar with impresseding, 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.

To be eligible for the program, you must successfully pass a criminal background check. For more information and to receive the background check application, please contact Helen, Bree, or Mary at 301-322-0964 or westphalia@pgcc.edu or pick one up at the Westphalia Training Center.

KEY-300 Locksmithing 101
4.9 CEUs
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include: a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, autolock, lock functions and finishes. Textbook required. Prerequisite: Locksmith Criminal Background Screening. 14 sessions, $553* (includes a $100 lab fee)

53935 MW 8/27-10/15 5:30-9 p.m. WTC

KEY-301 Locksmithing 102
4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Text and tools required by second week. Prerequisite: KEY-300. 14 sessions, $553* (includes a $100 lab fee)

53938 MW 10/22-12/5 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. Textbook and tools required. Prerequisite: KEY-301 or Criminal Background Screening. 14 sessions, $553* (includes a $100 lab fee)

53936 TTh 8/28-10/11 5:30-9 p.m. WTC

KEY-304 Locksmithing 202
4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigative forensics, safe lock troubleshooting and servicing, basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $553* (includes a $100 lab fee)

53939 TTh 10/23-12/13 5:30-9 p.m. WTC

MASONRY

Masonry
If you’re interested in our masonry program, please contact us at 301-332-0964 or westphalia@pgcc.edu.

PLUMBING

Continuing Education Certificate, Basic Plumbing
Plumbers install and repair the water, waste disposal, drainage, and gas systems in homes and commercial and industrial buildings. Plumbers also install plumbing fixtures—bathtubs, showers, sinks, and toilets—and appliances such as dishwashers, waste disposers, and water heaters. Prince George’s Community College (PGCC’s) 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-413 Plumbing, Level 2: Part 3A
- OCU-414 Plumbing, Level 2: Part 3B
- OCU-418 Introduction to Plumbing, Level 2: Part 3B

Training is provided at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774. For more information, please call 301-322-0964 or e-mail westphalia@pgcc.edu.

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. Textbook required. Prerequisite: OCU-410. Note: Due to scheduling, the required Core: Introductory Craft Skills course for level one students may be completed concurrently. 11 sessions, $395* (includes a $50 lab fee)

54990 MW 9/17-10/22 5:45-9:15 p.m. WTC

OCU-412 Introduction to Plumbing Level 1: Part 2
4.0 CEUs
This course is 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 math, drawings, plastic pipe and fittings, and copper pipe and fittings. Textbook and calculator required. Prerequisite: OCU-410 and OCU-411. 12 sessions, $570*

54991 MW 11/5-12/12 5:45-9:15 p.m. WTC

RESIDENTIAL MAINTENANCE

OCU-354 Drywall: Installation and Repair
1.5 CEUs
This hands-on course introduces basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: Step by Step Guide Book on Residential Finishing. Instructor: Janaina Rocha. 5 sessions, $160*

54658 T 11/6-12/4 6-9 p.m. STC

Prince George’s Community College • Transforming Lives • 301-336-6000 • www.pgcc.edu
**NONCREDIT SCHEDULE**

**WORKFORCE DEVELOPMENT**

**OCU-409 Ceramic Tile Installation and Repair**
1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to install, remove, and replace ceramic wall and floor tile. Topics include: Safety, site preparation; application of thinset, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Textbook: SmartGuide-Tile Step by Step. Instructor: Janaina Rocha. 4 sessions, $125*

| 54655 | T  | 8/28-9/18 | 6-9 p.m. | STC |

**RESIDENTIAL WIRING**

**Continuing Education Certificate: Residential Wiring**
A Continuing Education Certificate in: Residential Wiring has been designed to meet the needs of students who want to upgrade their electrical skills to seek employment in the residential area of the electrical field. The certificate is awarded upon satisfactory completion of:

- ELC-301 Electrical Level 1
- ELC-308 Electricity: Residential Wiring, Part 1
- ELC-311 Electricity: Residential Wiring, Part 2
- ELC-322 Electricity: Residential Wiring, Part 3

**OCU-329 Electrical Repair: Basic Skills**
1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include: safety, replacing switches and light fixtures, troubleshooting, electrical tool usage, wire connections and diagrams. Textbook: Step by Step Guide Book on Home Wiring. Instructor: Janaina Rocha. 4 sessions, $125*

| 54657 | T  | 9/25-10/16 | 6-9 p.m. | STC |

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

| 57354 | TTH | 9/11-10/9 | 6-9 p.m. | WTC |

**ELC-301 Electrical: Level 1**
2.7 CEUs
This is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. Topics will include: an orientation to the trade, electrical safety, electrical circuits, and electrical theory. Textbook, calculator and a copy of the 2011 edition of the National Electric Code (NEC) is required at the first class session. 7 sessions, $280*

| 57353 | M  | 9/10-10/22 | 5:45-6:30 p.m. | WTC |

**OCU-339 Stationary Engineering I**
4.2 CEUs
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer’s (NIULPE) third and fourth class stationary engineer’s certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: Low Pressure Boiler 3rd Edition and a Calculator are required at the first class session. 12 sessions, $440*

| 57317 | T  | 9/4-10/17 | 6:30-9:45 p.m. | Largo |

**STATIONARY ENGINEERING**

**OCU-339 Stationary Engineering I**
4.2 CEUs
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer’s (NIULPE) third and fourth class stationary engineer’s certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: Low Pressure Boiler 3rd Edition and a Calculator are required at the first class session. 12 sessions, $440*

| 57317 | T  | 9/4-10/17 | 6:30-9:45 p.m. | Largo |

**COSMETOLOGY/BLADING/MAKE-UP**

**Cosmetology**
This 1500 clock hour program will prepare students with techniques and management skills in the combined areas of the beauty profession which include, but are not limited to: hair care and styling, skin care and make-up, manicure and pedicure techniques as well as business practices and communication skills.

Upon successful completion of the program, students are eligible to take the state cosmetology license examination. Harmon’s Beauty School will facilitate the PGCC Cosmetology program. Harmon’s Beauty School has offered cosmetology for over 40 years and is approved by the Maryland Higher Education Commission (MHEC). Approximate tuition cost is $15,000.00. Additional fees of approximately $1,350.00 (registration, entrance exam, textbooks, labs, and cosmetology kit). Prerequisites: High School Diploma/GED or current high school transcript with 2.5+ GPA and successful completion of an entrance exam. Social Security Card and Federal/State identification must be provided at time of exam. To set up an appointment for the entrance exam or have questions answered Call 301-772-2246. Please visit www.harmonsbeautyschool.com, Enrollment Services, and click on “Are You Prepared” before scheduling an appointment.

**COSMETOLOGY**

**COS-310 Cosmetology: Part 1**
This course is the first in a series of fifteen courses in cosmetology. Topics include types and classifications of bacteria as well as the importance of decontamination and infection control; properties of the hair and scalp; methods of draping and preparing the client for services; and procedures for shampooing, rinsing, condition and permanent waves. Entrance letter from Prince George’s at Harmons is required to register. Entrance letter from Prince George’s at Harmon’s is required to register. 20 sessions, $405* (includes a $50 lab fee)

| 52096 | TWTHFS | 9/4-9/29 | 9 a.m.-2:30 p.m. | HBS |
| 56014 | TWTHFS | 11/6-12/1 | 9 a.m.-2:30 p.m. | HBS |

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
Workforce Development and Continuing Education Certificate in Hair Braiding

Prince George’s Community College will award to each student who successfully completes all four levels of classes in the series a Workforce Development and Continuing Education Certificate. When the students complete the final class they should call the Program coordinator at 301-322-0120 to request verification and processing of their certificate.

Braiding in a Salon Environment

The series of four courses is designed to prepare the student to work as a Professional braider in a salon. While the state of Maryland has no licensing requirements for hair braiders, a salon will expect any potential braiding employee to have some formal training. Because this course is for those who wish to be professional braiders, students are expected to successfully pass the skills tests with a minimum of 75 percent. Students must purchase items for their braiding kit, which will be used for all four courses.

All courses will meet at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774. Please note that the courses do not meet current requirements for a license in Virginia or the District of Columbia. For additional information call 301-336-6000. Wear comfortable dark clothing.

PERSONAL BRAIDING

OCU-435 Hair Braiding Techniques for Home Practice

The Home Braiding class is designed for mothers, teens or caregivers that want to learn basic skills such as parting, plaiting, use of hair bows, elastics and basic cornrows. This is not a certificate course. 5 sessions, $105* (includes a $50 lab fee)

56085 T 9/11-10/9 6-9 p.m. WTC

PROFESSIONAL BRAIDING

OCU-430 Professional Braiding: Level 1

Topics include an overview of natural hair care, sanitation and infection control, shampooing and rinsing, blow drying, sectioning and parting, hand placement; hands-on practice. Prerequisite: OCU-435: Hair Braiding

Techniques for Home Practice or a strong knowledge of the techniques of corn rowing, plaiting and braiding kit. 5 sessions, $210* (includes a $50 lab fee)

56016 T 10/16-11/13 6-9:30 p.m. WTC

OCU-431 Professional Braiding: Level 2

Topics include ergonomics, hair and scalp disorders, client consultation and prep; two strand twist; flat two strand twist braid; french braid; fish tail braid; and hands-on practice. Prerequisite: OCU430. 5 sessions, $210* (includes a $50 lab fee)

56017 T 11/20-12/18 6-9:30 p.m. WTC

OCU-432 Professional Braiding: Level 3

Topics include individual braid extensions, cornrow extensions, flat two strand twist extensions, Senegalese twist, cork screw braids; portfolio techniques and branding; professional ethics; and hands-on practice. Prerequisite: OCU431. 5 sessions, $210* (includes a $50 lab fee)

56018 T 1/15-2/12 6-9 p.m. WTC

OCU-433 Professional Braiding: Level 4

Topics include the application of all braiding techniques previously taught, as well as specialized braiding techniques such as Senegalese twists, french braids, and cornrows. The student must be able to demonstrate skill and knowledge of the techniques of corn rowing, plaiting and braiding kit. 12 sessions, $625* (includes a $60 lab fee)

56019 T 3/8-4/12 6-9 p.m. WTC

MAKE-UP ARTISTRY

OCU-422 Introduction to Make-Up Artistry

This course, designed for personal use, aspiring make-up artists, beauty consultants and sales representatives, will provide individual coaching, demonstration, lecture and hands-on practice for make-up application. Topics will include common skin types, eye and face shapes; how to select the right product; and how to enhance the natural beauty. 4 sessions, $180* (includes a $50 lab fee)

54644 T 9/11-10/2 6-9 p.m. WTC

54645 T 11/6-11/27 6-9 p.m. WTC

SKB-326 Write Fiction Like a Pro

This class presents the dramatic story structure, and how to turn a bare-boned story structure into a three-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, $125* (includes a $60 lab fee)

56470 WF 9/19-11/9 online $260

56471 WF 10/17-12/7 online $260

56472 WF 11/14-1/14 online $260

56473 WF 12/12-2/1 online $260

SKB-386 Keys to Effective Editing

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 will also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have a better-than-average spelling ability. 12 sessions, $125* (includes a $60 lab fee)

56478 WF 9/19-11/9 online $260

56479 WF 10/17-12/7 online $260

56480 WF 11/14-1/14 online $260

56481 WF 12/12-2/1 online $260

SKB-307 The Craft of Magazine Writing

This class shows the student many of the writing principles and publishing methodology used in the magazine publishing industry. 12 sessions, $125* (includes a $60 lab fee)

56498 WF 9/19-11/9 online $260

56499 WF 10/17-12/7 online $260

56500 WF 11/14-1/14 online $260

56501 WF 12/12-2/1 online $260

CREATIVE PERFORMING ARTS

CREATIVE WRITING

SKB-367 Writing Your Life’s Story

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, $125* (includes a $60 lab fee)

56508 T 12/12-2/1 online $260
SKB-403 Travel Writing
2.4 CEUs
For fiction writers who want to capture the landscape and feelings that are translated into novels or for the magazine writer who wants to write on travel, this class will show you how to translate what is seen, tasted, touched, smelled and felt (intuitively and physically) into publishable articles, books and novels. See online 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, $125* (includes a $60 lab fee)

ART-311 Drawing 1
The objective of this class is for students to learn to draw what they see. In-class and homework assignments will consist of practice with geometric objects, still life and landscape studies. The instructor will provide charcoal and paper for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $40. Instructor: Ricardo Pontes. 5 sessions, $155*

ART-312 Watercolor: Landscapes
This class introduces students to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. Intermediate and advanced painters are welcome too. The approximate cost of materials for this course is $90. Instructor: Edward Taylor. 5 sessions, $155*

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
### Workforce Development Fall 2012

#### ART-391 Studio Time
One and a half hours to practice painting techniques with guided assignments and one-on-one instruction. (To follow ART-312 and ART-313 in the same art room.)

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

Instructor: Vivian Pollard. 3 sessions, $50

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

Instructor: Edward Taylor. 1 session, $30

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#### ART-394 Art Target for Success-Vision Board
Envision your future through creativity. After instructor-directed exercises, you will have a personal vision board to affirm your life dreams and goals. Identify your success target and tap into a deeper reservoir into your creative expression using the synergy of like-minded goal-oriented individuals and hands-on art instruction. Beginner and experienced artists are welcome. A $5 supply fee payable to the instructor, Barbara Mechler. 1 session, $30

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#### ART-395 Doodling
This course is designed for those who love art with an ink pen and a little color and who have ideas for cake designs, T-shirts, logos, etc. However, it is not just fun and games. You will take the illustrations to another level of art and it will become a masterpiece. For those who take art seriously and want to have fun at the same time, it will be awesome!

Instructor: Shawn Solomon. 4 sessions, $135

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#### ART-396 Introduction to Anime Cartooning Skills
1.2 CEUs
This course is designed to quickly immerse students into the world of creating your own manga or comics. Students are introduced to a brief history on comedic art and how it has shaped the modern Japanese manga and anime industry. They will be taught necessary skills in drawing and basic design, visual communication, and finalizing a panel for scan and production. Materials required are a pencil, a ruler, and an ink pen. Optional materials list will be made available to students. Instructor: Shawn Solomon. 4 sessions, $135

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#### DPR-587 Computer Publication Design
4.5 CEUs
Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Meets concurrently with credit course ART-1620 for the entire semester. Prerequisite: DPR-594: Elements of Computer Graphics Design OR students must possess advanced skills using Photoshop, Illustrator or 3-D software. No text required.

Instructor: Anne Ganguzza. 30 sessions, $470* (includes a $50 lab fee)

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#### DPR-594 Elements of Computer Graphics Design
4.5 CEUs
Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects coupled with increased technical proficiency. Meets concurrently with credit course ART-570 for the entire semester. Required text is the same as the one for credit ART-1570. Contact the Prince George’s Community College Bookstore, 301-322-0912 for that information.

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

1 session, $59

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#### DPR-685 3-D Digital Modeling/Animation
7.7 CEUs
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Students will also be expected to have an aptitude for learning a variety of software packages. Meets concurrently with the credit course ART-2670 for the entire semester. Prerequisite: DPR-585: Elements of Computer Graphics Design OR students must possess advanced skills using Photoshop, Illustrator or 3-D software. No text required.

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### MUS-347 Your Guide to the Music Business

0.6 CEUs

This course covers seven essential aspects of Music Administration - Song Structure, Copyright Laws, Music Publishing, Performance Rights, Songwriter Agreements, Contract Terminology and Industry Sources. Instructions from the workbook and class participation will prepare you with knowledge to protect your rights and entitlements in the music industry.

Instructor: Cecil T. Ford  
3 sessions, $55*

56738  W 10/3-10/17  7-9 p.m. Largo

### MUS-339 Music Made Easy

As Music Made Easy instructor Marianne Murawski, Ph.D says, "Anyone can learn to read music. It's simply a matter of learning to match what you see on a sheet of music to keys on a keyboard." In her course, Murawski teaches the basics of rhythm, how to read treble and bass clefs, build major scales, recognize different pitches, construct simple chords, and more. The course is designed for those with little or no experience in music, however, those who have a musical background are welcome, as well. Requirements: Internet access, e-mail, and Firefox, Netscape, or Internet Explorer Web browser, and a computer equipped with speakers or headphones. No tuition assistance is available for this class. Registration is not complete until the student registers and pays at www.pgcc.edu and completes the online class orientation at www.ed2go.com/pgcc. 12 sessions, $125 (includes a $60 lab fee)

56318  WF 11/14-1/4 online  E260

### PHOTOGRAPHY

#### Continuing Education Certification in Photography

The continuing education certificate 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. To earn this certificate successful completion of the following classes is required:

- **PHO-300 Digital Photography Basics**
- **PHO-305 Introduction to Photoshop CS5**
- **PHO-306 Advanced Photoshop CS5**

#### PHO-300 Digital Photography Basics 1.8 CEUs

In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. Students will have the opportunity to have their own work evaluated by the instructor. There is a $10.00 fee for printed materials payable to the instructor. 6 sessions, $250* (includes a $125 lab fee)

55042  TH 8/28-9/15  6:30-9:30 p.m. Largo

#### CRE-383 Digital Camera Basics Workshop

Start from the very beginning! Learn digital camera operation, photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16. 1 session, $79*

65967  S 11/17-11/17  9:30 a.m.-3:30 p.m. LCC

#### PHO-310 Adobe Photoshop Elements 9: Part 1 1.2 CEUs

Tired of red eyes in your photos? Then this is the course for you. Adobe Photoshop Elements is the #1 selling consumer photo-editing software. In this course, the first of a two part series on Adobe Photoshop Elements, you will be shown how to create extraordinary photos, how to quickly share your memories in Online Albums and unique print creations. You will be shown how to easily organize and protect all your photo and video clips. Recommended: The Photoshop Elements 9 Book for Digital Photographers by Scott Kelly. Students must have basic computer skills. Students are required to bring a Universal Serial Business (USB) portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS5 Part 1. 4 sessions, $155* (includes a $50 lab fee)

55046  MW 10/10-10/10  6:30-9:30 p.m. Largo

#### PHO-315 Light the Essence of Photography 1.8 CEUs

This is the second course in the two part series on Adobe Photoshop Elements, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software including layers and masks. Suggested text: The Photoshop Elements 9: Adobe Photoshop Elements 9 Part 1. 4 sessions, $155* (includes a $50 lab fee)

55047  TH 10/12-10/31: 9:30 a.m.-12:30 p.m. Largo

#### PHO-316 Using Lighting to Create Spectacular Portraits 1.8 CEUs

This is the second course in the two part series on Adobe Photoshop Elements, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software including layers and masks. Suggested text: The Photoshop Elements 9: Adobe Photoshop Elements 9 Part 1. 4 sessions, $155* (includes a $50 lab fee)

55047  TH 10/12-10/31: 9:30 a.m.-12:30 p.m. Largo

#### PHO-317 Presentation and Display Techniques for Photographers 2.4 CEUs

Upon successful completion of these courses please call 301-322-0159 or e-mail wdce@pgcc.edu to equest your certificate.

#### PHO-305 Introduction to Photoshop CS5 1.8 CEUs

Create powerful images with the professional standard Adobe Photoshop CS5. This is the first course in a two part series designed for professional photographers or those hobbyists that want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Suggested text: Teach yourself Visually Photoshop CS5 (Wiley Pub.) Students must have basic computer skills. Students are required to bring a Universal Serial Business (USB) portable drive to each class. 6 sessions, $210* (includes a $50 lab fee)

55043  TH 9/18-10/4  6:30-9:30 p.m. Largo

#### PHO-306 Advanced Photoshop CS5 1.8 CEUs

This is the second of a two part series on Adobe Photoshop CS5, 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. Suggested text: Teach yourself Visually Photoshop CS5 (Wiley Pub.) Students are required to bring a Universal Serial Business (USB) portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS5 Part 1. 6 sessions, $210* (includes a $50 lab fee)

55044  TH 10/9-10/25  6:30-9:30 p.m. Largo

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

This course provides an introduction to the technology that revolutionized the photographic world. Topics will include: the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal
### Workforce Development

**Fall 2012**

**PHO-318 Photoshop Elements 9 for the Digital Photographer**

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- **Credit**: 2.4 CEUs
- Bring out the best in your images! Whether you're making quick fixes or detailed enhancements, Adobe's Photoshop Elements 9 provides the tools you need to achieve high-quality results. As you master this award-winning software, you'll learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Web, and organize your images so you can keep track of them easily. Designed for camera enthusiasts with no photo-editing experience, this course will take you from novice to accomplished user in just a few weeks. Upgrade students are welcome as well! 12 sessions, $125* (includes a $60 lab fee)
- Instructor: David Alpert
- Prerequisite: PHO-300: Digital Photography: The Basics. A $5 fee payable to the instructor is due at the first class session for the text. 2 sessions, $150* (includes a $20 lab fee)

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

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- **Credit**: 0.6 CEU
- The presentation of printed digital images is critical to its appeal. Topics will include: cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring in original prints and artwork for matting, as well as, ready-to-be framed prints or art work to both sessions. 2 sessions, $80* (includes a $15 lab fee)
- Instructor: Tom Molinari

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**PHO-316 Using Lighting to Create Spectacular Portraits**

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- **Credit**: 0.6 CEU
- Study the lighting techniques that are needed to create spectacular portraits. Topics include: lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. A $5 fee payable to the instructor is required for the text. Prerequisite: PHO-300: Digital Photography: The Basics. 1 session, $80* (includes a $15 lab fee)
- Instructor: Dave Alpert

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### Videography

**Certificate of Continuing Education, Videography**

- Producing videos encompasses consideration of many aspects of communication. Some are 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. Some 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.
- Prince George's Community College now offers a Continuing Education Certificate in Videography to students who successfully complete a three-course program. These classes are:
  - VID-308 Videography 1
  - VID-329 Videography 2
  - Any Final Cut Pro course listed in this schedule under Apple-Based Technologies.

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- Instructor: David Alpert
- Prerequisite: VID-308 Videography: Part 1. 7 sessions, $220* (includes a $45 lab fee)

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**VID-332 Video Production Techniques**

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- In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Prerequisite: VID-308 Videography, Part 1 and VID-329 Videography, Part 2 or permission from the instructor. Text: The Filmmaker's Handbook, A Comprehensive Guide for the Digital Age. Third Edition. Ascher & Edward Pincus. 7 sessions, $220* (includes a $45 lab fee)

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- The student will be shown video editing applications used in professional settings.
- Instructor: David Alpert
- Prerequisite: VID-308: Videography: Part 1. 7 sessions, $220* (includes a $45 lab fee)

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**VID-308 Videography: Part 1**

- **Credit**: 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, $220* (includes a $45 lab fee)

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- Instructor: David Alpert
- Prerequisite: VID-318: Photoshop Elements 9 for the Digital Photographer. 7 sessions, $220* (includes a $45 lab fee)
**EARLY CHILDHOOD EDUCATION**

**CHILDHOOD EDUCATION**

**Maryland Child Care Certification & 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 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 410-767-7852 or visit their website at www.marylandpublic-schools.org/MSDE/divisions/child_care, then click on “Divisions of Early Childhood Development.”

**Child Care Certification Requirements:**

1. 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 if free of charge, students must pick up a Placement Test Referral Form from either Kent Hall, Room 207 or Bladen Hall, Room 126.

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

3. Students must purchase their text books prior to the first day of class, all text books are available at the college bookstore.

**Online Course Information:**

1. Online courses require the same prerequisites as the traditional class counterparts.

2. All online classes have at least one mandatory campus visit.

3. Must provide a valid e-mail address when registering for the course.

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

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

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**NEW REQUIREMENT**

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

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

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

**DCR-300 Child Care Information Session**

If you have questions about which child care courses to take to start a family child care center, to be a director in a center, or how 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, free.

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**DCR-303 Child Growth and Development: 45 Hours 4.5 CEUs**

Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include social, emotional, physical, and intellectual development of children. This course provides the first 45 hours of the 90 classroom hours needed to become a teacher in pre-school or school-age programs licensed by Maryland State Department Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: Students must successfully pass the reading comprehension placement test. Textbook information is available at Prince George’s community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $170*

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**DCR-304 Curriculum/Activities: 45 Hours 4.5 CEUs**

Learn the principles of curriculum planning for programs serving children from infancy through age six. Activities & materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department Education (MSDE) Office of Child Care. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $170*

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**DCR-305 Special Education: 45 Hours 4.5 CEUs**

Learn the principles of curriculum planning for programs serving developmentally delayed or disabled children from birth through age six. Activities & materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department Education (MSDE) Office of Child Care. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $170*

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DCR-455 Communication Skills for Child Care Professionals
0.9 CEUs
Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. Course provides an introduction to the basic concepts of speaking, writing, interpersonal communication strategies, and critical techniques focusing on communicating with parents, and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. 3 sessions, $780*
5622 TThF 10/9-10/12 6:30-9:30 p.m. Largo
5624 S 11/3-11/10 8:30 a.m.-1:30 p.m. Largo
(2 sessions)

DCR-465 Communication Skills for Child Care Professionals
0.9 CEUs
This course gives child care professionals an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and coworkers, and communication issues that may arise during a typical child care day. This course satisfies the Maryland State Department Education (MSDE) requirement of nine hours of Communication Skills training for child care teacher, assistant teacher, and director certification. You must attend all class hours and successfully complete class assignments to receive a course certificate. 3 sessions, $75*
56980 W 9/19-10/3 6:30-9:30 p.m. LCC

DCR-308 CDA Preparation
3.0 CEUs
Are you interested in obtaining your Child Development Associate (CDA) credentials? This class is designed for students who have completed their 90 classroom hours within the last five years and would like guidance with the CDA application process. Students will work on an autobiography, six competency statements, and their resource file completed in their Child Care 90 hour course. For full information on CDA certification, call the Council for Professional Recognition at 202-265-9090 or visit their website: www.cdacouncil.org. 6 sessions, $210*
5626 S 9/15-10/27 9 a.m.-3:30 p.m. Largo

DCR-315 Infant and Toddler: 45 Hours
4.5 CEUs
Introduces the philosophy of infant and toddler education with child development theory focusing on how very young children (birth to age three) children grow physically, emotionally, socially and intellectually. Topics also include curriculum planning, goal setting, and selection of age appropriate materials and methods. Shaken Baby Syndrome and Sudden Infant Death Syndrome are also included in this class. This course satisfies the Maryland State Department 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. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes have mandatory campus visits. 6 sessions, $185*
56120 S 9/15-10/20 8:30 a.m.-4:30 p.m. Largo
56147 M 11/5-12/16 online BLBD
S 12/1-12/1 9 a.m.-12 p.m. Largo

DCR-322 Infant/Toddler Care
5.4 CEUs
Gain the skills necessary to work with infants and toddlers at home or in a child care center and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers born to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers and directors working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must attend all class hours and successfully complete class assignments to receive a certificate. Textbook will be provided in class. In this section you will complete part of the course in the classroom and part online. Attendance is mandatory at all weekly class meetings. Access to a computer and sufficient computer skills to write and submit assignments online are necessary to participate in the course. 7 sessions, $230*
56979 W 9/5-10/17 6:30-9:30 p.m. LCC

DCR-456 School-Age Curriculum Development: 45 Hours
4.5 CEUs
Discuss curriculum development for school-age children. This course provides the curriculum 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self concept. Examine age appropriate activities to promote optimum development of children in the after school setting. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $185*
56121 S 9/15-10/20 8:30 a.m.-4:30 p.m. Largo
56120 S 12/1-12/1 1-4 p.m. Largo

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 Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisite: Students must successfully pass the Reading comprehension Okacenebt test abd completed their 90 hour certificate. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $185*
55308 S 9/15-10/20 8:30 a.m.-4:30 p.m. LCC
56148 M 11/5-12/16 online BLBD
S 12/1-12/1 9 a.m.-12 p.m. LCC

DCR-457 Family Child Care Pre-Service Module 1: Child Development
0.4 CEUs
Basic child development concepts including stages of child growth and development (birth through adolescence), overview of leading theorist, and overview of learning differences will be examined. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $30*
56979 W 9/5-10/17 6:30-9:30 p.m. LCC
## NONCREDIT SCHEDULE

**DCR-458 Family Child Care Module 2: Curriculum**  
4.5 CEUs  
Gain a better understanding of the components of family child care curriculum, how to create a developmentally appropriate family child care curriculum, and how to plan and design a family child care home. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours.  
1 session, $30*  

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**DCR-459 Family Child Care Pre-Service Module 3: Health/Safety/Nutrition**  
0.4 CEU  
Create health and safety policies that are practical and promote best practices. Explore the food pyramid and how it impacts menu planning. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours.  
1 session, $30*  

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**DCR-460 Family Child Care Pre-Service Module 4: Special Needs**  
0.4 CEU  
Learn basic information surrounding inclusive child care setting. Americans with Disabilities Act (ADA) requirements, health and behavioral development issues and concerns. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours.  
1 session, $30*  

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**DCR-461 Family Child Care Pre-Service Module 5: Professionalism**  
0.4 CEU  
Discover the importance of policies, handbooks, contracts and supervision. Learn practices for establishing a professional environment that meets Maryland State Department Education (MSDE) Office of Child Care requirements. This course satisfies MSDE Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours.  
1 session, $30*  

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**DCR-462 Family Child Care Pre-Service Module 6: Community**  
0.4 CEU  
An overview will be provided on the importance of developing and maintaining relationships with children, families and the larger community. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours.  
1 session, $30*  

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**DCR-469 Business of Family Child Care**  
0.9 CEU  
Content Area P: This course is uniquely designed to guide you through the steps to establish and run a successful family child care center within the bounds of good business practices. This course will cover the steps needed to run your family child care like a business.  
3 sessions, $85*  

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

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**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, $125* (includes a $60 lab fee)  

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<td>56236</td>
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**DCR-518 Maximizing Learning Centers**  
2.4 CEUs  
Discover the importance of policies, handbooks, contracts and supervision. Learn practices for establishing a professional environment that meets Maryland State Department Education (MSDE) Office of Child Care requirements. This course satisfies MSDE Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours.  
1 session, $30*  

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**DCR-510 Family Child Care Pre-Service**  
2.4 CEUs  
This course satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: Four clock-hours of training in each of the state approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. Text is available at the Howard Community College or Prince George’s Community College Bookstore (not included in course cost). Text required.  
3 sessions, $150* (includes a $15 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.
**DCR-529 Teaching Pre-School: A Year of Inspiring Lessons**
2.4 CEUs
This course is designed for those who are teaching or want to teach pre-schoolers. 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 learn over 100 circle-discussion, art, literacy, fine and large motor skills, science and music activities that you can take into your classroom right away! 16 sessions, $190* (includes a $60 lab fee)

56223 WF 9/19-11/9 online E2GO
56224 WF 12/12-2/1 online E2GO

**SKB-417 The Creative Classroom**
2.4 CEUs
This course will cover creativity in the classroom and ways to use it to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Topics will include creative new approaches to field trips, learning labs, activities, exercises, assignments, evaluation methods and ways to think beyond the textbook and tap into the hidden talents of the students. 12 sessions, $125* (includes a $60 lab fee)

56226 WF 10/17-12/7 online E2GO

**SKB-431 Strategies for Teaching Students with Autism**
2.4 CEUs
Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their 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, $125* (includes a $60 lab fee)

56235 WF 11/14-1/4 online E2GO

**SKB-475 Creating the Inclusive Classroom**
2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face everyday and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success. 12 sessions, $125* (includes a $60 lab fee)

56237 WF 11/14-1/4 online E2GO

**SKB-476 Solving Classroom Discipline Problems**
2.4 CEUs
This course covers skills for teachers to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. How to use a new research-based, six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action. 12 sessions, $125* (includes a $60 lab fee)

56239 WF 10/17-12/7 online E2GO
56240 WF 12/12-2/1 online E2GO

**SKB-478 Teaching Students with ADHD**
2.4 CEUs
This course is designed for individuals pursuing professional development training in education and provides practical strategies to help students with ADHD to control their behavior and succeed in school. Learn relatively simple adaptations in space, structure, rules and expectations for dealing with students with ADHD. 16 sessions, $190* (includes a $60 lab fee)

54654 WF 10/17-12/7 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. 16 sessions, $190* (includes a $60 lab fee)

54656 MW 9/19-11/9 online E2GO

**ENGLISH & WRITING SKILLS**

**ENGLISH**

**LGE-460 Workplace English Language Enrichment**
2.0 CEUs
Do you need to improve your English to advance in the fields of health care or childcare? Or, are you interested in construction and other skilled trades but are fearful of the English reading, writing, and speaking
involved? If so, LGE-460 is for you! This course prepares students to enter the employment market or to feel more comfortable in other workforce development programs. LGE-460 is taught by certified teachers of English as a Second Language and focuses on specific language skills for the workplace: listening, speaking, reading comprehension, and basic writing skills. Classes are small and allow a comfortable, encouraging atmosphere in which you can successfully help you reach your employment goals! Course materials are included. 10 sessions, $210*

OFC-347 Grammar Refresher

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, $125* (includes a $60 lab fee)

OFC-349 Keys to Effective Communication

Lost for words? Don’t be! 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. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships. 12 sessions, $125* (includes a $60 lab fee)

MGT-434 Business Writing Intensive

This course uses the systematic five step writing process that includes preparation, research, organization, writing a draft, and revision. Students view real-world examples of business writing and practice writing effective memos, letters, reports, news releases, meeting minutes, sales letters, and more! Text required: The Business Writer’s Handbook, 9th ed. (St. Martin’s Press). Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. 6 sessions, $190*

54765Th 10/18-11/29 6:30-9:30 p.m. Largo

OFC-358 Fundamentals of Technical Writing

This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You’ll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. 12 sessions, $125* (includes a $60 lab fee)

SKB-462 Writing Essentials

Master the essentials of writing! In this course, you will hone the skills you need to communicate clearly on the job, express yourself fluently online, and show off your creative literary talents. You will improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Then you’ll find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically. Finally, you will discover how to make the most of e-mails and other forms of electronic communication. Hands-on activities will help you put your powerful new skills to use right away. 12 sessions, $60*

56502WF 9/19-11/9 online $200

OFC-321 Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. 12 sessions, $125* (includes a $60 lab fee)
### Workforce Development

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<th>Location</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKB-345</td>
<td>Preparing for the SAT</td>
<td>This course has been professionally designed and developed by the nationally acclaimed Fairfax Lectern. It emphasizes how to respond to the analogies, sentence completion, and critical reading sections of the test and reviews concepts in arithmetic, algebra, and geometry. The student should have some background in introductory algebra and plane geometry to benefit from this course. All students must be 18 years or older. Text required and calculator required.</td>
<td>4 sessions, $145*</td>
<td>Largo</td>
<td>54618 S 1/3-1-2/1 9 a.m.-12 p.m.</td>
</tr>
<tr>
<td>SKB-357</td>
<td>GRE Preparation, Course 1: Verbal</td>
<td>This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56208 WF 10/9-10/9 online E2GO</td>
</tr>
<tr>
<td>SKB-361</td>
<td>LSAT Preparation: Course 1</td>
<td>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. Text required at first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDAS.org).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56214 WF 9/19-9/23 online E2GO</td>
</tr>
<tr>
<td>SKB-362</td>
<td>LSAT Preparation: Course 2</td>
<td>Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed. Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDAS.org).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56218 WF 9/19-9/27 online E2GO</td>
</tr>
<tr>
<td>SKB-358</td>
<td>GRE Preparation, Course 2: Quantitative</td>
<td>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).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56219 WF 9/19-9/27 online E2GO</td>
</tr>
<tr>
<td>SKB-365</td>
<td>LSAT Preparation: Course 2</td>
<td>Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed. Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDAS.org).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56221 WF 9/19-9/27 online E2GO</td>
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### Enrichment & Personal Growth

#### Student Success

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENR-347</td>
<td>Genealogy Basics</td>
<td>This Family Reunion and Oral History workshop is designed to lay the groundwork for planning a family reunion and how to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, and develop the family tree.</td>
<td>2.4 cEUs</td>
<td>Largo</td>
<td>56211 WF 9/19-11/9 online E2GO</td>
</tr>
<tr>
<td>ENR-349</td>
<td>Past Life Regression and Future Life Progress</td>
<td>Experience a first hand review of your past lives and a peek into your soul’s future lives. Deepen your understanding of your current life.</td>
<td>1 session, $25</td>
<td>Largo</td>
<td>57350 W 10/17-10/17 7-9 p.m.</td>
</tr>
<tr>
<td>ENR-362</td>
<td>Future Life Progress</td>
<td>Learn the history and methods used for spiritual healing. Tap your own sacred healing abilities.</td>
<td>1 session, $25</td>
<td>Largo</td>
<td>54327 W 10/3-1/1 7-9 p.m.</td>
</tr>
<tr>
<td>ENR-353</td>
<td>A Family Affair</td>
<td>Experience Reiki and learn the history and methods used for spiritual healing. Tap your own sacred healing abilities.</td>
<td>1 session, $20</td>
<td>Largo</td>
<td>54330 W 1/1-1/1 7-9 p.m.</td>
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### Workforce Development

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<td>GRE Preparation, Course 1: Verbal</td>
<td>This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56208 WF 10/9-10/9 online E2GO</td>
</tr>
<tr>
<td>SKB-361</td>
<td>LSAT Preparation: Course 1</td>
<td>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. Text required at first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDAS.org).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56214 WF 9/19-9/23 online E2GO</td>
</tr>
<tr>
<td>SKB-362</td>
<td>LSAT Preparation: Course 2</td>
<td>Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed. Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDAS.org).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
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<tr>
<td>SKB-358</td>
<td>GRE Preparation, Course 2: Quantitative</td>
<td>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).</td>
<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56219 WF 9/19-9/27 online E2GO</td>
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<td>12 sessions, $125* (includes a $60 lab fee)</td>
<td>Largo</td>
<td>56221 WF 9/19-9/27 online E2GO</td>
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#### Lifestlye

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<tbody>
<tr>
<td>ENR-437</td>
<td>Fit and Fabulous in 15 Minutes</td>
<td>Are you stressed out? Over worked? Would you like to be Fit and Fabulous in 15 Minutes? Come learn the secrets, get the theories and even try a bunch of the exercises that will change your routine forever in this interactive combination lecture and workout class. Learn secrets from the international modeling industry to be slim and trim and have fabulous skin. You can learn to sneak in exercise at the gym or at the office so you never diet. Learn the benefits of these amazing secrets and how they can battle stubborn health issues like diabetes, high cholesterol and osteoporosis; relieve joint aches and arthritis; even balance hormones and brain activity so you can think more clearly and get more done at work. All these topics plus and extended question and answer. Instructor: Kiona Leah. 1 session, $30</td>
<td>54333 T 9/19-9/27 6:30-9:30 p.m. Largo</td>
<td>54333 W 9/19-9/27 7-9 p.m. Largo</td>
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<tr>
<td>ENR-438</td>
<td>Develop Your Psychic Ability</td>
<td>This seminar will offer easy guidance into the world of dream interpretation. Dreams are powerful indicators that provide us with insight about our lives. Learn the five basics to unlocking the meaning of your dreams and find out how to utilize your dream life to receive answers from your higher self. Instructor: Gena Wilson, LCSW. 1 session, $25</td>
<td>54327 W 10/3-10/3 7-9 p.m. Largo</td>
<td>54327 W 10/3-10/3 7-9 p.m. Largo</td>
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</tr>
<tr>
<td>ENR-439</td>
<td>Interpreting Your Dreams</td>
<td>Experience a first hand review of your past lives and a peek into your soul’s future lives. Deepen your understanding of your current life. Instructor: Gena Wilson, LCSW. 1 session, $25</td>
<td>54330 W 11/14-1/4 online E2GO</td>
<td>54330 W 11/14-1/4 online E2GO</td>
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#### Energy Healing

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</tr>
</thead>
<tbody>
<tr>
<td>ENR-362</td>
<td>Future Life Progress</td>
<td>Experience a first hand review of your past lives and a peek into your soul’s future lives. Deepen your understanding of your current life. Instructor: Gena Wilson, LCSW. 1 session, $25</td>
<td>54327 W 10/3-10/3 7-9 p.m. Largo</td>
<td>54327 W 10/3-10/3 7-9 p.m. Largo</td>
<td></td>
</tr>
<tr>
<td>ENR-502</td>
<td>Introduction to Reiki Energy Healing</td>
<td>Experience Reiki and learn the history and methods used for spiritual healing. Tap your own sacred healing abilities.</td>
<td>1 session, $20</td>
<td>Largo</td>
<td>54330 W 11/17-11/17 7-9 p.m. Largo</td>
</tr>
<tr>
<td>ENR-553</td>
<td>A Family Affair</td>
<td>Experience Reiki and learn the history and methods used for spiritual healing. Tap your own sacred healing abilities.</td>
<td>1 session, $25</td>
<td>Largo</td>
<td>54330 W 11/17-11/17 7-9 p.m. Largo</td>
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</table>
create a budget, and arrange activities for all age groups. Also, discover ways to share family antidotes, history through photographs, family bibles, and create a family tree. Instructor: Nathania Branch Miles. 1 session, $30

**LAW-508 Planning Ahead: the Use of Durable Powers of Attorney, Health Care 0.6 CEU**

This class will cover basic information that we all need to know to manage our own affairs or the affairs of a loved one in the event of aging, incapacity, disability or death. This course explores a topic that will impact almost everyone at some point in their life. This program will discuss the difficulties and challenges posed when caring for aging and incapacitated adults, the benefits of living wills and proxy appointments for financial and health care decisions, and how to exercise control over decision making during periods of temporary or 33 permanent incapacity. Course materials include some sample form documents. 2 sessions, $130* (includes a $50 lab fee)

**ENR-547 Manifesting Love**

This class will give you clarity about your romantic love patterns and assist you in shifting to attract a healthier relationship. You will be shown a powerful technique to bring your love to you. Instructor: Gena Wilson, LCSW. 1 session, $20

**ENR-549 Bringing U.S. Diplomacy into the 21st Century**

George Clack, currently a senior adviser for internet content to the U.S. State Department, will review the traditional ways of carrying our foreign policy and then explain how the end of the Cold War, the rise of the internet, and the popularity of social media have turned the old paradigms upside down. Clack is the former director of the Office of Publications in the State Department’s Bureau of International Information Programs, where he also served as creative director for the internet magazine ejournal USA. 1 session, $25*

**FIN-307 Fundamentals of Investing**

This course, designed for beginning and seasoned investors, covers the details of the vast investment options available today such as stocks, mutual funds, bonds, CDs, etc. You will discuss how to achieve your financial goals, how to evaluate investments, the ways to purchase investments, the issues involved in investing, and other considerations. 3 sessions, $80*

**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, $125* (includes a $60 lab fee)

**FIN-346 Personal Finance**

Protect your assets and discover how best to achieve all your financial goals. Topics will include: how to create and use a budget, borrow and invest wisely, 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, $125* (includes a $60 lab fee)

**RES-325 Real Estate Investing**

Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance, and negotiate a site 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, $125* (includes a $60 lab fee)

**FIN-340 Key to Successful Money Management**

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, $125 (includes a $60 lab fee)

**FIN-405 Fundamentals of Retirement Planning**

This course is designed for students to prepare for successful retirement through financial education. Topics will include: life planning, income sources, plan distributions and investments, risk management and asset protection, estate planning, roadblocks and mistakes. 4 sessions, $105*

**FACILITY MANAGEMENT CREDENTIAL PROGRAMS (FMP)**

**FACILITY MANAGEMENT**

Facility Management Professional (FMP) Credential

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

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

Chesapeake Chapter members receive discounted tuition. We also plan to offer the Sustainable Facility Manager (SFP) credential in the fall. For more information, please contact Helen, Bree, or Mary at 301-322-0964.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
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 also 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 56541 to get the discounted price, and non-members must register for 56542. 
2 sessions, $715* (includes a $300 lab fee) ($585* for members, includes a $300 lab fee)

56542 FS 9/7-9/8 8:30 a.m.-5 p.m. WTC
56541 FS 9/7-9/8 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, and oversee, and close projects. Note: members of the IFMA Chesapeake Chapter must register for 56543 to get the discounted price, and non-members must register for 56544. 
2 sessions, $715* (includes a $300 lab fee) ($585* for members, includes a $300 lab fee)

56544 FS 10/5-10/6 8:30 a.m.-5 p.m. WTC
56543 FS 10/5-10/6 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 in the facility organization. You will also be taught 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 56545 to get the discounted price, and non-members must register for 56546. 
2 sessions, $715* (includes a $300 lab fee) ($585* for members, includes a $300 lab fee)

56546 FS 11/9-11/10 8:30 a.m.-5 p.m. WTC
56545 FS 11/9-11/10 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. You will also be taught 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 56547 to get the discounted price, and non-members must register for 56548. 
2 sessions, $715* (includes a $300 lab fee) ($585* for members, includes a $300 lab fee)

56548 FS 12/7-12/8 8:30 a.m.-5 p.m. WTC
56547 FS 12/7-12/8 8:30 a.m.-5 p.m. WTC

Athletic, Health, and Wellness

ATH-318 Hand Dancing: Part 1
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum eight students. 
8 sessions, $105

ATH-327 Line Dancing
This course is a continuation of Line Dancing for Beginners. 
7 sessions, $105

ATH-348 Hand Dancing: Part 2
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum eight students. 
8 sessions, $105

ATH-362 Line Dancing
This is non-partner dancing in which a group of people dance a pre-choreographed sequence of movements in unison. The choreography is simple, such as the Electric Slide, so anyone can enjoy the dance experience. Instructor: Andy Johnson. 
7 sessions, $105

ATH-373 Hand Dancing: Part 2
This course is a continuation of Line Dancing. 
7 sessions, $105

ATH-377 Line Dancing, Intermediate
This course is a continuation of Line Dancing for Beginners. 
7 sessions, $105

ATH-382 Hand Dancing: Part 2
This course is a continuation of Line Dancing. 
7 sessions, $105

Workforce Development

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 also 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 56541 to get the discounted price, and non-members must register for 56542. 
2 sessions, $715* (includes a $300 lab fee) ($585* for members, includes a $300 lab fee)

56542 FS 9/7-9/8 8:30 a.m.-5 p.m. WTC
56541 FS 9/7-9/8 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, and oversee, and close projects. Note: members of the IFMA Chesapeake Chapter must register for 56543 to get the discounted price, and non-members must register for 56544. 
2 sessions, $715* (includes a $300 lab fee) ($585* for members, includes a $300 lab fee)

56544 FS 10/5-10/6 8:30 a.m.-5 p.m. WTC
56543 FS 10/5-10/6 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 in the facility organization. You will also be taught 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 56545 to get the discounted price, and non-members must register for 56546. 
2 sessions, $715* (includes a $300 lab fee) ($585* for members, includes a $300 lab fee)

56546 FS 11/9-11/10 8:30 a.m.-5 p.m. WTC
56545 FS 11/9-11/10 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. You will also be taught 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 56547 to get the discounted price, and non-members must register for 56548. 
2 sessions, $715* (includes a $300 lab fee) ($585* for members, includes a $300 lab fee)

56548 FS 12/7-12/8 8:30 a.m.-5 p.m. WTC
56547 FS 12/7-12/8 8:30 a.m.-5 p.m. WTC

MGT-312 Sustainability Facility Management
4.8 CEUs
This course leads to the Sustainable Facility Management (SFP) credential. In Focus Area 1: Strategy and Alignment, this course summarizes key concepts related to sustainable facility management from the organizational level and illustrates linkages and actions facility managers must take into consideration in order to make the business case for sustainability in their own facilities. In Focus Area 2: Managing Sustainable Facilities, this course looks in depth at the process of aligning a facility’s sustainability plan with an organization’s vision, strategic goals and policies. It takes the same strategies promoted in an SFP’s business case for sustainability within the organization, and provides the details behind the plans to prepare for, lead and implement those changes. Finally, in Focus Area 3: Operating Sustainable Facilities, the course looks at ways in which SFPs can operate in a more sustainable manner through changes in building equipment and technology as well as changes in operations and maintenance procedures. Focus area 3 is organized around the eight major categories of sustainable facility management-energy, water, materials and resources, workplace management, indoor environmental quality, quality of services, waste and site impact from inputs, through facility processes, to outputs. Note: members of the IFMA Chesapeake Chapter must register for 57120 to get the discounted price, and non-members must register for 57119. 
6 sessions, $2695* (includes a $1100 lab fee) ($2195* for members, includes a $1100 lab fee)

57120 FS 9/21-10/27 8:30 a.m.-5 p.m. WTC
57119 FS 9/21-10/27 8:30 a.m.-5 p.m. WTC

HES-336 Pilates/Yoga
This course is designed to integrate posture and poses with core strengthening exercises of Pilates. Participants realize leaner muscles, improve posture and stronger core muscles. There are benefits for all ages, especially people with muscle and joint problems. 
8 sessions, $105

HES-451 Personal Trainer: National Certification
4.5 CEUs
Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics
including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees. Fitness Professional’s Handbook, 6th edition $84 plus $6.95 tax/shipping/handling total cost $90.95.* Call to order and start reading immediately 1-888-330-9487 (www.witseducation.com)

**NONCREDIT SCHEDULE**

**HEALTH CARE SUPPORT**

**FIRST AID & CPR**

Cardiopulmonary Resuscitation Certification
Prince George’s Community College is privileged to use instructional materials from the American Heart Association for its CPR courses. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed these materials for this purpose. Use of these materials in an educational course, however, does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.

Courses offered may include one or more of the following modules:

- **Module 1: Adult Basic Life Support**
- **Module 2: Infant and Child CPR**
- **Module 3: Two-Rescuer CPR**
- **Module 4: Barrier Devices**
- **Module 5: AED Awareness**

Note: Textbooks are available at the college bookstore and are required at first class. CPR certification cards will be mailed after the course is successfully completed.

**HECS-380 First Aid and CPR for Child Care Providers**

This course meets the educational requirements for child care providers and parents.

Topics will include: injury prevention, victim assessment, treatment of shock, burns and control of bleeding, pediatric health and safety issues and adult, child and infant Cardiopulmonary Resuscitation (CPR). Text required: "Standard First Aid/CPR and Automated External Defibrillator (AED)."

1 session, $75*

**HECS-344 CPR for Health Professionals**

This American Heart Association (AHA) approved course is recommended for allied health and emergency personnel, nurses, physicians, and students enrolled in health technology programs. Topics will include: in-depth instruction of one- and two-rescuer Cardiopulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body

**WORKFORCE DEVELOPMENT**

**HECS-368 Weight and Strength Training for 40+ Adults**

Build stronger bones, reduce the risk of heart disease, tone and firm those muscles and look better overall! Students will purchase their own weights to practice at home and should bring them to class. 8 sessions, $105

**HES-347 Reflexology**

Reflexology is the art of touching specific areas of the hands and feet to reduce stress, relieve pain, and promote wellness. This hands-on class will be taught by a certified reflexology instructor and author of published articles on holistic health. Bring a towel to class. Instructor: Endijika Olunteede, ND, PhD. 1 session, $140 (includes a $50 lab fee)

**HES-561 Introduction to Aromatherapy**

Aromatherapy is the therapeutic use of plant-derived, aromatic essential oils to promote physical and psychological well-being. It is sometimes used in combination with massage and other therapeutic techniques as part of a holistic treatment approach. 1 session, $50

**GREEN TRAINING**

**GREEN ENVIRONMENT**

**Online Green Courses**

Want to “green” your career, but don’t have a schedule that works with a typical class? Prince George’s Community College offers a selection of online green courses through online partners. For a complete list, prices, and registration information, contact Helen McClure at mcclurhr@pgcc.edu or 301-322-0964.

**GRN-316 Going Green At the Workplace**

Learn how to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. Explore ways to save energy, save money, and save the environment by making your building’s lighting, Heating, Ventilation, Air Conditioning (HVAC), and information systems more efficient. In addition, discover simple and cost-effective ways to reduce your carbon footprint by conserving water, using alternative transportation fuels and vehicles, and generating your own renewable energy on-site. 12 sessions, $125* (includes a $60 lab fee)

**GRN-327 LEED Green Associate Exam Preparation**

This course covers everything you need to know to pass the Green Building Certification Institute’s (GBCI) Leadership in Environmental and Energy Design (LEED) Green Associate Professional Credential exam, including a review of all LEED rating systems and a review of green building concepts. The LEED-GA Credential is the general knowledge, first-level credential, ideal for anyone in or entering any field dealing with green building. The LEED-GA must be obtained before any other LEED credentials can be attempted. Topics to be covered include: definitions and history of United States Green Building Council USGBC/ GBCI, introduction to green building, definition of LEED and the LEED process, sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, innovation in design, and regional environmental priority. In addition, the course offers LEED-GA exam tips and a collection of review questions to help you study for the exam. 4 sessions, $210*

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**56164 F 10/14/14 online CE-120**

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**56164 F 10/14/14 online CE-120**
### ASSISTED LIVING MANAGEMENT

#### Assisted Living Management Career

The assisted living management career provides continuing education and training programs geared to help you acquire, maintain, and advance in your assisted living management career. We offer:

- **Assisted Living Manager Course** (80 hours)
- **Assisted Living Manager Refresher** (20 hours)
- **How to Start an Assisted Living Business**

For information, call 301-322-0795

#### HES-486 Asstd Living Manager Module 1: Introduction 0.6 CEU

This introduction to the Assisted Living Manager Program will focus on the philosophy of assisted living and the impact of the aging process on adults and their families. This is the first of five modules in the 80-hour Assisted Living Manager Program and must be taken first. Topics will include: stages of aging, nutrition, food safety, and how to develop individualized service plans. Modules must be taken in order. 1 session, $100* (includes a $5 lab fee)

#### HES-487 Asstd Living Manager, Module 2: Assessing, Admitting and Feeding 2.4 CEUs

This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics also include: the importance of nutrition, food safety, and how to develop individualized service plans. 5 sessions, $275* (includes a $80 lab fee)

#### HES-488 Asstd Living Manager Module 3: Clinical Management 2.0 CEUs

This module focuses on the role of the delegating nurse, the appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics also include: patient safety, proper infection control procedures and appropriate staffing patterns. 4 sessions, $230* (includes a $80 lab fee)

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Airway Obstruction (FBAO), and barrier devices. Successful completion earns an American Heart Association card valid for two years to be issued within 30 days of course completion. Text required: "BLS for Health Care Providers." 1 session, $70* (includes a $5 lab fee)

#### 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. Must bring current card to class. Text required: "BLS for Health Care Providers.". 1 session, $55* (includes a $5 lab fee)

#### HES-375 CPR for the Layperson

Designed for the general population. Fulfills requirements for family and day care 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. Successful participants receive course completion card from the American Heart Association valid for two years. Purchase text: Heart Saver CPR. 1 session, $70* (includes a $5 lab fee)

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Prince George’s Community College now offers the Facility Management Professional and Sustainability Facility Professional credentials. E-mail westphalia@pgcc.edu or call 301-322-0964 for more information.
HES-559 How to Start an Assisted Living Business 3.0 CEU
Assisted Living Facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). Examples of ADLs include personal care and mobility, meal preparation, and household chores. Assisted Living provides senior adults with housing and supportive services and may include health-related services. This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing. 2 sessions, $160* (includes a $10 lab fee)

NURSING ASSISTANT

Nursing Assistant: Theory
Prepare for a career as a nursing assistant in a variety of health care settings in this Maryland Board of Nursing approved course. It provides training in life span development, vital signs, basic patient care skills, etc. It does not include Cardio-Pulmonary Resuscitation (CPR) training. Both the theory and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing Examination (GNA). Certified Nursing Assistant (CNA) theory includes 96 hours—84 of theory and 12 hours of Geriatric Nursing Assistant (GNA) test preparation which will be scheduled after your clinical rotation. Student must also register for HES-417 (clinical portion) and pay all additional fees for certification and immunizations. 21 sessions, $800* (includes a $50 lab fee)

NURSING ASSISTANT

CNA/GNA Admission Requirements
1. Take and pass the reading comprehension (45+) placement tests in the college testing center before registering for the theory course. 
2. Purchase the textbook, Nursing Assistant: A Humanistic Approach to Caregiving available at the College Bookstore.
3. Able to speak and understand Standard American English at a functional level.
4. Obtain a criminal background check before attending the clinical portion of class.
5. Obtain a CPR for Health provider before attending the clinical portion of class.
6. Have a negative TB skin test (PPD) or chest x-ray before the clinical portion of class.
7. Present documentation of immunizations or titre tests (blood test for proof of immunizations) before the clinical portion of class.

HES-326 The Registered Nurse Case Manager and Delegating Nurse: Asst. Living
This course, approved by the Maryland Board of Nursing, is required for case managers and delegating nurses who work with or train medication technicians (formerly known as medication administration assistants). Registered nurses will review the basic foundations for the nursing practice of the Registered Nurse (RN) who delegates nursing functions in the assisted living setting, including medication administration. Prerequisite: Current active Maryland RN license in good standing and a year of recent full-time experience (or its equivalent) functioning as a delegating nurse in assisted living or (C) Case manager in the Medicaid Waiver for Older Adult Program and assisted living setting. D) Manager and Delegating Nurse: Asst. Living (18 sessions)

HES-544 Certified Nursing Assistant: Theory
Prepare for a career as a nursing assistant in a variety of health care settings in this Maryland Board of Nursing approved course. It provides training in life span development, vital signs, basic patient care skills, etc. It does not include Cardio-Pulmonary Resuscitation (CPR) training. Both the theory and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing Examination (GNA). Certified Nursing Assistant (CNA) theory includes 96 hours—84 of theory and 12 hours of Geriatric Nursing Assistant (GNA) test preparation which will be scheduled after your clinical rotation. Student must also register for HES-417 (clinical portion) and pay all additional fees for certification and immunizations. 21 sessions, $800* (includes a $50 lab fee)

HES-417 Certified Nursing Assistant: Clinical
It 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. 7 sessions, $500*

HES-411 Principles of Adult Education: Train-the-Trainer
2.0 CEUs
This course is designed for nurses and other health care professionals who are responsible for nursing assistant training, patient and community education, and staff development. Principles of adult learning, methodologies of teaching and learning, and behavioral objectives are part of the course. Students will create and present a lesson to colleagues. This course meets both geriatric nursing assistant and certified nursing assistant regulations. 4 sessions, $250*

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**  •  **Transforming Lives**  •  **301-336-6000**  •  **www.pgcc.edu**

**Workforce Development**  
**Fall 2012**

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**Medicine Aide Admission Requirements**

1. Take and pass the Arithmetic placement test (45+) in the college testing center before registering for the course.
2. Purchase the textbook available at the College Bookstore.
3. Have a current CPR for Health provider certification.
4. Have a negative TB skin test (PPD) or chest x-ray.
5. Show proof of one year’s full-time experience as GNA. (Must have “Active” status with Maryland Board of Nursing.)
6. Show proof of current employment in a Maryland nursing home.
7. Provide positive letter of recommendation from the director of nursing of current employer.

Certified Medicine Aide course: HES-325 and HES-365 are approved and endorsed by the Maryland Board of Nursing.

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**HES-325 Medicine Aide**

For Certified Geriatric Nursing Assistants with one year’s experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Employment through an agency does not meet course requirement. (Please bring documentation to first class.) Learn about the recognition, safe preparation, and administration of medications. The course consists of theory and supervised clinical experience at area nursing homes. Refund policy does not apply to this course. 15 sessions, $830* (includes a $165 lab fee)

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<tr>
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**HES-365 Nursing Home Medicine Aide Update**  

0.8 CEU

**Medical Aide Admission Update**

- **4.2 CEUs**
  - **HES-357 or HES-354 Medical Terminology**
  - **HES-409 Introduction to Medical Billing**
  - **HES-553 Computerized Medical Billing**

- **301-132-0733** to receive information

Note: Text required at first class.

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**HES-409 Introduction to Medical Billing**

This course provides an overview of medical billing and computerized patient accounting using Medisoft software. Text required at first class. 5 sessions, $160*

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**HES-553 Computerized Medical Billing**

Designed for physician’s office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation. Prerequisite: Successfully completed HES-409 and have strong computer and word processing skills. 14 sessions, $455* (includes a $15 lab fee)

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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-9-CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: 1. Completion of or concurrent enrollment in Medical Terminology. Basic computer and word processing skills. Texts required (multiple, approx. $300). Meets concurrently with credit course HIM-1990. NOTE: Those interested in furthering their career in medical coding, contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $325* (includes a $10 lab fee)

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HES-563 Advanced Medical Billing  
3.6 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include the key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also be shown how to reconcile their daily work, accounts receivable processing and basics of financial reporting. Prerequisite: Successfully completed HES-609, HES-553 and HES-321 12 sessions, $395* (includes a $15 lab fee)

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HES-533 ICD-10-CM/PCS Coding Principles and Application  
4.8 CEUs
Are you an experienced coder? This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by a certified AHIMA ICD-10 Trainer. A course proficiency exam will be administered upon completion of coursework. Previous coding experience and/or instruction in ICD-9-CM is required. 14 sessions, $465*

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MEDICAL OFFICE ASSISTANT  

Medical Administrative Office Assistant  
This three month program includes the administrative and basic clinical duties performed in a physician’s office, clinic, or similar health care setting. Those who successfully complete the program are eligible to take the National HealthCareer Association Medical Administrative Office Assistant Certification Exam. Required Courses:  
- HES-357 Basic Medical Terminology a Word Association Approach (online)  
- HES-344 CPR for Health Professionals  
- HES-322 Medical Office Assistant: Practical Applications

HES-355 Medical Office Assistant Overview  
4.2 CEUs
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisite: (1) Successful completion of Medical Terminology Course or take concurrent; (2) successfully pass the Reading Comprehension Placement Test; (3) have access to the Internet and an OWL Link account; and (4) strong computer skills. Please contact our Help Desk at 301-322-0637 for assistance setting up the account. Text required at first class. 16 sessions, $605* (includes a $105 lab fee)

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HES-322 Medical Office Assistant: Practical Applications  
3.6 CEUs
In this practical application course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-355 and Current Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $605* (includes a $105 lab fee)

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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, $255*

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HES-354 Medical Terminology: Word Association Approach  
2.4 CEUs
This course teaches medical terminology according to each body system. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. 12 sessions, $125* (includes a $60 lab fee)

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HES-554 Human Anatomy and Physiology, Pt. 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, and the anatomy of the body’s organ systems and the jobs that they do. You’ll also be shown 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, $125* (includes a $60 lab fee)

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</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
**HES-555 Human Anatomy and Physiology: Part. 2**  
2.4 CEUs  
Gain a more advanced understanding of the structure and function of the human body! In this course, you will learn about the four main types of tissues, the general and special senses, cellular metabolism, and the importance of chemicals called acids, bases, and salts. You will also find out about significant events throughout the lifespan, from fertilization of an egg cell through old age.  
**12 sessions, $125* (includes a $60 lab fee)**  

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<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
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**HES-546 Spanish for Health 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, $125* (includes a $60 lab fee)**  

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**PHARMACY TECHNICIAN**

**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 experience.  
It is designed to provide the health care worker with information on the duties and responsibilities of a pharmacy technician in a variety of health care settings. Students must register 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 provide a background check will be eligible to register with the Maryland Board of Pharmacy as a certified pharmacy technician. This program is also designed to prepare students for the National Pharmacy Technician Certification Board (PTCE) Certification Exam. See website at www.ptce.org.  
**Prerequisites**  
1. Successfully pass the math placement test. This test is free of charge. Pick up a Placement Test Referral Form from the Continuing Education Registration Desk in Bladen Hall, Room 126.  
2. Must be a minimum of 18 years of age.  
3. Have access to the Internet.  
4. Have a working email address.  
5. Have an OWL Link account which is accessed through the college’s website, www.pgcc.edu. For assistance, see the PGCC Help Desk located in Bladen Hall, Room 106 or call at 301-322-0637.  
6. Provide proof of a negative TB test prior to clinical.  
**Textbooks**  
The required textbooks are available for purchase in the college’s bookstore located in Largo Student Center, first floor.  

**Clinical**  
- 160 hours are required.  
- Provide proof of negative TB test. The college Health Center provides a free TB test. Background check and drug screening are required prior to starting the clinical. Information will be given out during the first class.  
- The college contracts with CVS for student clinical.  
- The clinical coordinator will assist each student with their placement.  
- The student is responsible for contacting the Pharmacist at their assigned clinical site.  
- The student will discuss and come to an agreement on work hours with the Pharmacist.  
- Student is responsible for a lab coat for their clinical.  

**HES-332 Pharmacy Technician**  
9.0 CEUs  
This program includes in-class instruction, online instruction and 160 clinical hours. This course is designed to provide the health care worker with information on the duties and responsibilities of a pharmacy technician in a variety of health care settings through lecture and on-site clinical experience. Topics will include universal precautions, computer applications, aseptic techniques, drug pharmacology, patient education and interpersonal relationships. One hundred sixty (160) hours of clinical practice is required for certification. Students will be eligible to register with the Maryland Board of Pharmacy and if desired take the National Pharmacy Technician Certification Board (PTCE) Exam.  
**Prerequisite:** Students must take and successfully pass the math and reading comprehension placement test. Pick up a Placement Test Referral Form from the Continuing Education Registration Desk in Bladen Hall, Room 126. Text required.  
**Note:** Students must also register for HES-529 and HES-530 courses.  
**30 sessions, $890***  

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**HES-529 Pharmacy Technician Clinical: Part 1**  
8.0 CEUs  
This course complements HES-332 and includes 80 hours of the 160 hours required for certification.  
**Prerequisite:** A negative TB test and proof of background check and drug screening must be provided prior to clinical.  
**21 sessions, $115***  

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**HES-530 Pharmacy Technician Clinical: Part 2**  
8.0 CEUs  
Continuation of Pharmacy Technician Clinical Part 1. This course complements HES-332 and includes 80 hours of the 160 hours required for certification.  
**20 sessions, $115***  

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**PHLEBOTOMY**

**Phlebotomy Technician**  
This 208 hour program includes theory, skills training and 120 hours of clinical practice in a blood-drawing facility to acquaint students with different employment opportunities. Skills training will include using a practice arm and 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. CPR for Health Professionals certification card and proof of immunizations are required prior to participating in a clinical.

Required courses:

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

HES-418 Phlebotomy Technician
8.0 CEUs

This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations associated with venipuncture in a hospital or out-patient setting. Students will be eligible to apply to take the National Certification Examination. Immunization record (PPD, MMR, Hepatitis B) must be provided. Text required at first class. Prerequisites: Must be health care professional. 26 sessions, $840* (includes a $160 lab fee)

HES-469 Phlebotomy Technician Clinical: Part 1
6.0 CEUs

Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which includes 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, provide proof of CPR for Health Professional card immunization record (PPD, MMR, Hepatitis B) and health care insurance. 15 sessions, $115*

HES-470 Phlebotomy Technician Clinical: Part 2
6.0 CEUs

Continuation of Part 1. This course continues with an additional 60 hours towards the 120 hours of on-site clinical experience required for certification. Prerequisites: Successful completion of HES-418, provide proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance. 15 sessions, $115*

HRT-309 Lawn Care

Learn about the vegetables that enjoy a cool temperature. Late summer to early fall is a great time to plant broccoli, lettuce, kale and other cool season plants. 1 session, $15

HRT-310 Lawn Care

Want a beautiful and inviting lawn? All you need are the right tips, a willingness to get your hands dirty and a plan of action. 1 session, $15
CST-362 Growing Plants for Fun and Profit
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.
12 sessions, $125 (includes a $60 lab fee)

5659 MWF 9/19-11/1 online EGO
5660 MWF 9/19-11/1 online EGO

HRT-330 Backyard Composting
Learn safe and effective ways to turn your organic waste into garden gold. It’s easier than you think. 1 session, $15*

5597 Th 9/15-9/15 10-11:30 a.m. WTC
5597 Th 10/12-10/12 10-11:30 a.m. LCC

HOME INTERIOR

ENR-460 Interior Decorating Basics
Have you ever wanted to redecorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Gina G. Courbron, IRIS, IDS, IFDA. 1 session, $30

5598 Th 9/27-9/27 6:30-9:30 p.m. LCC

ENR-440 Colorful Home Environments
Gain the confidence to bring beautiful color into your surroundings. Learn about the psychology of color and how it affects our moods. Get helpful tips on how to select a color scheme and paint hues that beautify and enhance your living space. Instructor: Gina G. Courbron, IRIS, IDS, IFDA. 1 session, $30

5599 Th 9/11-10/11 6:30-9:30 p.m. LCC

ENR-356 Feng Shui Basics
You 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, the 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. 1 session, $30

5661 M 10/22-10/22 6:30-9:30 p.m. LCC

ENR-523 Simplesizing using Feng Shui
Are you a pack rat, live with a pack rat or know of one? Do you get upset when required to give up your possessions? Yarrow teaches in this course the unfavorable consequences that belie a packrat lifestyle. And why it is that many people cling to items that have long outlived their usefulness. Join us for one of the most contemporary, dynamic and humorous approaches to “clearing your clutter” guided by ancient Feng Shui principles. Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. 1 session, $30

56960 M 11/12/11 6:30-9:30 p.m. LCC

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 of low-cost staging tips and techniques that set the stage for an open house. Instructor: Nicci Parrish, ASP IAHSP. 1 session, $30

56906 W 10/20-10/24 6:30-9:30 p.m. LCC

ENR-531 Arranging and Hanging Artwork
Once you have gone through the trouble of collecting your favorite pieces of art, it’s easy to think that the hard part is over. But, where are you going to hang that amazing artwork? Learn valuable techniques in creating that wonderful wall display. Instructor: Gina Courbron, Interior Designer, IRIS, CISS, IDS Associate. 1 session, $25

55660 Th 10/25-10/25 7-9 p.m. LCC

HRT-301 Tree Care for Landscapers
The science of planting and nurturing trees is a distinct skill that requires training and care. In Maryland, landscapers may perform tree-related tasks. Textbook: Tree Climbers Companion 2nd edition. 12 sessions, $380*

54651 TTh 9/4-9/13 7-9 p.m. WTC
$ 9/8-9/15 9-11 a.m. WTC

HRT-302 Entry-Level Arborist Training
Arborists are much in demand in the Baltimore-Washington Metropolitan area. Arborists, also known as tree care specialists are relied on to plant, maintain, and safely remove trees throughout the region. This course will give students the training to enter an apprenticeship with a local master arborist or to join a work team of tree care specialists. Proper tool use and safety will be discussed. A materials fee of $15 payable to the instructor is due at the beginning of the first class. Instructor: Dennis Borie. 6 sessions, $105*

54325 MWF 9/17-10/12 6-9 p.m. WTC

HRT-328 Tree Climber Basic Skills
In the tree care industry, the growth of most companies is limited by the number of skilled climbers they have on staff. Given the phobia many people have towards heights and that tree climbing is a highly skilled position, this is a field with high demand. This course will address how to climb trees as well as how to work in trees safely and efficiently. This course is for people who are involved in the tree care industry who want to advance their careers by learning the skill of tree climbing. Tree climbers work off the ground performing tree trimming, pruning, and removing services as well as other tree-related tasks. Textbook: Tree Climbers Companion 2nd edition. 12 sessions, $380*

54326 MWF 10/15-11/9 6-9 p.m. WTC

HRT-329 Tree Climber Advanced Skills
When faced with difficult tree removals due to storm damage, decay, or proximity to structures, a climber needs to know advance rigging and lowering techniques to perform a safe removal. This course will address how to perform complex tree removals safely and efficiently. This course is for climbers who have learned the basic skills and want to increase their skills by learning advanced tree climbing, rigging, and operating techniques. Prerequisite: HRT-328 Tree Climber Basic Skills or at least one year experience as a tree climber. Textbook: Tree Climbers Companion 2nd edition. 12 sessions, $380*

54327 MWF 10/15-11/9 6-9 p.m. WTC
HOSPITALITY

FOOD SERVICE

HTC-323 Bartending 101
4.5 CEUs
This is a 45 hour lecture-lab course in which different "standard" types of drinks are presented and demonstrated, using artificial colored water in the liquor bottle, brand specific to drink, by the instructor, practice labs follow the lecture and students become familiar with an actual bar. Lectures and practice occur daily, and there is a comprehensive exam given weekly. Each student must obtain a passing score of 70 in order to participate in the next week's class. Special arrangements will be made for those students needing additional assistance. TIPS certification included with the course. The course is held at the ABAR Authentic Bartending School, 5124-B Baltimore Avenue, Hyattsville, MD 20781. 12 sessions, $928* (includes a $403 lab fee)

CUL-745 International Cuisine
6.0 CEUs
This course will focus on the principles of baking, roasting, frying, sauteing, stir frying, braising and steaming through menu productions from countries to include: Mexico, The Caribbean Islands, Spain, Russia, Northern and Southern Italy, Eastern Europe, Turkey, India, Thailand, Japan, Korea, China the Philippines and the Polynesian Island. 15 sessions, $597*

CUL-730 Advanced Baking and Pastry
A continuation of CUL-630: Baking Skills. Topics include tarts, cakes, and restaurant-style desserts, production and use of sauces, and plate presentations. Students will be required to create a dessert menu and to demonstrate baking proficiency through production of selected menu items. 15 sessions, $597*

HSM-712 Wine of Maryland
Join Charles C. Franklin, CWJ and AWS certified wine judge, member of Society of Wine Educators and a wine maker since 1979 as you explore a local treasure ? Maryland wines. One evening will be dedicated to locally produced white wines and another to reds. Learn the location of Maryland wineries and vineyards, learn what the French hybrid is, compare it to the French vinifera and what appeals to you more and sample some wonderful products. Please bring four regular/wine glasses, plain crackers and water. 2 sessions, $109*

CUL-720 Garde Manger and Catering
Course focus is on cold food preparation and presentation in buffet and catering applications. Includes appetizers, hors d’oeuvres, canapes, pates, sausages, terrines, and buffalo salads, buffet design, layout and execution, and menu planning. Meets concurrently with credit course CUL-2200. Prerequisite: CUL-715: Food Production 2. 15 sessions, $597*

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
**HSM-652 Convention Management and Service**

This course will focus on managing and service planning, conference centers, convention and public relations.

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**HSM-655 ServeSafe**

This course provides an overview of the principles of food microbiology, important foodborne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of foodborne diseases and other microbiological problems.

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**HSM-656 Using Technology in the Hospitality Industry**

Provides an overview of the information needs of lodging properties and foodservice establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry.

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**HSM-658 Convention Management and Service**

This course will focus on managing and service techniques to meet those needs as part of meeting and convention service.

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**HSM-661 Using Technology in the Hospitality Industry**

This course will focus on basic management theories and principles as they apply to hotels and resorts, restaurants, foodservice operations, clubs, cruise ships, meeting and event planning, conference centers, convention services, and casino hotels. Students will study business ethics, franchising, management contracts, human resources, and marketing and sales. Meets concurrently with credit course HSM-1510.

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**HSM-663 Food Service Operations**

This course will cover students a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered including organization, marketing, menus, costs and pricing, production, service, safety, and finances. Text required: ISBN 0-86612-268-0, 2004, by Rocco M. Angelo and Andrew N. Vladimir.

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**HSM-651 Introduction to the Hospitality Industry**

This course will focus on basic management theories and principles as they apply to hotels and resorts, restaurants, foodservice operations, clubs, cruise ships, meeting and event planning, conference centers, convention services, and casino hotels. Students will study business ethics, franchising, management contracts, human resources, and marketing and sales. Meets concurrently with credit course HSM-1510.

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**HSM-658 Using Technology in the Hospitality Industry**

Provides an overview of the information needs of lodging properties and foodservice establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry.

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**HSM-753 Hospitality Sales and Marketing**

Marketing principles for the hospitality industry. Marketing planning, property feasibility study, sales team functions, advertising and public relations.

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employment, human resource development, compensation and benefits, employee and labor relations, and occupational health, safety and security. Key concepts are reinforced through real world case studies, class discussion, and the shared experiences of the instructor who holds the Senior Professional in Human Resources (SPHR) credential. Note: Registration deadline is 14 days (two weeks) before the class starts. Participants must attend at least 80 percent of class meetings and complete all course assignments, including any tests by the instructor, with a grade of 70 percent or better to successfully complete the course. This course does not guarantee success in the Human Resource Certification Institute (HRCI) exam; however, participants must attend class and complete all readings and other assignments in order to achieve success. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Contact 301-583-5216 for more information. 

### 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)
- Managing Employee Performance (12 hours)
- Human Resource's Role in Organizational Development & Change Management (12 hours)

Elective Courses (3 courses) total 18 hours will focus on specialized areas and will be offered beginning spring 2013.

### 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 (HR) Management field. Individual courses may be taken without pursuing the overall program certificate.

**Length of Certificate Program**

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

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<th>Course Code</th>
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<tr>
<td>MGT-648</td>
<td>56691</td>
<td>9/13-12/6</td>
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<td>MGT-649</td>
<td>56692</td>
<td>9/22-12/9</td>
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**MGT-648 Successful Recruitment, Selection, and Placement**

This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, 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, $210* (includes a $55 lab fee)

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<td>MGT-667</td>
<td>56696</td>
<td>11/13-12/4</td>
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**MGT-667 Introduction to Compensation**

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. Text required: Fundamentals of Employee Benefit Programs, sixth edition. 4 sessions, $210* (includes a $55 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
MGT-647 Managing Employee Performance
2.0 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 understand the legal requirements for performance management.

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

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

MGT-690 Paytrain Fundamentals
2.4 CEUs
PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification examinations. This course covers the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Topics will include: conceptual and operational fundamentals, payroll practices in other organizations, preparation for the FPC and CPP exams.

56669* Th 10/4-11/8 6-9 p.m. Largo
S 11/3-11/17 10 a.m.-1 p.m. Largo

AMERICAN SIGN LANGUAGE (ASL)

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

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

56648 S 9/22-1/10 9 a.m.-12 p.m. Largo
56649 M 9/24-1/12 6:30-9:30 p.m. Largo
56650 W 9/26-1/14 6:30-9:30 p.m. LCC
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 or 24-hours of previous instruction. Text required: Talking with Your Hands: Listening with Your Eyes By Gabriel Grayson (Square One Pub.) 8 sessions, $155*

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COM-326 Sign Language 3
2.4 CEUs
The course emphasizes conversation with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48-hours of previous instruction. Text required: Talking with Your Hands: Listening with Your Eyes By Gabriel Grayson (Square One Pub.) 8 sessions, $155*

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COM-378 ASL Vocabulary Building
2.4 CEUs
This course is designed for those who have a basic understanding of ASL grammar and structure but desire greater depth of vocabulary to use in conversation. Prerequisite: COM-330: Sign Language 2. Instructor: Ray Anderson. 8 sessions, $155*

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COM-337 American Sign Language and Performing
2.4 CEUs
This course will assist the ASL practitioner in developing the ability to use ASL in creative and expressive ways. The basics of ASL performing from translation to actual performing will include the Dos and Don’ts and hands-on exercises to develop the skills. Prerequisite: COM-325: Sign Language 1 and COM-330: Sign Language 2 (preferred). Instructor: Ray Anderson 8 sessions, $155*

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CONVERSATIONAL FOREIGN LANGUAGE
LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary
This pre-introductory Spanish course provides an overview of some of the crucial preliminary grammatical patterns that are essential to receiving a solid foundation of the structure of the language. It will include some basic vocabulary. Oral and Written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish Language and suggested before enrolling in the Introductory level. 1 session, $55*

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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, and various dialogues through 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*

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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. Text required. Prerequisite: LGE-370: Introduction to Spanish, Part 1. 8 sessions, $120*

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LGE-345 Introduction to Spanish: Part 3
2.0 CEUs
In this third course in the introductory series you will be taught further structures, vocabulary, and idioms to help increase your comprehension and speaking ability. Text required. 8 sessions, $120*

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LGE-330 Intermediate Spanish Conversation
1.6 CEUs
Intended for those who already have a basic speaking knowledge of Spanish. This course focuses on the development of listening and speaking skills through vocabulary development, a variety of speaking activities and group and individual projects. The course includes reading, vocabulary acquisition, written work and conversation and comprehension activities. A variety of sources will be used in conjunction with the text. 6 sessions, $120*

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LGE-307 Beginning French
Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Text required. 8 sessions, $144*

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MEDIATION
Certificate of Continuing Education in Basic Mediation
Mediation is a process in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, to help reach agreements that are mutually satisfactory. Mediators do not make decisions for the disputing parties, but instead provide and/or recommend terms for an agreement. The Mediation Program at Prince George's Community College prepares students to practice both civil and community mediation and also helps to improve an individual's interpersonal communications. Mediation skills are taught through lecture, role plays, videos and group discussions. It is a balance of theory and practice specifically designed to give participants a thorough understanding of the mediator's role and to implement it using a five-step mediation process. Upon successful completion of this course, students will be able to:

- Understand the strategies and techniques used in mediation
- Utilize effective listening and recognize non-verbal communication
- Understand different models of alternative dispute resolution
- Write effective agreements and mediate simple disputes

This program meets the State of Maryland's requirement to practice as a mediator. The complete program includes 40-hours of classroom coursework and a 15-hour practicing internship. Upon successful completion of both courses, the student may apply to volunteer at the Community Affairs Office in Prince George's County.
**CERTIFIED & MEDIATION**

**LAW-510 Basic Mediation Training**  
4.0 CEUs  
This course provides the State-required 40-hours of coursework including both lecture and interactive participation in simulated cases, exercises and role plays. Topics will include: the theory, goals, language and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity.  
6 sessions, $380* (includes a $275 lab fee)

**NUTRITION**

**WEIGHT**

**HES-535 Weight Management**  
0.6 CEU  
In this three week course, learn the latest research on weight loss and valuable tips for finally taking off those unwanted pounds. We’ll cover behavior modification techniques, environmental changes that lead to weight loss, and how healthy foods can actually sabotage your diet. At the end of this course, you’ll be able to better select the foods that promote health, receive a personalized meal plan, and develop a weight management plan.  
3 sessions, $65*

**NUTRITION & DIABETES**

**HES-536 Nutrition for Young Children**  
1.5 CEUs  
This course is for caregivers interested in providing the most nutritious diet for children under the age of five. You’ll be taught how to positively influence these young minds so that they will enjoy a long, healthy life naturally. How much food do young children need, what to do about eating problems, is your child receiving the right nutrients, and how to get kids to like healthy food? Are just some of the questions that will be answered in this course.  
3 sessions, $65*

**HES-537 Nutrition and Diabetes**  
1.0 CEU  
In this five week course, learn how to manage your diabetes through nutrition. You will be taught how food, medication, and exercise affect your blood glucose. Managing your diabetes will help you decrease risk for complications. Learn how sodium, alcohol, sugar, and fat play a role in diabetes complications.  
3 sessions, $65*  
54662 M 9/10-9/24 7-9 p.m. Largo

**HES-538 Nutrition and High Blood Pressure**  
1.0 CEU  
Hypertension is called the leading cause of morbidity and mortality in the United States, because it contributes to heart disease and stroke, the top early killers of Americans. In this course, you’ll be taught how to better manage and lower your high blood pressure through dietary changes alone.  
3 sessions, $65*  
54663 W 9/12-9/26 7-9 p.m. Largo

**ENR-544 Herbal Tea Blending for Personal Health**  
Many plants offer a wealth of health benefits. This class will highlight several herbs that are effective at supporting the body’s natural functions, and safe to use regularly. Students will learn the characteristics and health benefits of each plant through a hands-on sensory activity involving seeing, touching, smelling, and optionally tasting samples of peppermint, chamomile, lemon balm and more. Each student will have the opportunity to create a personal tea blend incorporating the herbs learned in class to help support his/her individual wellness needs. A $5 materials fee is payable to the instructor at the beginning of class.  
1 session, $25

**SECURITY PROTECTION**

**SEC-310 Security Officer: Level 1**  
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today’s growing security industry. Student officers will receive training through both classroom instruction and hands-on practical training in all aspects of police work. The program is fully approved by the Maryland Police and Correctional Training Commission as a Basic Security Officer program.

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 G.E.D. 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
7. Authorize a complete background investigation
8. Present three letters of reference

In addition, the candidate must be able to:

1. Pay a $150 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $3,600.
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 veteran’s benefits. Students may also earn up to 18 credits toward an academic degree. Call 301-322-0175 for more information. Classes are now forming for upcoming orientation sessions.

**Seeking Candidates to Become Police Officers**

Certified by the Maryland Police and Correctional Training Commissions, the Prince George’s Community College Police Academy is seeking qualified applicants to participate in a 24-week, full-time, daytime training program. Student officers will be trained in law enforcement operations and functions, including firearms training and emergency vehicle operations.
classroom lectures and hands-on experience in all major topic areas. Topics will include:
professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields.
One-on-one counseling will be provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: a non-refundable application fee of $68 for screening and processing, plus $250 tuition for in-county residents. For future information call the Prince George’s Community College Security Officer Training Academy at 301-322-0187 or 301-322-0175 to receive an application. Text Required: Protection Officer "Practical Security Strategies and Emerging Trends". 20 sessions, $333* (includes a $68 lab fee)

56029 M/W/T/TH 10/15-11/15 5:30-9:30 p.m.  CE-115

REAL ESTATE & INSURANCE

PROPERTY & CASUALTY

INS-307 Property and Casualty Insurance
This course meets the Maryland requirement of 96-hours of instruction to qualify to take licensing examination, but is designed for students who like to study on their own. The course consists of 40-hours of classroom instruction and 56-hours of home study. This course also meets the approval for Bail Bondsmen certification. This is a blackboard hybrid/online course. Text required. Students should come to the first class prepared to discuss Chapters 1-7, the terms in the glossary and the law. 7 sessions, $275* (includes a $110 lab fee)

56022 F 9/7-10/19 6-10 p.m. Largo
56023 F 11/2-12/14 6-10 P.m. Largo
56024 S 11/3-12/1 8:30 a.m.-5 p.m. Largo

REAL ESTATE LICENSURE

Certification Preparation, Real Estate Sales License
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 all students to attend all hours of each commission-approved course.
If he/she arrives late, leaves early or misses a session, the student 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 Commissions website at www.dllr.state.md.us/license. Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson Licensing Exam.

RES-305 Real Estate Principles and Practices for Salespersons
6.0 CEUs
This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns.

56020 S 9/8-12/8 9 a.m.-1:40 p.m. Largo

RES-375 Fair Housing (Approval number 161-1614)
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 one and half hours toward Real Estate License renewal. 1 session, $20

56024 S 9/22-9/22 9-10:30 a.m. Largo
56025 S 10/20-10/20 9-10:30 a.m. Largo
56026 S 11/17-11/17 9-10:30 a.m. Largo

RES-359 2009-2011 Legislative Update (Approval number 169-1614)
This course meets the requirements of the Maryland Real Estate Commission for license renewal. Topics include relevant changes that have occurred in federal, state, and/or local laws updates. As stated previously, the Maryland Real Estate Commission requires students to attend 100 per cent of all hours of each commission-approved course for successful completion.

56027 S 9/22-9/22 10:30 a.m.-1:30 p.m. Largo
56029 S 11/17-11/17 10:30 a.m.-1:30 p.m. Largo

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

RES-307 Ethical Obligations and the RE Licensee (Approval number 163-1614)
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics will include: definition of ethics, predatory leading, and flipping. Approved for three hours on ethics toward Real Estate License renewal. 1 session, $35

56028 S 9/22-9/22 2-5 p.m. Largo
56032 S 11/17-11/17 2-5 p.m. Largo

RES-453 Condo/Co-Op Ownership: R E Licensees (Approval number 171-1614)
0.3 CEU
This course will enable the student to better serve their clients through the expanded knowledge gained and realize the importance of reviewing the condo/coop documents and delivering these documents to the appropriate parties as prescribed by law. (Approved three hours for Real Estate Continuing Education Renewal) 1 session, $35

56034 S 11/3-11/3 2-5 p.m. Largo

RES-454 MREC Agency-Residential (H) (Approval number 165-1614)
This course meets the new Maryland agency requirement. (Approved three hours for Real Estate Continuing Education Renewal.) 1 session, $35

56031 S 10/20-10/20 1-4 p.m. Largo

RES-457 Supervision (Approval number 157-1614)
This course, developed by the Maryland Real Estate Commission (MREC) is the new required course for Brokers, Managers and team Leaders effective with 2012 renewals. (Approved for three continuing education hours.) 1 session, $35

56033 S 10/6-10/6 9 a.m.-12 p.m. Largo

RES-466 Start or Restart Your Real Estate Career
This course will assist students in choosing a broker and starting their real estate career. Topics will include: choosing a company, the interview process, the career demands, business start-up, record keeping and your duties as a licensee. Not approved for Real Estate License renewal. 1 session, $35

56036 W 11/28-11/28 6:30-9:30 p.m. Largo

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 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 and is required for the third course in this series. 16 sessions, $670*

57157 MW 9/5-10/29 6-10 p.m. LCC

RES-400 Real Estate: Appraisal Standards and Ethics
1.5 CEUs
This course is required for real estate appraiser licensure by the Maryland Real Estate Appraisers Commission. Topics will include licensing and certification requirements, appraisal agencies and organizations, and uniform standards of professional appraisal practice. Text required at first class, Uniform Standards of Professional Appraisal Practice and the accompanying student manual from The Appraisal Foundation, 1-800-348-2831 or www.appraisalfoundation.org. Prerequisites: RES-403: Appraisal Principles and Procedures. 3 sessions, $210*

57158 FS 11/2-11/3 8:30 a.m.-4:30 p.m. LCC

SPORTS/GAMES

SPORTS

ATH-329 Golf for Beginners
So, you don’t know an eagle from a birdie? This course will teach you the basics, from equipment to rules and etiquette of the game. Meets concurrently with credit course PED-1030. 14 sessions, $280

54753 W 8/29-12/5 1-3:15 p.m. Largo

ENR-438 Pocket Billiards
Acquire the fundamentals of Pocket Billiards with a long history dating back to the 15th century in northern Europe France. The game was once the sport of kings and queens that started out as a lawn game and, then, moved indoors to a wooden table with green cloth
ATH-327 Tennis for Beginners
Learn the basic skills to play tennis. Emphasis will be placed on learning the forehand, backhand, volley and serve strokes. In addition, tennis rules and equipment selection will be discussed. Meets concurrently with credit course PED-1030 second half semester.
7 sessions, $280
54756 S 9/8-10/20 8:45 a.m.-12:30 p.m. Largo

TRANSPORTATION & DISTRIBUTION

AUTOMOTIVE TECHNOLOGY

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

• OCC-301 Auto Technician: Basic Theory
• OCC-324 Auto Technician: Brake Systems
• OCC-336 Auto Technician: Engine Performance
• OCC-400 Auto Technician: Electrical Systems
• OCC-406 Auto Technician: Heating and Air Conditioning
• OCC-423 Auto Technician: Automatic/Manual Transmission & Transaxle

Courses focus on ASE certification content areas and are designed for both beginner and advanced knowledge students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 38 years of experience.

Prince George’s Community College also works in partnership with AYT Institute to offer programs in Heating and Air Conditioning and Automatic/Manual Transmission & Transaxle.

Those interested in learning how to maintain their personal vehicle for safe and trouble-free driving, please see SKB-601: Basic Vehicle Maintenance, listed under Driver Education.

OCC-301 Auto Technician: Basic Theory
4.0 CEUs
A hands-on study of the construction, operation and function of all major automotive units. Topics include: engine fundamentals, emission control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Textbook requirement discussed on first day of class. Instructor: Toyd Green.
12 sessions, $415* (includes a $20 lab fee)
55281 T 9/11-12/4 6-9:30 p.m. WTC

OCC-324 Auto Technician: Brake Systems
2.1 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved with the operation of a vehicle. This class will provide the student with in-depth knowledge of the latest brake theory, troubleshooting and hands-on experience in servicing and repairing today’s automotive brake systems. Shop safety regulations are also addressed. We will provide practice in Auto Services Excellence (ASE) challenge questions in preparation for the ASE certification test. Textbook requirement discussed on the first day of class. Instructor: Toyd Green.
6 sessions, $230* (includes a $20 lab fee)
55290 MW 9/17-10/3 6-9:30 p.m. WTC

OCC-336 Auto Technician: Engine Performance
1.8 CEUs
This class will provide automotive in-depth 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/ coil/distributors/wiring, testing equipment and troubleshooting. Also includes practice in Auto Service Excellence (ASE) challenge questions in preparation for the ASE certification test. Textbook requirement discussed on first day of class. Instructor: Toyd Green.
5 sessions, $195* (includes a $20 lab fee)
55289 MW 10/8-10/22 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 lights/parking lights/dash and courtesy lights/stop and hazard lights/turn signals and backup lights, gauges, warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Instructor: Toyd Green.
5 sessions, $195* (includes a $20 lab fee)
55288 MW 10/9-11/12 6-9:30 p.m. WTC

OCC-406 Auto Technician: Heating and Air Conditioning
3.2 CEUs
Learn the concepts and develop the basic skills necessary to diagnose automotive heating and air conditioning problems. Topics include heating and air conditioning principles, basic test equipment, and how to interpret and analyze information. Students will diagnose and repair automotive heating and air conditioning systems. Major emphasis will be on diagnostic procedures. This course includes Auto Service Excellence (ASE) content area testing information. Note: Located at Advance Your Technology (AYT2) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 Shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)
55230 TTH 12/11-1/10 6-10 p.m. AYT2

OCC-437 Auto Technician: Diesel Engine Theory & Maintenance
3.9 CEUs
This course is preparation for the ASE H2, S2 and T2 diesel engine certification exams. This course will cover the construction of a diesel engine and its theory of operation. Students will learn about common failures of diesel engines and how to diagnose such failures. Laboratory exercises will guide students through diesel engines services for routine maintenance, and engine repair for common engine failures. Topics Include: Introduction to Diesel engines, Principles of Operation, Diesel Engine Construction and Assembly, Cooling System, Lubrication System, Maintenance. Instructor: Carlos Smith.
13 sessions, $390* (includes a $25 lab fee)
54716 WTH 1/7-1/20 6-9 p.m. WTC
OCC-422 Auto Technician: Auto Body Repair and Refinishing: Level 1
4.0 CEUs
This course will teach students the fundamentals of automotive collision repair and refinishing. Students will learn necessary skills for the auto-body collision repair and refinishing industry. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. This course includes Auto Service Excellence (ASE) content area testing information. Note: Located at Advance Your Technology (AYT) Institute, 5700 Kirby RD, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $455*(includes a $360 lab fee)

OCC-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, drive line and front wheel drive service and repair. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

OCC-436 Auto Technician: Tools and Their Uses
3.6 CEUs
This course covers tools and equipment use in the automotive service and repair industry, and the correct application of such tools. It also provides students with the awareness of hazardous material and health along with environmental and legal implications associated with handling these materials. Upon completion of this course, student will be taught how to work safely, without causing injuries to self or colleagues, or causing damage to vehicles. Students will also understand the importance of pollution control and how to protect the employers and self from OSHA violations. Topics include: Hand Tools - hammers, mallets, wrenches, wrenches & sockets, screwdrivers & nut drivers, torx drivers, pliers, pullers, vices, clamps, files, punches, drills, extractors, tap and die sets, fasteners. Power Tools - impact wrenches and power ratchets, impact extractors, tap and die sets, fasteners. Power Tools - impact wrenches and power ratchets, impact extractors, tap and die sets, fasteners. Power Tools - impact wrenches and power ratchets, impact extractors, tap and die sets, fasteners.

Lifting & Support Equipment - tire mount vehicle lift, jacks, jack stands, engine and transmission supports. Shop Equipment - tire mount and balance machine. Simple Maintenance & Repair - replace vehicle oil, drain and fill engine and coolant, brake pad and rotor replacement, brake bleeding procedure. OSHA Regulations & Safety. Instructor: Carlos Smith. 12 sessions, $370* (includes a $25 lab fee)

OCC-405 Auto Technician: Auto Body Repair & Refinishing: Level 1
4.0 CEUs
Learn the concepts and basic skills necessary for the auto-body collision repair and refinishing industry. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. This course includes Auto Service Excellence (ASE) content area testing information. Note: Located at Advance Your Technology (AYT) Institute, 5700 Kirby RD, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)

OCC-445 Auto Technician: Engine Repair & Replacement
3.0 CEUs
In this course students learn to demonstrate proper preparation and technique for repairing an auto body. Various finishing products and their application will be introduced. Topics include: custom painting, color matching, sheet metal manipulation, use of fillers and plastics in the refinishing process, adhesive repair, proper frame measuring and interpreting readings to correct damage, use of specialized equipment to manipulate frame back into proper alignment. Demonstrations and hands-on training will reinforce fundamentals learned within this course. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT) Institute, 5700 Kirby Rd, Clinton, MD, 20735. 10 sessions, $455* (includes a $360 lab fee)

OCC-446 Auto Technician: Electrical & Electronic Systems
4.0 CEUs
This course will teach students the fundamentals of automotive electrical and electronic systems. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. This course includes Auto Service Excellence (ASE) content area testing information. Note: Located at Advance Your Technology (AYT) Institute, 5700 Kirby RD, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)

OCC-448 Auto Technician: Engine Systems
4.0 CEUs
This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, drive line and front wheel drive service and repair. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

OCC-449 Auto Technician: Manual Transmission and Transaxle
3.0 CEUs
This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, drive line and front wheel drive service and repair. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

OCC-450 Auto Technician: Power Equipment & System Diagnosis
4.0 CEUs
This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, drive line and front wheel drive service and repair. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

OCC-451 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, drive line and front wheel drive service and repair. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

OCC-452 Auto Technician: Engine Repair & Replacement
3.0 CEUs
This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, drive line and front wheel drive service and repair. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

OCC-453 Auto Technician: Engine Repair & Replacement
3.0 CEUs
This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, drive line and front wheel drive service and repair. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)
**CDL-31S Commercial Driver License: Learner’s Permit Preparation**

This course will prepare students for the CDL. The six hour course will cover the following topics: general knowledge, air brakes, transporting passengers and combination vehicles. It is recommended that students get a Commercial Driver License (CDL) Driver’s Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 prior to start of class. Instructor: Aaron Moore. 2 sessions, $65*.

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<td>6-9 p.m.</td>
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**CDL-301 Commercial Driver License: Class B**

4.5 CEUs

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 $1,348 vehicle fee.) Note: Please call Ms. Sandra Brown at 443-518-4172 for more information.

**CDL-302 Commercial Driver License: Class A, Part 1 (Basic Operations)**

8.0 CEUs

Students who register in this course must also register for CDL-301. The course is the designed to cover the basic operational skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. These topics will include trip planning, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. Weekday or weekend schedules available. $1497* (includes a $1,347 vehicle fee.) Note: Please call Ms. Sandra Brown at 443-518-4172 for schedule dates and information.

**CDL-303 Commercial Driver License: Class A, Part 2 (Vehicle Control Skill)**

8.0 CEUs

Students who register in this course must also register for CDL-302. Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license test. Skills practiced will include parallel parking, docking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. $1495* (includes a $1,348 vehicle fee.) Note: Please call Ms. Sandra Brown at 443-518-4172 for schedule dates and information.

**SKB-600 Driver Education**

The Driver Education Program is designed for beginning drivers who wish to obtain a Maryland Class-C driver’s license. Students learn from Motor Vehicle Administration certified instructors provided by the Linnel Driving School, a MVA Certified Driver Education Program provider that utilizes the College as a branch location. Linnel will forward completion information to the MVA as well as other records as required Maryland statute. Schedules are flexible and include day, and evening classes. The 36-hour course includes 30 hours of classroom instruction, as well as six hours of behind-the-wheel skills training. The six hours behind-the-wheel instruction is scheduled on a flexible basis with each individual student. All behind the wheel lessons shall start and end at Prince George’s Community College. 10 sessions, $343* (includes a $258 lab fee)

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<td>55008</td>
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<td>10/22-11/2</td>
<td>9 a.m.-12:15 p.m.</td>
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<td>55011</td>
<td>MTWHF</td>
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<td>6-9:15 p.m.</td>
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<td>MTWHF</td>
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<td>11/26-12/7</td>
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**FORKLIFT OPERATION**

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, low lift jacks, etc. Earth moving and road hauling trucks, golf carts, bucket trucks, and licensed automobiles are not included in the definition. The classes below are provided by Alliance Material Handling, Inc.
Prince George’s Community College • Transforming Lives • 301-336-6000 • www.pgcc.edu
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**NONCREDIT SCHEDULE**

**WORKFORCE DEVELOPMENT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date(s)</th>
<th>Time(s)</th>
<th>Location(s)</th>
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<tr>
<td>OCC-369 Alternate Basic Rider Course (ABRC)</td>
<td>S 11/1-11/1</td>
<td>7:45 a.m.-5 p.m.</td>
<td>CE-124</td>
</tr>
<tr>
<td>OCC-354 Basic Motorcycle Maintenance</td>
<td>55000 TW 9/25-9/26</td>
<td>6-9 p.m.</td>
<td>CE-124</td>
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<tr>
<td>OCC-365 Experienced Rider Course (BRC2)</td>
<td>S 11/1-11/1</td>
<td>7:45 a.m.-5 p.m.</td>
<td>CE-124</td>
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<tr>
<td>OCC-376 Motorcycle Mechanics &amp; Repair</td>
<td>55006 S 11/17-11/17</td>
<td>7:30 a.m.-3 p.m.</td>
<td>CE-124</td>
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<tr>
<td>BUS-510 Computer Skills to Enter the Travel Business</td>
<td>55064 S 11/17-11/17</td>
<td>7:30 a.m.-3 p.m.</td>
<td>CE-124</td>
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<td>BUS-447 Geography: It's Your Business to Know Destinations</td>
<td>55056 TW 10/23-11/20</td>
<td>6-9 p.m.</td>
<td>WTC</td>
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<td>BUS-343 Getting into the Travel Business</td>
<td>49908 TW 8/28-9/19</td>
<td>6-9 p.m.</td>
<td>WTC</td>
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<td>BUS-346 Travel Industry Basics for Starting Your Own Small Business</td>
<td>55049 MW 11/26-12/12</td>
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<td>BUS-445 Geography: It's Your Business to Know Destinations</td>
<td>55057 MW 11/26-12/12</td>
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<td>BUS-440 Travel Industry Basics for Starting Your Own Small Business</td>
<td>55059 S 9/1-9/1</td>
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<td>BUS-394 Destination Awareness: The Discovery Series</td>
<td>55060 S 10/1-10/3</td>
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<td>BUS-510 Computer Skills to Build Your Travel Business</td>
<td>55061 S 11/8-11/10</td>
<td>7:30 a.m.-3 p.m.</td>
<td>CE-124</td>
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<td>BUS-347 How to Sell Travel Services</td>
<td>55062 S 11/17-11/17</td>
<td>7:30 a.m.-3 p.m.</td>
<td>CE-124</td>
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**OCC-369 Alternate Basic Rider Course (ABRC)**

This seven hour course is designed for students who have already learned basic riding skills but wish to earn a Class-M license endorsement and legally ride on public roads. Those under 18 years of age must take OCC-361. Students have the option of riding their own motorcycles provided they are legally transported to the training site. The vehicle must also pass a pre-ride safety evaluation prior to class. During initial range activities, instructors will evaluate the student’s ability to coordinate smooth clutch and throttle control, stop the motorcycle in a safe distance, execute gradual and tight turns, shift up and down, and comfortably achieve a speed of at least 25 mph. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. There is no guarantee that individuals enrolling in this course will pass or get their license. **1 session, $311* (includes a $35 lab fee)**

**OCC-354 Basic Motorcycle Maintenance**

This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owner’s manual; changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. Instructor: Robert Buenning, **2 sessions, $71***

**OCC-376 Motorcycle Mechanics & Repair**

This course teaches advanced motorcycle maintenance and repair topics for performing advanced services on a motorcycle. Topics include: Engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text: Required: How to Repair Your Motorcycle, Charles Everett, 2007 (See instructor on first day of class). Instructor: Robert Buenning. **8 sessions, $250* (includes a $40 lab fee)**

**OCC-361 Small Gas Engine**

This course covers the basic principles of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the “why” in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. **6 sessions, $240* (includes a $10 lab fee)**

**SMALL GAS ENGINES**

**OCC-354 Basic Motorcycle Maintenance**

This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owner’s manual; changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. Instructor: Robert Buenning. **2 sessions, $71***

**OCC-376 Motorcycle Mechanics & Repair**

This course teaches advanced motorcycle maintenance and repair topics for performing advanced services on a motorcycle. Topics include: Engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text: Required: How to Repair Your Motorcycle, Charles Everett, 2007 (See instructor on first day of class). Instructor: Robert Buenning. **8 sessions, $250* (includes a $40 lab fee)**

**SMALL GAS ENGINES**

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This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owner’s manual; changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. Instructor: Robert Buenning. **2 sessions, $71***

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**SMALL GAS ENGINES**

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**TRAVEL BUSINESS & SALES**

**BUS-343 Getting into the Travel Business**
Do you have the who, why, how, and what it takes to own or manage a travel agency? Do you want to be a full or part-time travel agent? This workshop will help you make your decision and learn what you need to know to get started. Instructor: Helen Svensen, CTC. 1 session, $30

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<td>T 11/27-11/27</td>
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**BUS-394 Destination Awareness: The Discovery Series**
In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientele’s needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen 1 session, $30

<table>
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**BUS-446 Travel Industry Basics**
This course places emphasis on non-computerized office procedures including manual tickets, industry terminology, city codes, and effective use of reference materials. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $55*

<table>
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**BUS-447 Geography**
What are the popular travel destinations and when are the best times to visit them? Travel agents need to have a working knowledge of world geography. Emphasis will be on top-selling destinations. Instructor: Barbara Childs Kiker, CTA. 3 sessions, $80*

<table>
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<td>7-10 p.m.</td>
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**BUS-510 Computer Skills to Build Your Travel Business**
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 required. Preregistration: BUS-446: Travel Industry Basics and BUS-447: Geography required. (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $55*

<table>
<thead>
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</table>

**VETERINARY ASSISTANT & TRAINING**

**Continuing Education Certificate, Veterinary Assistant**
This 116 hour certificate program consists of five courses that include 44 hours of clinical training with live animals. Students must be 18 years of age and complete the Reading Comprehension Placement Test with a score of 65 or higher before registering for the first course. A Continuing Education Certificate in Veterinary Assistant will be awarded upon successful completion of the following courses:

- VET-313 Preparation for the Veterinary Assistant course series
- VET-300 Veterinary Assistant 1: Outpatient Care
- VET-301 Veterinary Assistant 2: Diagnostics and Pharmacy

**VET-313 Preparation for the Veterinary Assistant Training Course Series (Req)**
Brush up your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This new nine hour preliminary course is required for ALL students who wish to take the veterinary assistant series of courses. Topics include: Problem solving skills, written and verbal communication, math for medications, confidentiality, professionalism, ethics, classroom and clinical conduct. Activities and tests will be scored on a point system. Students will be required to have a cumulative score of 90-120 points to continue on to the Veterinary Assistant Courses series. Prerequisites: Students must be a minimum of 18 years of age before class starts and must successfully complete the Reading Comprehension Placement Test before registering for the first course. Pick up a Placement Test Referral from Continuing Education Desk in Bladen Hall Room-126. Prerequisites: VET-313, 3 sessions, $95*

<table>
<thead>
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Prince George’s community College ● Transforming Lives ● 301-336-6000 ● www.pgcc.edu
<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET-300 Veterinary Assistant, Part 1: Outpatient Care</td>
<td>3.0</td>
<td>Course consists of 21 classroom hours and 12 clinical hours. Topics covered include an overview of the veterinary field, office procedures, client relations, biology, and exam room procedures. The first course will include classroom competencies that must be successfully demonstrated prior to clinical placement. This training has been reviewed by the Maryland Veterinary Medical Association and Maryland Board of Veterinary Medical Examiners and approved and supported by the Maryland Veterinary Technician Association. Workbook included. Prerequisites: Students must be a minimum of 18 years of age before class starts and must successfully complete the Reading Comprehension Placement Test before registering for the first course. Pick up a Placement Test Referral from Continuing Education Desk in Bladen Hall Room-126.</td>
<td></td>
</tr>
<tr>
<td>VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy</td>
<td>2.7</td>
<td>This course is designed to provide veterinary assistants and those in entry level careers with an overview of laboratory procedures, pharmacy, radiology, and ultrasound imaging. Twelve clinical hours and workbook are included.</td>
<td></td>
</tr>
<tr>
<td>VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment</td>
<td>3.0</td>
<td>This course consists of 18 classroom hours and twelve clinical hours. Topics include inpatient care and clinical procedures. Workbook included.</td>
<td></td>
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<tr>
<td>VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care</td>
<td>2.6</td>
<td>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.</td>
<td></td>
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</tbody>
</table>

*Includes a $75 lab fee

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
WHAT IS ELEARNING@PGCC FOR NONCREDIT LEARNERS?
The Workforce Development and Continuing Education online delivery allows you to take noncredit courses for personal or professional development, update your skills, discover a new talent, or chart a career path at your convenience using your computer. If you have a difficult time attending classes because your schedule is full or changes constantly, consider enrolling in our online or hybrid/online courses. These courses allow you to study, complete assignments, and communicate with your instructor and fellow classmates from the convenience of your computer: at home, your office, or school.

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

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

WHAT DO I NEED TO DO TO GET READY?
You can use your Schedule of Classes to select courses you want to take. Make a note of:
- Course number and title
- Syn# (5-digit number)
- Online delivery format (ed2go, ProTrain, or Blackboard)

Then, check the Hardware and Software Requirements. You need access to a Pentium-class or Mac computer with at least 256 MB RAM and at least a 56k modem. 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 Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari. 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.
Go to the instructions for the online delivery format of your course (ed2go, ProTrain, or Blackboard).

ed2go
To Register for Online Courses That Use ed2go…
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.
- Register and pay, using the Registration Instructions found in this Schedule (page 4).
- If your course has no Section number, or if your course is NOT listed on Owl Link, then register and pay for the generic course with the appropriate Course Code Number, as follows: 57033 for Fall 2012 ed2go courses (courses beginning Sept.-Dec.).

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, please e-mail ed2go@pgcc.edu.

Registration and payment MUST be made by the start date of your ed2Go class. LATE registration is not allowed for classes at PGCC.

ProTrain
To Register for Online Courses That Use ProTrain…
1. Go to http://pgcc.theknowledgebase.org
2. Select a program area and then a course. You will be able to read a description of the course, including hours and price.
3. If you decide to take the course, contact Helen McClure at mcclurhr@pgcc.edu for enrollment instructions.

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

Blackboard (Bb)
To Register for Online Courses That Use Blackboard…
First, register and pay, using the Registration Instructions found in this Schedule (page 4). Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.

Then, activate your Owl Link account, which is needed for accessing your Blackboard online course.

GO! YOU’RE READY TO START YOUR COURSE!
On the start date of your course:
ed2go: At www.ed2go.com/pgcc, click the “Classroom” link and login to get started.

ProTrain: Login using the login information sent you by ProTrain.


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

WHAT IF I’M NOT REALLY TECHNICAL?
PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to log into your online classroom and how to navigate your online class. Individual orientation sessions can be conducted by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact the eLearning Services office by e-mail at eLearning@pgcc.edu or by phone at 301-322-0463. Please refer to the Noncredit Online-Learning website (www.pgcconline.com) for complete orientation information. For support for your online course, see the eLearning Services office.

Complete “Noncredit Online” instructions are available online at www.pgcconline.com.
## WHAT ARE NONCREDIT ONLINE

Students who are computer literate and have access to a computer and the Internet may want to consider taking online courses at Prince George's Community College (PGCC). Online courses can save you the time and expense of driving to campus and give you flexibility in time, location, and pace of study. The computer becomes the classroom. Students can work more independently and set their learning hours to fit their personal schedules. Students communicate with their instructor and fellow classmates via the Internet in password-protected online classrooms with access to e-mail, course content, chat, discussion board, and other course tools. Students can use their own computer at home or work or use a computer at the college’s computer center to conduct course communications. Noncredit online courses at PGCC are offered in three delivery formats: ed2go, ProTrain, or Blackboard. For more information, visit www.pgcconline.com, call 301-322-0463 or e-mail eLearning@pgcc.edu. To view the entire online ed2go course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc and “View Catalog.”

### ED2GO

#### ACCOUNTING & BOOKKEEPING

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
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<tbody>
<tr>
<td>Accounting</td>
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<tr>
<td>OFC-350 Accounting Fundamentals</td>
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<tr>
<td>Quickbooks</td>
<td>12</td>
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<tr>
<td>DPR-742 Introduction to Quickbooks 2010</td>
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#### BUSINESS & MANAGEMENT SKILLS

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<td>General Business Skills</td>
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<tr>
<td>OFC-346 Administrative Assistant Fundamentals</td>
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<tr>
<td>Management &amp; Supervisory Skills</td>
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<tr>
<td>OFC-322 Fundamentals of Supervision and Management: Part 1</td>
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<tr>
<td>Nonprofit Management</td>
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<td>MGT-649 Introduction to Nonprofit Management</td>
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<tr>
<td>VOL-332 A to Z Grant Writing</td>
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<td>Notary Public</td>
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<td>GEN-363 Advance Notarial Service</td>
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<td>Small Business</td>
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<td>BUS-355 Start and Operate Your Own Home-Based Business</td>
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<tr>
<td>BUS-438 Starting a Consulting Practice</td>
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#### COMPUTERS & INFORMATION TECHNOLOGY

**Computer Online Training**, page 26

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<tr>
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<th>Title</th>
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<tr>
<td>DPR-696</td>
<td>Introduction to PC Troubleshooting</td>
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<td>DPR-741</td>
<td>Introduction to Creating WordPress Web Sites</td>
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<td>DPR-517</td>
<td>Introduction to the Internet</td>
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<tr>
<td>DPR-431</td>
<td>Introduction to Networking</td>
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<td>DPR-591</td>
<td>Intermediate Networking</td>
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<tr>
<td>DPR-699</td>
<td>Introduction to Microsoft Word 2010</td>
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<td>DPR-514</td>
<td>Introduction to Linux</td>
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<td>DPR-451</td>
<td>Computer Skills for the Workplace</td>
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<td>DPR-744</td>
<td>Intermediate Microsoft Word 2010</td>
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<td>DPR-710</td>
<td>Introduction to Microsoft Excel 2010</td>
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<td>Introduction to Crystal Reports: Version 10</td>
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<td>DPR-461</td>
<td>Introduction to Oracle</td>
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<td>DPR-712</td>
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<td>DPR-479</td>
<td>C++ for the Absolute Beginner</td>
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<td>DPR-435</td>
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<td>DPR-485</td>
<td>Creating Web Pages</td>
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<td>Achieving Top Search Engine Positions</td>
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<td>DPR-725</td>
<td>Introduction to Flash CS5</td>
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<td>DPR-690</td>
<td>Introduction to Dreamweaver CS5</td>
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<td>Java for the Beginner DPR-651 Intermediate Java Programming</td>
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<td>Introduction to Perl Programming</td>
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<td>DPR-670</td>
<td>Introduction to PC Security</td>
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<td>DPR-672</td>
<td>Introduction to CSS and XHTML</td>
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<td>DPR-671</td>
<td>Advanced Personal Computers Security</td>
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<tr>
<td>DPR-746</td>
<td>Introduction to Microsoft Project 2010</td>
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<td>Introduction to Visual Basic 2008</td>
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#### CREATIVE & PERFORMANCE ARTS

**Creative Writing**, page 36

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SKB-326</td>
<td>Write Fiction Like a Pro</td>
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<tr>
<td>SKB-386</td>
<td>Keys to Effective Editing</td>
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<td>SKB-307</td>
<td>The Craft of Magazine Writing</td>
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<td>SKB-367</td>
<td>Writing Your Life’s Story</td>
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<td>SKB-403</td>
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<td>SKB-393</td>
<td>Beginner’s Guide to Getting Published</td>
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<td>SKB-448</td>
<td>Online Fiction Workshop Blackboard Class</td>
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#### ENRICHMENT & PERSONAL GROWTH

**Student Success**, page 46

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<tr>
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<tbody>
<tr>
<td>SKB-357</td>
<td>GRE Preparation, Course 1: Verbal</td>
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<td>SKB-358</td>
<td>GRE Preparation, Course 2: Quantitative</td>
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<td>SKB-361</td>
<td>LSAT Preparation: Course 1</td>
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<td>SKB-362</td>
<td>LSAT Preparation: Course 2</td>
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<td>ENR-542</td>
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### COMPUTER SCHEDULE

**ONLINE COURSES**

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<td>Beginning Writer’s workshop</td>
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<td>SKB-463</td>
<td>Writerific: Creativity Training for Writing</td>
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<tr>
<td>SKB-402</td>
<td>Writing for Children</td>
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<tr>
<td>Fine Arts Creativity</td>
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<tr>
<td>ART-345</td>
<td>Art and Drawing for the Absolute Beginner</td>
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<td>Performance Arts &amp; Music</td>
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<tr>
<td>MUS-339</td>
<td>Music Made Easy</td>
<td></td>
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<tr>
<td>Photography</td>
<td>39</td>
<td></td>
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<tr>
<td>CRE-349</td>
<td>Exploring Digital Photography: An Online Class</td>
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<tr>
<td>PhotoShop Elements 9 for the Digital Photographer</td>
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#### EARLY CHILDHOOD EDUCATION

**Childhood Education**, page 41

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<th>Title</th>
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<tbody>
<tr>
<td>DCR-328</td>
<td>Enhancing Language Development in Childhood</td>
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</tr>
<tr>
<td>DCR-529</td>
<td>Teaching Pre-School: A Year of Inspiring Lessons</td>
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#### EDUCATION TEACHER TRAINING

**Teacher Training**, page 44

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>SKB-416</td>
<td>Survival Kit for New Teachers</td>
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<tr>
<td>SKB-417</td>
<td>The Creative Classroom</td>
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<tr>
<td>SKB-431</td>
<td>Strategies for Teaching Students with Autism</td>
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<tr>
<td>SKB-475</td>
<td>Creating the Inclusive Classroom</td>
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<td>SKB-476</td>
<td>Solving Classroom Discipline Problems</td>
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<td>SKB-477</td>
<td>Solving Classroom Discipline Problems 2</td>
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<td>SKB-478</td>
<td>Teaching Students with ADHD</td>
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<td>Creating a Classroom Website</td>
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#### ENGLISH & WRITING SKILLS

**English**, page 44

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<tbody>
<tr>
<td>OFC-347</td>
<td>Grammar Refresher</td>
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<tr>
<td>OFC-349</td>
<td>Keys to Effective Communication</td>
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#### WRITING

**Writing**, page 45

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<tbody>
<tr>
<td>OFC-321</td>
<td>Effective Business Writing</td>
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<tr>
<td>OFC-358</td>
<td>Fundamentals of Technical Writing</td>
<td></td>
</tr>
<tr>
<td>SKB-462</td>
<td>Writing Essentials</td>
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</tr>
</tbody>
</table>

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

**Class:** First Notary Public Day  
**Guest Speaker:** Secretary of State, The Honorable John P. McDonough  
**Date:** November 17, 2012  
**Time:** 9:00 a.m. - 12:30 p.m.  
**Registration:** 8:30 a.m.  
**Cost:** Free

Maryland’s First Notary Public Day will be held on November 17, 2012 at Prince George’s Community College. The Guest Speaker will be the Honorable John P. McDonough, Maryland Secretary of State. Six 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 2012 National Notary Association held in San Diego, California, will be shared.

For additional information and to register, visit www.wrightnotarypublicnews.com or call Mary Jane Shearer, Prince George’s Community College program coordinator, at 301-322-0797.
NONCREDIT SCHEDULE

NOTE: To see the dates and synonym numbers and online delivery format of the courses, turn to the appropriate section in this Schedule.

WHAT ARE NONCREDIT HYBRID/ONLINE COURSES?

A Hybrid/Online course combines classroom meetings and online instruction. Students enrolled in a Hybrid/Online course come to campus at scheduled times during the semester to meet face-to-face with their professor and fellow students. Other course work, assignments and discussions are accomplished through the internet. Students interact online to receive information about assignments, submit homework, participate in class discussions and conduct research. Noncredit hybrid/online courses at Prince George’s Community College are offered using the Blackboard delivery format. For class times and locations, see the course schedule.

BLACKBOARD

Business & Management Skills

Property Management, page 17
RES-333 Introduction to Residential Property Management

Early Childhood Education

Childhood Education, page 41
DCR-303 Child Growth and Development: 45 Hours
DCR-304 Curriculum/Activities: 45 Hours
DCR-315 Infant and Toddler: 45 Hours
DCR-456 School-Age Curriculum Development: 45 Hours
DCR-466 Child Care Administration for Directors

Additional ed2go Courses: Fall 2012
Prince George’s Community College offers many more online courses using the ed2go delivery format than can be listed with their descriptions in the Schedule. Here are just some of the titles of more online courses that may interest you. If you see one that you like—or want to see more—then visit www.ed2go.com/pgcc and “View Catalog.”

Advanced Microsoft Excel 2007
Performing Payroll in QuickBooks 2009 (US)
QuickBooks 2010 for Contractors (US)
Where Does All My Money Go? (US)
Administrative Assistant Applications
Fundamentals of Supervision and Management II
Introduction to Business Analysis
Mastery of Business Fundamentals
Total Quality Fundamentals
Becoming a Grant Writing Consultant (US)
Achieving Success with Difficult People
Employment Law Fundamentals (US)
Supply Chain Management Fundamentals
Marketing Your Nonprofit
Wow, What a Great Event!
Project Management Fundamentals
Intermediate Microsoft Access 2003
Professional Sales Skills
Start Your Own Gift Basket Business
Secrets of the Caterer
Development: 45 Hours
Intermediate Dreamweaver CS4 (US)
Introduction to Illustrator CS4
Introduction to Photoshop CS4
Photoshop CS5 for the Digital Photographer II
Photoshop Elements 8 for the Digital Photographer
Intermediate Microsoft Word 2007

Introduction to Microsoft Outlook 2007
Introduction to CorelDRAW X5
Introduction to InDesign CS4
Introduction to Natural Health and Healing
Advanced Fiction Writing
Research Methods for Writers
Writing for ESL
Travel Photography for the Digital Photographer
Conversational Japanese
Grammar for ESL (US)
Spanish for Law Enforcement
Speed Spanish II
Teaching ESL/EFL Reading
Introduction to Criminal Law (US)
Empowering Students With Disabilities
Homeschool With Success (US)
Singapore Math Strategies: Model Drawing for Grades 1-6
Understanding Adolescents
Twelve Steps to a Successful Job Search
Merrill Ream Speed Reading
Microsoft PowerPoint 2007 in the Classroom
Using the Internet in the Classroom
Guided Reading: Strategies for the Differentiated Classroom
Teaching Smarter With SMART Boards
Introduction to Microsoft Expression Web
Intermediate Visual Basic 2008
Introduction to Ruby Programming
Wireless Networking

So many online courses, we couldn’t list them all!

To view the entire online ed2go course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc and click “View Catalog.”

You can look at the entire list of courses or search for a topic that interests you. Read descriptions of the courses, see their start dates, and learn their prices.

We’ve got something to interest everyone!

More Online Courses!

We have numerous courses in many different areas, including:

Accounting & Finance
Business
College Readiness
Computer Applications
Design & Composition
Health Care & Medical

Language & Arts
Law & Legal
Personal Development
Teaching & Education
Technology
Writing & Publishing

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 main campus. Students may register in person for any course at most locations. A degree center offers courses that allow students to complete requirements toward a degree.

DEGREE CENTERS

Joint Base Andrews
1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-322-0778 or 301-981-5949
See the Joint Base Andrews section (page 79) for course listings.

Laurel College Center
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
See the Laurel College Center section (pages 77-78) for course listings.

University Town Center
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-277-5934.
See University Town Center (page 79) for course listings.

EXTENSION CENTERS

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-322-0894
Fax: 301-322-0898
(No registration or advisement is offered at this location.)

Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
For more information, call 301-322-0964.
(No registration or advisement is offered at this location.)

ADDITIONAL LOCATIONS

Culinary Arts Program
John E. Howard Community Center
4400 Shell Street
Capitol Heights, MD 20743
For more information, call 301-341-3027.

Law Library, Upper Marlboro
Prince George’s County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
For more information, call 301-322-0785.
NONCREDIT SCHEDULE

LAUREL COLLEGE CENTER

www.laurelcollegecenter.org
A Partnership of Prince George’s and Howard Community College
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: Monday-Thursday: 8:30 a.m.–8:00 p.m. and Friday: 8:30 a.m.–4:30 p.m.
The Laurel College Center (LCC) resulted from a unique joint effort between Prince George’s
Community College and Howard Community College to make higher education and con-
tinuing education more accessible to the resi-
dents 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, aca-
demic 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 Quicklinks drop-down menu. Click on
the “Workforce Development & Continuing
Education Students” box. Then, click on
“Register for Noncredit course”. Follow
instructions to register and pay for your class.
You are not registered in any of your classes
until you submit payment. If you have ques-
tions during any part of the registration pro-
cess, click on “Help”.

INFORMATION PAYMENT
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 registra-
tion fee of $7 each semester will be
added to your bill (regardless of the
number of courses you are taking).

• Senior citizens and students retired on
disability will be charged a $50
registration fee per term.

• Also, non-Prince George’s County
residents are charged an additional fee
when they register through PGCC (Other
MD county: $5 per course; DC/Out-of-
state: $10 per course).

You may use the following payment methods:

• Cash-only at the home
campus (not LCC)
• Personal check
• Credit card (MasterCard,
Visa or Discover)
• Money order
• Employer voucher or purchase order
• Properly documented financial aid
or scholarship

GENERAL INFORMATION

Websites

Prince George’s Community College
www.pgcc.edu
Laurel College Center
www.laurelcollegecenter.org

Room Locations
Classroom assignments will be posted in Suite
205 and at the elevator on the 2nd, 3rd,
4th and 5th 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 informa-
tion is listed with the course description.
You can order textbooks online by accessing
www.pgccbookstore.com. You also may
call 301-322-0912 to order textbooks. Have
the reference number of the course ready
when you call or access the website. Online
or phone purchase requires a credit card.
You can request to have your textbook sent
directly to the Laurel College Center for pick-
up. If you are registering late or would prefer
to purchase your books in-person, call
301-322-0912 for bookstore information.

Noncredit Refund Policy
In the event you need to withdraw from
a course, check with the college where you
registered to determine its specific refund
policy and procedures.

Eligibility
Noncredit courses are open to all students
16 years of age and older, unless the course
is specially designed for a limited age group.
There are no educational prerequisites for
most noncredit courses.

Tuition Waiver
Senior Citizens Who Are 60 Years Or Older
Maryland residents are exempt from the
payment of tuition for courses for which
state funding is received; in addition, they
are exempt from payment of such charges
as instructional services fees, but not registra-

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
fees and special instructional fees. Waivers only apply to courses with an asterisk next to the tuition. The asterisk (*) indicates courses for which state funds are received. It should be noted that, notwithstanding the provisions for above exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students. Business & Management Skills.

**Event Planning, page 13**
- BUS-422  Conference Planning Management
- BUS-460  The Site Selection Process
- BUS-410  Starting Your Meeting Planning Company
- BUS-371  Marketing Your Meetings and Exhibits
- BUS-307  Developing Sponsorship Opportunities
- BUS-466  Crash Course in Event Planning
- BUS-516  Parties for Every Occasion
- BUS-532  When to Use Museums, Historic Sites/Buildings and Private Venues

**Government Service, page 14**
- BUS-354  Contract Opportunities in the State and County

**Management & Supervisory Skills, page 15**
- MGT-729  Conflict Resolution in the Multi-Cultural Workplace

**Non-Profit Management, page 16**
- BUS-464  How to Create a Women's Organization

**Notary Public, page 16**
- GEN-339  Applied Notary Practices and Procedures

**Small Business, page 16**
- BUS-418  Business Plan: Blueprint for Success
- BUS-414  Legal Issues for Business Owners
- BUS-440  Marketing Strategies for Today and Tomorrow
- BUS-411  Financial Aspects of Your Business
- BUS-427  Accounting and Recordkeeping for Small Business
- BUS-435  Basic Federal Tax Information for Small Businesses
- BUS-511  Business Formation Basics
- BUS-386  Copyrights, Trademarks, Trade Secrets and Licensing
- BUS-479  Establishing a Consulting Practice
- BUS-541  Visibility (V+C=P)
- BUS-557  Secrets to Finding the Right Franchise for You

**COMPUTERS & INFORMATION TECHNOLOGY**

**Keyboarding, page 21**
- OFC-314  Introduction to Keyboarding

**Beginners, page 21**
- DPR-436  Working with Windows

**MS-Office, page 22**
- DPR-470  Introduction to Microsoft-Excel: Version 2010

**CONSTRUCTION MANAGEMENT**

**Management Construction, page 30**
- CST-383  Construction Estimating 1

**CREATIVE PERFORMING ARTS**

**Fine Arts Creativity, page 37**
- ART-311  Drawing 1
- ART-312  Watercolor: Landscapes
- ART-391  Studio Time
- ART-393  Beginning Sculpture
- ART-394  Art Target for Success-Vision Board
- ART-395  Doodling

**Performing Arts & Music, page 38**
- COM-347  Voiceovers: Such a Voice

**Photography, page 39**
- CRE-383  Digital Camera Basics Workshop

**ENGLISH & WRITING SKILLS**

**English, page 44**
- ENR-548  Present Your Best You

**ENRICHMENT & PERSONAL GROWTH**

**Lifestyle, page 46**
- ENR-437  Fit and Fabulous in 15 Minutes
- ENR-375  Develop Your Psychic Ability
- ENR-427  Past Life Regression and Future Life Progression
- ENR-362  Interpreting Your Dreams
- ENR-520  Introduction to Reiki Energy Healing
- ENR-547  Manifesting Love
- ENR-549  Bringing U.S. Diplomacy into the 21st Century

**Personal Finance, page 47**
- FIN-307  Fundamentals of Investing
- FIN-405  Fundamentals of Retirement Planning

**HEALTH CARE SUPPORT**

**Nursing Assistant, page 51**
- HES-544  Certified Nursing Assistant: Theory

**HOME & GARDEN**

**Floral, page 55**
- OCU-377  Advanced Seasonal and Event Designs

**Gardening, page 55**
- HRT-309  Cool Season Vegetable Crops
- HRT-310  Lawn Care
- HRT-330  Backyard Composting

**Home Interior, page 56**
- ENR-460  Interior Decorating Basics
- ENR-440  Colorful Home Environments
- ENR-356  Feng Shui Basics
- ENR-523  Simplifying Using Feng Shui
- ENR-514  Home Staging: The Key to Selling a Home for Top Dollar
- ENR-531  Arranging and Hanging Artwork

**HOSPITALITY**

**Food Service, page 57**
- HSM-712  Wine of Maryland

**LANGUAGE COMMUNICATION**

**American Sign Language (ASL), page 60**
- COM-325  Sign Language 1

**Conversational Foreign Language, page 61**
- LGE-307 Beginning French

**NUTRITION**

**Nutrition & Diabetes, page 62**
- ENR-544  Herbal Tea Blending for Personal Health
**REAL ESTATE & INSURANCE**

Real Estate Appraisal, page 64
RES-403  Appraisal Principles and Procedures
RES-400  Real Estate: Appraisal Standards and Ethics
RES-404  Appraisal Practices and Analysis: Part 1

**COMML DRIVER LIC: CLASS A & B**

CDL-315  Commercial Driver License: Learner’s Permit Preparation

**JOINT BASE ANDREWS**

Building 1413, Arkansas Road
Joint Base Andrews, MD 20762
301-322-0778 or 301-981-5949

Prince George’s Community College at Andrews is a safe, convenient location for those living in the southern part of Prince George’s County. Located on Joint Base Andrews since 1972, the college offers a full range of services, such as admission, placement testing, registration and academic advising, and at least 40-50 course offerings each fall and spring semester. Classes are small and personal. Civilians can easily access the base through the Visitor Center just outside the main gate off Allentown Road, although approximately 65% of Prince George’s Community College students on Andrews have a military ID.

**SKILLED TRADES CENTER**

6400 Old Branch Avenue
Camp Springs, MD 20748
301-322-0894

Launched in January 2007, Prince George's Community College is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

**CONSTRUCTION MANAGEMENT**

Building Engineer, page 31
OCU-404  Building Maintenance Engineer: Level 1
OCU-402  Building Maintenance Engineer: Level 2
HVAC, page 33
HVC-300  Introduction to HVAC/R Level 1: Part 1
HVC-331  HVAC/R Level 1: Part 2
HVC-335  HVAC/R Level 2: Part 2
Residential Maintenance, page 34
OCU-354  Drywall: Installation and Repair
OCU-409  Ceramic Tile Installation and Repair
Residential Wiring, page 35
OCU-329  Electrical Repair: Basic
SkillsUniversity Town Center

**UNIVERSITY TOWN CENTER**

6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
301-277-5934

Office Hours: Monday–Thursday, 8:30 a.m.–4:30 p.m. and Friday, 8:30 a.m.–4 p.m.

Additionally, students will experience a unique opportunity to train in all three phases of construction including residential, industrial and commercial. The training center is a collaboration between PGCC and Mid-Atlantic Carpenters Training Centers (MACTC), which is sharing the training responsibilities with the college.

**CONSTRUCTION MANAGEMENT**

Building Maintenance Engineer, page 31
OCU-402  Building Maintenance Engineer: Level 1

**HOSPITALITY**

Management, Hospitality, page 58
HSM-651  Introduction to the Hospitality Industry

**LANGUAGE COMMUNICATION**

Coversational Foreign Language, page 41
LGE-370  Introduction to Spanish: Part 1

**WESTPHALIA TRAINING CENTER**

9109 Westphalia Road
Upper Marlboro, MD 20774
301-322-0964

Office Hours: Monday–Thursday, 8:30 a.m.–4:30 p.m. and Friday, 8:30 a.m.–4 p.m.

Prince George’s Community College has opened a new training center, located at 9109 Westphalia Road in Upper Marlboro, to educate and train workers for in-demand jobs. Operated by the college’s Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides classroom training in construction and to performance-based training within each classroom.

Launched in January 2007, Prince George’s Community College is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
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<td>KEY-304</td>
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<td>OCU-411</td>
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<td><strong>Residential Wiring, page 34</strong></td>
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<td>ELC-301</td>
<td>Electrical: Level 1</td>
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<td>ELC-308</td>
<td>Residential Wiring: Part 1</td>
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<tr>
<td>ELC-311</td>
<td>Residential Wiring, Level 1: Part 2</td>
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| **Cosmetology**            |           |
| **Make-Up Artistry, page 36** |         |
| OCU-422                    | Introduction to Make-Up Artistry |
| **Personal Braiding, page 36** |         |
| OCU-435                    | Hair Braiding Techniques for Home Practice |
| **Professional Braiding, page 36** |       |
| OCU-430                    | Professional Braiding: Level 1 |
| OCU-431                    | Professional Braiding: Level 2 |
| OCU-433                    | Professional Braiding: Level 4 |

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

| **Green Training**         |           |
| **Green Environment, page 49** |         |
| GRN-327                    | LEED Green Associate Exam Preparation |

| **Transportation & Distribution** |           |
| **Automotive Technology, page 65** |         |
| OCC-301                     | Auto Technician: Basic Theory |
| OCC-324                     | Auto Technician: Brake Systems |
| OCC-336                     | Auto Technician: Engine Performance |
| OCC-400                     | Auto Technician: Electrical Systems |
| OCC-437                     | Auto Technician: Diesel Engine Theory & Maintenance |
| OCC-436                     | Auto Technician: Tools and Their Uses |

| **Forklift, page 67**       |           |
| HEO-305                     | OSHA Forklift Operator Certification |

| **Motorcycle Mechanics, page 69** |         |
| OCC-376                     | Motorcycle Mechanics & Repair |

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Tune in to Transforming Lives at Prince George’s Community College

Mondays at 11 a.m.
www.blogtalkradio.com/transforming-lives
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
Work in the Healthcare Field

Train for a rewarding career in the healthcare field. Prince George’s Community College has short-term offerings.

Certified Assisted Living Manager
Certified Medicine Aide
Certified Nursing Assistant/Geriatric Nursing Assistant
Dental Assistant
Emergency Medical Technician
Medical Billing
Medical Office Assistant
Pharmacy Technician
Phlebotomy Technician
Veterinary Assistant

Visit our website at www.pgcc.edu or e-mail WDCEhealthcare@pgcc.edu for more information.

Workforce Development and Continuing Education
Prince George’s Community College
## NONCREDIT SCHEDULE

### WDCE COURSES AND PROGRAMS

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<td>Acting and Entertainment Arts</td>
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<td>Adult Education</td>
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<td>Assisted Living Manager</td>
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<td>Automotive Service Technology</td>
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<td>Building Maintenance Engineer</td>
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<td>Carpentry</td>
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<td>Case Manager/Delegating Nurse in Assisted Living</td>
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<td>Certified Nursing Assistant</td>
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<td>Cisco Certified Networking Associate (CCNA)</td>
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<td>Computer-Aided Drafting</td>
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<td>Computer Training</td>
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<td>Help Desk Technology</td>
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<td>Human Resource Management (SHRM Certification)</td>
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<td>Lifted Guard Certification</td>
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<td>Locksmithing/Security</td>
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<td>Pharmacy Technician</td>
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<td>Phlebotomy Technician</td>
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<td>Principles of Adult Education</td>
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<td>Real Estate Appraisal</td>
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<td>Small Business/Entrepreneur</td>
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<td>Swimming Pool Operator’s License</td>
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
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 seven colleges and universities offering 14 degrees and more than 100 courses right in your own back yard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including the traditional classroom, online, and evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including:

- Business and Entrepreneurship
- Certified Nursing Assistant
- Computers and Information Technology
- Child Care
- Government Contracting
- Arts, Crafts & 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

Get Ahead in Life.

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

**Student ID (if known)**

**Application Date**

**Semester**

- Year: 
- Fall
- Spring
- Summer

**Name**

- Last: 
- First: 
- Middle Init.: 

**Address**

- Zip: 
- Street: 

**Telephone**

- Home: 
- Cell: 
- Work: 

**Identification #s**

- Soc. Sec. No.: (opt) 
- D.O.B.: (req) 

**Ethnicity/Gender**

- Native American
- Black/African American
- White
- Multiple
- Gender (M/F)

- Asian
- Hispanic
- Pacific Islander
- Other

**Student Type**

- Standard, No Exemptions (STAND)
- No Exemptions
- College Employee (EMPL)
- Active Military In-county (ADMLC)
- Retired & Disabled (REDIS)
- Employee Dependant (DEP)
- Active Military In-state (ADMLS)

**Resident Status**

- Prince George's County (PGCO)
- Out of County in MD (OUTCO)
- Out of State (OUTST)

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**Course**

- (Letter)
- (Number)
- Synonym #
- (Section)
- Start Date
- (mm)
- (dd)
- Tuition
- $ 

- (Letter)
- (Number)
- Synonym #
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- Tuition
- $ 

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A registration fee of $7 will be assessed to every standard student each term. The fee will allow the individual to register for one or more noncredit courses during the term. The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County or Maryland residents. Additional course fees may be required. Please see the Schedule of Noncredit Classes for details.

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

---

**E-mail**

**Student Signature**

**Date**

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**OFFICE USE ONLY**

- Date
- Processed by
RESIDENTIAL DELIVERY

REGISTER NOW OR VISIT WWW.PGCC.EDU

CALL 301-336-6000