CONTINUING EDUCATION CLASSES

Job Skills Training
Personal Enrichment
Workforce Development

WINTER 2014
Transform YOUR LIFE.

AFFORDABLE • CONVENIENT • FLEXIBLE

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

Register today!

Affordable • Convenient • Flexible

Ongoing enrollment and varying start dates throughout the winter.

PGCC.edu • 301-336-6000

130+ Degree & Certificate Programs
1,600+ Course Offerings
40,000+ Students Served Yearly
1. Kent Hall
   Administration
   Workforce Development and Continuing Education
   Human Resources

2. Accokeek Hall
   eLearning Services
   Library

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

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

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

6. Chesapeake Hall

7. Lanham Hall
   International Education Center
   Service Learning

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

9. Queen Anne Fine Arts
   Hallam Theatre

10. Novak Field House

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

12. Continuing Education Building (classrooms only)

13. Steel Building

14. Annex A

15. Facilities Management Building
    Campus Police

16. Track/Practice Soccer Field

17. Golf Range

18. Tennis Courts

19. Racquetball Courts

20. Auto Bay

21. Warehouse

22. Baseball Diamond

23. Softball Diamond

24. Picnic Grove

25. Temporaries 1 and 2

26. Temporary Services Building TS

27. Temporary Offices Building TO

28. Temporary Classrooms Building TZ

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

30. Center for Health Studies
    Marvelous Market

31. Temporary 3

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

## Largo Campus Map

### Parking Lots
- **A–H**: Students
- **Staff**: Staff & Faculty only
- **V**: Visitors only
- **Handicapped only**

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

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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

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

II. Select the Workforce Development & Cont. Ed. Students menu again.

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

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

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

RETURNING STUDENTS

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

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

II. Once you have successfully logged in to Owl Link, select the Workforce Development & Cont. Ed. Students menu.

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

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

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

REGISTER IN PERSON

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

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

REGISTER BY MAIL

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

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

All mail-in registrations should be postmarked two weeks in advance of the class start date.
continuing education certificate in building maintenance engineer

a certificate of completion as a building maintenance engineer i is awarded upon completion of:

• ocu-322 building maintenance engineer, level 1
• ocu-324 building maintenance engineer, level 2

ocu-327 overview of industrial maintenance careers

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

1 session, $99* plus $10 materials fee

ocu-322 building maintenance engineer, level 1

this course introduces the basic knowledge needed for an entry-level position in building maintenance. this course will provide an overview of hand tools, estimating cost and materials, building structure, materials, fasteners and safety and preventive maintenance procedures. textbook required. instructor: tyrone talton.

4.2 ceus

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

what you need to know to get started

1. select the course you want to take from among those listed in this schedule of noncredit classes. for example: ocu-322.

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

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

4. now, you’re ready to register!

how to find your largo campus classroom

a few days before your class is scheduled to begin, you can use owl link to find the location of your class on the largo campus.

1. go to www.pgcc.edu.

2. select “owl link” at the top of the screen.

3. click on “workforce development & cont. ed. students.” click on “search cont. ed. classes.”

4. enter the course number and syn # for your section. for example: fin-345-05967.

5. click submit and the largo building and classroom will be displayed.

find your classroom in person by visiting bladen hall, room 126, monday–thursday from 8:30 a.m.–7 p.m. or, friday 8:30 a.m.–4 p.m. or marlboro hall, room 1095, saturday from 8 a.m.–4 p.m.

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

TUITION (SUBJECT TO CHANGE)

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

TUITION WAIVER

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

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

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.

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

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

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

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.

FEES (SUBJECT TO CHANGE)

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

Senior citizens will be charged a $50 registration fee per term. The $50 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition.

A senior citizen who enrolls in a $25 course that is marked with an asterisk is still responsible for the $50 registration fee.

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

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

Registration fees are nonrefundable. If, however, the college cancels all of the courses in which the student was enrolled during a given term, the terms for which a registration fee will be assessed are the following:

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
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</tr>
<tr>
<td>Fall</td>
<td>Aug. 27–Dec. 31</td>
</tr>
</tbody>
</table>

VETERANS UPWARD BOUND

Transforming the lives of veterans.

Program Overview
Veterans Upward Bound is a TRiO program at Prince George’s Community College that provides short-term remedial and refresher courses for veterans who have delayed pursuing a post-secondary education.

Veterans Upward Bound Focus

• Core competencies and refresher courses
  (mathematics, English, science, basic computer skills, foreign language)
• Career exploration
• Computer literacy
• Wellness seminars and workshops
• Course registration assistance
• Individualized academic assessments
• Educational, social, and cultural activities
• Free weekly academic tutoring
• Academic counseling

To learn more, call 301-322-0576 or visit www.pgcc.edu/go/veteransupwardbound.

All TRI programs are funded by the U.S. Department of Education.
PAYMENT INFORMATION

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

EMPLOYER-PAID TUITION/PURCHASE ORDERS

If your employer is paying your tuition:

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

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

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

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

RETURNED CHECKS

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

If the college receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition. No certificates will be issued until the indebtedness has been paid.

REFUNDS

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

OWL ALERT

REGISTER NOW

Sign up for this FREE emergency text messaging and e-mail notification system called Owl Alert. Be among the first to learn of college closings.

Visit www.pgccc.edu/go/owlalert

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

WINTER 2014

ELIGIBILITY

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

CANCELLATION OF CLASSES

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

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

ROOM ASSIGNMENTS AND CHANGES

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

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

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

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

BOOKSTORE

The 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.pgcccbookstore.com.

Hours: Mon.–Thurs. 9 a.m.–5 p.m.
Fri. 9 a.m.–4 p.m.

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

HOLIDAYS

Courses will not be scheduled on the following dates:

Oct. 28        College Enrichment Day
(except LCC)
Nov. 26-30     Thanksgiving Day
Dec. 20-Jan. 3 Winter Break

COLLEGE CLOSINGS

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

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

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

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

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

NONDISCRIMINATION INFORMATION

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

TITLE IX

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

STUDENT RIGHT TO KNOW ACT

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

ANNUAL SECURITY REPORT

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

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

FERPA

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

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

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.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Prince George’s Community College has been identified by the American Association of Community Colleges as a Servicemembers Opportunity College (SOC) providing educational assistance to active-duty service members. Call 301-322-0820 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 uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-322-0845.
ALUMNI ASSOCIATION

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

DISABLED STUDENTS

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

ACCESSIBLE TRANSPORTATION

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

DISCLAIMER

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

1. ABAR—Authentic Bartending School
   5124 B Baltimore Avenue
   Hyattsville, MD 20781

2. AYT1—AYT Institute
   5700 Kirby Road
   Clinton, MD 20735

3. AYT3—AYT Auto Clinic
   15005 Marlboro Pike
   Upper Marlboro MD 20772

4. BLHS—Bladensburg High School
   4200 57th Ave.
   Bladensburg, MD 20710

5. CHCF—Cherry Hill Composting Facility
   9330 Cherry Hill Road
   College Park, MD 20740

6. CRHS—Crossland High School
   6901 Temple Hills Road
   Temple Hills, MD 20748

7. ECOF—City Farm
   4913 Crittenden Street
   Edmonston, MD 20781

8. FTWM—Fort Washington Marina
   13600 King Charles Terrace
   Ft. Washington, MD 20744

9. GTSV—Greenbelt Travel Services
   6411 Ivy Lane
   Greenbelt, MD 20770

10. HVSV—Hyattsville Vacuum Service
    5221 Baltimore Ave. (Rt. 1)
    Hyattsville, MD 20782

11. JHES—John Eager Howard Elementary School
    4400 Shell Street
    Capital Heights, MD 20743

12. LCC—Laurel College Center
    312 Marshall Avenue
    Laurel, MD 20707

13. LDS—Linnel Driving School
    1811 Bright Seat Road
    Landover, MD 20785

14. Northwestern High School
    7000 Adelphi Road
    Hyattsville MD 20782

15. QBLI—Q-Ball
    7945 Central Avenue
    Capital Heights, MD 20743

16. SAM—Services Academy of MD
    741 Cady Drive
    Ft. Washington, MD 20744

17. SHS—Suitland High School
    5200 Silver Hill Road
    District Heights, MD 20747

18. STC—Skilled Trades Center
    (evenings only)
    6400 Old Branch Avenue
    Camp Springs, MD 20748

19. UMD—School of Public Health
    Building 255
    College Park, MD 20742

20. UPHI—U-Photo
    5005 Garrett Avenue
    Beltsville, MD 20705

21. UTC—University Town Center
    6505 Belcrest Road
    Hyattsville, MD 20782

22. WTC—Westphalia Training Center
    9109 Westphalia Road
    Upper Marlboro, MD 20774
### Academic Advising
**301-322-0150**  
**Bladen Hall, Room 124**  
Academic advising, placement test interpretation. You must be present one hour before closing for full service.

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

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

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

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

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

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

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

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

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

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

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

**Regular Hours**  
- Mon.-Fri. 9 a.m.-5 p.m.

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

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

### General Information/Directory Assistance
**301-336-6000**

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

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

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

### Library/Media Center
**301-322-0105**  
**Accokeek Hall**

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

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

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

### Police (Campus)
**301-322-0666**

**Regular Hours**  
Open 24 hours: Seven days a week.

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

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

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

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

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

**Regular Hours**  
- Mon.-Thurs. 8:30 a.m.-7 p.m.  
- Fri. 8:30 a.m.-4 p.m.

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

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

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

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

### Other Numbers not Listed
**301-336-6000**

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

ACCOUNTING

OFC-354 Accounting Fundamentals: Part 2 2.4 CEUs

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

83659 WF 10/5–12/5 online E2GO
83663 WF 11/2–1/2 online E2GO
83664 WF 12/10–1/30 online E2GO
86909 WF 1/21–3/13 online E2GO

OFC-343 Accounting for Managers: Part 3 1.5 CEUs

The last in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports as part of the process. Topics include the cash flow statement, generally accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1100. Prerequisite: OFC-342. Text required.

5 sessions, $150*

QUICKBOOKS

OFC-345 QuickBooks: Part 3 1.5 CEUs

Students will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required using the QuickBooks application. Students must take QuickBooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Text required.

5 sessions, $150*

DPR-797 Introduction to QuickBooks 2014 2.4 CEUs

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

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

AGRICULTURE

Certification Preparation, Urban Watershed Restoration Program—Contractor Training
The course will provide instruction and guidance to existing and potential contractors on how to become a designated County-based business with the County’s Office of Central Services. This program is focused on training professional landscape company owners and supervisors on the construction of non-structural Low Impact Development (LID) storm water management techniques. Rebates are available to commercial, residential, non-profit and faith-based property owners in the County who install and maintain rain gardens, permeable pavements, rain barrels and other practices by themselves or by using a contractor. The class will include lectures from national experts, site visits and self-directed studies. Prince George’s County Government will provide property owners who are interested in the Rebate Program with a list of certificate holders and their contract information.

For More Information
• Dr. Nancie Park
• 301-322-0746 or 301-277-5934, ext 340
• parknx@pgcc.edu

FARMING

AGR-305 Crop Planning and Analysis
Join this course to go deeper into farming by developing the skill of crop planning and analysis that is fundamental to achieving your goals in the garden. Learn about the kinds of records you should keep year-round, ways to analyze those records, and using that analysis to produce a crop plan that meets your goals. It is never too late or too early to begin organizing your operation for future seasons. We will review a variety of approaches and software to fit your situation and needs. 1 session, $150 (includes a $120 lab fee)

AQUATICS

Learn to Swim information is available from the Robert I. Bickford Natatorium:
• www.pgcc.edu/go/swim
• 301-322-0979
Flyers are available at the Natatorium.
BUSINESS AND MANAGEMENT SKILLS

EVENT PLANNING

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

For More Information
• 301-322-0797

BUS-416 The Wedding Coordinator
0.6 CEU
Are you organized, creative, and love to work with people? Then you may consider the field of wedding planning. Here is an opportunity to learn how to get started in this popular career. In this class, learn the basics for becoming a wedding planner or even starting your own wedding planner company. Topics will include: the role of the wedding planner; the skill level of the planner setting fees and contracts; tools for success; and marketing to the bride and groom. Instructor: Shelby Tuck-Horton, MD/DC State planner, Association of Bridal Consultants, The Best of “The Knot” for 2007 and 2008, Washington’s Bride and Groom Best Wedding Vendor 2009. 1 session, $60*

87006 S 1/24–1/24 9 a.m.–4 p.m. Largo

BUS-444 Wedding Coordinator: Part 2
0.6 CEU
As a wedding planner, it is your job to minimize stress and maximize every opportunity possible for the bride and groom to have the wedding of their dreams. So in this class, the focus will be on working with the bride, groom and vendors. Learn how to establish a realistic wedding budget. Select vendors and service providers: develop working relationships with vendors; and design a wedding. Instructor: Shelby Tuck-Horton, MD/DC State Planner, Association of Bridal Consultants, and The Best of “The Knot” for 2007 and 2008, Washington’s Bride Best Wedding Vendor 2009. 1 session, $60*

87007 S 2/7–2/7 9 a.m.–4 p.m. Largo

BUS-460 The Site Selection Process
Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. 1 session, $30

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

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

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

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

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

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

For More Information
• 301-322-0797

For More Information
• 301-322-0797
BUS-516 Parties for Every Occasion
This course demonstrates how to plan colorful and fun filled parties and highlights several party styles, touching on most walks of life. To guarantee planning success, “party time” is a guide on using proven best practices for children’s parties, holiday gatherings, themed festivities, destination affairs, cocktail and dinner receptions and many other socials. Instructor: Jennifer Saul. 1 session, $30

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

BUS-572 Event Design and Production
Designing an event is your opportunity to put the WOW! in your events. Learn how to engage your attendances’ five senses while creating a one-of-a-kind design within budget. Creating a fabulous design is only one aspect of the event; learn how to coordinate and produce a flawless event utilizing timelines and production schedules. Coordinating logistics and layout, while keeping event type and guest top-of-mind, will be discussed. Instructor: Yvonne Lowe. 1 session, $55

BUS-525 Table Etiquette for the Event Planner
A comparative look at ways of implementing traditional tabletop rules in our modern society. This course will cover the basics of table etiquette from linens to china, silver, crystal and table decor. This course will also give you a few etiquette points that may come in handy at your next dinner event. Instructor: Jennifer Saul. 1 session, $30

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

BUS-549 Not-For-Profit Fundraisers/Events
Develop the key steps for earning profit from fundraisers/events. Learn how to effectively and efficiently produce, run, and manage an event from a not-for-profit outlook. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations. Instructor Sharan Nixon 1 session, $30

BUS-568 Government Contracting
This practical course will show the small business, government and nonprofit organizations, and how to submit a successful proposal. Wolves and/and in-kind donations. Instructor Dennis Smith. 2 sessions, $55*

BUS-569 Government Contracting: Marketing Business to Government
15.5 CEUs
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. 2 sessions, $55*
MANAGEMENT AND SUPERVISORY SKILLS

Continuing Education Certificate
This 60-hour program focuses on building leadership skills for a broad range of duties in virtually every economic sector.

Taught by practicing professionals and training consultants who understand both public- and private-sector business practices in the Washington metropolitan area, these courses either alone or as a whole program will help to build the skills you need as a new manager/supervisor to bolster your career at any level.

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

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

For More Information
- Dr. Nancie Park
- 301-322-0746 or 301-277-5934, ext 340
- parknx@pgcc.edu

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

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

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

MGT-624 Project Management Professional Certification: Prep 2 2.4 CEUs
Prepare to take—and pass—the Project Management Institute’s PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP® certification exam. Learn all about the project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. 12 sessions, $170* (includes a $85 lab fee)

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

MGT-624 Project Management Professional Certification: Prep 3 2.4 CEUs
Prepare to take—and pass—the Project Management Institute’s PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP® certification exam. Learn all about the project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning strategies to help you absorb key terminology, concepts, and formulas. 12 sessions, $170* (includes a $85 lab fee)

OFC-322 Fundamentals of Supervision and Management: Part 1 2.4 CEUs
If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you’ll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, and how to influence and direct other people’s performance will also be covered. 12 sessions, $130* (includes a $65 lab fee)
MGT-626 Project Management Fundamentals  2.4 CEUs
There are more projects today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you’re organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®). 12 sessions, $130* (includes a $65 lab fee)
83510 WF 10/15–12/5 online E2GO
83511 WF 11/12–1/2 online E2GO
83512 WF 12/10–1/30 online E2GO
86883 WF 1/21–3/13 online E2GO

MGT-711 Project Management Applications  2.4 CEUs
In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You will increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You will also become proficient at recruiting project team members and empowering them to succeed. You will understand the stages of team development, and gain skills in developing and motivating team leaders. You’ll even learn about project software, statistics, change management, processes, and estimating. And gain valuable experience with project planning, control and data analysis tools. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®. 12 sessions, $130* (includes a $65 lab fee)
83853 WF 10/15–12/5 online E2GO
83855 WF 11/12–1/2 online E2GO
83859 WF 12/10–1/30 online E2GO
86921 WF 1/21–3/13 online E2GO

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

MGT-646 High Speed Project Management  2.4 CEUs
With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. 12 sessions, $130* (includes a $65 lab fee)
83867 WF 10/15–12/5 online E2GO
83869 WF 11/12–1/2 online E2GO
83872 WF 12/10–1/30 online E2GO
86922 WF 1/21–3/15 online E2GO

NON-PROFIT MANAGEMENT
MGT-649 Introduction to Nonprofit Management  2.4 CEUs
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. 12 sessions, $130* (includes a $65 lab fee)
83884 WF 11/12–1/2 online E2GO

BUS-401 Non-Profit Business Basics  0.6 CEU
While for-profit organizations exist to earn and distribute taxable business earnings to shareholders, the nonprofit exists solely to provide programs and services that are of public benefit. Could that be you, but you’re not sure what’s involved? Come to this session to discuss start-up requirements and options, funding considerations, management strategies, and sources of information and assistance. Instructor: Kim Rhim. 2 sessions, $60*
81430 W 11/12–11/19 6:30–9:30 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
VOL-313 Writing Grant Proposals 0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization’s capabilities and meet the needs of the funding organization. Instructor: Ivy Pendleton. 1 session, $60*

84440 F 10/17–10/17 9 a.m.–4 p.m. LCC

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

83180 WF 11/12–1/2 online E2GO
83188 WF 12/10–1/30 online E2GO

VOL-334 Public Relations and Communications 0.6 CEU
This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsors, soliciting volunteers and getting to know your audience. Answer the question: “Who am I marketing to?” Instructor: Ivy Pendleton. 1 session, $60*

84441 S 11/8–11/8 9 a.m.–4 p.m. Largo

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

8361 S 11/8–11/8 10 a.m.–4 p.m. Largo

GEN-339 Applied Notary Practices and Procedures 0.5 CEU
A continuation of GEN-307: Notary Public Procedures, this course reviews the practices and procedures for performing various notarial duties and how to command higher pay by becoming a licensed title insurance provider in Maryland. Instructors: Elaine Wright and Frederick Harris. 4 sessions, $50*

8363 S 11/2/2 10 a.m.–4 p.m. Largo

GEN-363 Advanced Notarial Procedures 0.5 CEU
Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any request presented for notarization, including but not limited to, the three most common notarizations, Apostilles, Protests, and Medallion Signature requests and responding to challenging signers. Instructor: Elaine Wright. 4 sessions, $50*

83165 S 10/18–10/18 10 a.m.–4 p.m. Largo
83166 TTh 12/9–12/18 online BLBD

GEN-345 Marketing Your Notarial Services 0.5 CEU
Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all notaries, notary signing agents, and licensed Maryland title insurance producers can increase their businesses by using variable techniques to capture their markets. Instructor: Elaine Wright. 1 session, $30

83164 W 10/22–10/22 6:30–9:30 p.m. Largo

GEN-365 Annual Notary Public Day 0.5 CEU
You don’t want to miss our annual Notary Public Day in Maryland. A selection of free workshops will be presented on Notary Public procedures and related fields. There will be an opportunity to refresh Notary skills through America’s favorite quiz show, Jeopardy! Highlights of the 2014 National Notary Association Conference held in Phoenix, Arizona will be shared. This special event is coordinated by Elaine Wright. For additional information and to register, call Mary Jane Shearer at 301-322-0797. 1 session

83167 S 11/15–11/15 9 a.m.–4 p.m. Largo

Notary Public Day—This is a FREE event!
A selection of free workshops will be presented on Notary Public Procedures and related fields, including eNotarization. There will be an opportunity to refresh Notary Skills through America’s favorite quiz show, Jeopardy! Highlights of the 2014 National Notary Association Conference in Phoenix, Arizona will also be shared.

Contact Mary Jane Shearer at 301-322-0797
For information and registration

Saturday, November 15
9 a.m.–4 p.m. General Session: 9 a.m.–12 p.m. | Workshops: 1 p.m.–4 p.m.
Largo Main Campus 301 Largo Rd. Largo MD | Building, Room XX

Featuring United States Congresswoman Donna Edwards, the first African American woman to represent Maryland in Congress.

Secretary of State John P. McDonough who is responsible for administering rules and regulations regarding Notaries Public.
### CONTINUING EDUCATION

#### BUSINESS OWNERS CONTINUING EDUCATION CERTIFICATE

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

A group of core courses in general business skills can be supplemented with a range of elective courses that are relevant to today’s business environment, and to your specific business focus. Participants who successfully complete the 42-hour BOSS course of study will be eligible for a Continuing Education Certificate.

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

**For More Information**

For more information about program or individual courses:
- 301-322-0797

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#### PUBLIC SERVICES

**LAW-350 Paralegal, Part 1**

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

- 83487 WF 10/15–12/5 online E2GO
- 83488 WF 11/12–1/2 online E2GO
- 83489 WF 12/10–1/30 online E2GO
- 87553 WF 1/21–3/13 online E2GO

**LAW-630 Workers’ Compensation**

2.4 CEUs

A workers’ compensation case is one of the most common types of lawsuits in the United States. Paralegals are far more likely to be involved with workers’ compensation than criminal cases, business disputes, or intellectual property cases. This course will introduce you to workers’ compensation law and provide you with a skill set that will help you gain employment in this fast-growing legal field. 12 sessions, $130* (includes a $65 lab fee)

- 83514 WF 10/15–12/5 online E2GO
- 83515 WF 11/12–1/2 online E2GO
- 83516 WF 12/10–1/30 online E2GO
- 86884 WF 1/21–3/13 online E2GO

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**SMALL BUSINESS**

**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 Stehmen, CPA. 1 session, $60*

- 81926 S 11/15–11/15 9 a.m.–4 p.m. Largo
- 86994 S 1/17–1/17 9 a.m.–4 p.m. LCC

**BUS-435 Basic Federal Tax Information for Small Businesses**

0.6 CEU

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

- 81929 S 11/22–11/22 9 a.m.–4 p.m. Largo
- 86993 S 1/24–1/24 9 a.m.–4 p.m. LCC

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**BUS-418 Business Plan: Blueprint for Success**

0.6 CEU

Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Instructor: Karlene Sinclair-Robinson. 1 session, $60*

- 83149 S 10/18–10/18 9 a.m.–4 p.m. Largo
- 83150 S 11/22–11/22 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, learn what a factor is, and understand the difference between conventional loans and Small Business Administration (SBA) loans. Instructor: Karlene Sinclair-Robinson. 1 session, $60*

- 83148 S 11/1–11/1 9 a.m.–4 p.m. Largo

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**BUS-440 Marketing Strategies for Today and Tomorrow 0.6 CEU**
Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood.  
1 session, $60*  
83151 S 10/25–10/25 9 a.m.–4 p.m. Largo  
83152 S 11/5–11/5 9 a.m.–4 p.m. LCC  

**BUS-438 Starting a Consulting Practice**
Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include: skills assessments, pricing policies, contracting, marketing, and more.  
12 sessions, $130* (includes a $65 lab fee)  
83177 WF 10/15–12/5 online E2GO  

**BUS-386 Copyrights, Trademarks, Trade Secrets, and Licensing**
Everything your business develops should remain your exclusive asset, such as company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, trade secrets laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, Esq.  
1 session, $30  
84615 W 10/29–10/30 6:30–9:30 p.m. Largo  

**BUS-424 Start Your Own Cleaning Business 0.6 CEU**
Learn how to start a janitorial or house cleaning business with minimal start-up money. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, get free or low-cost advertising, minimize, and walk away with a successful business. Instructor: Ron Rhine.  
2 sessions, $60*  
84288 T 11/17–11/18 6:30–9:30 p.m. HSV  

**BUS-355 Start and Operate Your Own Home-Based Business**
Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have.  
12 sessions, $130* (includes a $65 lab fee)  
83177 WF 12/7–1/30 online E2GO  

**BUS-438 Starting a Consulting Practice**
Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include: skills assessments, pricing policies, contracting, marketing, and more.  
12 sessions, $130* (includes a $65 lab fee)  
83177 WF 12/7–1/30 online E2GO  

**BUS-546 Networking Works!**
Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood.  
1 session, $30  
83156 M 12/1–12/1 6:30–9:30 p.m. Largo  

**BUS-530 Three Techniques That Every Salesperson Should Know**
Increase your sales by mastering the three main ingredients of the selling process: feature-benefit selling, handling objections and closing the sale. Instructor: Robert Gatewood.  
1 session, $30  
83155 TTh 11/6–11/6 6:30–9:30 p.m. Largo  

**BUS-562 Making Money on the Internet: Lead Generation**
If you want your own Internet business that is easy to do, can be done anytime or anywhere, has a steady stream of income, does not require cold calling and is not multilevel marketing then this is the course for you. You will be shown a simple step-by-step process to set up your lead generation service, get clients
CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS

Children’s Developmental Clinic (Birth Through 12 Years Of Age)
The Children’s Developmental Clinic is a community service program that is conducted by the Workforce Development and Community Partnerships division at Prince George’s Community College and the School of Public Health at the University of Maryland. The clinic provides services to children who are experiencing developmental difficulties such as learning problems, language delays, emotional problems, or orthopedic challenges. During the sessions, children participate in one-to-one, individualized motor development training. If additional assistance is needed, children can be enrolled in language, reading or social skills programs at the clinic.

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

A Parent Education Program runs in conjunction with the children’s sessions.

For More Information
For more information or to download registration forms for the spring session:
- [www.pgcc.edu/go/cdc](http://www.pgcc.edu/go/cdc)

COMPUTERS AND INFORMATION TECHNOLOGY

KEYBOARDING

OFC-314 Introduction to Keyboarding 1.8 CEUs
Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. On the last night of class students will complete a diagnostic test that determines their NWAM (Net Words a Minute) which will determine their overall proficiency. 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.) ISBN: 978-0-321-74133-2.
6 sessions, $144* (includes a $80 lab fee)

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

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

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

This course will assist you in bringing the vision in your head to reality. It will provide an overview on branding, creative strategies and visual concepts to effectively empower your vision/brand’s message. You can leave a lasting impression in the marketplace for your small business which is relevant to your entrepreneurial journey. Instructor: Latoya Benson. 1 session, $30

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

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

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

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

Entry-Level Administrative Assistant
The 5 course Entry-Level Administrative Assistant certificate program is designed to recognize a student’s achievement in the areas of Microsoft Office and in office procedures and practices. You will be taught to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Requirements for the Continuing Education Certificate include successful completion of the following courses. (Note: only one Microsoft Word course is required—not both).

- DPR-778 Applied Office Skills
- DPR-691 Microsoft Word
- DPR-354 Microsoft Word
- DPR-674 Microsoft Excel
- DPR 662 PowerPoint 2010

A student who has completed all of the requirements for either of these programs should contact the office for verification and to request a certificate:
- 301-322-0873
- itcerts@pgcc.edu

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

New Office Suite 2013:
Microsoft Office Suite 2013 classes in Word, Excel, Access and PowerPoint are now available.

DPR-778 Applied Office Skills 0.9 CEU
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Students should bring a USB compatible flash drive to each class.
3 sessions, $140* (includes a $20 lab fee)
83190 MWF 11/10–11/14 6:30–9:30 p.m. Largo

DPR-753 Introduction to Windows 7 0.9 CEU
This hand-on class introduces students to the Windows 7 features that let them personalize their screens. Students will also be taught how they can use their computer’s desktop to type and edit text so they can easily create documents, and save and organize their work. Students will also be taught the tips that will help them to search the Web like an expert using the Internet Explorer Web browser that comes with Windows 7, as well as how to use flash drives. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Students should be familiar with using personal computers and have used a mouse and keyboard. Text: Microsoft Windows 7: Level 1 ISBN: 978-1-44246-1283-3. 3 sessions, $165* (includes a $55 lab fee)
82598 MWF 12/1–12/5 6:40–9:30 p.m. Largo

DPR-774 Introduction to Laptops and Peripherals 1.8 CEUs
This course will go into the pros and cons of using a laptop computer and help students decide what kind of peripherals they may want to add to their computer system. Topics include laptop features, determining the best laptop for their needs, and techniques in using computer peripherals. 6 sessions, $150* (includes a $30 lab fee)
82596 S 11/1–12/13 9 a.m.–12 p.m. Largo

DPR-801 Linux Operating System 2 5.25 CEUs
A continuation of INT-2721, mapped to the CompTIA Linux+ LX0-102 exam. This course covers system administration tasks such as X Windows configuration, basic network configuration, writing scripts to automate tasks, managing e-mail, database management, and security management. Prerequisite: Linux Operating System 1. 15 sessions, $360 (includes a $150 lab fee)
87956 MW 10/20–12/10 6–9:40 p.m. Largo
### MICROSOFT OFFICE

#### Are You Looking for Career Advancement?
Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George's Community College offers classes in Microsoft Word, Excel, PowerPoint, and Access 2010. Classes in 2013 Word, Excel, PowerPoint and Access will be offered beginning in fall 2014.

#### For More Information
- 301-322-0873
- bmccreary@pgcc.edu
- Contact Barbara McCreary for testing information

#### MOS Testing
Students may take these MOS exams at the college or at any Certiport testing center (see www.certiport.com).

The college is a private Certiport testing center and tests only Prince George's Community college students, faculty and staff.

You must keep track of your Certiport username and password because you will need to use them when you come in to take the exams. Proctors are unable to look up this information, so be sure you have practiced signing on to the Certiport site and can do so successfully before you come in to test. You also need to present a photo id, preferably a Prince George's Community College ID. Other testing centers may have additional requirements. Check with them before you go to take the exam, probably by appointment.

#### For More Information
- Testing location and hours
- Contact Barbara McCreary for testing information
- bmccreary@pgcc.edu
- 301-322-0873

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR-603</td>
<td>Introduction to Microsoft Office 2010</td>
<td>3.6</td>
<td>This course is designed to provide students with the fundamentals of the interface and functionality of Microsoft Office 2010. Topics include using the navigation tools in Word, PowerPoint and Excel; creating and sharing documents, creating presentations, and preparing charts. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. Students should also bring a USB compatible flash drive to each class on which to store data. Text: Microsoft Office Excel 2010: Level 1, Microsoft Office PowerPoint 2010: Level 1 and Microsoft Office Word 2010: Level 1. 6 sessions, $450* (includes a $150 lab fee)</td>
</tr>
<tr>
<td>DPR-691</td>
<td>Introduction to Microsoft Word 2010: Level 1</td>
<td>1.8</td>
<td>This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2010. Topics include how to create, edit, format, and print a document using the basic features of Word. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Word 2010, Level 1, ISBN: 978-1-4246-1546-9. 6 sessions, $240* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-711</td>
<td>Intermediate Microsoft Excel 2010: Level 2</td>
<td>1.8</td>
<td>This is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2010. Topics include: how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. Prerequisites: Introduction to Microsoft Excel 2010 Level 1. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Excel 2010, Level 2, ISBN: 978-1-4246-1546-9. 6 sessions, $240* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-786</td>
<td>Introduction to Microsoft Office 2013</td>
<td>3.6</td>
<td>This course is designed to provide students with the fundamentals of the new office interface and functionality of Microsoft Office 2013. Topics include: using the navigation tools in Word, PowerPoint, and Excel; creating and sharing documents; creating presentations; and preparing charts. Students should bring a USB compatible flash drive to each class. Text: Microsoft Excel 2013: Level 1, Microsoft Office PowerPoint 2013: Level 1 and Microsoft Office Word 2013: Level 1. 6 sessions, $450* (includes a $150 lab fee)</td>
</tr>
<tr>
<td>DPR-790</td>
<td>Introduction to Microsoft Word 2013: Level 1</td>
<td>1.8</td>
<td>This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include: how to create, edit, format, and print a document using the basic features of Word. Students should bring a USB compatible flash drive to each class. Text required: Microsoft Word 2013, Level 1, ISBN: 091024-SPE. 6 sessions, $240* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-791</td>
<td>Introduction to Microsoft Word 2013: Level 2</td>
<td>1.8</td>
<td>This course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2013. Topics include: how to manage lists, customize tables and charts, create customized formats with styles and themes, create customized graphics, and more. Prerequisite: Introduction to Microsoft Word 2013: Level 1. Students should bring a USB compatible flash drive to each class. Text required: Microsoft Word 2013, Level 2, ISBN: 091025-SPE. 6 sessions, $240* (includes a $90 lab fee)</td>
</tr>
</tbody>
</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-783 Intermediate Microsoft Excel 2013: Level 2 1.8 CEUs
This is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2013. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. Prerequisites: DPR-674 Introduction to Microsoft Excel 2010: Level 1. Students should bring a USB compatible flash drive to each class. Text required: Microsoft Excel 2013, ISBN: 91015SPE. 6 sessions, $240* (includes a $90 lab fee)

80066 1Th 11/4–11/20 6:30–9:30 p.m. Largo

DPR-679 Introduction to Access 2013 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 each class. Text required: Introduction to Microsoft Access 2010 Level 1, ISBN: 978-1-4246-16936-7. 6 sessions, $240* (includes a $90 lab fee)

802583 MW 11/5–11/19 6:30–9:30 p.m. CAT-105

DPR-787 Introduction to PowerPoint 2013 0.6 CEU
This class covers the introductory functions of the presentation software, MS PowerPoint. Students should bring a USB compatible flash drive to each class. Text required: Microsoft PowerPoint 2013, Level 1, ISBN: 91013SPE. 2 sessions, $110* (includes a $50 lab fee)

80071 S 10/18–10/25 9 a.m.–12 p.m. Largo

DPR-785 Introduction to Microsoft Access 2013 1.8 CEUs
This course introduces the Microsoft Access 2013 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data. Students should bring a USB compatible flash drive to each class. Text required: Microsoft Access 2013, Level 1, ISBN: 091004SPE. 6 sessions, $240* (includes a $90 lab fee)

80069 MW 10/27–11/12 6:30–9:30 p.m. Largo

CAREER COACH
www.pgcc.edu/go/careercoach

A self-guided Web tool to start your career search.
Prince George’s Community College offers Career Coach, a self-guided Web tool to start your career search. Go to www.pgcc.edu/go/careercoach and find the answers you seek.
DPR-784 Advanced PowerPoint 2013
0.6 CEU
Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Introduction to PowerPoint 2013. Call 301-322-0912 for textbook information. Students should bring a USB compatible flash drive to each class. Text required: Microsoft PowerPoint 2013, Level 2, ISBN: 091034-SPE. 2 sessions, $110* (includes a $50 lab fee)

80068 TTh 10/21-10/23 6:30-9:30 p.m. Largo

DPR-788 Introduction to Microsoft Project 2013: Level 1
1.8 CEUs
This continuing education course is designed to teach the basic features of Microsoft Project 2013. Topics include: how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships; create, assign, and manage resources; work with views and tables; finalize a task plan; and more. Students should bring a USB compatible flash drive to each class. Text required: Microsoft Project 2013, Level 1, ISBN:091044-SPE. 6 sessions, $230* (includes a $85 lab fee)

80072 MW 11/3-11/19 7:30-9:30 p.m. Largo

DPR-789 Introduction to Microsoft Project 2013: Level 2
1.8 CEUs
Students will be taught how to use the more advanced features of Microsoft Project 2013 to manage and customize project plans during the implementation stage of a project. Topics include: tracking a project from start to finish; evaluating individual tasks and assigned schedules; analyzing project progress; analyzing critical paths and costs and overall project success; and more. Prerequisite: DPR-788 Introduction to Microsoft Project 2013. Text required: Microsoft Project 2013, Level 1, ISBN:091044-SPE. 6 sessions, $230* (includes a $85 lab fee)

80073 TTh 11/25-12/6 6:30-9:30 p.m. Largo

HELP DESK

Continuing Education Certificate
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 support staff utilize these tools to maintain a competitive edge. Students in this program should have a strong interest in and understanding of customer service and a working knowledge of IT technologies including Windows (version XP or higher) the Internet, and a basic understanding of Microsoft Word and/or Excel. Requirements for the Continuing Education Certificate include successful completion of the following courses:

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

For More Information
A student who has completed all of the requirements for this program should contact the office for verification and to request a certificate:

- 301-322-0873
- itcerts@pgcc.edu

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

82604 TTh 10/21-10/23 6:30-9:30 p.m. Largo
86082 W 1/28-2/4 6:30-9:30 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. Prerequisites: a basic understanding of the personal computer, Help Desk Technology. Part 1 and Windows (any version). No text required. 2 sessions, $110* (includes a $50 lab fee)

82599 W 10/15-10/29 6:30-9:30 p.m. Largo

DPR-776 Troubleshooting MS-Windows 7
0.9 CEU
This course is part of the Computer Help Desk Technology program. In this hands-on class the student will be shown the common MS-Windows software error messages and how to solve them and other ways to keep the computer drives clear and the software running right in order to protect the PC and its data. 3 sessions, $150* (includes a $45 lab fee)

82600 S 11/8-11/22 9 a.m.-12 p.m. Largo

DPR-538 Troubleshooting MS-Access for Help Desk Technology
1.2 CEUs
In this class students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows and MS-Access. No text required. 3 sessions, $150* (includes a $45 lab fee)

82606 W 11/12-12/5 6:30-9:30 p.m. Largo
86083 S 1/24-2/7 9 a.m.-12 p.m. CAT-105

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Continuing Education Certificate
The eight-course Internet webmaster certificate program is now available either online or as a hybrid in combination with traditional classroom-taught courses!
This certificate program is designed to build and enhance the student’s skill in designing and developing Internet applications for both personal and professional use. To start this program, students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have at least an intermediate knowledge of the Internet. Consequently, courses that provide an introduction to Windows or the Internet do not qualify as fulfilling program requirements.
Coursework cannot be used to fulfill requirements in multiple certificate programs.

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

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

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

DATABASE DESIGN
DPR-732 Introduction to Database Management 7.5 CEUs
Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. Meets concurrently with credit course INT-2150. For the online version of this class visit www.pgcconline.com for details. Students must have an Owl Link account and a college e-mail address. Text required: 29 sessions, $518* (includes a $200 lab fee)

WEB DESIGN AND MANAGEMENT
Continuing Education Certificate
Requirements for the eight-course hybrid program include successful completion of the following core knowledge and elective courses, qualifying the student for a certificate in Web Design and Management:
- DPR-767  Web Design: Part 1
- DPR-768  Web Design: Part 2
- DPR-769  Web Design: Part 3
- Plus an additional five “DPR” classes

CEUs will be awarded for classes as noted in this booklet. However, certificates of completion for individual classes will not be issued. A student has completed all of the requirements for this program should contact the office for verification and to request a certificate.

Textbook may be bought at the Prince George’s Community College Bookstore or online.

For More Information
- 301-322-0873
- itcerts@pgcc.edu

DPR-768 Web Design: Part 2 1.5 CEUs
5 sessions, $234* (includes a $100 lab fee)
82498 MW 11/3–11/17 6–9 p.m. LH–220

DPR-769 Web Design: Part 3 1.5 CEUs
The third course in the series explores JavaScript object-oriented scripting language to create webpages that are more dynamic. Learn to write scripts to generate functions with variables, events displaying dates and time, along with a slide show of images. Prerequisite: Web Design: Part 2. Text required: New Perspectives on HTML and CSS: Comprehensive, (6th edition) by Patrick M. Carey. ISBN:13-9781111526443. 5 sessions, $234* (includes a $100 lab fee)
82501 MW 12/1–12/15 6–9 p.m. LH–220
ILIFE

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

82461 S 10/25-10/25 9:30 a.m.-12:30 p.m. CAT-103
82463 S 12/6-12/6 9:30 a.m.-12:30 p.m. CAT-103

SECURITY

DPR-795 Ethical Hacking and Network Defense II 5.3 CEUs
This course is the second of two courses that provides an understanding of how to effectively protect computer networks. Students will continue to learn the tools and penetration testing methodologies used by ethical hackers. Students will practice post-exploitation, cryptography, hardening OSs, and wireless security. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking. This course is designed for those interested in systems and application security or who want to take the EC-Council’s Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: DPR-702 and DPR-794 or Security+ at another institution. Meets concurrently with credit course INT-2680. Call the Prince George’s Community College bookstore. 15 sessions, $360* (includes a $150 lab fee)

82482 MW 10/20-12/10 6-9:40 p.m. CAT-107
87808 TTh 1/20-5/7 1-2:40 p.m. CAT-107

DPR-703 CISSP Preparation 4.5 CEUs
This course explores and reviews all ten domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISC2). Prerequisite: DPR-702: Computer Security, Security+. Meets concurrently with credit course INT-2690. Call the Prince George’s Community College bookstore for textbook requirements. 15 sessions, $442* (includes a $114 lab fee)

87809 W 1/21-5/6 6-9:40 p.m. Largo
87810 TTh 1/20-5/7 10-11:40 a.m. (30 sessions) CAT-325

NETWORKING

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

81942 MW 10/20-12/10 5:30-9:30 p.m. CAT-303
81941 MW 10/20-12/10 5:30-9:30 p.m. CAT-323
81940 MW 10/20-12/10 1-5 p.m. CAT-323

CNT-448 CCNA 4: Connecting Networks 6.0 CEUs
This is the fourth of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include: design, configuration, and troubleshooting of wide area networks using PPP and frame relay protocols; configuring Virtual Private Networks (VPNs); implementing network monitoring. Students successfully completing this course should be prepared for Cisco CCNA routing and switching certification. Meets concurrently with credit course INT-2460. Text required: call Prince George’s Community College bookstore. 15 sessions, $660* (includes a $220 lab fee)

81946 TTh 10/16–12/11 5:30–9:30 p.m. CAT-323
81945 TTh 10/16–12/11 1-5 p.m. CAT-323

HARDWARE

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

82495 F 11/7-12/5 6-9 p.m. LH-Z10A

DPR-303 Build Your Own Computer 1.8 CEUs
In this class, students will build an IBM-compatible computer under the guidance of the instructor. Class lectures will focus on the steps involved in building a computer from scratch. Lab time will include extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information provided at the first class. Meets concurrently with credit course INT-1560. 4 sessions, $160* (includes a $25 lab fee)

83705 F 11/21-12/12 6-9 p.m. CAT-315
S 12/13-12/13 9 a.m.-3 p.m. CAT-315

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

DPR-698 CompTIA A+ Certification Preparation Part 2 6.5 CEUs
This course is the second of a two part series designed to train those who want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Prerequisite: successful completion of CompTIA A+ Certification Preparation Part 1. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. Required text: Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, (4th edition) (Exams 220-801 and 220-802) (paperback). 20 sessions, $620* (includes a $65 lab fee)

82491 MTh 10/20–12/4 6:30–9:45 p.m. LH-210A

Computer Online Training

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

No refunds are issued after the start of class. Students taking online ed2go courses first should visit the ed2go Online Instruction Center at www.ed2go.com/pgcc to choose the class for orientation (by clicking the “Enroll Now” button there). Next, make official registration and payment for the course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the background exam. See the end of this Schedule. For important information for online students, please visit the ed2go site: www.ed2go.com/pgcc.

DPR-935 Designing Effective Websites 2.4 CEUs
These days, creating a website is so easy almost anyone can do it. But with all the competition on the Web, creating a site that’s effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! 12 sessions, $130* (includes a $65 lab fee)

83871 WF 10/15–12/5 online E2GO
83873 WF 11/12–1/2 online E2GO
83874 WF 12/10–1/30 online E2GO
86891 WF 1/21–3/13 online E2GO

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

83722 WF 10/15–12/5 online E2GO
83724 WF 11/12–1/2 online E2GO
83726 WF 12/10–1/30 online E2GO
86987 WF 1/21–3/13 online E2GO

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

83688 WF 10/15–12/5 online E2GO
83690 WF 11/12–1/2 online E2GO
83691 WF 12/10–1/30 online E2GO
86983 WF 1/21–3/13 online E2GO

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

84145 WF 10/15–12/5 online E2GO
84146 WF 11/12–1/2 online E2GO
84147 WF 12/10–1/30 online E2GO
86980 WF 1/21–3/13 online E2GO

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

84156 WF 10/15–12/5 online E2GO
84157 WF 11/12–1/2 online E2GO
84159 WF 12/10–1/30 online E2GO
86978 WF 1/21–3/13 online E2GO

DPR-591 Intermediate Networking 2.4 CEUs
Almost every aspect of networking technology is covered in this class, including topics such as virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the
DPR-719 Introduction to Windows 8 2.4 CEUs
You will start by exploring how to move around within Windows 8 with the new Start screen, Charms bar, and desktop. You will find out how to manage apps and programs on the Start screen and how to customize the Start screen and desktop areas. Finding files and folders on your Windows 8 system is easy, and you will be taught how whether you are looking for files stored on your hard drive or on an external drive. You will also see how to create basic text documents using WordPad and discover how to organize, manage, and edit photos in Windows 8. Finally, you will gain an understanding of how to protect your files, update Windows 8, and access the Internet with Windows 8’s new Internet Explorer browser. By the time you finish this course, you will be ready to have more fun with Windows 8 and be more productive in your work. 12 sessions, $130* (includes a $65 lab fee)

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DPR-394 Introduction to Buying and Selling on eBay 2.4 CEUs
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. If you’re a buyer, you’ll be shown how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete against other bidders. No text. 12 sessions, $130* (includes a $65 lab fee)

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

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

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

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

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

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DPR-462 Introduction to Database Development  2.4 CEUs
An experienced database software user will show, through a structured approach, database design and development. Prerequisites: thorough understanding of the Internet, Windows, and Microsoft Access. No text. 12 sessions,  $130* (includes a $65 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. 12 sessions,  $130* (includes a $65 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 version of PowerPoint, and learn how to save your presentations as PDF files and videos. Whether you’re a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience’s attention from start to finish. 12 sessions,  $130* (includes a $65 lab fee)  

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

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DPR-746 Introduction to Microsoft Project 2010  2.4 CEUs
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you’ll be able to produce a project plan that wows your audience and empowers you to achieve your business goals. 12 sessions,  $130* (includes a $65 lab fee)  

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DPR-479 C++ for the Absolute Beginner  2.4 CEUs
See how to program in C++, even if you have no prior programming experience. Explore ways to create programs for Microsoft Windows
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

83921 WF 10/15–12/15 online E2GO
83922 WF 11/12–1/2 online E2GO
83923 WF 12/10–1/30 online E2GO
86926 WF 1/21–3/13 online E2GO

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

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

83931 WF 10/15–12/15 online E2GO
83933 WF 11/12–1/2 online E2GO
83934 WF 12/10–1/30 online E2GO
86932 WF 1/21–3/13 online E2GO

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

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

83668 WF 12/10–1/30 online E2GO
86897 WF 1/21–3/13 online E2GO

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

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

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83751 WF 11/12–1/2 online E2GO
83752 WF 12/10–1/30 online E2GO
86995 WF 1/21–3/13 online E2GO

### DPR-718 Introduction to Flash CS6 2.4 CEUs
In this course, you will learn how to create animation, interactive movies, and mobile apps in Flash CS6 and develop several full-blown Flash applications. We will start by reviewing the Flash workspace, creating text and graphics, and animating objects on the Flash stage. Look in detail at the anatomy of a Flash movie—how to use the Flash timeline, layers and frames to control objects, and timing on the stage. While creating your first Flash movie, you will be taught how to format and embed external digital media and how to make them appear or play at specific times. We will also look at controlling digital media based on specific events, such as end user mouse clicks. No course on Flash is complete without an introduction to ActionScript, Flash’s powerful programming language. We will get our hands dirty, creating interactive buttons with ActionScript 3.0. Learn to write scripts that control movie flow, and scripts that call to and load external videos, Web pages, and other Flash movie files. As we create our movie, we’ll go over creating and animating 3-D objects, syncing sounds with animations, and publishing your Flash movies to the Internet and to mobile apps. By the end of the course, you will understand the fundamentals of Flash and be ready to master more advanced Flash topics.

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

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83833 WF 11/12–1/2 online E2GO
83832 WF 12/10–1/30 online E2GO
86888 WF 1/21–3/15 online E2GO

### 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 downloads). Download and the installation instructions are available in Lesson 4. **12 sessions, $130* (includes a $65 lab fee)**

83907 WF 10/15–12/15 online E2GO
83908 WF 11/12–1/2 online E2GO
83909 WF 12/10–1/30 online E2GO
86887 WF 1/21–3/15 online E2GO

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). 12 sessions, $130* (includes a $65 lab fee)

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**DPR-540 Introduction to PHP and MySQL 2.4 CEUs**

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

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**DPR-670 Introduction to PC Security 2.4 CEUs**

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

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**DPR-671 Advanced Personal Computer Security**

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

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**DPR-672 Introduction to CSS and XHTML 2.4 CEUs**

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

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**DPR-741 Introduction to Creating WordPress Websites 2.4 CEUs**

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

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**DPR-766 Creating WordPress Websites 2 2.4 CEUs**

Discover how to use WordPress, the world’s most popular Web page publisher, to create and manage dynamic websites and blogs without any technical coding! You will be taught everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. You will find out how to use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure. You will also get a taste of HTML and CSS so you can customize the site’s look and feel. By the end of this course,
### DPR-765 Creating Mobile Apps with HTML

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

### DPR-780 Introduction to InDesign CS6

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

### CST-335 Construction Management 1

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This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. **14 sessions, $425**

### CST-344 Construction Blueprint Reading

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Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. **14 sessions, $425**

### CST-346 Build Your Own House

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

### CST-354 Construction Planning and Scheduling

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Using computers, this course will provide a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. Uses Microsoft Project 2007 with special emphasis on the planning process. **14 sessions, $425**

### DST-780 Introduction to InDesign CS6

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This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. **14 sessions, $425**

### CST-344 Construction Blueprint Reading

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Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. **14 sessions, $425**

### CST-346 Build Your Own House

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

### CST-354 Construction Planning and Scheduling

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<td>4.2 CEUs</td>
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Using computers, this course will provide a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. Uses Microsoft Project 2007 with special emphasis on the planning process. **14 sessions, $425**
CST-339 Construction Quality Control 4.2 CEUs
This course offers a general overview of the contractor’s quality control (QC) as it pertains to each trade on the job. Includes documentation, support, and the interaction between construction and QC. Text required. 14 sessions, $425*
87031 M 1/26–5/11 6–9:15 p.m. Largo

CST-389 Start Your Own Construction Company 4.2 CEUs
This class addresses the considerations, steps and decisions required to start a construction company. Some of the main topics are defining a clear company goal, developing a business plan, comparing resources available (time, talent and financial) with requirements, identifying potential customers and what they want. 14 sessions, $425*
87032 M 1/26–5/11 6–9:15 p.m. Largo

CST-391 Construction Math 4.2 CEUs
This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. 14 sessions, $425*
87026 W 1/21–4/29 6–9:15 p.m. Largo

CST-415 Mechanical and Electrical Systems in Construction 4.2 CEUs
An overview of the systems in a commercial building; plumbing, heating, ventilation, and air conditioning (HVAC), sprinkler, elevator, electrical (power, fire alarm, communications and security), and their controls. Explains each system and, more importantly, how they interconnect and interface with each other. The emphasis is on function and understanding more than nuts and bolts. 14 sessions, $425*
87033 W 1/21–4/29 6–9:15 p.m. Largo

CONSTRUCTION SKILLED TRADES
BUILDING MAINTENANCE

Building Maintenance and Apartment Maintenance Technician Continuing Education Certificates Program Continuing Education Certificates in Building Maintenance and Certificate for Apartment Maintenance Technicians.
General maintenance and repair workers are employed in almost every industry, in businesses, apartments, condominiums, and other facilities. Technicians are required to perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success. Prince George’s Community College offers a Continuing Education Certificate in Building Maintenance Engineer upon completion of: OCU-404: Building Maintenance Engineer, Level 1 and OCU-402: Building Maintenance Engineer, Level 2, will be offered in the winter 2014 and spring 2015 Training is provided at the Skilled Trades Center.

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

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

For More Information
• 301-322-0964
• westphalia@pgcc.edu
OUC-611 Apartment Maintenance Technician Program 9.0 CEUs
This 90-hour course provides the knowledge and hands-on training for building and apartment maintenance careers. Topics will include interior and exterior maintenance and repair, electrical maintenance and repair, plumbing maintenance and repair, heating, ventilation, and air conditioning maintenance and repair, and appliance maintenance and repair. 12 sessions, $995* (includes a $275 lab fee)

81901 MTWThF 11/1-11/14 8 a.m.-4:30 p.m. WTC
MT 11/17-11/18 8 a.m.-1 p.m. WTC

81903 MTWThF 12/1-12/12 8 a.m.-4:30 p.m. WTC
MT 12/15-12/16 8 a.m.-1 p.m. WTC

CORE SKILLS

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

Option 1
• OCU-410 Core: Introductory Craft Skills

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

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

86644 Th 1/13-2/24 6-9 p.m. STC

OCU-416 CORE: Introductory Craft Skills, Part 2 3.5 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include hand and power tools, construction drawings, and materials handling. Textbook required at first class: NCCER Core Curriculum, (4th edition). 12 sessions, $455* (includes a $50 lab fee)

84611 Th 10/23-12/9 6-9 p.m. STC

ELC-322 Construction Electricity 2: Part 1 4.8 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics include: theory and application of AC and DC motors, components, circuits and connections; conduit bending; and selection and sizing of pull and junction boxes and handholes. Prerequisites: Residential Wiring 1, Part 1 and ELC 312. Textbooks required: Electrical Level 2, (7th edition) and 2011 NEC. 13 sessions, $510* (includes a $50 lab fee)

81912 MW 1/7-2/9 6-9 p.m. WTC

ELC-324 Construction Electricity 2: Part 2 3.8 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics include: conductor installations, cable tray, conductor terminations and splices and control systems and fundamental concepts. Prerequisite: Construction Electricity 2, Part 1. Textbooks required at first class session: "Electrical Level 2, (7th edition)" and 2011 NEC. 11 sessions, $415* (includes a $50 lab fee)

81910 MTh 11/10-12/8 6-9 p.m. WTC

ELC-337 Residential Wiring 1, Part 3 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 1 residential wiring curriculum for electrical students. Topics will include: basic electrical construction drawings, residential electric services, and electrical test equipment. Textbook required. Prerequisite: ELC-308. 8 sessions, $415* (includes a $50 lab fee)

81912 Th 10/23-12/9 6-9 p.m. STC

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

81910 MTh 11/10-12/8 6-9 p.m. WTC

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

81912 MW 1/7-2/9 6-9 p.m. WTC

ELC-324 Residential Wiring 2, Part 2 6.3 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 3 electrical curriculum. Topics include: overcurrent protection, distribution equipment, transformers, and commercial electrical services. Prerequisite: Electrical Level 3, Part 1. Textbook: NCCER Electrical Level 3. 18 sessions, $855* (includes a $50 lab fee)

80559 MW 11/17-1/14 6-9:30 p.m. WTC

HVAC/R (HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION)

Continuing Education Certificate, Heating, Ventilation, Air Conditioning And Refrigeration (HVAC/R) System 1
A Continuing Education Certificate in (HVAC/R) system and recognizes completion of a series of courses designed to prepare HVAC students for advancement in this growing industry. Students may also take levels 2-3 and 4 through this program. Students desiring to be certified through the NCCER Program must complete Core the first year.

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

2 sessions, $230* (includes a $40 lab fee)

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**HVC-331 HVAC/R Level 1: Part 2**

This course is a continuation of the National Center for Construction Education and Research (NCCER) Level one curriculum for Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Prerequisites: HVC-300: Intro to HVAC/R Level 1: Part 1. Textbook required at first class: *NCCER HVAC Level 1* (4th edition). 25 sessions, $860* (includes a $50 lab fee)

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**HVC-336 HVAC/R Level 2: Part 3**

This course is third in our series of four courses in the NCCER level two curriculum for HVAC/R students. Topics include: Troubleshooting gas heating; troubleshooting cooling equipment; and heat pumps. Textbook required. Prerequisite: HVC-335: HVAC/R Level 2: Part 2. 15 sessions, $640* (includes a $50 lab fee)

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**HVC-361 HVAC/R Level 3, Part 2**

This course is a continuation of National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include: ductless equipment, zone control systems, troubleshooting heat pumps, gas heating, oil heating, and accessories. Textbook required at first class: *NCCER HVAC Level 3* (4th edition) Prerequisites: HVAC/R Level 2. 16 sessions, $595* (includes a $50 lab fee)

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**GENERAL LOCKSMITHING**

### Continuing Education Certificate

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

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

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- **KEY-304 Locksmithing 201**
  - 4.9 CEUs
  - This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required. 14 sessions, $590* (includes a $100 lab fee)

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**KEY-305 Locksmithing 201**

- 4.9 CEUs
  - This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required. 14 sessions, $590* (includes a $100 lab fee)

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**KEY-306 Locksmithing 202**

- 4.9 CEUs
  - This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigatory forensics, safe lock troubleshooting and servicing, basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $590* (includes a $100 lab fee)

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**MASONRY**

### Masonry

For information on our masonry program, please contact:

- 301-322-0964
- westphalia@pgcc.edu

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

Continuing Education Certificate

Plumbers install and repair the water, waste disposal drainage, and gas systems in home and commercial and industrial buildings. Plumbers also install plumbing fixtures—bathrooms, showers, sinks, and toilets—and appliances such as dishwashers, waste disposers, and water heaters. Prince George's Community College'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 Introduction to Plumbing, Level 1: Part 1
- OCU-411 Introduction to Plumbing, Level 1: Part 2
- OCU-412 Introduction to Plumbing, Level 1: Part 3A
- OCU-417 Introduction to Plumbing, Level 1: Part 3B
- OCU-418 Introduction to Plumbing, Level 1: Part 3B

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

For More Information
- 301-322-0964
- westphalia@pgcc.edu

OCU-411 Introduction to Plumbing Level 1: Part 1 3.75CEUs

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. 10 sessions, $450* (includes a $30 lab fee)

RESIDENTIAL MAINTENANCE

OCU-329 Electrical Repair: Basic Skills 1.2 CEUs

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

82264 T 12/2-12/16 6-9 p.m. STC
M 12/15-12/15 6-9 p.m. STC

OCU-330 Plumbing Repair: Basic Skills 1.2 CEUs

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

82263 T 11/4-11/25 6-9 p.m. STC

OCU-331 Drywall Installation and Repair 1.5 CEUs

This hands-on course introduces the basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha. 5 sessions, $190* (includes a $30 lab fee)

87157 T 1/6-1/27 6-9 p.m. Largo
M 1/5-1/5 6-9 p.m. STC

OCU-359 Stationary Engineering 1 4.2CEUs

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

88579 T 1/13-4/21 6-9:45 p.m. Largo

COSMETOLOGY/BLADING/MAKE-UP

Cosmetology

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

To set up an appointment for the entrance exam or have questions answered:
- 301-772-2244 or 301-772-2246
- Identify yourself as a Prince George's Community College student.

PROFESSIONAL BRAIDING

Hair Braiding Continuing Education Certificate

Prince George's Community College will award to each student who successfully completes all four levels of classes in the series a Continuing Education Certificate in Hair Braiding. 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.

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

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**OCU-431 Professional Braiding: Level 2**  
Topics include ergonomics, hair and scalp disorders, client consultation and prep, two strand twist, flat two strand twist, French braid, and fish tail braid, with hands-on practice. Prerequisite: OCU-430.  
5 sessions, $235* (includes a $75 lab fee)

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**MAKE-UP ARTISTRY**

**OCU-428 Professional Make-Up for Beginners**  
If you are considering becoming a professional make-up artist to work as a cosmetic consultant, to become an individual beauty representative or to be self-employed, bring your kit to discuss the items you have and the items you will need to get started. Class one will include lecture, demonstrations and open forum questions and answers covering the fundamentals of professional sanitation, assessing skin, face and eye shapes, and how to determine and use the products necessary to achieve the look your client desires. The second class will consist of practicing hands-on make-up application designed to give you confidence and experience. Students will serve as both models and artists, using the skills learned in the first class, as you experience the client consultation and face chart. More advanced essential tips, tricks and techniques for using primers, color correctors, highlighting and contouring, lash application and finishing touches will separate the professional from the novice make-up user. Instructor Andi Bradshaw has over 30 years’ experience in the cosmetology field.  
2 sessions, $99 (includes a $50 lab fee)

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**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 natural beauty. Visit the Workforce Development Make-up website at www.pgcc.edu. Make-up kit required. Students who successfully complete a series of make-up artistry courses (Introduction and Advanced Make-up Artistry) will receive Continuing Education Certificate.  
4 sessions, $150 (includes $50 lab fee)

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

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<td>6-9 p.m.</td>
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**OCU-427 Polished Daytime Make-Up**  
Women who wear make-up every day will be taught new, flattering application tips in this class. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the make-up you currently employ and recommend additional products (not brands) and techniques that will enhance your look. Learn the basics of good skin care and the colors that work best for you. Please bring the make-up and skin care products you use to class.  
1 session, $64 (includes a $50 lab fee)

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**OCU-436 Bridal and Special Occasion Make-Up**  
Occasionally, you may be invited to a wedding or a special event where you would like to appear a little different from your everyday look. This class will take your make-up to the next level. Bring your own make-up, and you will be taught to achieve a soft, more polished natural appearance or a special glam look.  
1 session, $64 (includes a $50 lab fee)

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Students will be taught about skin care and will practice make-up techniques using their own beauty supplies. Andi Bradshaw has over twenty years of experience in the cosmetology field.  
1 session, $64 (includes a $50 lab fee)

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**CREATIVE AND PERFORMANCE ARTS**

**CREATIVE WRITING**

**SKB-326 Write Fiction like a Pro**  
2.4 CEUs  
This class presents the dramatic story structure, and how to turn a bare-bones story structure into a three to five page story outline. The principles of story structure will be useful for other types of writing as well, including term papers, dissertations, non-fiction, business reports, even poetry and song writing.  
12 sessions, $130* (includes a $65 lab fee)

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**SKB-386 Keys to Effective Editing**  
2.4 CEUs  
Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you’re already working as an editor, you’ll not only brush up on your skills, but also see recent advances in the profession. As this course reviews both fiction and nonfiction, you will see key techniques for other types of writing as well, including term papers, dissertations, non-fiction, business reports, even poetry and song writing.  
12 sessions, $130* (includes a $65 lab fee)

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**SKB-307 The Craft of Magazine Writing**  
2.4 CEUs  
This class shows the student many of the writing principles and publishing methodologies used in the magazine publishing industry.  
12 sessions, $130* (includes a $65 lab fee)

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SKB-367 Writing Your Life’s Story 2.4 CEUs
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. 12 sessions, $130* (includes a $65 lab fee)

SKB-465 Writing Young Adult Fiction 2.4 CEUs
From Harry Potter to Twilight, young adult fiction is one of the hottest genres for today’s novels. This course shows you how to develop your own young adult story step-by-step, from structuring your plot to polishing your final manuscript. You will be shown how to connect with teens and young adults, write breathtaking action scenes, and create realistic dialogue. And best of all, you’ll find out how to get published! Whether you are interested in writing fantasy, romance, science fiction, or historical novels, you will be taught everything you need to know to make your story a success. 12 sessions, $130* (includes a $65 lab fee)

SKB-722 Beginning Writer’s Workshop 2.4 CEUs
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative energies in simple, fun and easy steps. 12 sessions, $130* (includes a $65 lab fee)

SKB-393 Beginner’s Guide to Getting Published 2.4 CEUs
An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers, clubs, and the future of publishing. 12 sessions, $130* (includes a $65 lab fee)

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

ART-373 Landscapes in Oil
Investigate color mixing and brush techniques in one of the most popular of all art media. Assignments will consist of several quick studies and one sustained project. Both beginning and experienced students are welcome. Students will have the choice of using either oil or acrylic paints. The instructor will provide materials for the first class and hand out a list of supplies needed for subsequent classes. The approximate cost of materials for this course is $90. However, students should bring the materials they currently have for review by instructor to the first session. 5 sessions, $155

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

**ART-303 Fashion Sketching**

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

**ART-401 Painting and Collage**

Combine more traditional painting techniques with collage to produce pieces with texture and depth. Working with 300 lb. watercolor paper and canvas, your piece will develop richness and texture with the addition of papers, acrylics, inks and other materials. Experiment with collaging onto painted surfaces as well as painting on collaged surfaces. This class is also an excellent opportunity to incorporate realistic elements and imagery and further develop unfinished watercolor or acrylic. You might consider taking Paper Frenzy prior to this course, though it is not a prerequisite. In addition to materials provided by instructor Sharon Robinson, there may be additional materials costing approximately $20. 5 sessions, $49 (includes a $55 lab fee)

**ART-402 Paper Frenzy**

Spend a day just making papers for collage and other art projects. Leave with a glorious collection of one-of-a-kind papers using acrylic paint, ink, stamps and other materials. Using art tissue, watercolor and other types of papers, you will create a supply of material composed of various weights, textures and patterns. New techniques to explore and great preparation for Painting and Collage offered later in the month. Instructor Sharon Robinson brings professional experience, knowledge and enthusiasm to this course. 1 session, $89 (includes a $50 lab fee)

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**GRAPHICS ART AND DESIGN**

**DPR-779 Intro to Illustrator CS6**

If you want to get a job as a graphic artist, you need to learn Adobe Illustrator. In this course, you will see how Adobe Illustrator CS6 can give you the power to design, draw, and color images quickly and easily. From drawing objects with the shape tools to mastering the all-important Pen tool to working with shape gradients, you will gain the techniques you need to produce stunning vector graphics. You will be shown how to apply and work with color, create shading effects and painterly brushstrokes, and add special effects such as 3D to your drawings that will set your work apart. You can also easily move designs back and forth between Photoshop and Illustrator to take advantage of the strengths of both programs. 12 sessions, $130* (includes a $65 lab fee)

**DPR-587 Computer Publication Design**

Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects coupled with increased technical proficiency. Meets concurrently with credit course ART-1570 for the entire semester. Required text is the same as the one for credit ART-1570. Contact the Prince George’s Community College Bookstore, 301-322-0912 for that information. 15 sessions, $470* (includes a $50 lab fee)

**DPR-685 3-D Digital Modeling/Animation**

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 ART-1570 in collaboration with credit course ART-1570 and ART-685. prerequisites: ART-1570 or permission of the coordinator. Text: Exploring Typography Thompson Delmar Cengage Learning @ 2006 (Tova Rabinowitz) author.

2.4 CEUs

**DPR-594 Elements of Computer Graphics Design**

2.4 CEUs

Design to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects coupled with increased technical proficiency. Meets concurrently with credit course ART-1570 for the entire semester. Required text is the same as the one for credit ART-1570. Contact the Prince George’s Community College Bookstore, 301-322-0912 for that information. 15 sessions, $470* (includes a $50 lab fee)

2.4 CEUs

**PREPARE.**

Charleen Robinson
Next Step Training and Education Program
concurrently with credit course ART-2670 for the entire semester. Prerequisite DPR-594: Elements of Computer Graphics Design or students must possess advanced skills using Photoshop, Illustrator or 3-D software. No text required. 29 sessions, $470* (includes a $50 lab fee)

PERFORMING ARTS AND MUSIC

MUS-339 Music Made Easy
As Music Made Easy instructor Marianne Murawski, Ph.D says, "Anyone can learn to read music. It's simply a matter of learning to match what you see on a sheet of music to keys on a keyboard." In her course, Murawski teaches students the basics of rhythm, and how to read treble and bass clefs, build major scales, recognize different pitches, construct simple chords, and more. The course is designed for those with little or no experience in music, however those who have a musical background are welcome as well. Requirements: Internet access, e-mail, and Firefox, Netscape, or Internet Explorer Web browser, and a computer equipped with speakers or headphones. No tuition assistance is available for this class. Registration is not complete until the student registers and pays at www.pgcc.edu and completes the online class orientation at www.ed2go.com/pgcc. 12 sessions, $130 (includes a $65 lab fee)

ART-399 Let's Wrap It Up!
Tired of spending too much money on stationery and presents for all occasions? It's time to get crafty! Design your own wrapping paper, note cards, and stamps to put your unique style on your messages and gifts. Bring to class: scissors, glue, card stock in the color of your choice, watercolor paper 8.5x11 or larger, markers, pencils, ball point pens, ribbon and scotch tape, plastic wrap or large zip lock bags. Instructor: Edward Taylor. 1 session, $30

EARLY CHILDHOOD EDUCATION

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

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

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

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

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

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

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

All online courses have at least one mandatory campus visit.

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

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

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

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

Please read the course descriptions carefully! Many of our courses have a new placement test requirement.

For More Information
- Placement test prerequisite for Child Care courses:
  - 301-386-7545
  - www.pgcc.edu/go/childcare
DCR-300 Child Care Information Session
If you have questions about which child care courses to take to start a family child care center, be a director in a center, or to start working towards your Early Childhood Education degree, then this session will be helpful. Representatives from both the credit and non-credit sides of the College will be on hand to give a brief presentation and answer your questions. This is not the orientation session that the Office of Child Care runs to begin your licensing process. This information session is free, but preregistration is recommended to reserve your space. 1 session

84058 W 10/15-10/15 6:30-8:30 p.m. Largo

DCR-304 Curriculum/Activities: 45 Hours 4.5 CEUs
Learn the principles of curriculum planning for programs serving children from age three through age six. Activities and materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a preschool program licensed by Maryland State Department of Education (MSDE) Office of Child Care. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 9 sessions, $190*

84056 S 10/25-12/6 8:30 a.m.-4:30 p.m. Largo
(6 sessions)

84060 MW 11/3-11/19 online HYLCC
S 11/8-11/22 8:30 a.m.-4:30 p.m. LCC

DCR-466 Child Care Administration for Directors 4.5 CEUs
Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department of Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisite: Students must successfully pass the reading comprehension placement test and have completed their 90 hour certificate. Perfect attendance is required. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $190*

84061 M 10/27-12/17 online HYLCC
S 11/15-11/15 1-4 p.m. LCC

DCR-457 Family Child Care Pre-Service Module 1: Child Development 0.4 CEU
Basic child development concepts including stages of child growth and development (birth through adolescence), overview of leading theories, and overview of learning differences will be examined. This course satisfies the Maryland State Department of Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*

81075 S 11/22-11/22 9 a.m.-1 p.m. LCC

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

81072 S 11/22-11/22 1:30-5:30 p.m. LCC

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

81074 S 12/6-12/6 10 a.m.-1 p.m. LCC

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

81071 S 12/6-12/6 1:30-5:30 p.m. LCC

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

81076 S 12/13-12/13 9 a.m.-1 p.m. LCC
DCR-462 Family Child Care Pre-Service Module 6: Community  0.4 CEUs
An overview will be provided on the importance of developing and maintaining relationships with children, families and the larger community. This course satisfies the Maryland State Department of Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*

81073 S 12/13-12/13 1:30-5:30 p.m. LOC

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

81082 S 11/1-11/1 9 a.m.-3:30 p.m. LOC

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

81083 S 11/15-11/15 9 a.m.-3:30 p.m. LOC

DCR-452 Ready, Set, Read!  2.4 CEUs
Content Area D: This course will investigate what a child’s growing mind must do to make sense of the written word and create writing. From there, the study will explore the development of reading and writing from infancy to the early school years, what problems to look for and how to assist a struggling reader. See how literacy growth is boosted during daily routines and child’s play. This course will help to build confidence in guiding a child’s literacy development and how even the smallest events can be really big steps in reading and writing success. 12 sessions, $130* (includes a $65 lab fee)

83428 WF 1/12-1/2 online E2GO

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

83398 WF 10/15-12/5 online E2GO

83403 WF 12/10-1/30 online E2GO

SKB-435 Praxis 1: Test Preparation  2.4 CEUs
This intensive course will introduce the format and scoring of Praxis 1. All candidates seeking initial teacher certification take Praxis I, an exam which includes three tests that assess the teacher candidate’s knowledge of reading, writing and mathematics. Sessions will offer content lectures, test-taking strategies and timed practice. Text required at first class: The Praxis Series Official Guide (ETS). 4 sessions, $220*

84046 S 10/18-11/8 9 a.m.-3:30 p.m. Largo

SKB-443 Praxis I Preparation
Are you a prospective teacher who needs to pass the Praxis I Exam? If so, this is the course for you! This course will develop all the skills needed as you review and prepare for everything the test includes. Improve your reading, writing, and math skills in preparation for all three parts of the Praxis I exam. The course will cover useful test-taking strategies and plenty of practice test questions. Also included will be the opportunity to take full-length practice tests. 12 sessions, $130* (includes a $65 lab fee)

83415 WF 10/15-12/5 online E2GO

83418 WF 11/1-12/5 online E2GO

83421 WF 12/10-1/30 online E2GO

SKB-416 Survival Kit for New Teachers  2.4 CEUs
This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom. 12 sessions, $130* (includes a $65 lab fee)

86877 WF 1/21-3/15 online E2GO

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

83378 WF 10/15-12/5 online E2GO

83383 WF 12/10-1/30 online E2GO

SKB-433 Reading Strategies That Work  2.4 CEUs
This course will cover intervention strategies for struggling readers in the classroom. Topics include how to help students with phonics, fluency, vocabulary mastery, comprehension, and writing. These intervention strategies tackle the toughest literacy problems with flexibility and creativity. 12 sessions, $130* (includes a $65 lab fee)

83369 WF 11/12-1/2 online E2GO

86878 WF 1/21-3/15 online E2GO

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

81847 WF 10/15-12/5 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
SKB-476 Solving Classroom Discipline Problems 2.4 CEUs
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course as one of the most valuable they have ever taken. 12 sessions, $130* (includes a $65 lab fee)

86880 WF 1/21-3/13 online  E2GO

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

83426 WF 10/15-12/5 online  E2GO
83425 WF 11/12-1/2 online  E2GO
83424 WF 12/10-1/30 online  E2GO

SKB-479 Creating a Classroom Website 2.4 CEUs
This course is designed for individuals pursuing professional development training in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more. 12 sessions, $130* (includes a $65 lab fee)

86881 WF 1/21-3/15 online  E2GO

SKB-727 Teaching Students With Learning Disabilities 2.4 CEUs
Learn how to successfully meet the diverse needs of students with disabilities in your classroom from an experienced special educator. We will dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. We will also talk about fun games you can incorporate, tips for modifying your classroom, and lots of tested methods for bringing out the best behavior in your students. Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students in a variety of settings, this course will prepare you to understand and empower your kids with learning disabilities. In this course, you’ll discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments! 12 sessions, $130* (includes a $65 lab fee)

83429 WF 12/10-1/30 online  E2GO
ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

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

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

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

For More Information
Contact: the Transition ESL office:
• 240-508-7204
• TransitionESL@pgcc.edu

ESL-370 Computer Basics for Spanish Speakers 4.5 CEUs
The course aims to prepare Spanish speaking beginning level English language learners to use a computer as an entry level skill in the workplace or in a computer lab as part of participation in ESL/ESOL courses. The course provides an overview of the hardware components of personal computers. Topics to be covered include navigating the internet, setting up an email account, sending and receiving emails, and creating a document with MS Word. 15 sessions, $75*

87243 TTh 10/28-12/18 6:30-9:30 p.m. UTC

ESL-350 Bridge to College Success
This transition ESL course focuses on the development of foundational skills necessary for academic success, specifically academic vocabulary, listening skills, phonemic awareness, reading strategies, and awareness of grammatical terms. Students will be exposed to classroom pragmatics such as goal setting, study, note-taking and other functional skills. Course will include time in the computer lab to enhance skills related to classroom technology. 15 sessions, $100*

87235 MF 10/27-12/19 9:30 a.m.-12:30 p.m. UTC

ESL-353 Reading and Writing for Life and Work 1 6.0 CEUs
Develop an understanding of the differences between the grammar of spoken English and the grammar of written English in various life and work contexts. Compare and contrast using comparatives and superlatives, recognize and make sentences with phrasal verbs, and form sentences with modal verbs. Identify and correctly use verbs in the simple past tense, and demonstrate ability to comprehend simple present and present progressive tenses. 20 sessions, $75

88548 TTh 1/29-4/14 9:30 a.m.-12:30 p.m. LCC

ESL-354 Reading and Writing for Life and Work 1
The course focuses on improving reading comprehension and writing skills for life and work situations. 20 sessions, $75

88549 MW 1/28-4/15 6:30-9:30 p.m. LCC

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

87241 TTh 10/28-12/18 6:30-9:30 p.m. UTC

ESL-359 Pronunciation and Fluency 2 3.0 CEUs
This course is designed for foreign-born students, and will teach the sounds and stress patterns of American English. Classroom activities focus on improving students’ ability to make themselves understood in English and to better understand American English speakers as well as improving their spelling skills. Topics will include: intermediate/advanced thought groups, stress-timing versus syllable-timing; common patterns for questions, responses, corrections, and requests for clarification; and introduction to fundamental spelling patterns of long and short vowels. The course will include practice and production through interactive activities. 15 sessions, $75*

87568 TTh 10/28-12/18 9:30-11:30 a.m. UTC

ESL-365 Introduction to Computers for English Learners
This course provides an overview of computer technology. Topics include using the internet, MS Word, MS Excel, and MS Power Point. Learners produce documents and create a personal portfolio. 15 sessions, $75*

87240 TTh 10/28-12/18 9:30 a.m.-12:30 p.m. UTC

ESL-367 Conversational English 4.5 CEUs
Learn common conversational phrases and improve your listening and speaking skills through lessons and discussions about interesting topics. 15 sessions, $75*

87238 TTh 10/16-12/9 6:30-9:30 p.m. LCC
87237 MW 10/27-12/17 6:30-9:30 p.m. UTC
87236 MW 10/27-12/17 9:30 a.m.-12:30 p.m. UTC
88550 TTh 1/28-3/25 6:30-9:30 p.m. LCC

ESL-368 American English Idioms 4.5 CEUs
This course is designed for intermediate-advanced level English Language Learners. Lessons focus on understanding common English idioms and using them correctly in conversation and writing. 15 sessions, $75*

87239 MF 10/27-12/9 9:30 a.m.-12:30 p.m. UTC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Adult Education ESL Classes
Prince George’s Community College also offers Adult Education ESL classes.

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

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

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

For More Information
• www.pgcc.edu/go/adulteducationesl
• 240-508-7204

ENGLISH COMMUNICATION AND WRITING

COMMUNICATION SKILLS

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

12 sessions, $130* (includes a $65 lab fee)
83631 WF 10/15–12/5 online E2GO
83635 WF 11/2–1/2 online E2GO
83636 WF 12/10–1/30 online E2GO
86907 WF 1/21–3/13 online E2GO

OFC-349 Keys to Effective Communication 2.4 CEUs
This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist.

12 sessions, $130* (includes a $65 lab fee)
83639 WF 10/15–12/5 online E2GO
83641 WF 11/2–1/2 online E2GO
83642 WF 12/10–1/30 online E2GO

WRITING

MGT-434 Business Writing Intensive 1.8 CEUs
This course uses a systematic five step writing process that includes preparation, research, organization, writing a draft, and revision. Students view real-world examples of business writing and practice writing effective memos, letters, reports, news releases, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Text required: The Business Writer’s Handbook, (9th or latest edition). (St. Martin’s Press).
6 sessions, $205*
81118 Th 10/16–11/20 6:30–9:30 p.m. Largo

OFC-321 Effective Business Writing 2.4 CEUs
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. 12 sessions, $130* (includes a $65 lab fee)
83567 WF 10/15–12/5 online E2GO
83568 WF 11/2–1/2 online E2GO
83569 WF 12/10–1/30 online E2GO
86904 WF 1/21–3/13 online E2GO

OFC-358 Fundamentals of Technical Writing 2.4 CEUs
This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You’ll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. 12 sessions, $130* (includes a $65 lab fee)
83529 WF 10/15–12/5 online E2GO
83530 WF 11/2–1/2 online E2GO
83531 WF 12/10–1/30 online E2GO
86905 WF 1/21–3/13 online E2GO
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**SKB-462 Writing Essentials** 2.4 CEUs
In this course, you will hone the skills you need to communicate clearly on the job, express yourself fluently online, and show off your creative literary talents. Improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Finally, you will discover how to make the most of e-mails and other forms of electronic communication. Hands-on activities will help you put your powerful new skills to work. **6 sessions, $120* (includes a $65 lab fee)**

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**SKB-358 GRE, Course 2: Quantitative**
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE). **12 sessions, $130* (includes a $65 lab fee)**

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**SKB-361 Law School Admission Test Preparation: Course 1**
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series. **12 sessions, $130* (includes a $65 lab fee)**

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**SKB-362 Law School Admission Test Preparation: Course 2**
Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed Course 2 of this two-course series. **12 sessions, $130* (includes a $65 lab fee)**

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**SKB-368 Creating Gift Basket Designs**
Learn the do's and don'ts of basket assembly and where to obtain material and supplies. If you like, bring your own gift basket creation to critique and evaluate. **Instructor: Saundra Boulware. 1 session, $25**

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**ENR-369 Connect With Your Angels**
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**

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**ENR-465 The Family Newsletter**
This workshop teaches the fundamentals of writing a family newsletter to share family information, post reunion news, and keep the lines of communication open between the generations. Topics will include: using this document to share family history and genealogical finds, querying the family on genealogical road blocks, and corresponding via the Internet in writing. **Instructor: Nathania Branch-Miles. 1 session, $30**

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**LIFESTYLE**

**ENR-427 Past Life Regression and Future Life Progression**
Experience a firsthand review of your past lives and a peek into your soul’s future lives. Deepen your understanding of your current life. **Instructor: Gena Wilson LSCW, Hypnotherapies, Psychics, Angel Messenger and Animal Communicator. 1 session, $25**

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**ENR-362 Interpreting Your Dreams**
See a live demonstration on how to produce beautiful gift baskets for special occasions. **Instructor: Saundra Boulware. 1 session, $25**

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**ENR-556 Connect With Your Angels**
This class will guide you in connecting with your Angels to receive messages. There will be a guided meditation and several powerful exercises to assist you in expanding your abilities. **Instructor: Gena Wilson LCSW. 1 session, $25**

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

#### FIN-345 Introduction to Stock Options
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. **12 sessions, $130* (includes a $65 lab fee)**

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#### FIN-346 Personal Finance
Protect your assets and discover how to achieve all your financial goals. Topics will include: how to create and use a budget, how to borrow and invest wisely, how to make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security. **12 sessions, $130* (includes a $65 lab fee)**

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#### RES-325 Real Estate Investing
Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual goals that will put you well on your way to finding your first (or next) deal. **12 sessions, $130* (includes a $65 lab fee)**

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

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

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### FACILITY MANAGEMENT CREDENTIAL PROGRAM

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

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

For More Information
- Bree at 301-322-0964

#### MGT-633 Finance and Business Essentials for FMP
This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and contracts in the facility organization. Note: members of the IFMA Chesapeake Chapter must register for syn# 82267 to get the discounted price, and non-members must register for syn# 82268. **2 sessions, $760* (includes a $300 lab fee)** Members: $625 (includes a $300 lab fee)

<table>
<thead>
<tr>
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#### MGT-634 Leadership and Strategy Essentials for FMP

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<tbody>
<tr>
<td>82267</td>
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<td>8:30 a.m.-5 p.m.</td>
<td>WTC</td>
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</tr>
</tbody>
</table>

### CHILD CARE

Contact: Erin Olsen
301-386-7545
olsenek@pgcc.edu
MGT-634 Leadership and Strategy Essentials for FMP 1.6 CEUs
This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leadership to the entire organization. Note: members of the IFMA Chesapeake Chapter must register for syn# 82269 to get the discounted price; non-members must register for syn# 82270. 2 sessions, $760* (includes a $300 lab fee) Members: $625 (includes a $300 lab fee) 2 sessions, $760* (includes a $300 lab fee)

HES-590 Stretch Class
This is a rejuvenating class to help you let go of your work week through poses that stretch, open, lengthen and relax you. This class is similar to a Yoga class, incorporating slightly more challenging poses that will strengthen your core while stretching your body. Get your heart pumping, build long/lean muscles, and reduce stress all at the same time. All levels welcome! 8 sessions, $125 (includes a $50 lab fee)

FITNESS AND HEALTH

ATH-321 DC Hand Dancing: the Official Dance of Event Design and Production
Get involved in a fun-filled class of rhythm and dance. Hand dance or “DC Swing” is the official dance of the District of Columbia, Maryland and Virginia. This class will cover: basic leading, following skills, and footwork. Gliding footwork and continuous partner communication will be taught. Hand dancing is a great physical activity that focuses on areas in the body, including the cardiovascular system. 8 sessions, $125 (includes a $50 lab fee)

HES-536 Pilates/Yoga
This course is designed to integrate yoga postures and poses with core strengthening exercises of Pilates. Participants realize leaner muscles, improved posture and stronger core muscles. There are benefits for all ages, especially people with muscle and joint problems. 8 sessions, $125 (includes a $50 lab fee)

HES-582 Reflexology for Stress and Wellness
Reflexology is a gentle touch, safe, holistic practice for healing and self-improvement that everyone can learn and practice. You will discover how Reflexology is being increasingly accepted by the medical community as a tool in preventative healthcare for family wellness.

This hands-on, informative class will explain how this technique can help reduce pain, increase overall wellness and improve relationships. Bring your questions to this fun filled hand Reflexology course. Register as a couple, with a friend, or on your own. 1 session, $39

81062 S 10/25-10/25 10 a.m.-12 p.m. LCC

HES-590 Stretch Class
This is a rejuvenating class to help you let go of your work week through poses that stretch, open, lengthen and relax you. This class is similar to a Yoga class, incorporating slightly more challenging poses that will strengthen your core while stretching your body. Get your heart pumping, build long/lean muscles, and reduce stress all at the same time. All levels welcome! 8 sessions, $125 (includes a $50 lab fee)

84534 TTh 10/21-11/18 7-8 p.m. UTC

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

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

For More Information
• Dr. Nancie Park
• 301-322-0746 or 301-277-5934,
• ext 340
• parknx@pgcc.edu

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

CONTINUING EDUCATION
GREEN TRAINING

ENERGY AND SUSTAINABILITY

Online Green and Renewable Energy Training and Certificate Programs
For a complete list, prices, and to register for classes, contact the Construction and Energy Institute:

For More Information
• 301-322-0964
• E-mail westphalia@pgcc.edu

HEALTH CARE SUPPORT

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

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

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

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

GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS

GED Preparation, The NEDP, and Adult Basic Skills
Prince George's Community College's Adult Education Program offers two options for adults and young adults who are seeking to earn a Maryland High School Diploma.

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

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

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

For More Information
• 301-322-0891
• pgcc.edu/go/ged
• ged@pgcc.edu

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

The NEDP is a good option for adults who prefer a more confidential option, can pass a qualifying pre-test, and prefer working independently on a portfolio to demonstrate their skills.

For More Information
• 301-386-7509 Monday through Thursday evenings
• nedp@pgcc.edu

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

For More Information
• 240-696-2888 (Hyattsville office)
• Jill Hall (halljf@pgcc.edu)

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

For More Information
• 240-696-2888 (Hyattsville office)
• Loreta Jordan (jordanlm@pgcc.edu)
### FIRST AID AND CPR

**HES-573 Pediatric First Aid, CPR, and AED** 0.7 CEU  
This National Safety Council (NSC) Pediatric First Aid, CPR and AED program was created for childcare workers, teachers, camp counselors, coaches and others responsible for the lives of children, and meets first aid and CPR requirements in all 50 states. Topics will include treatment for a foreign body airway obstruction, rescue breathing, basic life support, bleeding and wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies. Students must bring text to class: **BLS for Health Care Providers**. 100% course attendance required. Successful completion earns a Pediatric First Aid card valid for three years and a CPR card valid for two years. **1 session, $80** (includes a $5 lab fee)

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

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

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

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**HES-416 CPR Instructor Update**  
Course provides the American Heart Association’s new guidelines and procedures. All current instructors are required to be updated to continue to hold a valid instructor’s card. (This free course is ONLY open to CPR instructors affiliated and assigned to the Prince George’s Community College training network). Please bring your Instructor’s book to class. **FREE, 1 session**

<table>
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<th>Time</th>
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### CAREGIVING

**HES-350 CPR Renewal**  
This course is for health care professionals and emergency personnel who hold a current health care provider card in Cardio-Pulmonary Resuscitation (CPR) and want to be recognized for another two years. Course must be taken before the current card expires. Students must bring current card and textbook to class. 100% course attendance required. Text required: **BLS for Health Care Providers**. **1 session, $70** (includes a $5 lab fee)

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**HES-375 CPR for the Layperson**  
Designed for the general public. Fulfills requirements for family and daycare center personnel. Includes information on adult and pediatric one rescuer Cardio-Pulmonary Resuscitation (CPR), relief of foreign body airway obstruction, signals of heart attack, and prudent heart living. One hundred percent course attendance is required. Successful completion earns an American Heart Association card valid for two years to be issued within 20 days of course completion. Student must bring textbook to class: **Heart Saver CPR**. **1 session, $80** (includes a $5 lab fee)

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**HES-376 Caring for Aging Parents**  
This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life’s transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered. **12 sessions, $130** (includes a $65 lab fee)

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*The schedule of classes is subject to change. Visit Owl Link for the latest course updates at [www.pgcc.edu](http://www.pgcc.edu)
ASSISTED LIVING MANAGEMENT

Become an Assisted Living Manager

This 80-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene’s Office of Health Care Quality. This course teaches how to better monitor the day-to-day operations of an assisted living facility. Learn topics such as clinical management, dementia, mental health, nutrition, assessing, admitting, emergency planning, quality assurance and others. There are five mandatory modules required for certification. We also offer a course on business planning for those interested in opening a facility. Note: Proper planning is essential in order to complete the entire program. Assisted Living Refresher training is required every two years following completion of the 80-hour program.

For More Information
- www.pgcc.edu/go/assistedliving
- 301-322-0795

<table>
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HES-559 How to Start an Assisted Living Business

Assisted living facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing. 2 sessions, $170* (includes a $10 lab fee)

For More Information
- 301-322-0795

<table>
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NURSING TRAINING

Registered Nurse Case Manager/Delegating Nurse in Assisted Living

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

For More Information
- 301-322-0795
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 training.

The program is designed to provide information on the duties and responsibilities of a pharmacy technician in a variety of health care settings. Students must 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 pass a background check will be eligible to register with the Maryland Board of Pharmacy.

This program is also designed to prepare students for the National Pharmacy Technician Certification Exam (PTCE). See website at www.ptcb.org.

Prerequisites
Prior to enrolling, individuals must demonstrate reading and math proficiency by:

- Reading: providing proof of a score of 65 or above on the college’s reading placement test or of college credits in English within the last two years
- Math: providing proof of a score of 82 or above on the college's algebraic math placement test or of college credits in math within the last two years or of completion of HES-577, Medical Math, with a final grade of at least 75%.

Participants must also:
- Be a minimum of 18 years of age
- Have access to the Internet
- Have a working e-mail address.
- Have an OWL Link account accessed through the college’s website, www.pgcc.edu. For assistance, visit the Help Desk in Bladen Hall Room 106 or call 301-322-0637.

Note: The placement test is free of charge. Pick up a Placement Test Referral Form from the Continuing Education Registration Desk in Bladen Hall, Room 126.

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

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

For More Information
- www.pgcc.edu/go/pharmtek

HES-332 Pharmacy Technician 9.0 CEUs
The Pharmacy Technician program trains students to work under the direct supervision of a licensed pharmacist in a variety of health-care settings. It combines classroom, online, on-site laboratory instruction, and 160 hours of clinical practice (HES-529 and HES-530) to prepare students for a rewarding career in the pharmacy profession. Topics will include drug regulation and control medical terminology calculations; routes and formulations, compounding; inventory management; computer applications, parenteral, aseptic techniques, pharmacology, patient education and interpersonal relationships. For certification, upon successful completion of the course and clinical, students may register with the Maryland Board of Pharmacy, and are encouraged to take the National Pharmacy Technician Certification Board Exam (PTCE). Prerequisites: Students must prove attainment of required math and reading skills either by placement testing, recent college credits in algebra and English, or successful completion of HES-557: Medical Math, prior to registration. Textbook required. Pharmacy Technician MortyPak (5th edition 2013) Morton Publishing, Read Chapter 1 prior to first class session. 30 sessions, $945*

HES-529 Pharmacy Technician Clinical: Part 1 8.0 CEUs
This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Register for both courses at the same time. Prerequisite: proof of background check and drug screening must be provided 10 days prior to clinical. 20 sessions, $125*

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-530 Pharmacy Technician Clinical: Part 2  8.0 CEUs
Continuation of Pharmacy Technician Clinical Part I. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. Prerequisite: proof of background check and drug screening, must be provided 10 days prior to clinical. 20 sessions, $125*  

82481 MWF 1/12-2/13  TBA  TBA

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

81839 M 11/17-11/17  6–7 p.m.  CHS–2101
81840 M 12/15-12/15  6–7 p.m.  CHS–2101
81841 M 1/12-1/12  6–7 p.m.  CHS–2101

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

81844 WF  1/12-1/2  online  E260

NURSING ASSISTANT

Certified Nursing Assistant/Nursing Assistant Admission
Individuals must:
• Be at least 18 years of age  
• Take and pass the reading comprehension placement tests in the college testing center with a score of 45+ before registering for the Theory course  
• Be computer literate and have access to the Internet  
• Be able to speak and understand standard American English at a functional level  
• Purchase the textbook, Nursing Assistant: A Humanistic Approach to Caregiving (Center,  author) (both textbook and workbook), ISBN: 978-1-4511-4274-7 (3rd edition)  
Lippincott Pub. (Available at the college bookstore)

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

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

HES-544 Certified Nursing Assistant: Theory
Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing Examination (GNA). A Geriatric Nursing Assistant test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-583-5215 before registering for the clinical portion. 21 sessions, $825* (includes a $50 lab fee)  
Note: Please check the Spring 2015 schedule for HES-417: Certified Nursing Assistant: Clinical

80683 S 1/10-1/18  8:30 a.m.–5 p.m.  CHS–2215
80688 S 1/15-1/15  8:30 a.m.–5 p.m.  CHS–2215
86660 S 1/17-1/17  8:30 a.m.–5 p.m.  CHS–2215

HES-417 Certified Nursing Assistant: Clinical
This class will provide practical clinical experience conducted in Prince George’s County nursing homes. The 52 hours of clinical must be taken with HES-544 to complete the program. 7 sessions, $525*  

83192 MWF 1/3-1/26  7 a.m.-3:30 p.m.  TBA

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

80663 S 10/18-10/18  8:30 a.m.–5 p.m.  CHS–2215
80668 S 11/15-11/15  8:30 a.m.–5 p.m.  CHS–2215
86660 S 1/17-1/17  8:30 a.m.–5 p.m.  CHS–2215
### MEDICAL BILLING SPECIALIST

**Continuing Education Certificate, Medical Billing Specialist**

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

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

Prerequisite: Strong computer and word processing skills

Note: Text required at first class.

A student who has completed all of the requirements for this program should contact the office for verification and to request a certificate:
- 301-322-0878

### HES-409 Introduction to Medical Billing

1.5 CEUs

This course provides an overview of medical billing and computerized patient accounting. Text required at first class. **5 sessions, $170** *(includes a $250 lab fee)*

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<td>MW</td>
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<td>2/27-3/10</td>
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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-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology and basic computer and word processing skills. Texts required (multiple, approx. **$300**). Meets concurrently with credit course HIM-1940. NOTE: Those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. **15 sessions, $355** *(includes a $10 lab fee)*

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<td>5:30-8:30 p.m.</td>
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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-409, HES-553 and HES-321. **12 sessions, $420** *(includes a $15 lab fee)*

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

83451  WF  10/15-12/5 online  E2GO
83452  WF  11/2-1/2 online  E2GO
83455  WF  12/10-1/30 online  E2GO
88532  WF  1/21-3/13 online  E2GO

HES-357 Basic Medical Terminology  2.4 CEUs
Effectively communicate, write, and interpret medical terms in the workplace. Topics include: organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Text required at first class. 6 sessions, $270*

81143  TTh  11/4-1/20  6-10 p.m.  Largo
87005  TTh  1/6-1/22  6-10 p.m.  Largo

MEDICAL OFFICE ASSISTANT

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

Required Courses
- HES-357 Basic Medical Terminology
- or
- HES-354 Medical Terminology: Word Association Approach (online)
- HES-356 Professionalism in Healthcare
- HES-355 Medical Office Assistant Overview
- HES-344 CPR for Health Professionals American Heart Association
- HES-322 Medical Office Assistant: Practical Applications

Prerequisites
Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65.

HES-356 Medical Office Assistant: Overview  6.6 CEUs
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 65 or higher on the reading comprehension placement test (3) access to the Internet and an Owl Link account; and (4) strong computer skills. Please contact our Help Desk at 301-322-0637 for assistance setting up the account. Text required at first class. 22 sessions, $830* (includes a $105 lab fee)

87120  T  1/27-4/14  12-15-3/5 p.m.  Largo
81139  MWF  1/14-12/15  6-9 p.m.  CHS-2229

HES-359 Medical Office Assistant: Practical Applications  3.6 CEUs
In this practical applications course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-356 and current Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $400* (includes a $15 lab fee)

83453  WF  10/15-12/5 online  E2GO
83443  WF  11/12-1/2 online  E2GO
83442  WF  12/10-1/30 online  E2GO
88837  WF  1/21-3/15 online  E2GO

HES-554 Human Anatomy and Physiology: Part 1  2.4 CEUs
Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. 12 sessions, $130* (includes a $65 lab fee)

83442  WF  10/15-12/5 online  E2GO
83445  WF  11/12-1/2 online  E2GO
83444  WF  12/10-1/30 online  E2GO
88837  WF  1/21-3/15 online  E2GO

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

83446  WF  10/15-12/5 online  E2GO
83447  WF  11/12-1/2 online  E2GO
83448  WF  12/10-1/30 online  E2GO
88839  WF  1/21-3/15 online  E2GO
PHLEBOTOMY TECHNICIAN

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

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

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

HES-418 Phlebotomy Technician 8.0 CEUs
This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations associated with venipuncture in a hospital or out-patient setting. Students will be eligible to apply to take the National Certification Examination. Immunization record (PPD, MMR, Hepatitis B) must be provided. Prerequisites: Must be a health care professional. Text required at first class. 26 sessions, $880* (includes a $160 lab fee)

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<td>87009 S</td>
<td>1/31-5/2</td>
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HES-469 Phlebotomy Technician Clinical: Part 1 6.0 CEUs
Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: Students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. 15 sessions, $120* 81424 MTWThF 10/17-12/12 TBA TBA

HES-470 Phlebotomy Technician Clinical: Part 2 6.0 CEUs
Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: Successful completion of HES-418, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. 15 sessions, $120* 81426 MTWThF 10/17-12/12 TBA TBA

HOME AND GARDEN

HOME INTERIOR

ENR-440 Colorful Home Environments 2.4 CEUs
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 84622 S 11/1-1/1 10 a.m.-1 p.m. LCC

ENR-356 Feng Shui Basics: Getting Started 2.0 CEUs
You’ve heard the term so come for an evening of fun to get acquainted with the 3,000 year old Chinese practice of art and placement. Through the Tibetan Black Sect Tradition of Feng Shui learn the history, basic principles, four cardinal rules, and how to get around the Ba-gua map and apply your knowledge to bring harmony and balance into your life. Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. 1 session, $30 84478 T 10/21-10/21 6:30-9:30 p.m. LCC

ENR-541 Introduction to Interior Design 2.4 CEUs
Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. You will delve into color theory, interior design styles and trends, spatial arrangements, floor plans, “green” design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field. As you master design skills step-by-step, you will complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others. 12 sessions, $130* (includes a $65 lab fee) 85201 WF 11/12-1/2 online E2GO

ENR-563 Feng Shui: Take Your Home From Chaotic To Peaceful in One Easy Session 3.0 CEUs
This comprehensive and exhilarating class will inspire you to take action to create a home where the energy flows joyfully. Tools will be provided for you to create a personal plan in three easy steps: 1) assess the current environment in your home; 2) develop a starting point; 3) create an action plan and timeline. Bring to class a drawing of your home with rooms outlined. Instructor: Yarrow, Certified Feng Shui Practitioner. 1 session, $30 84443 T 11/4-11/4 6:30-9:30 p.m. LCC

ENR-564 Feng Shui - Personalizing Your Space for Optimum Living 3.0 CEUs
Do you want your space to support you in feeling positive about life? If so, this class is for you. You will be shown your 4 Power Directions and how to maximize them to create a space that is fun, peaceful and joyful. Prior to class (a MUST) e-mail your name, date of birth and time of birth to yarrow@conscious-toolbox.com. Instructor Yarrow, Certified Feng Shui Practitioner. 1 session, $30 84508 T 11/18-11/18 6:30-9:30 p.m. LCC

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

82350 M 11/3-11/3 6:30-9:30 p.m. Largo

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

84042 Th 11/20-11/20 6:30-9:30 p.m. LCC

LANDSCAPING
HRT-331 Introduction to Conservation Landscaping 0.7 CEU
This course reinforces the benefits of and needs for conservation, resiliency, and sustainability, using the National Sustainable Landscape Sites program. Topics will include precautionary principles, designing with nature and culture, maximizing and mimicking the benefits of ecosystem services by preserving existing environmental features, conserving resources in a sustainable manner, and regenerating lost or damaged ecosystem services. 2 sessions, $40*

81854 W 11/20-11/19 5:45-9:30 p.m. WTC

FOOD SERVICE
CUL-715 Food Production 2
An advanced food production class. Topics will include principles of plate presentation, and entree, starch, vegetables, seafood, veal and lamb cookery. Additional topics will include menu construction, pricing and production. Meets concurrently with credit course CUL-2150. Prerequisite: CUL-615: Food Production 1. 12 sessions, $602*

84807 MTWTh 11/3-11/20 12:30-5:15 p.m. JHES

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

84502 S 11/1-11/8 8:30 a.m.-5 p.m. Largo

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

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

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

Elective Courses
- Three courses (total 18 hours) will focus on specialized areas
MGT-663 Essentials of Human Resource Management 1.8 CEUs
This course covers essentials of human resource management including the key roles and responsibilities for those within an HR department. Participants learn about employment law in the workplace, effective recruitment and selection techniques, pay and benefit compensation systems, employee orientation and training, methods to ensure quality performance, the appraisal process, coaching and discipline, and the Equal Employment Opportunity Commission’s role and investigative process. The course also provides an overview of key pieces of federal legislation including sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA). Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Call 301-583-5216 for more information. 6 sessions, $480* (includes a $210 lab fee)

83241 M 10/20–11/10 6–9 p.m. Largo
83242 M 11/24–12/15 6–9 p.m. Largo

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

83240 T 11/4–11/25 6–9 p.m. Largo

MGT-731 Human Resource Law 0.9 CEU
This comprehensive course condenses the most critical legislation and/or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics students can expect to know, with their associated impacts, include: Title VII-Civil Rights Act; PPACA Patient Protec-
tion and Affordable Care Act-2010; FMLA (Family and Medical Leave Act); FLSA (Fair Labor Standards Act); Equal Pay Act; Portal to Portal Act and many other human resource laws. 4 sessions, $278* (includes a $45 lab fee)

83241 M 10/20–11/10 6–9 p.m. Largo
83242 M 11/24–12/15 6–9 p.m. Largo

MGT-668 Introduction to Employee Benefits 1.2 CEUs
This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered. Other non-statutory benefits such as vacation, sick time, and paid time off plans will be presented as well as both qualified and non-qualified deferred compensation plans. Students will be presented methods and tools to develop, select, administer and evaluate benefit programs and ensure that benefit programs are compliant with applicable federal, state, and local laws and regulations. 4 sessions, $278* (includes a $55 lab fee)

83244 T 11/4–11/25 6–9 p.m. Largo

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

83245 W 11/12–12/10 6–9 p.m. Largo

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

83246 S 10/8–11/1 10 a.m.–1 p.m. Largo

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

83247 Th 11/6–11/20 6–9 p.m. Largo

MGT-647 Managing Employee Performance 1.2 CEUs
This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management. 4 sessions, $278* (includes a $55 lab fee)

83248 MW 12/1–12/10 6–9 p.m. Largo

HUMAN RESOURCES ELECTIVES

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

83254 S 11/1–1/1 9 a.m.–4 p.m. Largo
MGT-564 Ethics in Human Resources 0.6 CEU
This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers. 1 session, $257* (includes a $45 lab fee)

MGT-735 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU
This course will cover ways for managers in the 21st century workplace to understand and consider the pivotal role and challenges associated with the unique values and characteristics of the four generations of employees working side by side. Examine each generation in the workforce based on its management needs and the generational ability to attain organizational goals and objectives. Topics covered include strategies for talent maximization, the impact of generational differences on today’s workplace, and an examination of communication essentials for generational managers. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models. 1 session, $257* (includes a $45 lab fee)

MGT-720 Creative Thinking and Innovation Techniques 0.6 CEU
This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations; techniques to build and lead an innovation team; developing critical thinking, innovation and assertive communication methods and tools that can be applied to individual tasks and the entire organization; and methods to optimize every situation and bring out the best in others. 1 session, $257* (includes a $45 lab fee)

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

MGT-492 Employment Law (online) 2.4 CEUs
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional. 12 sessions, $130* (includes a $65 lab fee)
COM-330 Sign Language 2  2.4 CEUs
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. Text required: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.)  8 sessions, $150*

86939 M 1/26–3/23 6:30–9:30 p.m. Largo
86940 S 1/31–3/21 9 a.m.–12 p.m. Largo

COM-326 Sign Language 3  2.4 CEUs
This course emphasizes interaction with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48 hours of previous instruction. Text required: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.)  8 sessions, $150*

86938 S 1/31–3/21 9 a.m.–12 p.m. Largo

COM-379 ASL Conversation 1
Conversation courses serve the purpose of applying knowledge of American Sign Language (ASL) grammar and vocabulary as learned in Levels 1 - 4, to the description of increasingly complex constructs, processes and situations. Students incorporate multiple character role shifting into medium-length stories, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This is an excellent course for anyone seeking to take the American Sign Language Proficiency Interview (ASLPI). Instructor: Rev. Dr. Raymont Anderson  8 sessions, $150

86857 M 1/26–3/23 6:30–9:30 p.m. Largo

COM-341 Sign Language for the Family: Bring one-Teach Two (Adult Section)
This course provides the opportunity for parents and children to come together to learn American Sign Language, including finger spelling, sending and receiving signs, and background information on deafness. This class has an accompanying section for youth ages 8 to 15 listed under YTH-466.  8 sessions, $100

86279 S 1/31–3/21 1–4 p.m. Largo

YTH-466 Sign Language for the Family: Bring One-Teach Two (Youth Section)
This course will offer an introduction to American Sign Language (ASL), including finger spelling, sending and receiving signs, and background information on deafness. In order to register for this section students must be accompanied by a paying parent in the adult section and at least 8 years of age. Due to the special pricing for this family course, a maximum of two youth per paid adult. In order to register for this youth section, call 301–322-0120.  8 sessions, $50

86206 S 1/31–3/21 1–4 p.m. Largo

CONVERSATIONAL FOREIGN LANGUAGE

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

86674 S 1/24–1/24 10 a.m.–4 p.m. Largo

LGE-370 Introduction to Spanish: Part 1  2.0 CEUs
In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Prerequisite: LGE-370: Introduction to Spanish, Part 1. Text required.  8 sessions, $120*

86945 S 1/31–3/21 9:30 a.m.–12 p.m. Largo

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

86945 S 1/31–3/21 9:30 a.m.–12 p.m. Largo

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*

86944 M 1/26–3/9 6:30–9:30 p.m. Largo

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

8596 WF 12/10–1/30 online E2GO

LGE-307 Beginning French
Parlez Français! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Text required.  8 sessions, $149*

87036 T 1/13–3/3 7–9:30 p.m. LCC

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

**Basic Mediation Continuing Education Certificate**

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

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

This program meets the State of Maryland's requirement to practice as a mediator. The complete program includes 40 hours of classroom coursework. Upon successful completion of the basic mediation course, the student may apply to volunteer at the Community Affairs Office in Prince George's County.

**For More Information**

- Dr. Nancie Park
- 301-322-0746 or 301-277-5934, ext 340
- parknx@pgcc.edu

**LAW-510 Basic Mediation Training**

This course provides the state-required 40 hours of coursework including both lecture and interactive participation in simulated cases, exercises and role plays. Topics will include: the theory, goals, language and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity. Textbook: *The Guided Method of Mediation: Return to the Original Ideals of ADR. (2nd edition)*

### 6 sessions, $425* (includes a $300 lab fee)

**Component #1** is an online session that officially starts the class on Fri., Oct. 3, which is two weeks prior to the first class meeting on campus. To complete this component, students should log on to www.pgcc.edu; click on the Blackboard site and complete the class assignments and participate in discussions. All online assignments should be completed by Thurs., Oct. 16.

**Component #2** is to attend the three weekender classes on campus on the dates listed below:

| Component #2 | 84456 F | 10/17-11/31 and 11/14 | 6-10 p.m. | Largo |
| Component #2 | S | 10/18-11/15 | 8:15 a.m. - 6:15 p.m. | Largo |

### NUTRITION AND DIABETES

The college has launched an expanded wellness program for our students and the community. The nutrition classes are designed to educate students and members of our community about the long term value of eating nutritious meals, managing portion control, evaluating nutrition labels and healthy food choices. Long term diets will be explored to prevent or postpone disease and help to prolong life. All classes taught by a registered dietitian.

**For More Information**

- Dr. Nancie Park
- 301-322-0746 or 301-277-5934, ext 340
- parknx@pgcc.edu
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, $30
8892  S  10/25–10/25  10 a.m.–12 p.m.  LCC

CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16. 1 session, $84*  
83168  S  10/25–10/25  9:30 a.m.–3:30 p.m.  CAT-105

PHO-300 Digital Photography: the Basics  1.8 CEUs
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. Students will have the opportunity to have their work evaluated by the instructor. There is a $20 fee for printed materials payable to the instructor. 6 sessions, $250* (includes a $105 lab fee)  
82622  TTh  11/4–11/20  6:30–9:30 p.m.  CAT-105

PHO-326 Digital Photography: Beyond the Basics  1.8 CEUs
This continuation class is designed for digital SLR camera owners who have started using the manual modes (aperture priority, shutter priority or manual) and who want to learn more and take their photography a step further. You will be shown how to fine tune exposure and focus, and introduce you to the more advanced settings to get the most out of your camera and grow your photography. 6 sessions, $250* (includes a $125 lab fee)  
83170  MW  11/24–12/15  6:30–9:30 p.m.  CAT-105

PHO-342 Adobe Photoshop Elements 12: Part 1  1.2 CEUs
This is the third course in the three-part series on Adobe Photoshop Elements 12. This course will take your photography to the next level while creating results for your business. Get creative using tools such as color fills, gradients, patterns, and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of your image. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $165* (includes a $55 lab fee)  
80064  TTh  12/2–12/11  6:30–9:30 p.m.  CAT-105

PHO-331 Introduction to Photoshop CS6  2.4 CEUs
Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. No text required. 12 sessions, $130* (includes a $65 lab fee)  
83856  WF  10/15–12/5  online  E2GO  
83857  WF  11/12–1/2  online  E2GO  
83860  WF  12/10–1/30  online  E2GO  
86889  WF  1/21–3/13  online  E2GO

PHO-322 Advanced Photoshop CS6  2.4 CEUs
This is the second of a two part series on Adobe Photoshop CS6 using the MAC platform, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools and the Save-for-Web tool. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS6 Part 1. or PHO-321: Intro to Photoshop CS6. No text required. 8 sessions, $288* (includes a $50 lab fee)  
83187  TTh  10/1/18  6:30–9:30 p.m.  CAT-103

For More Information
• 301-322-0873  
• itcerts@pgcc.edu
CRE-349 Exploring Digital Photography: An Online Class  2.4 CEUs
This course provides an introduction to the technology that revolutionized the photographic world. Topics will include the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. Note: No tuition assistance is available for this class. Registration for this class is not complete until the student registers and pays at www.pgcc.edu and also completes the online course orientation/registration at www.ed2go.com/pgcc.  12 sessions, $130* (includes a $65 lab fee)

PHO-315 Light-The Essence of Photography  1.2 CEUs
Light establishes mood, defines character, and creates a setting. Discover how professional photographers manipulate natural and artificial light sources to enhance and strengthen an image. Prerequisite: PHO-300: Digital Photography: The Basics. A $5 fee payable to the instructor is required for the text.  2 sessions, $160* (includes a $35 lab fee)

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

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

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

PHO-327 Introduction to Sports Photography  1.2 CEUs
Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semimanual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of the Prince George’s Community College Owls sports teams and a follow up critique.  4 sessions, $165* (includes a $55 lab fee)

PHO-325 Mastering Your Digital SLR Camera  2.4 CEUs
In this course, you will be taught how to take control of your digital SLR camera. Learn about the many features, controls, and lenses for this kind of photography. You will also be taught about metering, exposure compensation, managing aperture, shutter speed and ISO 180.  12 sessions, $130* (includes a $65 lab fee)

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

Admission Requirements
Police Academy candidates must meet the following minimum requirements:

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

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

For More Information
• 301-322-0175
• policeacademy@pgcc.edu
REAL ESTATE LICENSURE

Certification Preparation, Real Estate Sales Licensure
The Maryland Real Estate Commission requires an applicant for the real estate sales license to successfully complete 60 hours of instruction in approved courses. Prince George's Community College offers one 60-hour course to meet this requirement.

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

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

Maryland Real Estate Salesperson Licensing Exam
The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination by sending an application and supporting documents directly to PSI Examination Services. Examinations will be offered each regular business day at test centers. For more information, call the Maryland Real Estate Commission in Baltimore at 410-230-6230 or 1-800-733-9267.

Certification Preparation, Real Estate Appraisal Licensure
For more information, visit the Appraisal Commissions website at www.dllr.state.md.us/license or call 410-230-6165. This program is eligible for Veterans Educational benefits.

Continuing Education for Real Estate Licensure Renewal
Prince George's Community College offers courses approved by the Maryland Real Estate and Appraisal Commissions for the continuing education credit needed to renew real estate licenses. Three hours of continuing education should be sufficient to cover relevant changes that have occurred in federal, state, and/or local laws updates. As stated previously, the Maryland Real Estate Commission requires students to attend 100% of all hours of each commission-approved course for successful completion. Effective Jan. 1, 2008, a trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

For More Information

• Denise Samuels
• Barinodm@pgcc.edu

REAL ESTATE AND INSURANCE

PROPERTY AND CASUALTY

INS-349 Property and Casualty Insurance
Property and casualty insurance is a diverse field requiring an approved course of study leading to a state licensing examination. This course is highly intensive and designed for students who study well on their own. It includes 20 hours of classroom instruction and 20 hours of home study. Topics to be covered include both general concepts and specific policy requirements. 3 sessions, $200

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

RES-359 2011-2013 Legislative Update
This course meets the requirements of the Maryland Real Estate Commission for license renewal. Topics include relevant changes that have occurred in federal, state, and local laws during the preceding five years. Approved for 3.0 hours toward Real Estate License renewal. 1 session, $35
RES-439 Misrepresentation and the Real Estate Licensee
This course will assist students in recognizing the difference between fraud, misrepresentation and opinions. Topics will include: identifying ways that innocent misrepresentation may occur, recognizing the importance of researching property information prior to listing or showing a property, recognizing “red flags” upon the initial visit, and the consequences of misrepresentation. Approved for 3.0 hours toward Real Estate License renewal. 1 session, $35
81446 S 11/15-11/15 2-5 p.m. Largo

RES-445 MREC Agency-Residential
This course meets the new Maryland agency requirement. Approved for 3.0 hours for Real Estate Continuing Education Renewal. 1 session, $35
81444 S 11/22-11/22 10 a.m.-1 p.m. Largo

RES-360 Negotiation Techniques
Upon completion of this course the student will have gained knowledge of basic negotiation techniques to improve their skills to conclude their real estate transactions successfully. The licensee will also recognize the importance of determining the needs (not wants) of their clients to better serve them. Becoming aware of the standard rules of negotiation will enhance the licensee’s knowledge to achieve a “win/win” strategy with their clients. 1 session, $35
81447 S 11/1-11/1 10 a.m.-1 p.m. Largo

RES-414 Homeowners Association: RE Licensees Responsibilities to Clients
This course will familiarize the Licensee with the necessary information to handle proper prior to listing or showing a property located in an HOA. This will enable the licensee to fulfill his or her duties of “care” and thus avoid the possibility of misrepresentation. 1 session, $35
84858 S 10/25-10/25 10 a.m.-1 p.m. Largo

RES-338 Real Estate Auction Basics
This course is intended to familiarize buyers, sellers, and real estate professionals with the auction sales method. Upon completion of this course, the student will be able to follow the auction process from start to finish. 1 session, $35
88119 S 1/31-1/31 10 a.m.-1 p.m. Largo

REAL ESTATE APPLICATIONS

RES-403 Appraisal Principles and Procedures 6.0 CEUs
This course is the first in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, the valuation process, property description, and an overview of the approaches to value. The course meets for a total of 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. If the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended and is required for the third course in this series. 15 sessions, $730* (includes a $100 lab fee)
81813 MW 10/27-12/17 5:45-10 p.m. LCC

RES-404 Appraisal Practices and Analysis: Part 1 3.0 CEUs
This course is the third in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include: residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 30 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended. 8 sessions, $365* (includes a $50 lab fee)
81814 FS 11/21-11/18 6-10 p.m. LCC

PREPARE.

Tatiana Lopez Miller
Next Step Training and Education Program
## TRANSPORTATION AND DISTRIBUTION

### Continuing Education Certificate

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

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

Courses focus on ASE certification content areas and are designed for both beginner and advanced students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 40 years of experience. Prince George's Community College also works in partnership with AYT Excellence (ASE) to offer programs in auto body repair and refinishing. 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 Road, Clinton, MD, 20735. $20 Shop fee collected first day of class.

### AUTO TECHNOLOGY

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

4.0 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 $1463 lab fee)

80412 MTWThF 11/10–11/14 7:30 a.m.–4 p.m. CE–103
80413 MTWThF 12/8–12/12 7:30 a.m.–4 p.m. CE–103
88580 MTWThF 1/12–1/16 7:30 a.m.–4 p.m. CE–103

#### OCC-423 Auto Technician: Automatic/Manual Transmission and Transaxle

3.2 CEUs

This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, driveline and front wheel drive service and repair. The course includes ASE content area testing information. Note: located at Advance Your Technology (AYT) Institute, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 shop fee collected first day of class.

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

83325 MW 10/22–11/5 6–9:30 p.m. WTC

#### OCC-437 Auto Technician: Diesel Engine Theory and Maintenance

3.5 CEUs

This course is preparation for the ASE H2, S2 and T2 diesel engine certification exams. This course will cover the construction of a diesel engine and its theory of operation. Students will be taught about common failures of diesel engines and how to diagnose such failures. Laboratory exercises will guide students through diesel engines services for routine maintenance, and engine repair for common engine failures. Topics include: introduction to diesel engines, principles of operation, diesel engine construction and assembly, cooling system, lubrication system, and maintenance. Instructor: Carlos Smith.

10 sessions, $455* (includes a $360 lab fee)

83316 MW 11/10–12/15 6–9:30 p.m. WTC

### AUTO BODY REPAIR AND REFINISHING

#### Continuing Education CertificaTE

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

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

Prince George’s Community College works in partnership with AYT Institute to offer programs in auto body repair and refinishing.

The auto body course has two levels of instruction with level 2 running in spring semester only.

#### OCC-405 Auto Technician: Auto Body Repair and Refinishing

4.0 CEUs

Learn 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 Road, Clinton, MD, 20735. $20 Shop fee collected first day of class.

10 sessions, $455* (includes a $360 lab fee)

83319 MW 11/10–12/10 6–10 p.m. AYT1

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at [www.pgcc.edu](http://www.pgcc.edu)
COMMERCIAL DRIVER LICENSE: CLASS A AND B

Licensing and Certification Preparation, Commercial Driver License: Class A and B

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

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

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

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

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

For More Information
• 443-518-4172

CDL-315 Commercial Driver License: Learner’s Permit Preparation
This course will prepare students for the MVA, CDL Class-A or B Commercial Driver permit exam. The six hour course will cover the following topics: general knowledge, air brakes, transporting passengers and combination vehicles. It is recommended that students get a Commercial Driver License Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 prior to start of class. Instructor: Aaron Moore.
2 sessions, $70*

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

CDL-302 Commercial Driver License: Class A, Part 1 (Basic Operations)
8.0 CEUs
Students who register in this course must also register for CDL-303. This course is designed to cover the basic operational skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. $1898* (includes a $1708 vehicle fee.)

CDL-303 Commercial Driver License: Class A, Part 2 (Vehicle Control Skill)
8.0 CEUs
Students who register for 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. $1897* (includes a $1708 vehicle fee.)

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

DRIVER EDUCATION

License and Certification Preparation, Motor Vehicle Administration Class C Driver’s License
The Driver Education Program is provided for beginning drivers who wish to obtain a Maryland Class C Driver’s License. Students learn from professional, Motor Vehicle Administration certified instructors who patiently and courteously coach the new driver. Schedules are flexible and include day and evening classes. Drivers are trained in late model, specially equipped vehicles which are easy to maneuver in traffic and parking situations. MVA allows up to 18 weeks for completion of the driver education program.
SKB-600 Driver Education
The Driver Education Program is designed for beginning drivers who wish to obtain a Maryland Class-C driver’s license. Students learn from Motor Vehicle Administration certified instructors provided by the Linnel Driving School, (LDS) an MVA Certified Driver Education Program provider that utilizes the college as a branch location. Linnel will forward completion information to the MVA and other records as required by Maryland statute. Schedules are flexible and include day and evening classes. The 36-hour course includes 30 hours of classroom instruction, as well as six hours of behind-the-wheel skills training. The behind-the-wheel instruction is scheduled on a flexible basis with each individual student. All behind-the-wheel lessons start and end at Prince George’s Community College. **10 sessions, $360* (includes a $288 lab fee)**

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

A. Classroom instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material)
B. Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee)
C. Operator performance evaluation

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

HEO-305 OSHA Forklift Operator Certification
For anyone who operates or plans to operate a powered industrial lift truck, the Occupational Safety and Health Administration (OSHA) require that lift-truck operators be trained under specified guidelines. To register, a student must be 18 years of age or older. This one-day class consists of formal classroom training (part one), including videos, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck. Practical training (part two) includes hands-on operation, demonstrations and pre-shift inspections. Students will operate the lift truck in a simulated and controlled work environment. Each student will be issued an OSHA certificate and wallet card at the successful completion of the class. Lunch provided. **1 session, $120* (includes a $85 lab fee)**

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<td>12/11</td>
<td>8 a.m.-3 p.m.</td>
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MOTORCYCLE SAFETY

Quality Motorcycle Training for over 30 Years
Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF).

Successful motorcycling is not just a matter of being careful and having good instincts; it requires specialized knowledge, skills, techniques, and strategies.

If you have never ridden, are self-taught or have learned from friends, you will benefit from our professional training.

About The Courses
Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (ABRC). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a Department of Transportation (DOT)-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine. Water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch.

Registered students can pick up the MVA motorcycle handbook and participant letter one or more weeks prior to start of class in Kent Hall, Room 207.

To get the maximum benefit from Prince George's Community College's Motorcycle Safety Program, students may want to consider taking the Basic Motorcycle Maintenance (OCC-354) as well as Motorcycle Mechanics and Repair course (OCC-376). These courses will introduce the student to basic and advanced motorcycle service and repair skills for a safe and trouble free riding experience as well as saving hundreds of dollars on expensive maintenance and repair costs.

Class M Licensing
Students who are currently licensed in Maryland (with a Class-C license) and successfully complete the BRC or ABRC courses will receive a Maryland MVA Certificate of Completion.

This certificate must be presented to any full service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required if you wish to legally ride motorcycles on public roads. Out-of-state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing.

Students who successfully complete the BRC, ABRC or BRC2 course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

Policies
In order to successfully complete the licensing program and receive a Maryland MVA certificate for Class M license endorsement, students must comply with the following Maryland Motor Vehicle Administration's policies: Students must report to all classes promptly at the stated time and must attend all sessions. If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program.

All applicants under 18 years of age, and all new drivers regardless of age, must have satisfactorily completed an approved driver education course of not less than 30 hours classroom instruction and six (6) hours behind-the-wheel driver training. If the motorcycle license is an applicant's first license, then the applicant must complete the provisions outlined under the Maryland Graduated Licensing System. Please see Driver Education course (SKB-600).

Standby Admission Policy
If a student is not able to register for the course because all seats have been filled, he/she may participate as a stand-by student. In order to participate, students should arrive at the Continuing Education Building, Room CE-124, 30 minutes prior to the scheduled start of the class. You will be asked to sign the stand-by student roster, and your name will be selected by lottery for possible enrollment. Stand-by students are not officially registered in the course until instruction begins. Until instruction begins, registered students may claim their seat in a course even if a stand-by has been selected for it. Stand-by students who are admitted should be prepared to fill out a registration form and pay for the class. Students who do not present proof of payment by the second class session will be dropped. Cash is not accepted by the instructor; checks and money orders made out to “Prince George's Community College” will be accepted.

Refund Policy
College policy states that no refunds are issued after the start of the class. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. Those wishing to “re-take” the class can do so at a later time and at a reduced fee.
OCC-361 Basic Rider Course (BRC)
This 17-hour motorcycle rider course is designed for both beginners and those who are not professionally trained. To register, a student must be at least 16 years of age. If the student is under 18 years of age, a parent or guardian must sign liability release documents on behalf of the student. Participants receive approximately seven hours of classroom instruction and approximately ten hours of riding instruction on a training motorcycle, provided by the college, practicing clutch-throttle control, stopping the motorcycle in a safe distance, turning, shifting, and basic crash avoidance skills. Throughout the course, instructors will evaluate and coach each rider’s ability and performance. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There is no guarantee that individuals enrolling in this course will pass or get their license. 3 sessions, $311* (includes a $35 lab fee)

83340 F 10/17-10/17 5:45-9:15 p.m. CE-124
S 10/18-10/18 7:45 a.m.-5 p.m. CE-124
Su 10/19-10/19 7:45 a.m.-4 p.m. CE-124

83343 F 10/24-10/24 5:45-9:15 p.m. CE-124
S 10/25-10/25 7:45 a.m.-5 p.m. CE-124
Su 10/26-10/26 7:45 a.m.-4 p.m. CE-124

83346 F 10/31-11/1 5:45-9:15 p.m. CE-124
S 11/1-11/1 7:45 a.m.-5 p.m. CE-124
Su 11/2-11/2 7:45 a.m.-4 p.m. CE-124

83350 F 11/7-11/7 5:45-9:15 p.m. CE-124
S 11/8-11/8 7:45 a.m.-5 p.m. CE-124
Su 11/9-11/9 7:45 a.m.-4 p.m. CE-124

83354 F 11/14-11/14 5:45-9:15 p.m. CE-124
S 11/15-11/15 7:45 a.m.-5 p.m. CE-124
Su 11/16-11/16 7:45 a.m.-4 p.m. CE-124

83356 F 11/21-11/21 5:45-9:15 p.m. CE-124
S 11/22-11/22 7:45 a.m.-5 p.m. CE-124
Su 11/23-11/23 7:45 a.m.-4 p.m. CE-124

83358 F 12/5-12/5 5:45-9:15 p.m. CE-124
S 12/6-12/6 7:45 a.m.-5 p.m. CE-124
Su 12/7-12/7 7:45 a.m.-4 p.m. CE-124

OCC-369 Alternate Basic Rider Course (ABRC)
This seven hour course is designed for students who have already learned basic riding skills but wish to earn a Class-M license endorsement and legally ride on public roads. Those under 18 years of age must take OCC-361. Students have the option of riding their own motorcycles provided they are legally transported to the training site. The vehicle must also pass a pre-ride safety evaluation prior to class. During initial range activities, instructors will evaluate the student’s ability to coordinate smooth clutch and throttle control, stop the motorcycle in a safe distance, execute gradual and tight turns, shift up and down, and comfortably achieve a speed of at least 25 mph. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. There is no guarantee that individuals enrolling in this course will pass or get their license. 1 session, $225* (includes a $35 lab fee)

83307 S 11/1-11/1 7:30 a.m.-3 p.m. CE-124
83308 S 12/6-12/6 7:30 a.m.-3 p.m. CE-124

OCC-365 Experienced Rider Course (BRC2)
This six hour course is for licensed motorcyclists who want to improve or refresh their skills. Individuals enrolling in this course must have a valid motorcycle license. The class “M” license waiver is not offered as a part of this course. During the initial riding activities, each rider’s ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders are to provide their own riding gear, which includes a DOT certified helmet, which fully covers ears, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 1 session, $147* (includes a $18 lab fee)

83301 S 10/25-10/25 7:30 a.m.-3 p.m. CE-124

OCC-426 Motorcycle Basic Rider Refresher (BRR) 0.3 CEU
This optional three (3) hour refresher course is designed for Prince George’s Community College BRC or ABRC students who need to “re-test” for their Maryland or DC motorcycle license, or for any beginning, licensed riders who want to brush up on their riding skills for more confidence when riding on the road. Class will provide practice in starting, stopping, clutch/throttle control, turning, shifting and crash avoidance skills. Practice will take place on our MVA certified riding range and includes training bike and all equipment. Licensed riders are encouraged to use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Students must come wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone. If using your own helmet, it must be a DOT-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). Prerequisite: OCC-361 or OCC-369 or have a Class M license. 1 session, $85 (includes a $35 lab fee)

83304 Su 11/9-11/9 8:30-11:30 a.m. CE-124

CONTINUING EDUCATION

The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today’s motorcycles and their components.
Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a Continuing Education Certificate.
• Call Ms. Sandra Brown for certificate at 301-322-0062.

MOTORCYCLE MECHANICS

Continuing Education Certificate
The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today’s motorcycles and their components.
Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a Continuing Education Certificate.
• Call Ms. Sandra Brown for certificate at 301-322-0062.
**OCC-354 Basic Motorcycle Maintenance**
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owner’s manual; changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. **2 sessions, $75***

83310 TW 11/18–11/19 6–9 p.m. CE-124

**OCC-376 Motorcycle Mechanics and Repair** 2.4 CEUs
This course teaches advanced motorcycle maintenance and repair topics for performing advanced services on a motorcycle. Topics include: engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text required: *How to Repair Your Motorcycle* by Charles Everitt, 2007 (See instructor on first day of class). **8 sessions, $265*** (includes a $40 lab fee)

83300 MW 10/21–11/18 6–9 p.m. WTC

**SMALL GAS ENGINES**

**OCC-316 Small Gas Engine** 2.4 CEUs
This course covers the basic principles of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the "why" in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. **7 sessions, $270*** (includes a $30 lab fee)

83322 MW 11/10–12/3 6–9:30 p.m. AUTO–BAY

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**TRAVEL BUSINESS AND SALES**

**Travel Services Continuing Education Certificate**
PGCC’s Business Owners’ Success Series and Greenbelt Travel Services cooperatively offer a 45 hour travel program for owners, agents, and independent contractors that provides the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

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

Proudly supported by Greenbelt Travel Services!

Home to many of the graduates of this program as Independent Contractors. Home to Certified Travel Consultants (CTC) & Certified Travel Agents (CTA)

- Member of Cruise Line International (CLIA)
- Master Cruise Counselor (MCC)
- Accredited Cruise Counselor (ACC)
- Luxury Cruise Counselor (LCC)
- Certified Sandals & Beaches Specialists
- AM Resorts Master Agents
- Aussie Specialist
- Jamaica Travel Specialists

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**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**

80403 T 11/18–11/18 7–10 p.m. GTSV

**BUS-394 Destination Awareness: The Discovery Series** 0.3 CEU
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**

80405 Th 11/20–11/20 7–10 p.m. GTSV

**BUS-361 Sales and Marketing Techniques for Travel** 0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. **2 sessions, $60***

86645 T 1/13–1/20 7–10 p.m. GTSV

**BUS-510 Computer Skills to Build Your Travel Businesses** 0.6 CEU
Use the computer as an effective tool for selling today’s travel in an ever evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop if you have a broadband card with wireless connection. Prerequisites required. BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. **2 sessions, $60***

80409 T 1/14–1/11 7–10 p.m. GTSV
VETERINARY ASSISTANT AND TRAINING

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

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

Requirements for the Continuing Education Certificate include successful completion of the following courses:
• VET 313 Preparation for the Veterinary Assistant Training Course Series (Required)
• VET-300 Veterinary Assistant I: Outpatient Care
• VET-301 Veterinary Assistant II: Diagnostics and Pharmacy
• VET-310 Veterinary Assistant III: Patient Care and Treatment
• VET-311 Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care

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

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

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

For More Information
• 301-322-0878
• wdcehealthcare@pgcc.edu

VET-400 Veterinary Assistant Orientation
This is a must attend for those interested in learning more about the veterinary assistant field, job environment, program prerequisites and requirements. 1 session
84585 Th 1/13–1/13 3–4 p.m. CE-104
84586 T 12/9–12/9 3–4 p.m. CE-104
87012 T 1/13–1/13 3–4 p.m. CE-104

VET-313 Preparation for the Veterinary Assistant Training Course Series (Reg)
Brush up your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This 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, and 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 the Continuing Education Desk in Bladen Hall, Room 126.
3 sessions, $100*
87011 TTh 1/20-1/27 6:30–9:30 p.m. CE-104

VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment 3.0 CEUs
This course consists of 18 classroom hours and 12 clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisite: VET-301. 6 sessions, $260* (includes a $75 lab fee)
84320 TTh 10/30–11/20 6:30–9:30 p.m. CE-104

VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care 2.6 CEUs
This course consists of 18 classroom hours and eight clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisite: VET-310. 5 sessions, $235* (includes a $50 lab fee)
84321 TTh 11/25-12/9 6:30–9:30 p.m. CE-104
S 12/13 9 a.m.–4 p.m. CE-104
VIDEOGRAPHY

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

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

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

• VID-308 Videography: Part 1
• VID-329 Videography: Part 2

Once a student has completed all of these requirements, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate. A student who has completed all the requirements for this program should contact the office for verification and to request a certificate:

For More Information
• 301-322-0873
• itcerts@pgcc.edu

VID-308 Videography: Part 1 2.1 CEUs
This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills.

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

86079 M 1/26–3/16 6–9 p.m. CAT-137

Learn to Swim

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

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

Flyer will also be available at the Natatorium.
VID-329 Videography: Part 2  21 CEUs

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

82579  M  11/3-12/15  6-9 p.m.  CAT-137

VID-332 Video Production Techniques  2.8 CEUs

In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, 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: familiar with Apple computers recommended but not required. Text: The Shut up and Shoot Documentary Guide. Anthony Artis, (2nd Edition) ISBN: 978-024082415 4.7 sessions, $255* (includes a $55 lab fee)

82581  W  10/29-12/17  6-9 p.m.  CAT-137

VID-336 Digital Storytelling  1.8 CEUs

This course provides hands-on training in basic skills for producing digital stories using photos, video, graphics, music and narration. Participants will explore innovative Web tools and multimedia applications to create short three to five-minute digital stories for personal, organizational or educational use. The course includes an introduction to script writing, selecting and preparing images, audio and video recording, and using editing software to integrate images and audio. This course is ideal for individuals interested in creating a digital story about their life or family; organizations interested in producing a compelling story about their cause or mission; and for educators interested in creating academic content for teaching and learning. The course is ideal for anyone looking to edit professional-quality video. This hands-on course teaches students to perform basic editing functions while becoming familiar with the user interface. Start with basic video editing techniques and work all the way through Final Cut Pro’s powerful advanced features. Students work with dramatic real-world media to learn the practical techniques used daily in editing projects. This class is designed for anyone looking to edit professional-quality video with Final Cut Pro X and who prefers hands-on and interactive instruction to best explore its functionality. Students should have the following prerequisite knowledge prior to attending the course: knowledge of OS X and basic computer navigation. Basic knowledge of editing terminology is highly recommended. 12 sessions, $605* (includes a $150 lab fee)

86088  S  1/31-3/28  9 a.m.–1:30 p.m.  CAT-137

MOTION

APP-406 Introduction to Motion 5  3.0 CEUs

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

82577  Th  10/21-12/4  6:30–9:30 p.m.  CAT-137

ADOBE PREMIER

DPR-722 Adobe Premiere Pro  3.6 CEUs

This course will discuss producing and editing video for multimedia or Web productions. Emphasizes capture, editing and outputting of video using a desktop digital workstation. 9 sessions, $605* (includes a $150 lab fee)

86089  Th  1/27-3/5  6:30–9:30 p.m.  CAT-137

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
GET SET BY REGISTERING AND PAYING FOR YOUR COURSE

Follow the instructions for the online delivery format of your course (ED2GO, ProTrain, or Blackboard).

ED2GO
To Register for Online Courses That Use Ed2go . . .

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

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

STEP 2: REGISTER AND PAY, USING THE REGISTRATION INSTRUCTIONS FOUND IN THIS SCHEDULE (PAGE 4).
*If your course is NOT listed on Owl Link, then register and pay for the EDG-300 generic course with the Course Code Number for the appropriate semester:
86496 for Fall 2014 courses (courses beginning in Sept. - Dec.)
88422 for Spring 2015 courses (courses beginning in Jan. - Apr.)

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

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, please e-mail ed2go@pgcc.edu.

ProTrain (PTRN)
To Register for Online Courses That Use ProTrain . . .

2. Select a program area and then a course. You will be able to read a description of the course, including hours and price.
3. If you decide to take the course, contact westphalia@pgcc.edu for enrollment instructions.

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

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

First, register and pay, using the Registration Instructions found in this Schedule (page 4). Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.

Then, activate your Owl Link account, which is needed for accessing your Blackboard online course.

GO! YOU’RE READY TO START YOUR COURSE!

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

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

ProTrain
Login using the login information sent you by ProTrain.

Blackboard
Login at pgcconline.blackboard.com.

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

So many online courses, we couldn’t list them all!

To view the entire online ed2go course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc
and click “View Catalog.” You can look at the entire list of courses or search for a topic that interests you. Read descriptions of the courses, see their start dates, and learn their prices.

We’ve got something to interest everyone!
PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to login to your online classroom and how to navigate your online class. Individual orientation sessions can be conducted by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact the eLearning Services office by e-mail at eLearning@pgcc.edu or by phone at 301-322-0463. 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.

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, Home-Based Business Management, and Quickbooks. For more information, visit www.pgcconline.com, call 301-322-0463, or e-mail elearning@pgcc.edu.

NOTE: To see the dates and synonym numbers and online delivery format of the courses, turn to the appropriate section in this Schedule.
CREATIVE AND PERFORMANCE ARTS

Creative Writing, page 38
SKB-326 Write Fiction Like a Pro
SKB-386 Keys to Effective Editing
SKB-307 The Craft of Magazine Writing
SKB-367 Writing Your Life’s Story
SKB-403 Travel Writing
SKB-393 Beginner’s Guide to Getting Published
SKB-465 Writing Young Adult Fiction
SKB-722 Beginning Writer’s Workshop
SKB-463 Writerific: Creativity Training for Writers
SKB-402 Writing for Children

Graphics Art and Design, page 40
DPR-779 Introduction to Illustrator CS6

Performing Arts and Music, page 41
MUS-339 Music Made Easy

EARLY CHILDHOOD EDUCATION

Childhood Education, page 41
DCR-452 Ready, Set, Read!
DCR-529 Teaching Pre-School: A Year of Inspiring Lessons

EDUCATION/TEACHER TRAINING

Teacher Training, page 43
SKB-443 Praxis 1 Preparation
SKB-416 Survival Kit for New Teachers
SKB-431 Strategies for Teaching Students with Autism
SKB-433 Reading Strategies That Work
SKB-616 Merrill Ream Speed Reading
SKB-475 Creating the Inclusive Classroom
SKB-476 Solving Classroom Discipline Problems
SKB-477 Solving Classroom Discipline Problems 2
SKB-568 Teaching Adult Learners
DCR-323 Teaching Smarter With SMART Boards
SKB-479 Creating a Classroom Website
SKB-727 Teaching Students with Learning Disabilities

ENGLISH COMMUNICATION AND WRITING

Communication Skills, page 46
OFC-347 Grammar Refresher
OFC-349 Keys to Effective Communication

Writing, page 46
OFC-321 Effective Business Writing
OFC-358 Fundamentals of Technical Writing
SKB-462 Writing Essentials

ENRICHMENT AND PERSONAL GROWTH

Student Success, page 47
SKB-357 Graduate Record Exam (GRE) Preparation, Course 1: Verbal
SKB-358 Graduate Record Exam (GRE) Preparation, Course 2: Quantitative
SKB-361 Law School Admission Test (LSAT) Preparation: Course 1
SKB-362 Law School Admission Test (LSAT) Preparation: Course 2

Personal Finance, page 48
FIN-345 Introduction to Stock Options
FIN-346 Personal Finance
RES-325 Real Estate Investing
FIN-340 Key to Successful Money Management

HEALTH CARE SUPPORT

Caregiving, page 51
HES-571 Caring for Aging Parents

Pharmacy Technician, page 53
HES-577 Medical Math

Medical Billing, page 55
HES-354 Medical Terminology: Word Association Approach

Medical Office Assistant, page 56
HES-546 Spanish for Medical Professionals
HES-545 HIPAA Compliance
HES-554 Human Anatomy and Physiology: Part 1
HES-555 Human Anatomy and Physiology: Part 2

HOME AND GARDEN

Home Interior, page 57
ENR-541 Introduction to Interior Design

HUMAN RESOURCES AND PAYROLL MANAGEMENT

Human Resources Electives, page 58
MGT-423 Leadership (online)
MGT-492 Employment Law (online)

LANGUAGE COMMUNICATION

Conversational Foreign Language, page 61
LGE-521 Speed Spanish

PHOTOGRAPHY

PHO-331 Introduction to Photoshop CS6
CRE-349 Exploring Digital Photography: An Online Class
PHO-324 Introduction to Lightroom 4
PHO-325 Mastering Your Digital SLR Camera

PROTRAIN ONLINE COURSES

See the Online Courses section page 76 for ProTrain registration details.

BUSINESS AND MANAGEMENT SKILLS

For information about tax preparation courses, visit pgcc.theknowledgebase.org or call 301-322-0120.

GREEN TRAINING

For listing of “Green” Training courses, visit pgcc.theknowledgebase.org or contact westphalia@pgcc.edu

Do you see an ed2go online course that you would like to take, but you would rather start the class in a different month? NO PROBLEM! At your request, we will set up a class section for you that begins in the month of your choice.

• Go to the ed2go.com/pgcc website
• Search for your desired course
• Click the “Enroll Now” button
• Choose which month you want to begin the course.
Ed2go online courses can begin every month of the year!
ONLINE COURSES

BLACKBOARD ONLINE COURSES
See the Online Courses section page 76 for Blackboard registration details.

BUSINESS AND MANAGEMENT SKILLS
Notary Public, page 18
GEN-363 Advanced Notarial Procedures

COMPUTERS AND INFORMATION TECHNOLOGY
Database Design, page 26
DPR-732 Introduction to Database Management—meets concurrently with credit course INT-2150

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

Note: HYLAG is a hybrid course that meets on the Largo campus; HYLCC is a hybrid course that meets at the Laurel College Center.

HYBRID/ONLINE COURSES
See the Online Courses section page 76 for Blackboard registration details.

EARLY CHILDHOOD EDUCATION
Childhood Education, page 41
DCR-304 Curriculum/Activities: 45 Hour (HYLCC)
DCR-315 Infant and Toddler: 45 Hours (HYLAG)
DCR-456 School-Age Curriculum Development: 45 Hours (HYLCC)
DCR-466 Child Care Administration for Directors (HYLCC)

HEALTH CARE SUPPORT
Medical Office Assistant, page 56
HES-396 Medical Office Assistant Overview (HYLAG)

MORE ONLINE ED2GO COURSES: WINTER 2014
Prince George's Community College offers many more online courses using the ed2go delivery format than can be listed with their descriptions in the Schedule. Here are just some of the titles of more online courses that may interest you. If you see one that you like—or want to see more—then visit www.ed2go.com/pgcc and "View Catalog."

Advanced Microsoft Excel 2013
Advanced Web Pages
Be Assertive!
Blogging and Podcasting for Beginners
Business and Marketing Writing
Conversational Japanese
Creating a Successful Business Plan
Differentiating K-12 Assessments
Easy English 2
Empowering Students With Disabilities
Fundamentals of Supervision and Mgmt 2
Growing Plants for Fun and Profit
Happy and Healthy Pregnancy
Homeschool With Success
Individual Excellence
Intermediate C# Programming
Intermediate Dreamweaver CS5
Intermediate Flash CS6
Intermediate Microsoft Access 2010
Intermediate Microsoft Excel 2010
Intermediate Photoshop CS5
Intermediate PHP and MySQL
Intermediate SQL
Introduction to Adobe Acrobat X
Introduction to Ajax Programming
Introduction to Business Analysis
Introduction to CorelDRAW X5
Introduction to Digital Scrapbooking
Introduction to Final Cut Pro X
Introduction to Illustrator CS5
Introduction to JavaScript
Introduction to Lightroom 5
Introduction to Microsoft PowerPoint 2013
Introduction to Microsoft Publisher 2010
Introduction to Natural Health and Healing
Introduction to Photoshop CS5
Introduction to Python 3 Programming
Introduction to Ruby Programming
Introduction to Statistics
Jump Start Your Career With LinkedIn
Lose Weight and Keep It Off
Managing Life as a Single Parent
Marketing Your Business on the Internet
Marriage and Relationships: Keys to Success
Microsoft Excel 2010 in the Classroom
Navigating Divorce
Performing Payroll in QuickBooks 2014
Photographing Nature with Your Digital Camera
Photoshop CS5 for the Digital Photographer 2
Photoshop Elements 10 for the Digital Photographer
Photoshop Elements 11 for the Digital Photographer 2
Pleasures of Poetry
Purchasing Fundamentals
QuickBooks 2012 for Contractors
Research Methods for Writers
Romance Writing
SAT/ACT Preparation - Part 2
Singapore Math Strategies: Model Drawing for Grades 1-6
Skills for Making Great Decisions
Spanish in the Classroom
Start a Pet Sitting Business
Start Your Own Gift Basket Business
Stocks, Bonds, and Investing: Oh, My!
Teaching ESL/EFL Reading
Teaching Science: Grades 4-6
Teaching Writing: Grades 4-6
Total Quality Fundamentals
Understanding Adolescents
Understanding the Cloud
Using Social Media in Business
What's New in Microsoft Office 2013
Write Effective Web Content

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

Joint Base Andrews
1415 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-322-0778 or 301-981-5949
See the Joint Base Andrews section (page 83) for course listings.

Laurel College Center
(A Partnership of Prince George's Community College and Howard Community College)
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
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 81) 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 section (page 83) for course listings.

EXTENSION CENTERS

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-322-0894
Fax: 301-322-0898
For more information, call 301-322-0894.
See Skilled Trades Center section (page 83) for course listings.
(No registration or advisement offered at this location.)

Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
For more information, call 301-322-0964.
See Westphalia Training Center section (page 84) for course listings.
(No registration or advisement offered at this location.)

ADDITIONAL LOCATIONS

Culinary Arts Program
John E. Howard Community Center
4400 Shell Street
Capitol Heights, MD 20743
For more information, call 301-341-3027.

Law Library, Upper Marlboro
Prince George's County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
For more information, call 301-322-0785.

Prince George's Community College degree and extension centers bring education closer to your neighborhood by offering more than 200 course sections per semester at locations throughout the county. Classes are identical in title, number, course content, credit, and transferability to those offered on the main campus. Students may register in person for any course at most locations. A degree center offers courses that allow students to complete requirements toward a degree.
**LAUREL COLLEGE CENTER**

[Link to website: WWW.LAURELCOLLEGECENTER.ORG]

A Partnership of Prince George’s and Howard Community Colleges

A Maryland Regional Higher Education Center

Laurel College Center, 312 Marshall Avenue, Laurel, MD 20707

1-866-228-6100 or 443-518-4162

**Office Hours**

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

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

**Registration Instructions**

**Mail**

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

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

**Walk-in**

You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–4:30 p.m. You also may use walk-in registration at either college during their regular registration hours.

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**Web Registration for Continuing Education Students**

To register online, simply go to the college’s website, [www.pgcc.edu](http://www.pgcc.edu). Click on Owl Link in the menu. Click on the “Workforce Development & Continuing Education Students” box. Then, click on “Register for Noncredit Course”. Follow instructions to register and pay for your class. You are not registered in any of your classes until you submit payment. If you have questions during any part of the registration process, click on “Help”.

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**Payment Information**

The noncredit course cost (including tuition and fees) is listed with each course description.

- If you live in a different county (other than Howard County) in Maryland, in the District of Columbia or another state, you should use the Prince George’s Community College (PGCC) synonym numbers and submit payment to PGCC or Laurel College Center.

- If you register through PGCC, a registration fee of $15 each semester will be added to your bill (regardless of the number of courses you are taking).

- Senior citizens and students retired on disability will be charged a $50 registration fee per term.

- Also, non-Prince George’s County residents are charged an additional fee when they register through PGCC (Other MD county: $5 per course; DC/out-of-state: $10 per course).

You may use the following payment methods:

- Cash-only at the home campus (not LCC)
- Personal check
- Credit card (MasterCard, Visa or Discover)
- Money order
- Employer voucher or purchase order
- Property documented financial aid or scholarship

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**General Information**

**Websites**

- Prince George's Community College
  [www.pgcc.edu](http://www.pgcc.edu)

- Laurel College Center
  [www.laurelcollegecenter.org](http://www.laurelcollegecenter.org)

**Room Locations**

Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

**Parking**

During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

**Textbooks**

If a course requires a textbook, that information is listed with the course description. You can order textbooks online by accessing [www.pgccbookstore.com](http://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**

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

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

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause,
which may include insufficient enrollment of regularly enrolled (nonexempt) students.  
Note: Textbooks, course supplies, and materials are not covered by this exemption.  
For more information, contact the Office of Admissions and Records, 301-336-6000.

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

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

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

Note: Textbooks, course supplies, and materials are not covered by this exemption.
For more information, contact the Office of Admissions and Records, 301-336-6000.

BUSINESS MANAGEMENT SKILLS
Event Planning, page 14
BUS-460 The Site Selection Process
BUS-347 Working with Hotels
BUS-371 Marketing Your Meetings and Exhibits
BUS-307 Developing Sponsorship Opportunities
BUS-516 Parties for Every Occasion
BUS-572 Event Design and Production
BUS-525 Table Etiquette for the Event Planner
BUS-549 Not-For-Profit Fundraisers/Events
BUS-573 Introduction to Social Media for Event Planners

Non-Profit Management, page 17
VOL-313 Writing Grant Proposals

Small Business, page 19
BUS-418 Business Plan: Blueprint for Success
BUS-440 Marketing Strategies for Today and Tomorrow
BUS-562 Making Money on the Internet: Lead Generation

COSMETOLOGY/BRAIDING/MAKE-UP
Make-Up Artistry, page 38
OCU-427 Polished Daytime Make-Up
OCU-436 Bridal and Special Occasion Make-Up

CREATIVE AND PERFORMANCE ARTS
Fine Arts Creativity, page 38
ART-373 Landscapes in Oil
ART-392 Design and Create Jewelry!

Performing Arts and Music, page 41
ART-399 Let’s Wrap It Up!

EARLY CHILDHOOD EDUCATION
Childhood Education, page 41
DCR-457 Family Child Care Pre-Service Module 1: Child Development
DCR-458 Family Child Care Pre-Service Module 2: Curriculum
DCR-459 Family Child Care Pre-Service Module 3: Health/Safety/Nutrition
DCR-460 Family Child Care Pre-Service Module 4: Special Needs
DCR-461 Family Child Care Pre-Service Module 5: Professionalism
DCR-462 Family Child Care Pre-Service Module 6: Community
DCR-550 Medication Administration
DCR-464 Emergency Preparedness Training

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)
ESL-367 Conversational English, page 45

ENGLISH COMMUNICATION AND WRITING
Communication Skills, page 46
ENR-537 Speaking with Confidence

ENRICHMENT AND PERSONAL GROWTH
Lifestyle, page 47
ENR-465 The Family News Letter
ENR-427 Past Life Regression and Future Life Progression
ENR-362 Interpreting Your Dreams
ENR-556 Connect With Your Angles

Personal Finance, page 48
FIN-359 Little Known Secrets of Paying for College

FITNESS AND HEALTH
Wellness, page 49
HES-582 Reflexology for Stress and Wellness

HOME AND GARDEN
Home Interior, page 57
ENR-440 Colorful Home Environments
ENR-356 Feng Shui Basics: Getting Started
ENR-563 Feng Shui: Take Your Home From Chaotic To Peaceful in One Easy Session
ENR-564 Feng Shui - Personalizing Your Space for Optimum Living
ENR-554 De-Clutter Your Home

REAL ESTATE AND INSURANCE
Real Estate Applications, page 65
RES-403 Appraisal Principles and Procedures 6.0 CEUs

TRANSPORTATION AND DISTRIBUTION
Commercial Driver License: Class A and B, page 68
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’s Skilled Trades Center is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

CONSTRUCTION/SKILLED TRADES
Core Skills, page 35
OCU-416  CORE: Introductory Craft Skills, Part 2

HVAC, page 35
HVC-331  HVAC/R Level 1; Part 2
HVC-361  HVAC/R Level 3, Part 2

Residential Maintenance, page 37
OCU-329  Electrical Repair: Basic Skills
OCU-330  Plumbing Repair: Basic Skills

UNIVERSITY TOWN CENTER
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
301-277-5934

Office Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.    8:30 a.m.–2 p.m.

Just a short walk from the Prince George’s Plaza Station on Metrorail’s Green Line, Prince George’s Community College at University Town Center (UTC) offers students a convenient location for college credit and workforce development courses. The center opened in August 2000, and now serves approximately 1,500 credit and continuing education students each semester. The center offers approximately 150 credit/noncredit classes each fall and spring semesters, about 60 in the summer, and a full range of services.

CREATIVE AND PERFORMANCE ARTS
Fine Arts Creativity, page 38
ART-303  Fashion Sketching

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)
ESL Speaking Other Languages, page 45
ESL-370  Computer Basics for Spanish Speakers
ESL-350  Bridge ESL
ESL-356  Pronunciation and Fluency
ESL-359  Pronunciation and Fluency 2
ESL-365  Introduction to Computers for English Learners
ESL-367  Conversational English
ESL-368  American English Idioms

FITNESS AND HEALTH
Dance, page 49
ATH-321  DC Hand Dancing: the Official Dance of Event Design and Production

Wellness, page 49
HES-336  Pilates/Yoga
HES-590  Stretch Class
Show your team spirit by attending one of our many athletic activities.

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

**Go Owls!**

**INTERCOLLEGIATE ATHLETICS**

Novak Field House | 301-322-0518

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**WESTPHALIA TRAINING CENTER**

9109 Westphalia Road
Upper Marlboro, MD 20774
301-322-0964

**Office Hours**

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

Prince George’s Community College’s Westphalia Training Center, located at 9109 Westphalia Road in Upper Marlboro, educates and trains workers for in-demand jobs. Operated by the college’s Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides students with a laboratory setting within each classroom, allowing hands-on training in critical construction trade areas including residential, industrial and commercial construction, building maintenance, carpentry, masonry, electricity and residential wiring, HVAC/R, locksmithing, plumbing, and welding. The center also offers green and renewable energy training programs. Westphalia Training Center is a collaboration between Prince George’s Community College and Mid-Atlantic Carpenters Training Centers.

**CONSTRUCTION/SKILLED TRADES**

Building Engineer, page 34

OCU-611 Building and Certificate for Apartment Maintenance Technician Program

**Electricity and Advanced Electrical, page 35**

ELC-311 Residential Wiring, Level 1: Part 2
ELC-323 Construction Electricity 2: Part 1
ELC-347 Electrical Level 3, Part 2

**Locksmithing, page 36**

KEY-301 Locksmithing 102
KEY-304 Locksmithing 202

**COSMETOLOGY/BRIDGING/MAKE-UP**

Professional Braiding, page 37
OCU-431 Professional Braiding: Level 2

Make-Up Artistry, page 38
OCU-423 Advanced Make-Up Artistry

**FACILITY MANAGEMENT CREDENTIAL PROGRAM**

Facility Management, page 48
MGT-633 Finance and Business Essentials for FMP
MGT-634 Leadership and Strategy Essentials for FMP

**HOME AND GARDEN**

Landscaping, page 58
HRT-331 Introduction to Conservation Landscaping

**TRANSPORTATION AND DISTRIBUTION**

Auto Technology, page 67
OCC-400 Auto Technician: Electrical Systems
OCC-437 Auto Technician: Diesel Engine Theory & Maintenance

Forklift, page 69
HEO-305 OSHA Forklift Operator Certification

Motorcycle Mechanics, page 71
OCC-376 Motorcycle Mechanics & Repair
Prince George’s Community College and Prince George’s County Economic Development Corporation—Workforce Services Division are partnering to provide ACE* training for the following professions:

- Certified Security Officer
- Certified Nursing Assistant (CNA)
- Geriatric Nursing Assistant (GNA)
- Medical Office Assistant

*Accelerating Connections to Employment
Training, books and supplies provided FREE of cost after meeting eligibility requirements and random selection.

For more information, contact Cheryl Hills
301-362-1419 | 301-362-9708 | chills@co.pg.md.us

This project is funded by the US Department of Labor under contract #IF-23245-12-61-A-2. It is a part of a national evaluation being conducted by Abt Associates (Bethesda, MD).

The ACE evaluation is being conducted by ICF International (Fairfax, VA) and the evaluation design has been reviewed and approved by the ICF Institutional Review Board, #4292013.
2015 Summer Youth Programs

Activities for Grades 2–7

Coming Soon!

The 2015 Summer Youth Program will be featured in the Spring Continuing Education Schedule of Classes

Four full weeks in July featuring enrichment and academic courses for children in grades 2-7

Make summer memorable. Enroll Today!

www.pgcc.edu/go/summeryouth

301-322-0158

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Strong businesses plan for change. They know that being on the frontline of technological innovation and profitable growth requires continuous development of workforce skills and savvy.

The Center for Business and Industry Training (CBIT) at Prince George’s Community College helps you capitalize on these changes by providing training and education designed to help your workforce keep its competitive edge.

Learn more at www.pgcc.edu or call 301-336-6000.

Center for Business and Industry Training
Focus Areas:

- Advanced Technology Training
- Business and Management Skills
- Career Planning
- Certification Programs
- Computer Skills for Office Technology
Prepare for a new career. Sharpen your job skills. Enrich your life!
Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

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

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

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

Contact Laurel College Center today!

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

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

Get Ahead in Life.
Workforce Development and Continuing Education

Noncredit Student Registration

Student ID (if known)  
Application Date  
Semester  
Year:  
Fall  
Spring  
Summer  
Name  
Last:  
First:  
Middle Init.:  
Address  
Zip:  
Street:  
Telephone  
Home:  
Cell:  
Work:  
Identification #:  
Soc. Sec. No.: (opt)  
D.O.B.: (req)  
Ethnicity/Gender  
Native American  
Black/African American  
White  
Multiple  
Gender (M/F)  
Asian  
Hispanic  
Pacific Islander  
Other  
Student Type  
Standard, No Exemptions (STAND)  
College Employee (EMPL)  
Active Military In-county (ADMLC)  
Retired & Disabled (REDS)  
Employee Dependent (DEP)  
Active Military In-state (ADMLS)  
Resident Status  
Prince George's County (PGCO)  
Out of County in MD (OUTCO)  
Out of State (OUTST)  

For OFFICE USE: Academic Program = NDEG.CEND (… 176)

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

Course  
(Letter)  
(Synonym #)  
(Section)  
(Start Date)  
(Tuition)  
(Course Name)  

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A registration fee of $15 will be assessed to every standard student each term. The fee will allow the individual to register for one or more noncredit courses during the term.

The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County or Maryland residents. Additional course fees may be required. Please see the Schedule of Noncredit Classes for details.

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

Student Signature  
Date  

E-mail  

OFFICE USE ONLY

Date  
Processed by  

This Winter, follow your PASSION!

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

REGISTER NOW! Ongoing enrollment and varying start dates throughout the winter.
301-336-6000 • PGCC.edu