CONTINUING EDUCATION CLASSES

FALL 2016

Job Skills Training
Personal Enrichment
Workforce Development
3 WAYS TO REGISTER FOR CLASS

1. **ONLINE**
   To register online, you MUST have an e-mail address and you MUST pay with a credit card. No application is required. Online registration is fun using Owl Link.

2. **BY MAIL**
   To register by mail, complete the registration form in the inside back cover of this schedule. Mail it along with your check or money order (payable to Prince George’s Community College) to:
   
   **Cashier’s Office**
   Prince George’s Community College
   301 Largo Road
   Largo MD 20774

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

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

Questions?
Call 301-546-0159

Transforming lives.
PRINCE GEORGE'S COMMUNITY COLLEGE

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16034
**HOW TO USE THIS SCHEDULE**

<table>
<thead>
<tr>
<th>Area of study or career field</th>
<th>HEALTH CARE SUPPORT</th>
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<tr>
<td>Program of study or specialization within a career field</td>
<td>PHLEBOTOMY TECHNICIAN</td>
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<tr>
<td>Description of this program, including information on certificate or licensing options</td>
<td>301-546-0878 or 301-546-0796</td>
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<tr>
<td>Prerequisites: requirements before you take this course</td>
<td>Contact information for this area</td>
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<tr>
<td>Course number and course title</td>
<td>Educational credentialing and professional licensing validate your level of expertise in a career field. Our programs can prepare you for professional licensing and certification exams, or lead to a Certificate of Completion, to validate your professional development and show that you have successfully completed a series of related courses.</td>
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<tr>
<td>Course description</td>
<td>How to use this schedule</td>
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<tr>
<td>Number of sessions, costs and fees.</td>
<td>How to find your classroom</td>
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</table>

**HOW TO GET STARTED**

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

**HOW TO FIND YOUR CLASSROOM**

**LARGO CAMPUS**

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

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

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

**OTHER LOCATIONS**

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

#### ACCOUNTING
301-546-0032 or 301-546-5216

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

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#### OFC-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, $140+ (includes a $65 lab fee)

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#### OFC-341 Accounting for Managers: Part 1
1.5 CEUs
An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision makers can use it. Topics will include income statement, owner’s equity, economic measurement, realty depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required. 5 sessions, $150+

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**QUICKBOOKS**

**OFC-344 QuickBooks: Part 2**  
1.5 CEUs  
5 sessions, $180*  
11571 W 10/5-11/2 6-8:50 p.m. Largo

**OFC-345 QuickBooks: Part 3**  
1.5 CEUs  
Students will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required using the QuickBooks application. Students must take QuickBooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Textbook required.  
5 sessions, $180*  
11572 W 11/9-12/14 6-8:50 p.m. Largo

**OFC-326 Introduction to QuickBooks: Part 1**  
1.5 CEUs  
Students will be shown how to establish a chart of accounts, vendor, customer, inventory, and payroll records and how to enter typical transactions, as well as, how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or QuickBooks: Part 2. Prerequisites: OFC-361 or OFC-341 or accounting experience. Students must have a basic understanding of key accounting and bookkeeping terms. Meets concurrently with credit course ACC-1070. Textbook required.  
5 sessions, $180*  
11570 W 8/31-9/28 6-8:50 p.m. Largo

**DPR-818 Introduction to Quickbooks**  
2.4 CEUs  
2015  
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to mid-sized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. You will gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you’re new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.  
12 sessions, $140*  
(includes a $65 lab fee)  
11721 WF 9/14-11/4 online E2GO  
11722 WF 10/12-12/2 online E2GO  
11723 WF 11/9-12/30 online E2GO  
11724 WF 12/14-2/5 online E2GO

**DPR-834 Introduction to Quickbooks**  
2.4 CEUs  
2016  
This course is designed for individuals pursuing entry-level career training in bookkeeping and provides instruction on the basics of QuickBooks 2016. Topics include inputting business, customer and vendor information, managing checking and savings information, reconciling bank accounts, accounts payable, reports, customer invoicing, and tracking inventory and estimates.  
12 sessions, $160*  
(includes a $75 lab fee)  
11663 WF 9/14-11/4 online E2GO  
11664 WF 10/12-12/2 online E2GO  
11665 WF 11/9-12/30 online E2GO  
11666 WF 12/14-2/5 online E2GO

**OFC-342 Accounting for Managers: Part 2**  
1.5 CEUs  
An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision-makers can use it. Topics will include income statement, owner’s equity, economic measurement, realty depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required.  
5 sessions, $150*  
11555 T 10/4-11/8 6-8:50 p.m. Largo  
11556 S 10/8-11/5 9 a.m.-12:15 p.m. Largo

**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. Topics include the cash flow statement, generally accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-342. Textbook required.  
5 sessions, $150*  
11558 S 11/12-12/17 9 a.m.-12:15 p.m. Largo  
11557 T 11/15-12/13 6-8:50 p.m. Largo

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

**OFC-328 Payroll Accounting**  
1.5 CEUs  
This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. Textbook required.  
6 sessions, $185*  
11569 F 9/16-10/21 6-8:30 p.m. Largo
**BUSINESS MANAGEMENT SKILLS**

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

**BUSINESS MANAGEMENT**

**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. **1 session, $35**

**BUS-410 Starting Your Meeting Planning Company**
Have you ever thought of starting your own meeting management company but didn’t know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger. **1 session, $65**

**BUS-466 Crash Course in Event Planning**
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Be ready to discuss an event on which you are currently working, such as a baby shower, birthday, conference, retreat etc. Let’s work together to make your event a success! Instructor: Lisa Byrd. **2 sessions, $60**

**BUS-593 Wedding Traditions and Customs**
This course is designed for wedding professionals to beginners. Add this interactive class to your education portfolio. You will travel around the world to learn the significance behind treasured customs and traditions and how to blend them for the bride and groom’s perfectly culture-infused ceremony. Topics to include: wedding history, planning, event design, themed layouts and more. **1 session, $35**

**BUS-596 I’m an Event Planner, Now What?**
This course is for beginner and mid-level Event Planners. Learn how to build a portfolio, conduct interviews with potential clients and create basic event contracts for service. Come ready to do interactive activities, have class discussions and plenty of fun while building skills for your new profession. Please bring any of your event photos, flyers, invitations or any small item you have created for an occasion to share and apply to the lessons. **1 session, $35**

**BUS-422 Conference Planning Management**
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger, C.M.P. **1 session, $65**

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

**BUS-466 The Site Selection Process**
Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. **1 session, $35**

**AQUATICS**

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

**SWIMMING**
Learn to Swim information is available from the Robert I. Bickford Natatorium:

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

Flyers are available at the Natatorium on the PGCC Largo campus.

Please contact us at the e-mail above for schedule and class descriptions.

**The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu**
### BUS-576 Party Planning in a Pinch
If you need to plan a party but you don’t have a clue where to begin and you don’t have much time or a big budget, then this course is for you. Learn basic tips and tricks on how to put together birthday parties, retirement parties, anniversary parties, bridal and baby showers, receptions, sweet sixteens’ and family reunions. You can save time and money while executing a great event in a pinch.

Instructor: Shakira Sturdivant. **1 session, $35**

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### BUS-569 Food and Beverage Costs Choice
Is it the taste or the cost that matters? It’s both! Food and beverage is the most important part of any event. Not knowing how to select the right combination can affect your event. You will be taught how to create and stay within a realistic budget. Instructor: Renee Maxwell. **1 session, $35**

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

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

Instructor: Sharan Nixon. **1 session, $35**

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### BUS-579 Cutting Edge Tricks & Technologies for Successful Event Businesses
Want to work smarter and avoid costly planning/design mistakes. This practical and exciting session will unleash your creativity and show you tried and true tricks to grow your business. Improve the quality of your work by introducing strategies used by industry event professionals. Topics will include logistics, time management, inventory, delegation, recycling to get organized, and technology’s “latest tools and gadgets”. Instructor: Lilly Whitaker. **1 session, $35**

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### BUS-597 Legal Issues That Face Meeting Managers
This course will review legal issues from the perspective of a meeting manager, but not meant as legal advice. The problem topics to be discussed include music performance licensing fees, attrition, cancellation clauses, force majeure, union issues, ADA requirements and other pitfalls to avoid. Remember to always consult an attorney with legal questions. **1 session, $35**

Instructor: Lilly Whittaker.

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

Instructor: Shakira Sturdivant. **1 session, $35**

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### BUS-598 Beginner’s Backdrops - Pipe and Drape
This course will teach you the necessary Backdrop - Pipe and Drape techniques to start or expand your business in the event decorating industry. You will develop a keen eye for detail and spot flaws and get better at utilizing spaces with the best decoration techniques. With over 15 years of experience in the events field, Lilly Whitaker will help you achieve the “upscale” look for a great event. Have fun transforming event venues into beautiful spaces. **$25 materials fee payable to the instructor. 1 session, $35**

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

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### GENERAL BUSINESS SKILLS

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

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### OFC-540 Administrative Assistant Applications 2.4 CEUs
Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect the administrative assistant’s responsibilities and activities. Explore key management functions such as planning, control and motivation; find out how marketing differs from sales and learn the basic of operations management. 12 sessions, $140* (includes a $65 lab fee)

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### MGT-585 Introduction to Business 4.5 CEUs
Basic characteristics of the business enterprise, its organization and its role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BMT-1010. Prerequisite: reading proficiency. 15 sessions, $499*  

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

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

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### 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, $160*

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### 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. Required textbook: *Leadership: Essential Steps Every Manager Needs to Know*, (3rd or latest edition) (Prentice Hall). 4 sessions, $160*

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

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### MGT-345 Advanced Supervisory Skills 1.2 CEUs
Managers! Improve your skills! This course is designed for managers, who have been in a supervisory position over five years and are facing challenges with your employees. This course will discuss three major topic areas: 1. Employees you supervise not meeting performance expectations, 2. Conduct and behavior that does not create a positive work environment, and 3. Employees not meeting productivity goals. Techniques, skills, and methods to improve employee performance will be presented. 4 sessions, $160*

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### CONTINUING EDUCATION

**MGT-347 Advanced Managerial Leadership** 1.2 CEUs
As you move in your career, strong management and leadership skills will be required to move your team toward shared goals. Review your current leadership technique and style to prepare yourself to better manage your employees. Learn skills that will help your team grow to meet the changing demands of the workplace. **4 sessions, $160**

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**MGT-348 Advanced Human Resources** 1.2 CEUs
This course is designed for people who have been working over five years as a manager or supervisor. Changes in labor laws will be reviewed. Topics will include: new employment laws, questions you can legally ask at interviews, update on employment paperwork required, drug testing guidelines, the changing dress codes in the workplace, accommodating diversity in religion requests. Techniques will include: how to spot a problem, such as sexual harassment, verbal or physical abuse; the skill of compiling accurate and precise documentation, appropriate conduct, and introduction to the skill of mediation. **4 sessions, $160**

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**MGT-591 Managerial Writing** 0.6 CEUs
This course is designed to help supervisors, administrators, and directors improve their written word. Class will cover key terms to make employees aware of changes in policy, procedures, and practices. **1 session, $95**

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

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**BUS-590 Best Practices for Nonprofits**
When your message is not articulated clearly, it handicaps your organization’s ability to carry out your mission successfully. Discover the top practices that nonprofit leaders use to communicate well, build a strong reputation and maintain visibility among their target audiences. **1 session, $35**

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**NON-PROFIT MANAGEMENT**

**VOL-335 Introduction to Nonprofit Organizations and Fundraising** 0.6 CEU
This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. Instructor: Ivy Pendleton. **1 session, $65**

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

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

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

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**NOTARY PUBLIC**
301-546-0797 or 301-546-5299

**CALLING ALL NOTARIES!**
A letter of recognition in Notary Public Procedures is awarded upon completion of courses GEN-307, GEN-339, and GEN-363.

**GEN-307 Notary Public Procedures**
0.5 CEU
For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructors: Elaine Wright and Frederick Harris. 1 session, $35

12474  S  10/8-10/8  10 a.m.-4 p.m.  Largo
12475  TTh  12/6-12/15  online  BLBD, 1

**GEN-369 21st Century Notary: Information Technology (IT) for the Mobile Notary**
This course will teach you the necessary backup, pipe, and drape techniques to start or expand your business in the event decorating industry. You will develop a keen eye for detail and spot flaws and get better at utilizing spaces with the best decoration techniques. With over 15 years of experience in the events field, Lily Whittaker will help you achieve the “upscale” look for a great event. Have fun transforming event venues into beautiful spaces. $25 materials fee payable to the instructor. 1 session, $35

12968  S  10/29-10/29  10 a.m.-1 p.m.  Largo

**GEN-363 Advanced Notarial Procedures**
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, $55*

12474  S  10/8-10/8  10 a.m.-4 p.m.  Largo
12475  TTh  12/6-12/15  online  BLBD, 1

**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, $35

12476  S  9/9-9/9  10 a.m.-4 p.m.  Largo
12477  T  10/16-11/1  6:30-9 p.m.  Largo (2 sessions)

**GEN-339 Applied Notary Practices and Procedures**
0.5 CEU
This course reviews notary practices and procedures for performing proper notarizations. Students will have an opportunity to sharpen their notarial knowledge through exercises in completing notarial certificates, administering verbal declarations, documenting journal entries, and spotting fake ids. Recommended: GEN-307. 1 session, $55*

12472  S  9/24-9/24  10 a.m.-4 p.m.  Largo
12473  T  11/15-11/22  6:30-9 p.m.  Largo (2 sessions)

**PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREPARATION COURSE**
301-546-0029

The Project Management Professional (PMP)* Exam Preparation Certificate Program provides students with the knowledge and skills required to effectively manage projects and sit for the PMP exam. MGT-355 includes a review of the required body of knowledge including project scope, lifecycle, and management methodologies, from project inception and budgeting, schedule and risk management to program closure and quality assurance. Designed for today’s busy professional, MGT-355 is a 14 session course offering additional support beyond class instruction with a weekly virtual study group, certification exam practice sessions and online access to class content, in the event you are away on business and can’t attend one of the classes. Registered participants also have the option for one-on-one instructor session for assistance completing the PMP* Exam application.

**MGT-626 Project Management Fundamentals**
2.4 CEUs
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. Experienced project managers, will gain knowledge to increase your skills and competencies. This course will prepare you for the Project Management Professional (PMP) exams offered by the Project Management Institute, (PMI). 12 sessions, $140* (includes a $65 lab fee)

11925  WF  9/14-11/4  online  E2GO
11926  WF  10/12-12/2  online  E2GO
11927  WF  11/9-12/30  online  E2GO
11928  WF  12/14-2/3  online  E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MGT-355 PM Professionals PMP Exam Certification Prep  4.2 CEUs
Comprehensive preparation for the PMP Certification Exam includes review of the required body of knowledge including project scope, lifecycle, and management methodologies, from project inception and budgeting, schedule and risk management to program closure and quality assurance. Course includes weekly virtual study group, exam practice sessions, as well as advice for completing the PMP® Exam application. 14 sessions, $2495* (includes a $1497 lab fee)

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

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

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

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

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

PROPERTY MANAGEMENT
301-546-0120 or 301-546-0158

RES-333 Introduction to Property Management
This course prepares students for entry-level positions as leasing consultants or assistant property managers, as well as for further professional training and certification. The management of rental property (apartments) is emphasized, but common interest realty associations (CIRA) and other residential property (manufactured and senior housing, single family homes) are also covered. Course topics include forms and goals of ownership, leasing, human resource management, property operations, resident policies, marketing, budget and planning, legal and risk management, and government regulations. This course meets concurrently with credit course BPM-1010. Textbook (required at first class): Note: HYO1 is a hybrid section with 8 on-campus meetings: 8/25, 9/8, 9/22, 10/6, 10/20, 11/17, & 12/1. Visit www.pgcconline.com for details.
30 sessions, $495* (includes a $160 lab fee)

PUBLIC SERVICES
301-546-0120 or 301-546-0158
### SMALL BUSINESS
301-546-0797 or 301-546-5299

#### CONTINUING EDUCATION CERTIFICATE, BUSINESS OWNERS SUCCESS SERIES (BOSS)
Most business owners and prospective entrepreneurs have a common goal—success! Nobody ever said that it was going to be easy, and you’re probably finding that to be true. So, how do you achieve and increase success in your business? It’s a building process, and Prince George’s Community College has the resources to help you grow and prosper.

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

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

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

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

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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. Workbook available payable to instructor: Karlene Sinclair-Robinson. **1 session, $65***

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

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### 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, $35***

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

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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-547 Entrepreneurship as a Second Career
Are you retired and discovering that you weren’t really ready to retire, or dissatisfied with your current career? You might want to consider some form of entrepreneurship as your next move. This course takes you through the various pathways to business ownership, starting a business from scratch, buying an existing independent business and buying a franchise. You will get an overview of the steps necessary to pursue these options and various coaching and mentoring resources. Instructor: David Buck. 1 session, $35

BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
Everything your business develops should remain your exclusive asset, including company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, trade secrets laws and patents for your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, Esq. 1 session, $35

BUS-400 Successfully Managing a Beauty Salon
Effective salon management can make or break your business but there are tried and true methods Topics will include, employee relations, inventory control, management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis ("The Bush Doctor"). 1 session, $35

BUS-342 Creating an Interior Decorating Business 0.6 CEU
Do you have a design interest or do you enjoy decorating for yourself and others? Either way you’ll leave this course with secrets from a professional decorator. She will cover how to develop a business and marketing plan, how to apply for business licenses and a tax (ID) resale certificate, and access to trade showrooms to purchase home furnishings at the dealer discount. Instructor: Charisse Holder. 2 sessions, $60*

BUS-432 Virtual Assistant Business 0.6 CEU
A virtual assistant is a business owner who provides administrative creative, and technical support solutions to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Monica Bounds. 2 sessions, $65*

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 low-cost advertising, and walk away with a successful business. Instructor: Loren Lavoy. 2 sessions, $65*

BUS-355 Start and Operate Your Own Home-Based Business 2.4 CEUs
Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have. 12 sessions, $140* (includes a $65 lab fee)

BUS-531 How to Find, Select, and Finance an Affordable Franchise
Take control of your future and own your business through franchising. In this new economy find out how you can select the right franchise. Topics to be discussed include pros and cons of franchising, franchising vs. independent start-ups, researching franchise opportunities, fundamentals of purchasing a new or existing franchise, the Offering Circular and the Franchise Agreement. Create your own possibilities! Instructor: David Buck. 2.4 CEUs

BUS-589 Effective Communication Bootcamp
Need to increase sales and/or your marketplace value? Want to separate yourself from the competition? Then this bootcamp is for you! Learn how to influence and captivate your potential clients/customers, investors, or team members through effective communication. This course will cover how to streamline your message, confidently present your ideas, deliver solutions that keep customers engaged and avoid communication pitfalls that detract from an effective message. Instructor: Karen Cheeks. 1 session, $35
BUS-540 Start Your Own Small Business
2.4 CEUs
Learn how to take your dream of starting a business and put it into action. In this class, you’ll be taught everything you need to know about starting a business including start-up options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones. 12 sessions, $140* (includes a $65 lab fee)

12240 WF 11/9-12/30 online E260
12241 WF 12/14-2/3 online E260

BUS-476 Starting Your Own Boutique
0.6 CEU
You will get an overview of the various aspects of owning and operating a small retail business, whether storefront or in-home. This is a great introductory course for those interested in fashion retailing either as a start to owning a business or to improving personal knowledge as an educated consumer. Topics to be discussed include buying, merchandising, pricing, marketing and advertising. Instructor: Maria Smith, Top Kitty; CEO & President.
1 session, $65*

13074 S 10/29-10/29 9 a.m.-4 p.m. LCC-205

BUS-562 Making Money on the Internet: Lead Generation
If you want your own internet business that is easy to do, can be done anytime or anywhere, has a steady stream of income, does not require cold calling and is not multilevel marketing then this is the course for you. You will be shown a simple step-by-step process to set up your lead generation service, get clients and collect monthly payments on a residual basis. Instructor: Iris Collins
1 session, $35

13034 T 11/15-11/15 6:30-9:30 p.m. LCC-205

BUS-500 Insurance for the Small Business
Small business owners have enormous decisions to make when it comes to selecting insurance—property, casualty and health—and the consequences are huge. This course is taught by members of the Maryland Insurance Administration, the agency that regulates insurance companies and the individuals that sell insurance. They will help you determine what coverage you need for your particular business. 1 session

12852 M 9/12-9/12 6:30-8:30 p.m. Largo

BUS-309 Your Business and the SBA
A representative from the US Small Business Administration (SBA) will present an overview of the products and services offered by this federal agency, such as guaranteed loans, management assistance, education and counseling, 8a programs, federal procurement, and regulation updates. Participants will be encouraged to share their ideas, problems, and needs in a group discussion. 1 session

13036 Th 9/5-9/15 6:30-8:30 p.m. Largo

BUS-565 Ask the Experts: Small Business Panel
With our economy’s current position, more individuals are creating their own opportunities. Many are returning to the classroom to gain more knowledge and skills to start or better manage their businesses. Starting or operating a business is not easy. There are many areas of responsibility when, including marketing, financials, personnel, regulatory and more. If you could ask an ‘expert’ any question, what would it be? Write them down! Save the date! Don’t miss this event. We will have experts from various sectors including bestselling author, financing expert and small business advocate, Karlene Sinclair-Robinson
1 session

12377 M 9/26-9/26 6:30-8:30 p.m. Largo

BUS-548 From Vision to Marketplace: Branding & Visual Strategies
This course will assist you in bringing the vision in your head to reality. It will provide an overview on branding, creative strategies and visual concepts to effectively empower your vision/brand’s message. You can leave a lasting impression in the marketplace for your small business which is relevant to your entrepreneurial journey. Instructor: Laroya Benson
1 session, $35

12697 W 10/12-10/12 6:30-9:30 p.m. Largo

BUS-571 Blogging for Business
Want to expand your business? Need to develop an online plan to grow your business? Start here. This session is for those seeking to understand the concept of blogging. It will give you an overview of blogging and how to use it for business. Now you are ready to register for the upcoming full-day training. Instructor: Karlene Sinclair Robinson
1 session, $35

12664 T 10/18-10/18 6:30-9:30 p.m. Largo

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

12563 S 10/29-10/29 9 a.m.-4 p.m. Largo

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

12253 WF 11/9-12/30 online E260

BUS-575 Social Media Strategy
Social media is here to stay. Find out which network is right for you and how to make it work for your business. Instructor: Robert Gatewood
1 session, $35

12715 T 11/22-11/22 6:30-9:30 p.m. Largo

BUS-595 DIY Public Relations: Simple Solutions for Small Business Owners
Did you know that public relations can be used to grow your business? There are simple strategies that emerging and current small business owners can implement to attract new customers/clients. The interactive discussion will touch on press releases, media relations, social media, branding, message development and communication strategy. You will be shown how to add these solutions to your DIY (do-it-yourself) business toolbox!
1 session, $35

12677 W 10/26-10/26 6:30-9:30 p.m. Largo
BUS-326 Types of Government Contracts 0.5 CEU
This course provides an introduction to the various types of contracts used by the Federal Government to obtain goods and services. How to determine which type of contract to use and the types of benefit and risk associated with each contract type will be discussed. Instructor: Pamala Jenkins. 2 sessions, $60*
13042 W 10/5-10/12 6:30-9 p.m. Largo

BUS-461 Government Contracting: Marketing Business to Government 0.5 CEU
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. 2 sessions, $60*
13043 W 10/9-10/26 6:30-9 p.m. Largo

BUS-534 Writing Proposals for Government Contracts 0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. This course also covers Requests for Proposals (RFP), a method for purchasing goods and services from the private sector, and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $60*
13044 W 11/9-11/16 6:30-9 p.m. Largo

CENTER FOR ENTREPRENEURIAL DEVELOPMENT

SMALLBIZ SAFETY
301-546-8233 or ced@pgcc.edu

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

This program includes:
- Safety Roundtable Discussion (no charge; call 301-546-0964 to sign up)
- CED-300 Safety CEO
- CST-422 OSHA 10
- OCU-610 OSHA 30

CED-300 SmallBiz Safety CEO 2.0 CEUs
Workplace risk and safety management is essential to running a successful construction company. Developing and maintaining a culture of vigilant business risk identification and employee safety & health can give a company a competitive edge in the industry. Every business should develop and maintain good risk management and safety controls as part of their business philosophy. Diligent attention to risk and safety management for a small business helps prevent personal and financial loss, which impacts a business owner’s bottom line: profit and people. 6 sessions, $250* (includes a $100 lab fee)
11650 Th 10/13-11/17 6-9:30 p.m. WTC

CST-422 OSHA 10 1.0 CEU
This OSHA 10-hour course is designed for construction workers, supervisors, safety coordinators, and others involved in the construction industry. Topics include an introduction to OSHA, general safety and health provisions, fall protection, protective and lifesaving equipment, materials handling safety, tool safety, and equipment safety. Upon completion of this course, students should be able to recognize the basics of occupational safety and health, utilize best practices in identifying, reducing and reporting hazards, and utilize their Department of Labor course completion card to obtain employment. 2 sessions, $175* (includes a $75 lab fee)
11905 ThF 12/1-12/2 9 a.m.-5 p.m. WTC

OCU-610 OSHA 30 3.0 CEUs
This 30-hour Construction Outreach Training Program is intended to provide a variety of basic safety training to workers. This course will emphasize hazard identification, avoidance, control, and prevention, not OSHA standards. 4 sessions, $325* (includes a $100 lab fee)
11648 MTWTh 10/3-10/6 9 a.m.-5 p.m. WTC

INCREASE YOUR MARKET SHARE
301-546-8233 or ced@pgcc.edu

POSITION YOUR BUSINESS IN THE MARKET PLACE
These courses are intended to give business owners an overview of marketing and the associated concepts that will enable them to develop a sound marketing plan to establish or grow their business. Upon completion of each course, business owners will walk away with a well-thought out and executable plan to move their business forward.

This program includes:
- CED-301 Strategic Positioning
- CED-305 Selling Made Simple
- CED-306 Sustainable Sales Techniques
- CED-314 Creating Visuals to Brand Your Business
CED-301 Strategic Positioning 0.8 CEU
This course is intended to give students an overview of strategic positioning and associated marketing concepts that will enable them to develop a sound marketing plan to establish or grow their business. Upon completion of the course, students will walk away with a well-thought-out, executable plan to move their business forward. 4 sessions, $150* (includes a $50 lab fee)

1651 MW 8/29-9/12 6-8 p.m. UTC

CED-305 Selling Made Simple 1.6 CEUs
This interactive Sales Series will help business owners acclimate to the sales arena and re-sharpen an experienced sales person's skills and perspective. The course approaches the selling cycle from a multi-cultural selling perspective using presentations the leave an impact, ultimately leading to more clients. Workbook required. 8 sessions, $270* (includes a $70 lab fee)

1904 Th 9/27-10/20 6-8 p.m. UTC

CED-306 Sustainable Sales Techniques 0.9 CEU
This interactive sales series is specifically designed for seasoned business owners and sales professionals who completed the Selling Made Simple course. In this complex consumer market, we will master the strength in your business through co-promoting, teaming agreements and share project based work. In addition, we will master the selling process, which emphasizes spin-selling, multi-cultural market selling, creative closers and social media distracters/objection handlers. Workbook required. 3 sessions, $160* (includes a $60 lab fee)

11649 Th 11/3-11/17 9-11:30 a.m. UTC

CED-302 Group Coaching 3.0 CEUs
This course is designed to train, coach, and guide each participant in developing specific "action steps" that they are expected to take into their own business to put (new or refreshed) knowledge into action. 12 sessions, $1005* (includes a $200 lab fee)

11647 S 9/17-12/3 9-11:30 a.m. UTC

CED-313 Federal Contracting Accelerator 1.5 CEUs
This course is designed for firms new to federal government contracting. Doing business with the federal government is complex and the information is overwhelming. To maintain success as a contractor, you must first comprehend the federal government procurement system and take the necessary steps to win federal contracts. 5 sessions, $175* (includes a $75 lab fee)

12369 Th 10/4-10/13 9 a.m.-12 p.m. UTC
F 10/14-10/14 9 a.m.-12 p.m. UTC

CED-303 Creating Visuals to Brand Your Business 0.8 CEU
This course is designed to help small business owners identify and explore the components and process used to create an image for your business. This instructive and interactive course will help small business owners understand branding strategies used to promote a business, extend a business brand, and build a business image. 4 sessions, $120* (includes a $20 lab fee)

12262 Th 11/29-12/8 6-8 p.m. UTC

CED-304 Federal Contracting 1.5 CEUs
This course is designed for firms new to federal government contracting. Doing business with the federal government is complex and the information is overwhelming. To maintain success as a contractor, you must first comprehend the federal government procurement system and take the necessary steps to win federal contracts. 5 sessions, $175* (includes a $75 lab fee)

12264 M 8/27-10/10 6-8 p.m. UTC

INCUBATION: ENTREPRENEURIAL LEADERSHIP SEMINAR SERIES
301-546-8233 or ced@pgcc.edu

INCUBATION: ENTREPRENEURIAL LEADERSHIP SEMINAR SERIES
This seminar series provides entrepreneurs a step-by-step process for turning their business ideas into a profitable enterprise. Entrepreneurs will learn from seasoned business owners and their experiences (both failures and successes) to create a profitable and financially sound business structure.

Entrepreneurs will receive:
• An opportunity to restructure their business plan and ideas
• A strategy for turning a basic business idea into a business concept that appeals to the millennial generation
• Knowledge on how to integrate technology into their business
• Instruction on how to overcome the hurdles, pains and mental stress of owning a business
• Information on ways to cultivate a great business team
• The fundamentals of marketing, market research and product focus groups
• An opportunity to pitch your business idea to investors

For information on this event, please call 301-546-8233.

STRATEGIES FOR GROWING YOUR BUSINESS
301-546-8233 or ced@pgcc.edu

CED-312 Virtual CFO 1.8 CEUs
This course provides local, small and minority business enterprises access or an increase in access to financial capital. The Virtual CFO combines financial management training with business support services that allow small business owners to implement financial management strategies, processes and procedures and make sound financial decisions that will help their businesses grow, expand and succeed. 6 sessions, $485* (includes a $291 lab fee)

12357 M 8/29-10/10 6-9 p.m. Largo
**CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS**

**CHILDREN’S DEVELOPMENTAL CLINIC FALL CLINIC, 2016** (Birth through 12 years of age)
The Children’s Developmental Clinic is a community service program conducted by the Workforce Development and Continuing Education 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, which can include motor delays, language delays, emotional issues or orthopedic challenges. Each Saturday, children participate in one-to-one, individualized motor development sessions. If additional assistance is needed, children can be enrolled in the language, reading or social skills programs at the Clinic.

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

For more information or to download registration forms for the fall session, visit our website at www.pgcc.edu/go/cdc or contact us at the number above.

**OCC-334 Children’s Developmental Clinic: Clinician Pre-clinic Training**
Designed for students, parents, teachers, and interested individuals, this pre-clinic course introduces students to topics related to working with children with special needs. Topics will include the purpose, standards, and activities of the Children’s Developmental Clinic. **2 sessions**

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**OCC-327 Children’s Developmental Clinic: Clinician Training** 4.0 CEUs
A certificate course designed for those interested in developing skills working with children experiencing various developmental delays. Each clinician will be involved in a one-to-one training environment in the areas of motor language and reading development. Clinicians will be under the supervision of the clinic’s professional resource staff. Prerequisite: OCC-334, completed fingerprinting and background check. **9 sessions**

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**CHOICES AND PATHWAYS**

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

- Be at least 16 years of age
- Have a minimum reading level of second grade
- Have basic conversational skills
- Independent self-help skills

For more information or to request an application, please call the number above.

**Note:** Individuals 16 years of age and above with developmental and intellectual disabilities are encouraged to register for any continuing education courses in this schedule for which they meet the eligibility.

**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 what their NWAM (Net Words a Minute) which will determine their overall proficiency. Required textbook: *College Keyboarding Lessons 1-25 (Package)* Pro 9 CD (18th edition), Vanhuss Forde Wodo ISBN: 978-1-111-42646-0. **6 sessions**, $144* (includes a $60 lab fee)

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**KEYBOARDING**

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

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

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

Requirements include successful completion of the following courses.
• Introduction to Personal Computers OR Introduction to Windows*
• Introduction to Microsoft Word: Level 1*
• Introduction to Microsoft Excel: Level 1*
• Introduction to Access*
• Introduction to PowerPoint*
• Advanced Powerpoint*

This five-course certificate program is designed to recognize a student’s achievement in the areas of Microsoft Office and office procedures and practices. You will 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.

Requirements include successful completion of the following courses:
• Applied Office Skills
• Introduction to Microsoft Word: Level 1*
• Introduction to Microsoft Excel: Level 1*
• Introduction to PowerPoint*
• Introduction to Access*

*Any version (year) of Microsoft Office Suite

Students who have completed these requirements should contact us at the number or e-mail above for verification and to request a certificate.

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

DPR-778 Applied Office Skills 0.9 CEU
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by making daily routine plans, phone etiquette, filing systems, handling information requests, and performing clerical functions such as, 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)

11283 MWF 10/10-10/14 6:30-9:30 p.m. CAT-105
11284 MWF 12/5-12/9 6:30-9:30 p.m. Largo

DPR-753 Introduction to Windows 7 0.9 CEU
This hand-on class introduces students to Windows 7 features that let them personalize their screens. Students will be taught how to type and edit text, create documents, save and organize their work, search the Web like an expert, and how to use flash drives. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Student should be familiar with using personal computers and have used a mouse and keyboard. Textbook: Microsoft Windows 7: Level 1 ISBN: 978-1-4246-128333. 3 sessions, $165* (includes a $55 lab fee)

11300 MWF 9/26-9/30 6:30-9:30 p.m. Largo

DPR-825 Introduction to Windows 10 0.8 CEU
This hands-on class introduces students to Windows 10 features. Windows 10 introduces what Microsoft described as a “universal” application architecture; expanding on Metro-style apps, these apps can be designed to run across multiple Microsoft product families with nearly identical code—including PCs, tablets, smartphones, embedded systems, Xbox One, Surface Hub and HoloLens. 2 sessions, $194* (includes a $50 lab fee)

11301 S 10/15-10/22 9 a.m.-1:15 p.m. CAT-135

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

301-546-0873 or icerts@pgcc.edu

Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George's Community College offers classes in Microsoft Office Suite versions 2013 and 2016.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Fee</th>
<th>Start Date</th>
<th>End Date</th>
<th>Times</th>
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<td>Introduction to Microsoft Outlook 2013</td>
<td>1.8 CEUs</td>
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<td>Microsoft-Excel: Level 1</td>
<td>1.2 CEUs</td>
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**DPR-812 Introduction to Microsoft PowerPoint 2013** 2.4 CEUs
Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you will learn how to use Microsoft PowerPoint 2013 or PowerPoint 365 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish. You will see how to plan a presentation for your audience, format it with themes and color, and use slide and layout masters to make global changes. You will embellish your slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and learn to add multimedia effects to create animated presentations.

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

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<td>DPR-832 Advanced Microsoft PowerPoint 2016</td>
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**DPR-837 Introduction to Microsoft Project 2016** 2.4 CEUs
This course is designed for business professionals and project managers pursuing professional development training in business technology and provides instruction on Microsoft Project. Topics include a formal management approach, creating a project schedule, Gantt charts, resource sheets, cost tables, scheduling, assigning lead times, task dependencies and creating a baseline.

12 sessions, $170* (includes a $80 lab fee)

**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. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard.

Required textbook: *Microsoft Access 2013*, Level 1. 6 sessions, $250* (includes a $90 lab fee)

**DPR-815 PowerPoint Presentations 2013** 0.6 CEU
Create and modify presentation slides that combine text, clip art drawings, tables, charts, and graphs. Learn to run a basic PowerPoint presentation. Prerequisites: Microsoft Windows experience and basic knowledge of Microsoft Word. 2 sessions, $130* (includes a $80 lab fee)

**DPR-832 Advanced Microsoft PowerPoint 2016** 0.6 CEU
This course is designed for students who use the basic features of PowerPoint 2016 in their jobs, but need to master more advance features in order to progress in their careers. Topics include customizing PowerPoint, using graphics and multimedia, customizing SmartArt graphics, tables and charts, distributing presentations and integrating Microsoft Office files.

2 sessions, $110* (includes a $50 lab fee)
**DPR-788 Introduction to Microsoft Project 2013: Level 1** 1.8 CEUs  
This 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. Required Textbook: *Microsoft Project 2013, Level 1*. 6 sessions, $250* (includes a $90 lab fee)  
12906 TTh 9/27-10/13 6:30-9:30 p.m. CE-113

**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. Required Textbook: *Microsoft Project 2013, Level 1*. 6 sessions, $250* (includes a $90 lab fee)  
12907 TTh 11/15-12/6 6:30-9:30 p.m. CE-113

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**HELP DESK**  
301-546-0873 or icerts@pgcc.edu

**PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE**  
**Help Desk Technology**  
This six-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, and how to support staff utilize these tools to maintain a competitive edge.  
2 sessions, $110* (includes a $50 lab fee)  
11291 MW 9/12-9/14 6:30-9:30 p.m. CAT-135

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**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 textbook required. 2 sessions, $110* (includes a $50 lab fee)  
11291 MW 9/12-9/14 6:30-9:30 p.m. CAT-135

**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 textbook required. 2 sessions, $110* (includes a $50 lab fee)  
11290 MW 9/26-9/28 6:30-9:30 p.m. CAT-135

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**DPR-809 Troubleshooting MS-Word for Help Desk Technology** 0.9 CEU  
In this hands-on class, students will explore typical Windows and Microsoft Word error messages and see how to resolve them as well as other ways to keep the personal computer operating at its peak capacity. 3 sessions, $150* (includes a $50 lab fee)  
11292 W 10/5-10/19 6:30-9:30 p.m. CE-113

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**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 how to solve them and other ways to keep the computer drives clear and software running right in order to protect the PC and its data. 3 sessions, $150* (includes a $50 lab fee)  
11287 S 10/8-10/22 9:30 a.m.-12:30 p.m. CE-113

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**DPR-810 Troubleshooting MS-Access for Help Desk** 0.9 CEU  
In this class, students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows and MS-Access. 3 sessions, $150* (includes a $50 lab fee)  
11288 W 11/30-12/14 6:30-9:30 p.m. CE-113

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Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
DPR-811 Troubleshooting
MS-Excel: Help Desk 0.9 CEU
In this nine-hour class, students will be shown typical MS-Excel software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience.
3 sessions, $150* (includes a $50 lab fee)

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

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. Textbook required.
15 sessions, $518* (includes a $200 lab fee)

DPR-706 SQL Fundamentals 1.8 CEUs
This course introduces students to the fundamentals of SQL using Oracle Database Technology. Students learn concepts of relational databases, write queries against single and multiple tables, manipulate data in tables, and create database objects. This class will prepare you for the Oracle Database 11g: SQL Fundamentals Exam 1Z0-051.
6 sessions, $250* (includes a $90 lab fee)

WEB DESIGN & MANAGEMENT
301-546-0873 or icerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE
Web Design and Management
Competition among websites is growing day by day. To attract and retain visitors, sites have had to become increasingly sophisticated and multimedia-rich. Professionals who are skilled in this type of web design and development are in demand.

Successful completion of this six-course hybrid program, including the following core knowledge and elective courses, qualifies the student for a certificate in Web Design and Management:
- Web Design: Part 1
- Web Design: Part 2
- Web Design: Part 3
- Plus an additional 3 “DPR” courses as listed in the schedule of classes

CEUs will be awarded for classes as noted in this booklet, however certificates of completion are not issued for individual classes. Students who have completed these requirements should contact us at the number or e-mail above for verification and to request a Continuing Education Certificate.

The six-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.

Successful completion of any six of the following online courses* qualifies the student for a certificate:
- DPR-741 Introduction to Creating WordPress Websites
- DPR-821 Responsive Web Design
- DPR-393 Designing Effective Websites
- DPR-762 Advanced Web Pages
- DPR-724 Introduction to Google Analytics
- DPR-485 Creating Web Pages: Part 1
- DPR-409 Achieving Top Search Engine Positions for Your Website
- DPR-718 Introduction to Flash CS6
- DPR-717 Introduction to Dreamweaver CS6
- 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-672 Introduction to CSS and XHTML
- DPR-745 Intermediate CSS and XHTML
- DPR-780 Introduction to InDesign CS 6

*Others can be substituted by calling the IT coordinator at the number above.
### DPR-767 Web Design: Part 1  1.5 CEUs
In this first course in the series Students use all hands-on activities that require no prior knowledge of hypertext markup language (HTML) to create web pages using different layouts, images with rounded corners, etc. Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser. Update your old websites with the most current versions of HTML and CSS. Use the website w3c.org to validate your HTML code. Required textbook: *New Perspectives on HTML and CSS: Introductory*, (7th edition) by Patrick M. Carey. (ISBN: 978-1-3055-7820-3).  5 sessions, $240* (includes a $100 lab fee)

<table>
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### DPR-768 Web Design: Part 2  1.5 CEUs
The second course in this series is a continuation of applying and practicing the latest web design concepts using HTML and CSS. Design and format web pages using multiple columns with or without tables, interactive forms, and embedded multimedia (audio or video) files. Prerequisite: Web Design: Part 1. Text required: *New Perspectives on HTML and CSS: Introductory*, (7th edition) by Patrick M. Carey. (ISBN: 978-1-3055-7820-3).  5 sessions, $240* (includes a $100 lab fee)

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### DPR-769 Web Design: Part 3  1.5 CEUs
The third course in this series explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events displaying dates and time, along with a slide show of images. Prerequisite: Web Design: Part 2. Text required: *New Perspectives on HTML and CSS: Introductory*, (7th edition) by Patrick M. Carey. (ISBN: 978-1-3055-7820-3).  5 sessions, $240* (includes a $100 lab fee)

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### DPR-739 Emerging Technologies 1  2.4 CEUs
Students will develop products, to include, but not limited to: multimedia websites, animation, video, and computer programs using leading edge technologies such as the Adobe Creative Suite with a focus on Adobe Flash. This class is ideal for web designers, graphic designers, marketers, and educators. Meets concurrently with credit course INT-1901. Prerequisite: Proficient with Windows/Mac OS. Instructor: Michael Smith.  **12 sessions, $250* (includes a $75 lab fee)**

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### DPR-301 Quick Guide: Using the Mac: Part 2  0.6 CEU
This class begins with a quick review of e-mail, iCal and iChat, including its use with videos, movies and stills. Then, create your own widget for Dashboard display, view Portable Document Format (PDF) files in the Safari browser, see how to use the Digital Video Disc (DVD) player and iTunes, and find out how to install Boot Camp. Recommended: completion of APP-300 or experience with topics from that class.  **2 sessions, $65* (includes a $25 lab fee)**

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### ILIFE

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

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### QUICK GUIDE TO USING MAC

### APP-300 Quick Guide: Using the Mac: Part 1  0.6 CEU
Meet the Macintosh! Explore its operating system, desktop, spotlight, the Apple Menu, applications and time machine features. Learn how to send gorgeous e-mails with color, photos and more. Basic device set ups will also be discussed.  **2 sessions, $65* (includes a $25 lab fee)**

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<td>9:30 a.m.-12:30 p.m.</td>
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</tbody>
</table>

### SECURITY

#### NATIONAL CERTIFICATION PREPARATION

**CompTIA Security+**
Show the world what you know by obtaining internationally recognized industry certifications in information security. CompTIA provides vendor neutral certifications that many employers require for entry-level employment. Not only can you get the training for positions in this IT areas at the college, you can now sit for the certification exams here on campus. Registered students may purchase exam vouchers at a significant discount. Students can also take classes to prepare for the Ec-Council’s Certified Ethical Hacker (CEH) exam (312-50).

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

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

### DPR-704 Introduction to Cyber Security  1.5 CEUs
This course is a comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security.  **4 sessions, $200* (includes a $50 lab fee)**

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<tr>
<th>Course</th>
<th>Days</th>
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<th>CAT</th>
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<tbody>
<tr>
<td>12440</td>
<td>S</td>
<td>11/5-12/3</td>
<td>9 a.m.-1 p.m.</td>
<td>CAT-135</td>
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</tr>
</tbody>
</table>
DPR-794 Ethical Hacking and Network Defense I 5.3 CEUs
This course provides in-depth understanding of how to effectively protect computer networks. Students will be shown the tools and penetration testing methodologies used by ethical hackers and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will practice footprinting, scanning, enumeration, exploitation, and post exploitation. This class meets concurrently with credit course INT-1680. Prerequisite: DPR-702 or Security + at another institution. Textbook required: call the Prince George's Community College Bookstore.
30 sessions, $380* (includes a $150 lab fee)

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<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>11591</td>
<td>Th</td>
<td>8/30-12/15</td>
<td>6-10 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>11590</td>
<td>Th</td>
<td>8/30-12/15</td>
<td>11 a.m.-12:40 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

DPR-795 Ethical Hacking and Network Defense II 5.3 CEUs
This course is the second of two courses that provides an understanding of how to effectively protect computer networks. Students will continue to learn the tools and penetration testing methodologies used by ethical hackers, practice post-exploitation, cryptography, hardening OSs, and wireless security, learn federal and state computer crime laws, and penalties for illegal computer hacking. This course is designed for those interested in systems and application security or who want to take the EC-Council's Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: DPR-702 and DPR-794 or Security + at another institution. Textbook required: call the Prince George's Community College Bookstore for a separate purchase.
30 sessions, $380* (includes a $150 lab fee)

<table>
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<tr>
<th>Course Code</th>
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<th>Start Date</th>
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<td>6-9:40 p.m. (14 sessions)</td>
<td>CAT-107</td>
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<tr>
<td>11598</td>
<td>Th</td>
<td>8/30-12/15</td>
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<tr>
<td>11594</td>
<td>W</td>
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<td>6-9:40 p.m. (29 sessions)</td>
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<td>8/29-12/14</td>
<td>9:30 a.m.-11:10 (16 sessions)</td>
<td>CAT-107</td>
</tr>
<tr>
<td>11597</td>
<td>MW</td>
<td>10/24-12/14</td>
<td>6-9:40 p.m. (16 sessions)</td>
<td>CAT-107</td>
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</table>

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

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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<td>11592</td>
<td>MW</td>
<td>10/24-12/14</td>
<td>12:30-4:40 p.m. (30 sessions)</td>
<td>Largo</td>
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DPR-703 CISSP Preparation 4.5 CEUs
This course explores and reviews all eight 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. Textbook required: call the Prince George's Community College Bookstore.
15 sessions, $442* (includes a $114 lab fee)

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<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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<td>8/31-12/14</td>
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</tbody>
</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
PEARSON VUE TESTING CENTER
Prince George's Community College is pleased to offer two public Pearson VUE testing centers! Our Pearson VUE testing centers deliver computer-based certification and licensure tests for various testing programs in our secure test centers, and are part of the world’s largest network of test centers in 175 countries across the world. PGCC now offers a wide variety of tests, including the GED® test, A+, Net+, and Security+ tests, and any other tests found at www.pearsonvue.com.

PGCC offers our students the opportunity to complete their classes and then take their exam in their own “comfortable” environment. Members of the community are also able to take advantage of our testing centers.

Earning a national certification offers our students and community members the opportunity to validate their skills and accomplishments. PGCC is pleased to be able to offer this service.

Our testing center locations are:
• On the Largo campus, at 301 Largo Road in Largo, MD, in the Center for Advanced Technology in Room CAT-139
• At our University Town Center Location, 6505 Belcrest Road, in Hyattsville.

Testing must be scheduled online. To schedule an exam, please go to www.pearsonvue.com.

DPR-735 CompTIA Network+ Certification Preparation 5.0 CEUs
This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550. Textbook required: call Prince George’s Community College bookstore. 15 sessions, $380* (includes a $220 lab fee)
11501 S 8/27-12/17 9 a.m.-12:30 p.m. CAT-315
11502 M 8/28-12/18 6-9:30 p.m. CAT-315
11503 M 8/28-12/18 12:30-4:30 p.m. CAT-315
11504 M 8/28-12/18 10-11:45 a.m. (30 sessions) CAT-315

CNT-445 CCNA 1: Introduction to Cisco Networking 6.0 CEUs
This is the first of a four-course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include OSI and TCP/IP models, Ethernet concepts and operation; TCP and UDP protocols and ports, network design using IPv4 and IPv6 subnets, router and switch configuration. Meets concurrently with credit course INT-1450. Textbook required: call Prince George’s Community College bookstore. 15 sessions, $660* (includes a $220 lab fee)
12560 TTh 8/30-12/15 9:30-11:30 a.m. (30 sessions) CAT-325
12544 TTh 8/30-10/31 5:30-9:30 p.m. CAT-325
12543 TTh 8/30-10/31 5-9:30 p.m. CAT-323
12542 TTh 8/30-10/31 12:30-4:30 p.m. CAT-323

CNT-446 CCNA 2: Routing and Switching Essentials 6.0 CEUs
This is the second of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include switch configuration and security; virtual LANs (VLANs) and trunking; single-area OSPF routing; static routes; access control lists; Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT). Students successfully completing this course should be prepared for Cisco CCENT certification. Meets concurrently with credit course INT-1460. Textbook required: call Prince George’s Community College bookstore. 15 sessions, $660* (includes a $220 lab fee)
12567 TTh 10/20-12/15 5:30-9:30 p.m. CAT-325
12546 TTh 10/20-12/15 5:30-9:30 p.m. CAT-323
12545 TTh 10/20-12/15 12:30-4:30 p.m. CAT-323

CNT-447 CCNA 3: Scaling Networks 6.0 CEUs
This is the third of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include: design, configuration, and troubleshooting of large networks, Spanning Tree Protocol (STP) and EtherChannel, routing for large IPv4 and IPv6 networks using EIGRP and multi-area OSPF. Meets concurrently with credit course INT-2450. Textbook required: call Prince George’s Community College bookstore. 15 sessions, $660* (includes a $220 lab fee)
12568 MW 8/29-11/19 5:30-9:30 p.m. CAT-323
12548 MW 8/29-11/19 12:30-4:30 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), and 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. Textbook required: call Prince George’s Community College bookstore. 15 sessions, $660* (includes a $220 lab fee)
12559 MW 10/24-12/14 5:30-9:30 p.m. CAT-323
12558 MW 10/24-12/14 12:30-4:30 p.m. CAT-323

DPR-800 Linux Operating System I 5.3 CEUs
This is an introduction to the Linux operating system and is mapped to the CompTIA+ LX0-101 exam. This course covers command-line basics, managing software packages, configuring hardware, and file management concepts in a Linux environment. Prerequisite: programming experience in logic and design. 2 class/2 lab hours. 30 sessions, $360* (includes a $150 lab fee)
11601 TTh 8/29-10/19 12:30-4:30 p.m. CAT-313
11600 MW 8/29-10/19 6-9:40 p.m. Largo

DPR-801 Linux Operating System II 5.3 CEUs
A continuation of INT-2721, mapped to the CompTIA+ 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: Operating System System 1. 30 sessions, $360* (includes a $150 lab fee)
11602 MW 8/29-10/19 6-9:40 p.m. Largo

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
### DPR-842 Windows Desktop Client Windows 10 (70-697)  
**5.3 CEUs**  
This course is designed to provide students with the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain. These skills include how to install and customized Windows 10 operating systems and apps, configuring local and remote networks connectivity and storage. This course maps directly with the Configuring Windows Devices exam 70-697.  
**15 sessions, $430* (includes a $160 lab fee)**  

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<th>Dates</th>
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<th>Instructor</th>
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<tbody>
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<td>11801 M</td>
<td>8/29-12/12</td>
<td>6-10 p.m.</td>
<td>CAT-109</td>
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### 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 lecture will focus on the steps involved in building a computer from scratch. Lab time will include extensive hands-on experience in the lab or field. They can confidently handle the most challenging technology problems more efficiently.  
**20 sessions, $650* (includes a $150 lab fee)**  

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<td>6-9 p.m.</td>
<td>ANXC-043</td>
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### DPR-697 CompTIA A+ Certification Preparation: Part 1  
**6.5 CEUs**  
This course is the first of a two part series designed to train those who want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field.  
**20 sessions, $650* (includes a $150 lab fee)**  

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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>11268 M/T</td>
<td>8/29-10/13</td>
<td>6:30-9:45 p.m.</td>
<td>ANXC-043</td>
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### CERTIFICATION  
**CompTIA A+**  
IT success stories start with CompTIA A+ certification. It validates understanding of the most common hardware and software technologies in business and certifies the skills necessary to support complex IT infrastructures. CompTIA A+ is a powerful credential that helps IT professionals worldwide ignite their IT career. A+ certified professionals have mastered the technologies found in today's extensive and varied IT environments, from mobile to traditional devices and operating systems. They can confidently handle the most challenging technology problems more efficiently.  
Successful completion of CompTIA A+ I and CompTIA A+ Part 2 will prepare you for the current exam and allow you to purchase discounted vouchers.  

**CompTIA A+ Enhanced Program - NEW**  
Get prepared for today's job hunt challenge by registering for our newly designed A+ enhanced program. Successful completion of CompTIA A+ Part 1 and CompTIA A+ Part 2 will prepare you for the current exam. In addition to, there continues to be an unprecedented shortage of people with security clearance for jobs in the public sector. The need for a security clearance or background check is prevalent in most industries. Introduction to Security Clearance and Background Checks will provide you with a career advantage, for no additional cost. Most occupational specialties require employers to have a pool of potential employees who have the ability to meet and pass the challenges of rigorous background checks and security clearance screening processes. Introduction to Security Clearance and Background Checks will put you on the right track towards your career advancement. Students must complete this mandatory course to receive certificate for CompTIA A+ Enhanced Program.  
Course needed for certification:  
- DPR-697 CompTIA A+ Certification Preparation Part 1  
- DPR-698 CompTIA A+ Certification Preparation Part 2  
- CAM-300 Introduction to Security clearance and Background Checks  
Please contact Beatrice Fabuyi via e-mail on fabuyiba@pgcc.edu for more information about this class.
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.  20 sessions, $650* (includes a $125 lab fee)
11269  M/W 10/17-12/5  6:30-9:45 p.m.  ANXC-043

DPR-805 IT Fundamentals  6.0 CEUs
This course is designed for individuals pursuing professional development training in information technology (IT) and provides instruction on the CompTIA IT Fundamentals Certification Exam. Topics include basic computer concepts; types of computers; hardware and software components; networking, network protocols; information security, maintaining, monitoring and troubleshooting computer systems; and future technologies  20 sessions, $500* (includes a $125 lab fee)
11303  WF 10/5-12/16  6-9 p.m.  Largo

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

COMPUTER ONLINE TRAINING
All students registering for online course(s) with the ed2go delivery format (indicated by “E2GO”) must have Internet access, an Internet browser (i.e. Internet Explorer), and a working e-mail account. Please see the registration instructions and other important information for online students under the “Online Courses” section (at the end of this schedule). No refunds are issued after the start of class. Students taking ed2go courses should first visit the ed2go Online Instruction Center at www.ed2go.com/pgcc to choose the class for orientation (by clicking the “Enroll Now” button there). Next, make official registration and payment for the class at the college website, www.pgcc.edu, or on the Prince George’s Community College campus. On the start date of the class, the online classroom can be accessed at the ed2go site: www.ed2go.com/pgcc

OFC-388 Keyboarding  2.4 CEUs
Learn how to touch-type with Keyboarding Pro 5, a typing tutorial designed for personal computers. Students are taught computer and word processing basics, keyboard shortcuts, and posture tips. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, become more productive, touch-type letters, numbers, and symbols, create, save, and edit word processing documents, and prepare for the keyboarding portion of the test.  12 sessions, $140* (includes a $65 lab fee)
11771  WF  9/14-11/4  online  E2GO
11773  WF  10/12-12/2  online  E2GO
11774  WF  11/9-12/30  online  E2GO
11775  WF  12/14-2/3  online  E2GO

DPR-696 Introduction to PC Troubleshooting  2.4 CEUs
This course takes you through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and 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.  12 sessions, $140* (includes a $65 lab fee)
11776  WF  9/14-11/4  online  E2GO
11777  WF  10/12-12/2  online  E2GO
11778  WF  11/9-12/30  online  E2GO
11779  WF  12/14-2/3  online  E2GO

DPR-393 Designing Effective Websites  2.4 CEUs
Creating a Website is so easy almost anyone can do it. You need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!  12 sessions, $140* (includes a $65 lab fee)
11780  WF  9/14-11/4  online  E2GO
11781  WF  10/12-12/2  online  E2GO
11782  WF  11/9-12/30  online  E2GO
11783  WF  12/14-2/3  online  E2GO

DPR-649 Wireless Networking  2.4 CEUs
In this course you’ll be shown how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. Requirements: completion of Introduction to Networking (an online course) or equivalent experience, Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader).  12 sessions, $140* (includes a $65 lab fee)
11784  WF  9/14-11/4  online  E2GO
11785  WF  10/12-12/2  online  E2GO
11786  WF  11/9-12/30  online  E2GO
11787  WF  12/14-2/3  online  E2GO

DPR-431 Introduction to Networking  2.4 CEUs
This course is for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: basic knowledge of the PC and Windows. Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from

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www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows ’95 or higher
12 sessions, $140* (includes a $65 lab fee)

DPR-840 Introduction to Windows 10
This course introduces students to Windows 10 features. Windows 10 introduces what Microsoft described as a “universal” application architecture; expanding on Metro-style apps, these apps can be designed to run across multiple Microsoft product families with nearly identical code-including PCs, tablets, smartphones, embedded systems, Xbox One, Surface Hub and HoloLens. 12 sessions, $140* (includes a $65 lab fee)

DPR-791 Intermediate Networking
2.4 CEUs
Topics include virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows ’95 or higher and completion of Introduction to Networking. 12 sessions, $140* (includes a $65 lab fee)

DPR-719 Introduction to Windows 8
2.4 CEUs
In this course, you explore how to move within Windows 8, use Charms bar, desktop, how to manage apps and programs and how to customize the Start screen and desktop areas. Finding files and folders on your Windows 8 system is easy, and you will be taught how, whether you are looking for files stored on your hard drive or on an external drive. 12 sessions, $140* (includes a $65 lab fee)

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

DPR-451 Computer Skills for the Workplace
2.4 CEUs
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We’ll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization. 12 sessions, $140* (includes a $65 lab fee)

DPR-394 Introduction to Buying and Selling on eBay
2.4 CEUs
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. 12 sessions, $140* (includes a $65 lab fee)

DPR-771 Mac, iPhone, and iPad Programming
2.4 CEUs
You will start with the basic steps to writing any program, then progress to using Xcode, the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. 12 sessions, $140* (includes a $65 lab fee)

DPR-908 Introduction to Microsoft Outlook 2013
2.4 CEUs
In this course you will learn about sending, receiving, and managing your mail, calendar, tasks, and to-dos so you can manage your schedule. You will discover how Outlook can connect to your social networks, and discuss the pros and cons of making those connections. The course also shares secrets about how to get the most from Outlook. 12 sessions, $140* (includes a $65 lab fee)
DPR-819 Advanced CSS3 and HTML5  2.4 CEUs
This course will teach you how to take advantage of HTML5 “semantic” tags that make page design far more intuitive. Learn to use HTML5 to provide video that works in any environment, how to wield new CSS3 features essential for fast-loading, exciting, and interactive websites, especially mobile sites. You will create complex gradient blend backgrounds for pages and page elements, without using image files. 12 sessions, $140* (includes a $65 lab fee)

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

DPR-822 Introduction to Microsoft Publisher 2013  2.4 CEUs
This course is perfect for beginners who want to learn how to produce professional-quality newsletters, fliers, letterheads, and brochures. Start by learning how to navigate the Publisher workspace using the ribbon, and how to access both local and online Publisher templates. Find out how to create and manage text, pictures, graphics, tables and shapes, and see how you can use these different components to create a variety of documents. 12 sessions, $140* (includes a $65 lab fee)

DPR-823 Introduction to Microsoft Access 2013  2.4 CEUs
This course will help you master Access and put it to creative and confident use and take control of your data! You will learn how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records. You will develop not only strong Access skills, but a solid understanding of good database design concepts! 12 sessions, $140* (includes a $65 lab fee)

DPR-824 Introduction to Microsoft Excel 2013  2.4 CEUs
These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. 12 sessions, $140* (includes a $65 lab fee)

DPR-825 Introduction to Microsoft Excel 2016  2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros. 12 sessions, $170* (includes a $80 lab fee)

DPR-826 How to Get Started in Game Development  2.4 CEUs
Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. 12 sessions, $140* (includes a $65 lab fee)
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 textbook required. 12 sessions, $140* (includes a $65 lab fee)

11819 WF 10/12-12/2 online E2GO
11820 WF 11/9-12/30 online E2GO
11822 WF 12/14-2/3 online E2GO

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

11823 WF 9/14-11/4 online E2GO
11824 WF 10/12-12/2 online E2GO
11825 WF 11/9-12/30 online E2GO
11826 WF 12/14-2/3 online E2GO

DPR-793 Introduction to Microsoft Project 2013 2.4 CEUs
In this course, learn how to create a project schedule and share it with clients. Using the program's different views, such as the Calendar and Gantt chart views, you will be able to manage your project information and produce effective reports. Armed with this information, you will avoid going down dead-end alleys and overloading your schedule. And should you encounter trouble, you will master a number of tried-and-true problem-resolution techniques to help get your project back on track. 12 sessions, $140* (includes a $65 lab fee)

11827 WF 9/14-11/4 online E2GO
11828 WF 10/12-12/2 online E2GO
11829 WF 11/9-12/30 online E2GO
11830 WF 12/14-2/3 online E2GO

DPR-792 Introduction to Programming 2.4 CEUs
In this course, you will learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. As you explore the BASIC programming language, you will learn how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging. 12 sessions, $140* (includes a $65 lab fee)

12069 WF 9/14-11/4 online E2GO
12070 WF 10/12-12/2 online E2GO
12071 WF 11/9-12/30 online E2GO
12072 WF 12/14-2/3 online E2GO

DPR-479 C++ for the Absolute Beginner 2.4 CEUs
See how to program in C++, even if you have no prior programming experience. Explore Input/output operations, decision making, looping, and object oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your very own Graphical User Interface (GUI) application. Requirements: Borland C++ Builder, standard edition of 5.0 is preferred, Internet access and basic Personal Computers knowledge. 12 sessions, $140* (includes a $65 lab fee)

11831 WF 9/14-11/4 online E2GO
11832 WF 10/12-12/2 online E2GO
11833 WF 11/9-12/30 online E2GO
11834 WF 12/14-2/3 online E2GO

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

12065 WF 9/14-11/4 online E2GO
12066 WF 10/12-12/2 online E2GO
12067 WF 11/9-12/30 online E2GO
12068 WF 12/14-2/3 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-485 Creating Web Pages  2.4 CEUs
See how to create and post a website on the Internet in this hands-on, six-week workshop. Learn the capabilities of the World Wide Web and see how to plan the content, structure and layout of a website, create pages of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine listings, and no-cost or low-cost web marketing strategies. 12 sessions, $140* (includes a $65 lab fee)

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DPR-762 Advanced Web Pages  2.4 CEUs
In this course you will be taught to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You will also build forms that collect information and embed video that works in all browsing environments. Along the way, you will explore aesthetics, color scheming, and accessible Web page design. 12 sessions, $140* (includes a $65 lab fee)

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

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

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

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

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

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

See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site's visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web. 12 sessions, $140* (includes a $65 lab fee)

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

This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You'll be taught the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. 12 sessions, $140* (includes a $65 lab fee)

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**DPR-671 Advanced Personal Computer Security 2.4 CEUs**

This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you're running a small home network or you're an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. 12 sessions, $140* (includes a $65 lab fee)

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

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

WordPress is one of the world’s most popular Web design tools because it is free, it is easy to use, and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme. 12 sessions, $140* (includes a $65 lab fee)

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

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**DPR-765 Creating Mobile Apps with HTML 2.4 CEUs**

The latest Web standards-in particular, HTML5 and CSS3-make it possible for you to create cross-platform mobile apps using skills you may already have. This course will show you how to build and optimize a Web app for almost any mobile device including Apple’s iOS, Android, Blackberry, and Windows Phone. 12 sessions, $140 (includes a $65 lab fee)

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**DPR-780 Introduction to InDesign CS6 2.4 CEUs**

Have you ever seen a terrific-looking brochure or newsletter, and wondered how it was made? Chances are the designer used Adobe InDesign CS6, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you will get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. 12 sessions, $140* (includes a $65 lab fee)

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

**CONTINUING EDUCATION CERTIFICATE, CONSTRUCTION MANAGEMENT**

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

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

The two elective courses may be selected from the full list of courses under Construction Management.

**Math Requirements**

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

**CONSTRUCTION SKILLED TRADES**

**BUILDING MAINTENANCE**

**BUILDING MAINTENANCE AND TECHNICIANS CONTINUING EDUCATION CERTIFICATES**

General maintenance and repair workers are employed in almost every industry, in businesses, apartments, condominiums, and in other facilities. Technicians are required to perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success. Prince George's Community College offers a Continuing Education Certificate in Building Maintenance Engineer upon completion of:

- OCU-404 Building Maintenance Engineer, Level 1 and
- OCU-402 Building Maintenance Engineer, Level 2

For more information, contact us at the number above.

**OCU-404 Building Maintenance Engineer: Level 1** 4.5 CEUs

Covers basic knowledge needed for entry level positions in building maintenance. Should be taken concurrently with OCU-402. Topics include safety and preventive maintenance procedures; basic math, hand and power tools; general residential repair (e.g. locks, screens, blinds, window glass); hardware and fasteners; roofing, floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook: *Readers Digest New Fix it Yourself Manual*. Instructor: Ellis Housden. 15 sessions, $570* (includes a $30 lab fee)

| 12273 | W | 10/5-2/1 | 5-8 p.m. | STC |

**OCU-402 Building Maintenance Engineer: Level 2** 4.5 CEUs

Provides hands-on training to coincide with the knowledge training provided in OCU-404. Should be taken concurrently with OCU-404. Textbook: *Readers Digest New Fix it Yourself Manual*. Instructor: Ellis Housden. 15 sessions, $570* (includes a $30 lab fee)

| 12275 | Th | 10/6-2/2 | 5-8 p.m. | STC |

**COMPUTER AIDED DRAFTING (AUTOCAD)**

**OCU-611 Building and Certificate for 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. 26 sessions, $995* (includes a $275 lab fee)

| 11310 | MW | 9/14-12/14 | 6-9:30 p.m. | WTC |
| 11306 | MTWF | 9/19-10/4 | 8 a.m.-4 p.m. | WTC |

| 11588 | T | 8/30-12/13 | 6-9:20 p.m. | CAT-313 |
### CST-394 Introduction to Computer-Aided Drafting with AutoCAD  6.3 CEUs

This course covers the basic concepts of computer-aided drafting using AutoCAD 2014 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Textbook required.  **15 sessions, $440***

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### CST-395 Three-Dimensional CAD with AutoCAD  6.3 CEUs

This course covers the creation of three-dimensional AutoCAD drawings using wireframe models, surface models, and solid models. Meets concurrently with credit course ENT-1640. Prerequisite: CST-394: Introduction to Computer-Aided Drafting with AutoCAD.  **15 sessions, $555***

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### APARTMENT MAINTENANCE TECHNICIAN  301-546-0894

#### APARTMENT MAINTENANCE TECHNICIAN CERTIFICATE

This program is designed as an introduction to the field of apartment maintenance technician for new technicians or as a refresher for the veteran employee, to provide the knowledge and tools necessary to run an effective maintenance program. The CAMT program is accredited by the American National Standards Institute (ANSI).

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

For information, contact us at the number above.

#### OCU-408 BASE: Introductory Craft Skills, Part 1  3.9 CEUs

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. Topics covered include introduction to construction safety, math, hand and power tools, construction drawings, basic rigging, materials handling, employability and communication skills.

Students may choose:
- Option 1
  - OCU-410 Core: Introductory Craft Skills
- Option 2
  - OCU-408 Core: Introductory Craft Skills, Part 1
  - OCU-416 Core: Introductory Craft Skills, Part 2

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#### OCU-416 BASE: Introductory Craft Skills, Part 2  3.5 CEUs

This is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include hand and power tools, construction drawings, and materials handling. Textbook is required at first class: NCCER Core Curriculum, 5th edition.  **12 sessions, $475* (includes a $20 lab fee)**

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### ELECTRICITY & ADVANCED ELECTRICAL  301-546-0964 or westphalia@pgcc.edu

#### ELC-301 Electrical: Level 1  2.7 CEUs

This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. Topics will include an orientation to the trade, electrical safety, electrical circuits, and electrical theory. Textbook, calculator and a copy of the 2011 edition of the National Electric Code (NEC) is required at the first class session.  **8 sessions, $350* (includes a $50 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.
ELC-308 Residential Wiring 1: Part 1  
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 1 electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics will include: an introduction to the National Electric Code (NEC), device boxes, and hand bending. Prerequisite: ELC-301. Textbook and calculator required.  
9 sessions, $390* (includes a $50 lab fee)

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

HVAC/R (HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION)  
301-546-0894 (STC)  
301-546-0964 (WTC)  
or westphalia@pgcc.edu

CONTINUING EDUCATION CERTIFICATES, HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC/R) SYSTEM 1 AND 2  
Heating, Ventilation, and Air Conditioning (HVAC) systems are found in nearly all commercial, residential and industrial buildings. 

These systems require skilled technicians for installation, diagnostics, repair and maintenance. The curriculum, provided by the National Center for Construction Education and Research (NCCER), is designed to prepare HVAC/R students for entry and advancement in this growing industry. 

There are two Continuing Education Certificate options:  

HVAC/R System 1  
• Core Introductory Craft Skills  
• HVAC Level 1 and  
• HVAC Level 2  

HVAC/R Systems 2  
• HVAC Level 3 and  
• HVAC Level 4.  

For more information contact us at the numbers above.

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 chloro-fluorocarbons (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. Required textbook: EPA certification Exam Prep Manual (7th edition) Echo Institute. 
Note: students must read the entire textbook (prior to the first class). Textbook and calculator required.  
2 sessions, $270* (includes a $40 lab fee)

HVC-332 HVAC/R Level 1 Part 1  
This course is the first half of level 1 of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will be introduced to HVAC, trade mathematics, basic copper, plastic piping, soldering and brazing, and basic carbon steel piping practices.  
15 sessions, $620* (includes a $30 lab fee)

HVC-300 Introduction to HVAC/R Level 1: Part 1  
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will be introduced to career opportunities in the HVAC/R field, tools of the trade and trade mathematics. Other topics include copper and plastic piping practices, soldering and brazing and ferrous metal piping practices. This course is equivalent to the Fast Track technical trade program offered in the public schools. Textbook required at first class: NCER HVAC Level 1, (4th edition).  
11 sessions, $630* (includes a $50 lab fee)
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, $595** (includes a $50 lab fee)

1040 TTh 10/18-1/30 6-9:30 p.m. WTC
12701 TTh 11/15-2/23 5:45-9:30 p.m. STC

HVC-335 HVAC/R Level 2: Part 2

This course is a continuation of the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include alternating current, basic electronics, electric heating, and introduction to circuit control troubleshooting. Prerequisites: HVC-334: HVAC/R Level 2: Part 1. Textbook (required at first class): *NCCER HVAC Level 2 (4th edition)*. **14 sessions, $640** (includes a $50 lab fee)

12703 MW 9/26-11/9 6-9:30 p.m. STC

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. Prerequisite: HVC-335: HVAC/R Level 2: Part 2. Textbook required. **14 sessions, $640** (includes a $50 lab fee)

12704 MW 11/28-1/30 6-9:30 p.m. STC

HVC-336 HVAC/R Level 2: Part 4

Prerequisites: HVC-335: HVAC/R Level 2: Part 3. Textbook required. **14 sessions, $640** (includes a $50 lab fee)

11340 TTh 10/3-12/14 5:30-9 p.m. WTC

KEY-300 Locksmithing 101

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, Kwiksor, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, autolock, lock functions and finishes. Prerequisite: Locksmith Background Screening. Textbook required. **14 sessions, $614** (includes a $100 lab fee)

1135 TTh 9/7-10/24 5:30-9 p.m. WTC

KEY-301 Locksmithing 102

This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text required and tools second week. **14 sessions, $614** (includes a $100 lab fee)

11316 MW 10/26-12/14 5:30-9 p.m. WTC

KEY-304 Locksmithing 202

This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305. **14 sessions, $614** (includes a $100 lab fee)

11318 TTh 11/15-2/23 5:30-9 p.m. STC

KEY-305 Locksmithing 201

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, $614** (includes a $100 lab fee)

11317 TTh 9/6-10/29 5:30-9 p.m. WTC

KEY-399 Locksmithing 200

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

A Continuing Education Certificate in General Locksmithing will be issued upon successful completion of the following courses:
- KEY-300  Locksmithing 101
- KEY-301  Locksmithing 102
- KEY-305  Locksmithing 201
- KEY-304  Locksmithing 202

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

KEY-399 Locksmithing 201

This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305. **14 sessions, $614** (includes a $100 lab fee)

11317 TTh 9/6-10/20 5:30-9 p.m. WTC

MASONRY

This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305. **14 sessions, $614** (includes a $100 lab fee)

11318 TTh 11/15-2/23 5:30-9 p.m. STC

For information on our masonry program please contact us at the number above.
BASIC PLUMBING
301-546-0894

CONTINUING EDUCATION CERTIFICATE, BASIC PLUMBING
Plumbers install and repair the water, waste disposal drainage, and gas systems in homes and commercial and industrial buildings. Plumbers also install plumbing fixtures (bathtubs, showers, sinks, and toilets) and appliances (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 Introductory Craft Skills (Core)
• OCU-411 Introduction to Plumbing, Level 1: Part 1
• OCU-412 Introduction to Plumbing, Level 1: Part 2
• OCU-417 Introduction to Plumbing, Level 1: Part 3A
• OCU-418 Introduction to Plumbing, Level 1: Part 3B

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

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

12803 T 8/30-9/27 6-9 p.m. STC

OCU-409 Ceramic Tile Installation and Repair
1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to install, remove, and replace ceramic wall and floor tile. Topics include safety, site preparation; application of thinset, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Textbook: SmartGuide-Tile Step by Step. Instructor: Janaina Rocha. 4 sessions, $174* (includes a $30 lab fee)

12290 MT 10/4-10/18 6-9 p.m. STC

MAINTENANCE
301-546-0964 or westphalia@pgcc.edu

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, $174* (includes a $30 lab fee)

12284 T 11/4-11/22 6-9 p.m. STC

WELDING
301-546-0964 or westphalia@pgcc.edu

OCU-450 Welding Fundamentals Level: Part 1
4.5 CEUs
This course covers the most commonly utilized welding processes along with other essential topics such as: Oxyacetylene welding (OAW), welding safety, welding terminology, oxyacetylene cutting (OFC-A), welding safety, weld quality, shield metal arc welding (SMAW) processes, the flat and horizontal positions on various joint details. All welds will meet the American Welding Society (AWS) qualification standards. 15 sessions, $850* (includes a $250 lab fee)

11293 TH 8/30-10/18 6-9 p.m. WTC

OCU-451 Welding Fundamentals Level: Part 2
4.5 CEUs
This is a continuation of Welding Fundamentals Part 1, in which students will perform welds in flat; horizontal; vertical; and overhead positions. The course includes welding safety; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); plasma arc cutting (PAC); air carbon arc cutting and gouging (CACA); welding and cutting processes. It will also include base metal; shielded metal arc welding electrodes; joint fit-up/alignment; groove welds with backing; and open V-groove welds. All welds will meet the American Welding Society (AWS) qualification Standards. 15 sessions, $850* (includes a $250 lab fee)

11294 TH 10/20-12/15 6-9 p.m. WTC

STATIONARY ENGINEERING
301-546-0964 or westphalia@pgcc.edu

OCU-359 Stationary Engineering I
4.2 CEUs
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer’s (NIULPE) third and fourth class and the Maryland third and fourth class stationary engineer’s certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: Low Pressure Boiler (3rd edition) and a calculator are required at the first class session. 14 sessions, $485*

13079 T 9/13-12/20 6:30-9:45 p.m. Largo

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
OWNERSHIP IN THE BEAUTY AND BARBER INDUSTRY

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

Completion of one of the following programs:
Professional Braiding
Makeup Artistry

START-UP: 14 hours (select all)
- Opening a Salon (3 hours)
- Successfully Managing a Beauty Salon (3 hours)
- Successful Business Start-Up (2 hours)
- Making it Count in the Beauty Industry: Planning (3 hours)
- Making it Count in the Beauty Industry: Pricing and Budgeting (3 hours)

FINANCE: 6 hours (pick one)
- Basic Federal Tax Information for Small Businesses (6 hours)
- Financial Aspects of Your Business (6 hours)
- Accounting and Recordkeeping for Small Business (6 hours)

LEGAL: 6 hours (pick one)
- Legal Issues for Business Owners (Insurance) (6 hours)
- Business Formation Basics (6 hours)

MARKETING: 6 hours (must equal 6 hours total)
- Marketing Strategies for Today and Tomorrow (6 hours)
- Social Media Strategy (3 hours) and/or any other Marketing course listed in the schedule.

PRoFESSIONAL BRAINTING
301-546-0120 or 301-546-0158

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. When students complete the final class they should contact the program coordinator at the number above.

OCU-430 Professional Braiding: Level 1
Topics include an overview of natural hair care, sanitation and infection control, shampooing and rinsing, blow drying, sectioning and parting, hand placement, and hands-on practice. Prerequisite: OCU-435: Hair Braiding Techniques for Home Practice, or a strong knowledge of the techniques of cornrowing, plaiting and braiding. Textbook required. 5 sessions, $235* (includes a $75 lab fee)
12460 M 9/12-10/10 6-9:30 p.m. WTC

OCU-431 Professional Braiding: Level 2
Topics include ergonomics, hair and scalp disorders, client consultation and prep, two strand twist, flat two strand twist, French braid, and fish tail braid, with hands-on practice. Prerequisite: OCU-430. 5 sessions, $235* (includes a $75 lab fee)
12461 M 10/17-11/14 6-9:30 p.m. WTC

OCU-432 Professional Braiding: Level 3
Topics include a continuation of Level 2 braids and introduction of extension with burn finishing with a corn row and a braid, Senegalese braid and Corkscrew braid, hands-on practice. Prerequisite: OCU-431. 5 sessions, $235* (includes a $75 lab fee)
12462 M 11/21-12/19 6-9:30 p.m. WTC

OCU-438 Natural Hair Care and Locking Techniques
Natures Answers 2 Perfect Styling (The N.A.P.S. Program) This course is for the professional hair stylist who wishes to increase and perfect their skills level and methods for starting, maintaining and styling locks without the use of caustic chemicals. Instructor Madam Marci Walker. 5 sessions, $180 (includes a $50 lab fee)
12540 M 10/10-11/14 6-9:30 p.m. Largo

MAKE-UP ARTISTRY
301-546-0120 or 301-546-0158

Students who successfully complete 18 hours or more of makeup artistry courses will be eligible for a Continuing Education Certificate in Makeup Artistry. Contact the program coordinator at the number above to request verification and processing of certificate.

OCU-428 Professional Makeup for Beginners
If you’re considering becoming a professional makeup artist, cosmetic consultant or beauty representative, bring your kit to discuss the items you have and the items you’ll need to get started. Classes will cover professional sanitation, assessing skin, face and eye shapes, and determining and using products for the look your client desires. Students will serve as both models and artists. More advanced techniques, including primers, color correctors, contouring, lash application and finishing touches separate the professional from the novice. Instructor Andi Bradshaw has over 30 years’ experience in the cosmology field. 2 sessions, $99 (includes a $50 lab fee)
12561 W 10/5-10/12 6:30-9:30 p.m. LCC-205
### OCU-427 Polished Daytime Makeup
Learn new, flattering application tips for wearing everyday makeup. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the makeup you currently own and recommend additional products (not brands) that will enhance your everyday appearance. Learn the basics of good skin care and the colors that work best for you. Please bring the makeup and skin care products you use to class. **1 session, $69 (includes a $50 lab fee)**

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<th>Course Code</th>
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<td>OCU-427</td>
<td>S</td>
<td>10/22-10/22</td>
<td>9:30 a.m.-12:30 p.m.</td>
<td>LCC-205</td>
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### OCU-436 Bridal and Special Occasion Makeup
Attending a wedding or other special event encourages you to take your makeup to the next level. With over 30 years of experience in the cosmetology field, Andi Bradshaw will help you achieve a natural, glam appearance. Learn about skin care and practice creating a sophisticated look for that special occasion. **1 session, $69 (includes a $50 lab fee)**

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<td>OCU-436</td>
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<td>11/9-11/9</td>
<td>6:30-9:30 p.m.</td>
<td>LCC-205</td>
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### OCU-422 Introduction to Makeup Artistry
This course, designed for personal use, aspiring makeup artists, beauty consultants and sales representatives, will provide individual coaching, demonstration, lecture and hands-on practice for makeup 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 Makeup website at www.pgcc.edu. Makeup kit required. Students who successfully complete a series of makeup artistry courses (Introduction and Advanced Makeup Artistry) will receive a Workforce Development and Continuing Education Certificate. **4 sessions, $160* (includes a $60 lab fee)**

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<td>OCU-422</td>
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### OCU-423 Advanced Makeup Artistry
This course will incorporate advanced makeup techniques. Topics will include contouring and highlighting, custom blended foundations, airbrush makeup demonstrations and how to enhance natural beauty for special events: weddings, proms or just a night on the town. Prerequisite: OCU-422 Introduction to Makeup Artistry. **5 sessions, $160* (includes a $60 lab fee)**

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<td>OCU-423</td>
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<td>11/22-11/22</td>
<td>6-9 p.m.</td>
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### OCU-429 From Blah to Beautiful
This course is perfect for a beginner or a novice who use makeup casually. Learn the basics of skin care, skin types, enhancing eyes and lips based on their shapes, and selecting the right products to give yourself a more polished look and to enhance your natural beauty. **2 sessions, $70 (includes a $15 lab fee)**

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<td>OCU-429</td>
<td>Th</td>
<td>11/10-11/17</td>
<td>6-9 p.m.</td>
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### OCU-439 Personal Makeup for Beginners
Bring your own clean brushes, skin care lotions and makeup to learn which products (not brands) are best for your skin type, face and eye shape. Discussion will center on “why you need them, what they do and how to use them.” Learn to correct blemishes, create brow shapes, cover dark circles, and produce a false lash look with your own lashes. Every item you need to achieve the flattering look you want - soft and natural or dramatic - will be discussed. Have fun learning how easy it is to apply your own makeup that will last all day and into the evening. **1 session, $69 (includes a $50 lab fee)**

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<td>OCU-439</td>
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<td>9/17-9/17</td>
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<td>LCC-205</td>
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CREATIVE AND PERFORMANCE ARTS

CREATIVE WRITING
301-546-0031 or 301-546-0870

SKB-326 Write Fiction like a Pro 2.4 CEUs
This class presents the dramatic story structure, and how to turn a bare-bones story structure into a three to five page story outline. The principles of story structure will be useful for other types of writing as well, including term papers, dissertations, non-fiction, business reports, even poetry and song writing. 12 sessions, $140* (includes a $65 lab fee)

12093 WF 9/14-11/4 online E2GO
12094 WF 10/12-12/2 online E2GO
12095 WF 11/9-12/30 online E2GO
12096 WF 12/14-2/3 online E2GO

SKB-386 Keys to Effective Editing 2.4 CEUs
Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you’re already working as an editor, you’ll not only brush up on your skills, but also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have better-than-average spelling ability. 12 sessions, $140* (includes a $65 lab fee)

12118 WF 9/14-11/4 online E2GO
12119 WF 10/12-12/2 online E2GO
12120 WF 11/9-12/30 online E2GO
12122 WF 12/14-2/3 online E2GO

SKB-307 The Craft of Magazine Writing 2.4 CEUs
This class shows the student many of the writing principles and publishing methodologies used in the magazine publishing industry. 12 sessions, $140* (includes a $65 lab fee)

12085 WF 9/14-11/4 online E2GO
12086 WF 10/12-12/2 online E2GO
12087 WF 11/9-12/30 online E2GO
12088 WF 12/14-2/3 online E2GO

SKB-367 Writing Your Life’s Story 2.4 CEUs
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. 12 sessions, $140* (includes a $65 lab fee)

12113 WF 9/14-11/4 online E2GO
12114 WF 10/12-12/2 online E2GO
12115 WF 11/9-12/30 online E2GO
12116 WF 12/14-2/3 online E2GO

SKB-393 Beginner’s Guide to Getting Published 2.4 CEUs
An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers, clubs and the future of publishing. 12 sessions, $140* (includes a $65 lab fee)

12123 WF 9/14-11/4 online E2GO
12124 WF 10/12-12/2 online E2GO
12125 WF 11/9-12/30 online E2GO
12126 WF 12/14-2/3 online E2GO

SKB-403 Travel Writing 2.4 CEUs
For fiction writers who want to capture the landscape and feelings that are translated into novels or for the magazine writer who wants to write on travel, this class will show you how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles, books and novels. See some of the writing styles and methods used to sell material in today’s competitive market, including lead paragraphs, descriptive passages and the uses of interviews, quotes; and facts. 12 sessions, $140* (includes a $65 lab fee)

12089 WF 9/14-11/4 online E2GO
12090 WF 10/12-12/2 online E2GO
12091 WF 11/9-12/30 online E2GO
12092 WF 12/14-2/3 online E2GO

SKB-465 Writing Young Adult Fiction 2.4 CEUs
From Harry Potter to Twilight, young adult fiction is one of the hottest. This course shows you how to develop your 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. 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, $140* (includes a $65 lab fee)

12097 WF 9/14-11/4 online E2GO
12098 WF 10/12-12/2 online E2GO
12099 WF 11/9-12/30 online E2GO
12100 WF 12/14-2/5 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
SKB-722 Beginning Writer’s Workshop 2.4 CEUs
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece. 12 sessions, $140 (includes a $65 lab fee)

11952 WF 12/14-2/3
12131 WF 12/14-2/3
11951 WF 11/9-12/30
12130 WF 11/9-12/30
11950 WF 10/12-12/2
12129 WF 10/12-12/2
12 sessions, $140* (includes a $65 lab fee)

SKB-463 Writerific: Creativity Training for Writers 2.4 CEUs
Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don’t know how to stay motivated? Are you stumbling with writer’s block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. 12 sessions, $140* (includes a $65 lab fee)

11945 WF 9/14-11/4 online E2GO
11946 WF 10/12-12/2 online E2GO
11947 WF 11/9-12/30 online E2GO
11948 WF 12/14-2/3 online E2GO

SKB-402 Writing for Children 2.4 CEUs
Join a former executive editor of Scholastic children’s publishing and discover what you need to know to write for children. In this highly interactive, hands-on course, you will take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you will explore the changing world of children’s literature and understand the various formats, whether it’s early readers, picture books, chapter books, middle grade or young adult novels. You will get insights from publishing professionals to gain a better understanding of the needs of today’s market. 12 sessions, $140* (includes a $65 lab fee)

11945 WF 9/14-11/4 online E2GO
11946 WF 10/12-12/2 online E2GO
11947 WF 11/9-12/30 online E2GO
11948 WF 12/14-2/3 online E2GO

FINE ARTS CREATIVITY

ART-345 Art and Drawing for the Absolute Beginner 2.4 CEUs
In this course, an online instructor will guide you through basic art processes including: the possibilities of various drawing material, set up procedures, lighting and rendering techniques, and design and layout methods. This is an online class where the student may not be in the online classroom at the same time the instructor is present. Requirements: Internet access, e-mail, the Internet Explorer or Firefox web browser, and Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads Get Adobe Flash Player and Get Adobe Reader) and any type of computer. Note: Registration is not complete until the student registers and pays at www.pgcc.edu and completes the class orientation at www.ed2go.com/pgcc
12 sessions, $140* (includes a $65 lab fee)

11949 WF 9/14-11/4 online E2GO
11950 WF 10/12-12/2 online E2GO
11951 WF 11/9-12/30 online E2GO
11952 WF 12/14-2/3 online E2GO

ART-366 Intro to Creating Comics and Graphic Novels
Join freelance graphic novelist and animator Erin Novak in learning to create and draw your own comic or graphic novel as well as some of the history. Students will be taught the art of conveying story through imagery. Starting from lose concept and idea; learn tricks for creating memorable characters, smooth reading thumbnails, impactful poses and perspectives, and planning clean finalized pages. Sessions are meant to give a solid platform to start and grow on as they explore the medium. Materials required are a sketchbook, pencils (non-colored) a ruler, and lined notebook. Instructor: Erin Novack. 5 sessions, $155

12851 W 10/12-11/19 6:30-9:30 p.m. Largo

ART-407 Suprise Art Experience
Explore watercolor (have another “experience” colored pencils for sketching) and discover how much fun it is to be learning how to express your creativity with spontaneous color and design. By the end of the class, you will have a beautiful background for an art journal page or your favorite photograph. No experience necessary. Intermediate and advanced artists are welcome. Materials supplied. At the end of the class, there will be a drawing for a set of 24 watercolor pencils (a $40 value) 1 session, $25

13201 T 9/13-9/13 6-8 p.m. UTC

GRAPHICS ART & DESIGN

DPR-587 Computer Publication Design 4.5 CEUs
Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Meets concurrently with credit course ART-1620 for the entire semester. Prerequisite: DPR-594: Elements of Computer Design or permission of the coordinator. Textbook: Exploring Typography, Thompson Delmar Cengage Learning, 2006 (Tova Rabinowitz, author). 27 sessions, $470* (includes a $50 lab fee)

11582 M W 9/12-12/14 6-8:45 p.m. CAT-11
DPR-594 Elements of Computer Graphics Design 4.5 CEUs
Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects and increase technical proficiency. Meets concurrently with credit course ART-1570 for the entire semester. Textbook required: same as for credit course ART-1570. Contact the Prince George's Community College Bookstore, 301-546-0912 for that information. 27 sessions, $470* (includes a $50 lab fee)

11584 S 8/27-12/17 9 a.m.-3:30 p.m. MH-1016
11585 MW 9/12-12/14 6-9:15 p.m. MH-1016

DPR-808 Real World Graphic Design 3.0 CEUs
Real life, real-time graphic and web design projects using Adobe Photoshop and Adobe Illustrator. This course is a series of projects aimed at solving the “real world” problems ordinary people and graphic designers face in their day-to-day lives as designers and business owners. The projects offer practical demonstrations of how to use Photoshop, Illustrator & InDesign software. These practical examples of the type of work one might encounter is also fun, are impressive examples of what you can achieve with this powerful software. Dive right in; you’ll be creating graphics within 2 class sessions! 6 sessions, $240* (includes a $90 lab fee)

11295 M 10/3-11/7 6:30-9:30 p.m. CAT-103

DPR-705 Digital Publishing With InDesign 3.0 CEUs
This course pulls together a wide range of essential information to help you maximize the versatility of InDesign for e-publishing. If you want to know how to build, deploy, and manage digital publications using InDesign, here’s your course to guide you through the process, from understanding the platforms and devices and how best to design for them to creating media-rich content for multiple formats using a variety of technologies. 10 sessions, $420* (includes a $100 lab fee)

12750 Th 9/6-10/6 6:30-9:30 p.m Largo

DPR-685 3-D Digital Modeling/Animation 7.7 CEUs
Focuses on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Students will also be expected to have an aptitude for learning a variety of software packages. Meets concurrently with 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 required textbook. 29 sessions, $470* (includes a $50 lab fee)

11585 MW 8/29-12/14 3:30-6:15 p.m. CAT-113

PERFORMING ARTS & MUSIC

ART-382 Art Journaling: Going Beyond Scrapbooking
This course is designed to introduce beginning students to the basic lettering and drawing techniques and to inspire the artistic documentation of personal stories. Composition, collage, and shading techniques will be taught through hands-on demonstrations and inspiration artists’ biographies. The instructor will provide materials for the first class, but please bring what you have already. The supply list for subsequent classes will be provided. Intermediate and advanced artists are welcome too. 5 sessions, $150

12965 Th 9/20-10/18 6-9 p.m. UTC

COM-347 Voice-overs: Now is Your Time
This class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! You’ll be taught a unique way to cash in on one of the most lucrative careers out there! This is a business you can handle on your own time, with practically no overhead! Companies are looking for new voices like never before. This exciting, fun class could be the game changer you’ve been looking for! Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several local ADDY Awards and nominations. 1 session, $69 (includes a $40 lab fee)

12570 S 11/12-11/12 10 a.m.-12:30 p.m. LCC-205

MUS-339 Music Made Easy 2.4 CEUs
This course is designed for those with little or no experience in music. Students will be taught the fundamentals of music theory and be able to read, write, and play simple music. 12 sessions, $140 (includes a $65 lab fee)

12244 WF 9/14-11/4 online E260
12247 WF 11/9-12/30 online E260

MUS-348 Vinyl Exam: the Art & Business of DJ’ing
Examine the basic essentials of DJ’ing as a career. Outline a short history of the profession, current equipment and set-up requirements. Identify the qualities of a successful DJ and strategies for branding and marketing. Practice beat matching and song transitions. 3 sessions, $90

12714 W 10/12-10/26 6:30-9:30 p.m. Largo

ART-406 Art Open Studio
A course designed for new and returning students to work independently in various art mediums. While working at your own pace, students will complete an art piece in a supportive and synergistic environment where fellow artists enhance learning through group conversations. During each session, the instructor will introduce an art medium (oil, acrylic, watercolor, or tempura paints) with inspirational demonstrations, followed by one-on-one instruction with each student about their individual art projects. Towards the end of the sessions, students will have the opportunity to exhibit their work at the Laurel College Center art space. Bring your chosen art materials with you on the first day of class. Instructor: Edward Taylor. 5 sessions, $150

12917 S 10/8-11/5 10 a.m.-1 p.m. LCC-205
EARLY CHILDHOOD EDUCATION

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

MARYLAND CHILD CARE CERTIFICATION AND PRE-SERVICE TRAINING

Prince George’s Community College’s child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education (MSDE) Office of Child Care (OCC).

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 http://msde.maryland.gov/MSDE/divisions/child_care/child_care.htm

Prerequisites

Students must either validate previous successful college coursework (with a C or better) or take and pass the reading comprehension placement test (with a score of 45 or higher) 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.

Online Course Information

- Online courses require the same prerequisites as the traditional course counterparts.
- All online classes have at least one mandatory campus visit.
- Students must provide a valid e-mail address when registering for the course.
- Once you have registered for the online class, you will be contacted 3–5 days prior to the class start date with your password and login for the Blackboard System.

Textbook Requirements

All 45-hour classes require textbooks. Textbooks are required the first day of class; students must purchase them prior to the first day of class. All textbooks are available at the college bookstore or through online vendors.

90 Hour Pre-School Certificate

You must register for the following courses to meet certification for lead teachers in a preschool program:

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

Please read the course descriptions carefully! Many of our courses have a new placement test requirement. Contact us at the number above for more information.

DCR-303 Child Growth and Development

Learn the principles of child growth and development necessary for working with children’s ages birth through adolescence. Topics include the social, emotional, physical, and intellectual development of children. Provides the first 45 hours of the 90 classroom hours needed to become a teacher in a childcare programs licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: students must pass the reading comprehension placement test. Textbook information is available at www.pgccbookstore.com Note: all online classes require mandatory campus visits. $205*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>12182 S</td>
<td>9/17/1022</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Largo</td>
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<td>12181 MW</td>
<td>9/19/1031</td>
<td>6:30-10 p.m.</td>
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<td>12177 M</td>
<td>9/19/1030</td>
<td>online</td>
<td>HYLCC</td>
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<td>12177 S</td>
<td>10/8/1031</td>
<td>9 a.m.-12 p.m.</td>
<td>LCC-205</td>
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<td>12177 TTh</td>
<td>9/27/1020</td>
<td>9 a.m.-3:30 p.m.</td>
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<tr>
<td>12178 MW</td>
<td>10/17/1030</td>
<td>online</td>
<td>HYLCC</td>
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<tr>
<td>12178 S</td>
<td>10/22/1029</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>LCC-205</td>
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</tbody>
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DCR-300 Child Care Information Session

If you have questions about which child care courses to take to start a family child care center, to be a director in a center, or to start working towards your Early Childhood Education degree, then this session will be helpful. Representatives from both the credit and non-credit sides of the College will be on hand to give a brief presentation and answer your questions. This is not the orientation session that the Office of Child Care runs to begin your licensing process. This information session is free, but pre-registration is recommended to reserve your space.
DCR-531 Pre-School Curriculum/Activities 45 Hours 4.5 CEUs
Learn the principles of curriculum planning for programs serving children ages three through five. Activities and materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department of Education (MSDE) Office of Child Care. (formerly DCR-304) Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Textbook information is available at www.pgcc.bookstore.com. Note: all online classes require mandatory campus visits. $205*

12191 TTh 10/27-11/22 9 a.m.-3:30 p.m. Largo (8 sessions)

12184 S 10/29-12/10 8:30 a.m.-4:30 p.m. Largo (6 sessions)

12169 M 10/31-12/11 online HYLAG

12183 MW 11/2-12/19 6:30-10 p.m. Largo (15 sessions)

DCR-455 Communication Skills for Child Care Professionals 0.9 CEUs
Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. Course provides an introduction to the basic concepts of speaking, writing, interpersonal communications strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. $100*

12171 MTh 10/3-10/23 online BLBD (6 sessions)

12187 TThF 10/18-10/21 6:30-9:30 p.m. Largo (3 sessions)

DCR-566 CDA Preparation 3.6 CEUs
Are you interested in obtaining your Child Development Associate (CDA) credentials? This class is designed for students who have completed their 90 hour certificate and have worked a minimum of 480 hours in a child care setting and would like guidance on the CDA application process. Students will work on their autobiography, competency statements and resource file. For full information on CDA certification call the Council for Professional Recognition at 202-265-9090 or visit their website: www.cdacouncil.org. Prerequisite: completion of the 90 Hour Certificate. Students must obtain their CDA application packet prior to the first day of class packets are available at www.cdacouncil.org. $250*

12189 S 10/1-11/5 9 a.m.-3 p.m. Largo (6 sessions)

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

12179 S 9/17-10/22 8:30 a.m.-4:30 p.m. Largo (6 sessions)

12170 M 10/31-12/11 online HYLAG

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

12186 S 10/29-12/10 8:30 a.m.-4:30 p.m. Largo (6 sessions)

12180 MW 11/14-12/4 online HYLAG

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

12179 S 10/31-12/11 online HYLAG (7 sessions)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DCR-573 Including All Children and the ADA 0.3 CEU
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. Review of national standards and best practices, and highlight local, state, and national resources. MSDE Core of Knowledge: SN 3 hrs. $30*
12173 MTh 9/9-9/22 online BLBD

DCR-510 Family Child Care Pre-Service 2.4 CEUs
This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. $200*
12172 MTh 10/31-11/20 online BLBD

DCR-550 Medication Administration 0.6 CEU
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and 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 hrs. (HSN) Health, Safety and Nutrition. $80*
12171 S 10/7-10/15 9 a.m.-3:30 p.m. LCC- 205

DCR-328 Enhancing Language Development in Childhood 2.4 CEUs
Content Area D: This is a user-friendly course for parents, teachers, and caregivers. Discover how children learn to process language and how they become proficient speakers and thinkers. Help to enrich your child’s life by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. 12 sessions, $140* (includes a $65 lab fee)
11981 WF 11/9-12/30 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, $140* (includes a $65 lab fee)
11969 WF 9/14-11/4 online E2GO
11970 WF 11/9-12/30 online E2GO

EDUCATION/TEACHER TRAINING

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

SKB-473 Praxis Core Preparation 2.4 CEUs
Are you a perspective teacher who needs to pass the Praxis Core Exam? This course will develop all the skills you need for the test as we review and prepare for everything it includes. Become familiar with different types of questions that appear on the reading and writing test, and master the many areas of math that you’ll be tested on. You will also learn test-taking strategies and get plenty of practice questions similar to those on the Praxis Core Exam. 12 sessions, $140* (includes a $65 lab fee)
11989 WF 9/14-11/4 online E2GO
11990 WF 10/12-12/2 online E2GO
11991 WF 11/9-12/30 online E2GO
11992 WF 12/14-2/3 online E2GO

SKB-416 Survival Kit for New Teachers 2.4 CEUs
This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom. 12 sessions, $140* (includes a $65 lab fee)
11957 WF 9/14-11/4 online E2GO
11959 WF 12/14-2/3 online E2GO

SKB-431 Strategies for Teaching Students with Autism 2.4 CEUs
Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuron-typical peers. Reaching and teaching these students requires a delicate balancing act, including understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. 12 sessions, $140* (includes a $65 lab fee)
11966 WF 9/14-11/4 online E2GO
11967 WF 11/19-12/30 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, $140* (includes a $65 lab fee)
11960 WF 9/14-11/4 online E2GO
11961 WF 11/19-12/30 online E2GO
SKB-475 Creating the Inclusive Classroom 2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face every day and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success. 12 sessions, $140* (includes a $65 lab fee)

11979 WF 9/14-11/4 online E2GO
11980 WF 11/9-12/30 online E2GO

SKB-476 Solving Classroom Discipline Problems 2.4 CEUs
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken. 12 sessions, $140* (includes a $65 lab fee)

11962 WF 9/14-11/4 online E2GO
11963 WF 11/9-12/30 online E2GO

SKB-477 Solving Classroom Discipline Problems 2 2.4 CEUs
This course covers skills for teachers to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. How to use a new research-based, six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action. 12 sessions, $140* (includes a $65 lab fee)

11964 WF 10/12-12/2 online E2GO
11965 WF 12/14-2/3 online E2GO

SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD) 2.4 CEUs
This course is designed for individuals pursuing professional development in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more. 12 sessions, $140* (includes a $65 lab fee)

11972 WF 9/14-11/4 online E2GO
11974 WF 12/14-2/3 online E2GO

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

11975 WF 10/12-12/2 online E2GO
11977 WF 12/14-2/3 online E2GO

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

11982 WF 9/14-11/4 online E2GO
11983 WF 11/9-12/30 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. We will dissect the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. We will talk about games you can incorporate, modifying your classroom, and lots of methods for bringing out the students’ best behavior. This course will prepare you to understand and empower your kids with learning disabilities. 12 sessions, $140* (includes a $65 lab fee)

11975 WF 10/12-12/2 online E2GO
11977 WF 12/14-2/3 online E2GO

SKB-479 Creating a Classroom Website 2.4 CEUs
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11975 WF 10/12-12/2 online E2GO
11977 WF 12/14-2/3 online E2GO

DCR-323 Teaching Smarter With SMART Boards 2.4 CEUs
SMART Boards are revolutionizing today’s classroom. Using interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. In this course, to use SMART Notebook software to create attention-grabbing lessons blending text, video, and graphics. In addition, you will be taught the best ways to use SMART Board technology to deepen your content and make your lessons accessible to all learners. Finally, you will get some simple trouble-shooting tips that will come in handy if your SMART board is not acting as smart as it should. 12 sessions, $140* (includes a $65 lab fee)

11975 WF 10/12-12/2 online E2GO
11977 WF 12/14-2/3 online E2GO

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11975 WF 10/12-12/2 online E2GO
11977 WF 12/14-2/3 online E2GO
TEACHING ADULTS
301-546-5215

HES-688 Dementia: Understanding and Assisting Older Adults 0.3 CEU
Understand the stages of dementia and its impact on older adults. Learn what to expect and what you can do to help the older adults in your life. This course is for family members, caregivers and loved ones.
1 session, $25
1199 S 9/20-9/20 9:30 a.m.-12:30 p.m. CHS-2215

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

TRANSITION ESL ENGLISH
301-546-8350 or transitionsl@pgcc.edu

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

Transition ESL program offers courses in:
• Pronunciation and Fluency
• Listening and Speaking
• Conversation English
• English Composition
• Experience Writing
• Reading and Writing
• US Citizenship Preparation
• Bridge to Academic ESL

Courses are available at sites around Prince George's County. The cost for these courses is:
$20 registration fee
$50-$175 tuition, depending on the course
$0-$60 per course for textbooks

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

ESL-386 English Composition, NEW!
Want to improve your writing? This class teaches intermediate ESL students how to write more cohesively. Build your awareness of "sentence patterns" as a means to learning and applying English grammar rules.
20 sessions, $75

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

ESL-356 Pronunciation and Fluency
Students practice the basic vowel sounds and word stress patterns of American English to help improve their ability to understand and be understood by American English speakers.
20 sessions, $75

ESL-373 Grammar
This course emphasizes the grammar of spoken and written English in various life and work contexts. Topics include: verb tenses; frequency and quantity expressions; and possessive forms.
20 sessions, $75

ESL-384 Conversational English
Learn common conversational phrases and improve your listening and speaking skills through lessons and discussions about interesting topics. 20 sessions, $75

ESL-375 Bridge to Academic ESL
Did you take the Michigan Test and score between 41 and 47? In this course you will practice the skills you need to improve your score the Michigan Test. 24 sessions, $175

ADULT EDUCATION ESL
301-546-8350 or www.pgcc.edu/go/adulteducationsl

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

Bridge classes are also offered, to provide English language learners with extra support before taking GED® preparation classes, the GED® test or the National External Diploma Program screening process.

Courses are available at locations around Prince George's County, weekday evenings (two or three evenings a week), weekday mornings (three days a week) and Saturday mornings. There is no tuition for most Adult Education ESL courses. Students spend approximately $50 per class for books.
ENGLISH COMMUNICATION AND WRITING
301-546-0031 or 301-546-0870

OFC-347 Grammar Refresher 2.4 CEUs
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice.
12 sessions, $140* (includes a $65 lab fee)
12015 WF 12/14-2/3 online E2GO
12016 WF 10/12-12/2 online E2GO
12017 WF 11/9-12/30 online E2GO
12018 WF 12/14-2/3 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, $140* (includes a $65 lab fee)
11953 WF 9/14-11/4 online E2GO
11954 WF 10/12-12/2 online E2GO
11955 WF 11/9-12/30 online E2GO
11956 WF 12/14-2/3 online E2GO

ENR-537 Speaking with Confidence
Purge your fears and gain confidence speaking before groups. This information-packed course, led by professional speaker and humorist Allan Misch, helps you to learn a fascinating new process to rapidly eliminate or severely reduce speaking anxieties. Gain confidence by applying powerful speech, organization, and practice strategies.
1 session, $89* (includes a $45 lab fee)
12565 S 10/22-10/22 9 a.m.-4 p.m. LCC-205

COM-320 At Ease with Public Speaking 1.2 CEUs
Want five-weeks of fun that will get you up on your feet! Weekly practices in speech making and short-talk presentations will transform you into a veteran public speaker and prize winners. Excellent training for those who want to add polish to everything from job interviews to boardroom presentations. Textbook: How to Write and Give a Speech, (St. Martin’s Press) latest edition.
5 sessions, $165*
11487 S 9/17-10/15 9-11 a.m. Largo

WRITING

MGT-602 Grammar and Proofreading 1.8 CEUs
Take an in-depth look at the professional writing process and common writing problems. You will study basic parts of the sentence, a review of punctuation, spelling, verb usage and effective proofreading. This course is recommended but not required to take Business Writing Intensive. Required textbook: The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real World Examples and Reproducible Quizzes, (11th edition) by Jane Strauss.
6 sessions, $220*
11471 Th 9/8-10/13 6:30-9:30 p.m. Largo

MGT-434 Business Writing Intensive 1.8 CEUs
Students will be instructed in a five step writing process that includes preparation, research, organization, writing a draft, and revision using real-world examples of correspondence, reports, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Text required: The Business Writer’s Handbook, (10th or latest edition). (St. Martin’s Press).
6 sessions, $220*
11501 Th 10/20-12/1 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, $140* (includes a $65 lab fee)
12101 WF 9/17/1/4 online E2GO
12102 WF 10/12-12/2 online E2GO
12103 WF 11/9-12/30 online E2GO
12104 WF 12/14-2/3 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, $140* (includes a $65 lab fee)
12109 WF 9/14-11/4 online E2GO
12110 WF 10/12-12/2 online E2GO
12111 WF 11/9-12/30 online E2GO
12112 WF 12/14-2/3 online E2GO

SKB-462 Writing Essentials 2.4 CEUs
In this course, you will hone the skills you need to improve your writing skills, punctuate to perfection and avoid common spelling errors when writing e-mails and other forms of communication. Hands-on activities will help you put your powerful new skills to work. 12 sessions, $140* (includes a $65 lab fee)
11941 WF 9/14-11/4 online E2GO
11942 WF 10/12-12/2 online E2GO
11943 WF 11/9-12/30 online E2GO
11944 WF 12/14-2/3 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
### ENRICHMENT AND PERSONAL GROWTH

#### CAREER PLANNING

**JCL-354 Ten Steps to a Federal Job**  
1.8 CEUs  
Careers with the federal government offer excellent benefits, competitive wages, and stable employment yet the federal hiring process is quite detailed and complex. This course will acquaint students with ways to conduct a federal job search, types of federal hiring programs, searching for jobs on USA Jobs, and the Federal Resume Outline Format.  
6 sessions, $130*  
12075 W 10/12-11/16 6:30-9:30 p.m. Largo  

**JCL-359 Resume Writing**  
2.4 CEUs  
Learn how to create an effective resume or how to write resume and cover letters for profit. Explore self-assessment, resume formats, references, Internet resume secrets and ways to overcome age discrimination and employment gaps.  
12 sessions, $140* (includes a $65 lab fee)  
11987 WF 12/14-2/3 online E2GO  

**JCL-360 Jumpstart Your Career with LinkedIn**  
2.4 CEUs  
Learn how to use LinkedIn, a free and popular job search and career development tool. Discover how the Internet can help expand professional networks.  
12 sessions, $140* (includes a $65 lab fee)  
11984 WF 9/14-11/4 online E2GO  

**JCL-361 Building Teams That Work**  
2.4 CEUs  
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting.  
12 sessions, $140* (includes a $65 lab fee)  
11986 WF 11/9-12/30 online E2GO  

#### STUDENT SUCCESS

**SKB-357 GRE Preparation, Course 1: Verbal**  
2.4 CEUs  
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Textbook (required at first class): *Practicing to Taking the GRE General Test*, (10th edition) (available from Amazon.com).  
12 sessions, $140* (includes a $65 lab fee)  
12014 WF 9/14-11/4 online E2GO  
12015 WF 10/12-12/2 online E2GO  
12016 WF 11/9-12/30 online E2GO  
12017 WF 12/14-2/3 online E2GO  

**SKB-358 GRE Preparation, Course 2: Quantitative**  
2.4 CEUs  
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE).  
12 sessions, $140* (includes a $65 lab fee)  
12018 WF 9/14-11/4 online E2GO  
12019 WF 10/12-12/2 online E2GO  
12020 WF 11/9-12/30 online E2GO  
12021 WF 12/14-2/3 online E2GO  

**SKB-361 Law School Admission Test Preparation: Course 1**  
2.4 CEUs  
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series.  
12 sessions, $140* (includes a $65 lab fee)  
12022 WF 9/14-11/4 online E2GO  
12023 WF 10/12-12/2 online E2GO  
12024 WF 11/9-12/30 online E2GO  
12025 WF 12/14-2/3 online E2GO  

**SKB-362 Law School Admission Test Preparation: Course 2**  
2.4 CEUs  
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. Textbook (required at the first class): *Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests* (available from Amazon.com or LSAC.org).  
12 sessions, $140* (includes a $65 lab fee)  
12026 WF 9/14-11/4 online E2GO  
12027 WF 10/12-12/2 online E2GO  
12028 WF 11/9-12/30 online E2GO  
12029 WF 12/14-2/3 online E2GO
### LIFESTYLE

**ENR-437 Fit and Fabulous in 15 Minutes a Day**
Do you have too little time and too much fat? Too much stress? Feel too tired? Then you need to be able to sneak it ALL in. Learn the tips, tricks, and secrets of being Fit and Fabulous in 15 Minutes! From exercise and eating to beauty, anti-aging and much MORE for your health. All in just MINUTES a day! Instructor: 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, $35**

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**ENR-533 Family Reunion**
This family reunion and oral history workshop is designed to lay the groundwork for planning a family reunion and explore ways to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, create a budget, and arrange activities for all age groups. Also, discover ways to share family anecdotes and history through photographs and family bibles, and create a family tree. Instructor: Nathania Branch-Miles. **1 session, $35**

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

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**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-583 Cultivating Compassion for Ourselves and Others**
You know the saying, “You can’t love others unless you love yourself.” Learn how to orient your mind towards loving kindness, compassion and equanimity. The class will include short talks, guided meditations and small group discussions designed to increase your understanding of these concepts. These are powerful tools to reduce greed, anger and pride by opening your heart to greater amounts of love for all beings - most importantly, to yourself. Instructor: Jerry Hartman. **1 session, $59 (includes a $40 lab fee)**

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

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**ENR-579 Extreme Saving with Couponing**
Bring your friends, scissors, paper, pencil and store affinity cards and let Ms. Jamal Stennett show you how to use coupons to get the items you use for free! Using her simple system, you will save thousands of dollars a year at grocery and department stores, as well as at the gas pump. In less than two hours a week, you’ll be purchasing detergent for $.50, cheese for $1.00 and toothpaste for free. Have fun and save money! **1 session, $49**

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### PERSONAL FINANCE

**FIN-345 Introduction to Stock Options**
2.4 CEUs
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. **12 sessions, $140* (includes a $65 lab fee)**

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**FIN-346 Personal Finance**
2.4 CEUs
Protect your assets and discover how best to achieve all your financial goals. Topics will include how to create and use a budget, how to borrow and invest wisely, how to make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security. **12 sessions, $140* (includes a $65 lab fee)**

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*Prices subject to change.*

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
RES-325 Real Estate Investing  2.4 CEUs
Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual goals that will put you well on your way to finding your first (or next) deal.
12 sessions, $140* (includes a $65 lab fee)

FACILITY MANAGEMENT
301-546-0964 or westphalia@pgcc.edu

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

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

Chesapeake Chapter members receive discounted tuition.

MGT-631 Operations and Maintenance for FMP  1.6 CEUs
This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance.

Note: members of the IFMA Chesapeake Chapter must register for syn# 11366 to get the discounted price; non-members must register for syn# 11368. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 2 sessions, $300* (includes a $300 lab fee)

MGT-632 Project Management for FMP

MGT-633 Finance and Business Essentials for FMP  1.6 CEUs
This is the second of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to project management. You will be taught how to define, plan, manage, oversee, and close projects. Note: members of the IFMA Chesapeake Chapter must register for syn# 11372 to get the discounted price; non-members must register for syn# 11379. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee) 2 sessions, $300* (includes a $300 lab fee)

MGT-634 Leadership and Strategy Essentials for FMP  1.6 CEUs
This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will learn 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# 11381 to get the discounted price; non-members must register for syn# 11384. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee) 2 sessions, $300* (includes a $300 lab fee)
GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS

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

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

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

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

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

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

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

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

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

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

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

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

GREEN CAREER TRAINING
301-546-8340 or parknx@pgcc.edu

One of the fastest-growing sectors is “green-collar” jobs. Specialized training can help you obtain a job in this area. PGCC offers both green jobs training and stormwater management training (see below). Anticipated openings in green jobs include green agriculture, energy auditors (examining businesses or homes for energy waste and making recommendations for greater energy efficiency), conservation, ecology, green building certifications (LEED or Leadership in Energy and Environmental Design), recycling, pollution prevention, water and energy conservation, thrift stores, green construction, green lodging, transportation, energy (solar, wind, geothermal, and biodiesel), green cleaning, weatherization, use of energy-efficient lighting, and sustainable food systems.

In Fall 2016, we are offering the following courses through our national education partner, ed2go:

- Certified Green Supply Chain Professional 32 hrs $995
- Certified Indoor Environmentalist Prep 32 hrs $955
- Performing Comprehensive Building Assessments 30 hrs $945
- Building Analyst Quick Start 60 hrs $1,495
- Certified Indoor Air Quality Manager 16 hrs $895
- Principles of Green Buildings 30 hrs $895

For information on registering for these courses, please see the Online Courses section at the back of this schedule.

For more information about green training visit our website, or contact us at the e-mail or number above.
In 2015, Prince George's County enacted legislation to help rid local waterways of stormwater runoff pollution and to comply with federal and state regulations under the Clean Water Act. The Watershed Protection and Restoration Program will be an economic driver for the county, including the creation of 5,000 new green jobs and local business development. Approximately $1.2 billion will be spent for stormwater management in the next 13 years. PGCC offers training opportunities in the following areas:

Entry level stormwater training: classes are offered for students who have been accepted into the PGCC Team Builder's Academy. For more information, please contact Tanya Anderson at 301-546-0964 or at teambuilders@pgcc.edu.

Intermediate stormwater training: skilled laborers who seek a new set of job skills in green technology and stormwater management are encouraged to enroll in our online Green Career Training courses at: www.ed2go.com/career/sustainable-energy-green-programs.

Advanced stormwater training: Managers, engineers, and contractors can expand their job skills by taking AGR-304: Urban Stormwater Management. This is a 30-hour training program with lectures and site visits throughout Prince George's County. For more information and to register, visit the college's website at www.pgcc.edu.

Stormwater certificate program: This online training program is designed to expand professionals’ knowledge, skills and abilities in stormwater industries. The four-course program, offered by our partner ProTrain, totals 360 hours, over six-nine months, with a total cost of $5,000 or $1,250 per class. The courses are:

- Stormwater Management 1
- Stormwater Management 2
- Stormwater Management: Hydraulics and Hydrology, Part 1
- Stormwater Management: Hydraulics and Hydrology, Part 2

HEALTH CARE SUPPORT

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

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

HES-659 Spanish Heartsaver First Aid CPR & AED 0.7 CEU
Los Primeros Auxilios Heartsaver AED Anytime para La* curso RCP DEA para los hablantes de Español los intervinientes proporciona capacitación en primeros auxilios, RCP y desfibrilador externo automático (DEA) para los bebés, los niños y los adultos. Los temas incluyen las nociones básicas de primeros auxilios en caso de sangrado, las quemaduras y golpes; RCP y DEA administración, compensación de las vías respiratorias están obstruidas, control de la infección, y la respuesta en caso de emergencia. Exitó gana AHA tarjeta válida para 2 años . Libro: 90-2313NOS Primeros Auxilios Heartsaver AED Anytime para la RCP DEA Libro de trabajo del estudiante (en Español). 100% DE LA asistencia requerida.

1 session, $85* (includes a $5 lab fee)

HES-660 Spanish Heartsaver First Aid 0.4 CEU
La Heartsaver AED Anytime para La* curso de primeros auxilios para los estudiantes de habla hispana nos enseña las habilidades necesarias para responder a una emergencia hasta que servicios médicos de emergencia (EMS) llegan. Primeros auxilios básicos para tratar el sangrado, esguinces, fracturas de huesos, shock y las emergencias ambientales están cubiertos. Exitó gana la Asociación Americana del Corazón Primeros Auxilios Heartsaver AED Anytime para la tarjeta válida para 2 años. Los estudiantes deben traer manual escolar a la clase: 90-2313NOS Primeros Auxilios Heartsaver AED Anytime para la RCP DEA Libro de trabajo del alumno (en Español). 100% DE LA asistencia requerida.

1 session, $65*
HES-573 Pediatric First Aid, CPR & AED  
0.7 CEU
This National Safety Council (NSC) Pediatric First Aid, CPR & AED program, for child care workers, teachers, camp counselors, coaches and others responsible for children, meets first aid and CPR requirements in all 50 states. Treatment for airway obstructions, rescue breathing, basic life support, bleeding, wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies are covered. Required textbook: NSC Pediatric First Aid, CPR & AED Workbook with VSI DVD. 100% attendance required. 1 session, $85* (includes a $5 lab fee)

HES-324 First Aid  
This course is designed to train the public to respond appropriately in emergency situations. Topics will include injury prevention, victim assessment, treatment for shock, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for three years. Students must bring textbook to class. Text required: NSC First Aid, CPR & AED Workbook. 1 session, $65*

HES-592 Mental Health First Aid  
This program teaches how to provide support to people who are developing the signs and symptoms of a mental illness or emotional crisis. The program introduces a five-step action plan to assess a situation, and select and implement interventions. It teaches risk factors and the warning signs of anxiety, depression, substance use, disorders, schizophrenia and suicide. 100% attendance required. Successful completion earns a MHFA certificate valid for three years. Textbook required. 2 sessions, $125* (includes a $6 lab fee)

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

HES-574 National Safety Council CPR & AED  
3.5 CEUs
This life-saving course teaches how to respond in choking, breathing and cardiac emergencies, and how to use an automated external defibrillation (AED) unit in conjunction with CPR. Topics include victim assessment, basic life support, airway management, breathing and circulation and more. Successful completion earns a National Safety Council (NSC) card valid for two years. Students must bring textbook to class: NSC First Aid, CPR & AED Workbook. 1 session, $42* (includes a $10 lab fee)
With a career in the casino industry you can win big. The gaming industry offers exciting jobs as table games dealers. If you want flexibility, fun, and financial stability, a casino career could be for you.

Prince George’s Community College will be offering classes that will give you the skills you need for a casino career. Watch for more information about how you can get in on the action and get started on a path toward an exciting career.
Prince George’s Community College, in partnership with MGM National Harbor, launched the successful Hospitality Express training program in August and will be continuing to offer the program this Fall 2016. This program will help prepare residents of Prince George’s County and surrounding communities for the more than 3,500 employment opportunities available.

Great careers in areas such as:
• Food & Beverage Services
• Hotel Operations
• Casino Operations

Get started on a solid career path. For more details about the Hospitality Express training program go to:

www.pgcc.edu/go/HospitalityExpress
### CAREGIVING

**301-546-0795**

**CAREGIVING**

As baby-boomers age, the elderly population grows, and family members recuperate, the demand for caregiving continues to increase. Family caregivers provide relatives with invaluable in-home assistance and support throughout the various stages of life. We offer online classes to help you gain new skills to manage these opportunities. Caregiving can be stressful, so treat yourself: learn how to relieve stress and take a mental vacation with our online Certificate in Stress Management and Certificate in Meditation courses.

**HES-571 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, $140* (includes a $65 lab fee)

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**SKB-575 Caregiver: Activities, Tools and Resources to Engage Older Adults**

Caregivers, learn how to get older adults engaged in useful activities. Discover helpful tools and resources. Motivate and provide appropriate instructions to older adults (regardless of age) in your care. This course is open to caregivers, family members and loved ones who seek to engage the older adults in their lives.

1 session, $25

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**HES-588 Certificate in Stress Management**

Stress is at epidemic levels in the world today. In this course, you will explore the impact of stress and learn how to get stress under control. Discover how healthy living habits, and therapies can counteract, reduce, and help you manage its negative impact. The physiological; social and psychological impacts of stress; modalities to control stress; the relationship between stress and health; nutrition; physical activity; and how stress develops in the workplace will be covered.

9 sessions, $110* (includes a $61 lab fee)

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**HES-589 Certificate in Meditation**

Explore the many meditation techniques that can be used to support the mind-body connection to reduce stress, deal with pain, or illness and support overall well-being. This course, designed for health professionals, nurses and general consumers will cover a number of meditation techniques, including Transcendental Meditation guided imagery and visualization, mindfulness, Vipassana walking, laughter, centering prayer and concentration meditation.

4 sessions, $90* (includes a $55 lab fee)

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**ASSISTED LIVING**

**301-546-0795**

**or www.pgcc.edu/go/assisterliving**

**HES-486 Assisted Living Manager Module 1: Introduction**

This Introduction to the Assisted Living Manager Program focuses on the philosophy of assisted living and the impact of the aging process on adults and their families. This is the first of five modules in the 80-hour Assisted Living Manager Program and must be taken first. Topics include stages of the aging process intervention methods, and the resident’s bill of rights. Modules must be taken in order with an 80% average score. 100% attendance required.

1 session, $110* (includes a $30 lab fee)

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**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.

- Proper planning is essential in order to complete the entire program.
- Assisted Living Refresher training is required every two years following completion of the 80-hour program.
- This program is offered in the Spring and Fall semesters.

100% attendance is required.

Visit the web address above for resources and to apply for the Professional Education Scholarship for WDCE Health Sciences Students.
HES-487 Assisted Living Manager Module 2: Assessing, Admitting and Feeding 2.4 CEUs
This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics will include the importance of nutrition, food safety, and how to develop individualized service plans. 4 sessions, $295* (includes a $85 lab fee)

HES-488 Assisted Living Manager Module 3: Clinical Management 2.0 CEUs
The third module focuses on the role of the delegating nurse, appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics will include patient safety, proper infection control procedures and appropriate staffing patterns. 3 sessions, $255* (includes a $85 lab fee)

HES-489 Assisted Living Manager Module 4: Mental and Behavior Management 1.6 CEUs
The fourth module focuses on mental illness and its symptoms. Topics will include the philosophy of dementia care, associated behaviors, stages of cognitive decline, common triggers for problems and potentially harmful behaviors and key interventions. 2 sessions, $205* (includes a $65 lab fee)

HES-490 Assisted Living Manager Module 5: Management Emergency Planning 1.4 CEUs
This final module focuses on facility operations, emergency planning, quality assurance and survey processes. Topics will include procedures for fire and other disasters, a review of OSHA requirements, the role and functional responsibilities of the manager of an assisted living facility, recordkeeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes. 2 sessions, $205* (includes a $65 lab fee)

HES-559 How to Start an Assisted Living Business 1.0 CEU
Assisted living facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing. 2 sessions, $180* (includes a $35 lab fee)

HES-570 Principles of Adult Education: Train the Trainer 1.6 CEUs
This course is designed for nurses and other healthcare providers who are responsible for certified nursing assistant training, patient and community education, in-service education, etc. This course meets the Maryland Board of Nursing requirement for instructors of the Certified Nursing Assistant course. Participants will be taught teaching strategies, adult learner characteristics, planning learning environments, lesson planning, writing behavioral objectives and facilitating learning. 4 sessions, $280*
DENTAL ASSISTING
301-546-0795 or www.pgcc.edu/go/dental

Make someone smile with a career as a dental assistant! According to the U.S. Department of Labor’s Bureau of Labor Statistics’ 2014-2024 Occupational Outlook Handbook, dental assistants are highly skilled professionals who work closely with dentists to provide patient care, take X-rays, maintain records and schedule appointments, typically on a full-time basis. Employment is expected to grow much faster than the average for all occupations with median earnings of $35,980 annually. Our facility provides hands-on lab training that satisfies Pathway 2 requirements for seamless entry into HES-519 Introduction to Dental Assisting: Part 2 after successful completion of Part 1. We offer you the opportunity to earn a continuing education certificate in Dental Assisting by completing the following:

HES-526 Introduction to Dental Assisting: Part 1
Prerequisites:
• A score of at least 65 on the Accuplacer Reading Comprehension Test
• Ability to speak and understand standard American English
• High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
• Purchase textbook, Modern Dental Assisting (11th Edition) ISBN 9781455774517
• Read chapters 1 and 2 and complete associated workbook assignments prior to first class

HES-519 Introduction to Dental Assisting: Part 2
Prerequisites (continuing students):
• Successfully Complete HES-526
• A score of at least 65 on the Accuplacer Reading Comprehension Test
• High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
• Purchase textbook, Radiology for the Dental Professional, (9th edition) ISBN 9780323072991

HES-519 Introduction to Dental Assisting: Part 2
Prerequisites (new students):
• At least 18 years of age
• A score of at least 65 on the Accuplacer Reading Comprehension Test
• High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
• Purchase textbook, Radiology for the Dental Professional, (9th edition) ISBN 9780323072991
• A working knowledge of basic oral anatomy, basic infection control and basic dental terminology
• Proof of completion of a basic dental assisting course
• Provide a letter from the employing dentist verifying employment and a commitment to your direct clinical supervision.

Must satisfy one of these two pathway requirements prior to taking the course:
• Pathway 1: 3 months (300 hours) full-time employment in a clinical setting in a dental office
• Pathway 2: Must be employed in a dental office for direct clinical supervision unless classroom facility offers hands-on clinical

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

This five-month training program and exam, approved by the Maryland Board of Pharmacy, is offered in the spring and fall semesters and includes in-class and online instruction and 160 hours of on-site pharmacy clinical training.

The program is designed to provide information on the duties and responsibilities of a pharmacy technician in a variety of health care settings. Students must complete the entire program according to schedule by registering for the following required courses:

- HES-332 Pharmacy Technician
- HES-529 Pharmacy Technician Clinical: Part 1
- HES-530 Pharmacy Technician Clinical: Part 2

The state of Maryland requires that pharmacy technicians be certified. Students who successfully complete this program and pass a background check will be eligible to register with the Maryland Board of Pharmacy.

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

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

Reading: score of 65 or above on the college's reading placement test OR college completion of English 101

Math: score of 82 or above on the college's algebraic math placement test OR college credits in math within the last two years OR completion of HES-577, Medical Math, with a final grade of at least 75% and High School or GED completion.

Participants must also:

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

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

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

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

HES-332 Pharmacy Technician 9.0 CEUs
The Pharmacy Technician program trains students for state and national certification. Approved by the Maryland Board of Pharmacy, the program includes classroom, online, and 160 hours of clinical practice. Topics include drug regulation and control, terminology, calculations, routes and formulations, compounding, inventory, aseptic techniques, and pharmacology. Prerequisites: before registration, students must provide HS diploma/GED, and acceptable math, and reading scores. Textbook required at first class (Read Chapter 1 before first class). 30 sessions, $995*

| 12133 | M 11/7 | 6:30-9:30 p.m. | CHS-2211 |
| 12134 | M 11/14 | 6-7 p.m. | CHS-2211 |
| 12135 | M 11/21 | 6-7 p.m. | CHS-2211 |
| 12136 | M 11/28 | 6-7 p.m. | CHS-2211 |
| 12137 | M 12/5 | 6-7 p.m. | CHS-2211 |
| 12138 | M 12/12 | 6-7 p.m. | CHS-2211 |
| 12139 | M 12/19 | 6-7 p.m. | CHS-2211 |
| 12140 | M 12/26 | 6-7 p.m. | CHS-2211 |

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

| 12324 | MTWThF 1/19-2/18 | TBA |

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

| 12324 | MTWThF 1/19-2/18 | 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

| 12164 | M 11/17-1/17 | 6-7 p.m. | CHS-2211 |
| 12165 | M 12/12-12/12 | 6-7 p.m. | CHS-2211 |
| 12326 | M 1/3-1/3 | 6-7 p.m. | CHS-2211 |

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

| 11612 | WF 9/14-11/4 | online | £260 |
| 11613 | WF 10/12-12/2 | online | £260 |
| 11614 | WF 11/9-12/30 | online | £260 |
| 11615 | WF 12/14-2/3 | online | £260 |
HES-591 Pharmacy Technician Certification Exam Prep  4.5 CEUs
This review course prepares students to take the Pharmacy Technician Certification Board (PTCB) exam for national certification. The knowledge domains identified on the 2013 update will be covered. Prerequisites: HS diploma or GED; must have worked continuously in the pharmacy area at the same pharmacy since Jan. 1, 2006, or completed a state-approved pharmacy technician training program within one year. Computer and math proficiency, e-mail, internet access, and textbooks are (required at first class).
15 sessions, $355* (includes a $175 lab fee)

HES-493 Physical Therapy Aide Clinical  6.2 CEUs
This course prepares students for clinical placement. It provides instruction to facilitate the transition from student to professional in the physical therapy field. Topics include roles and responsibilities, career development, interviewing skills, confidentiality, and effective communication in patient care. Prerequisites: Pass HES-492 (apply within 6 months of completion), reading test score of 65%, current CPR Healthcare Provider card, 18 years old. HS diploma or GED. A negative TB Skin test (PPD) and tetanus immunization is required.
42 sessions, $400* (includes a $50 lab fee)

NURSING ASSISTANT CNA/GNA
301-546-0795 or www.pgcc.edu/go/cna

CERTIFIED NURSING ASSISTANT/GERIATRIC NURSING ASSISTANT ADMISSION
Prepare for a career as a nursing assistant. Work in a variety of health care settings. This 136 hour program is approved by the Maryland Board of Nursing. Students must successfully complete both the CNA Theory and CNA Clinical before being awarded a certificate. Upon completion of this program, students are eligible to sit for the GNA examination.

Required Courses:
• HES-544 Certified Nursing Assistant Theory
• HES-417 Certified Nursing Assistant Clinical

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

Before attending the clinical portion of the class, individuals must also:
• Obtain a criminal background check
• Obtain CPR for Health Provider certification. This course (HES-344) is available at the college
• Have a negative TB skin test (PPD) or chest x-ray
• Present documentation of immunizations or titer tests (blood test for proof of immunizations)
HES-544 Certified Nursing Assistant: Theory
Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing assistant (GNA) examination. A test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the clinical portion. 21 sessions, $825* (includes a $50 lab fee)

HES-325 Medicine Aide
For Certified Geriatric Nursing Assistants with one year's experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Note: employment through an agency does not meet course requirement. Please bring documentation to first class. Learn about the recognition, safe preparation, and administration of medications. The course consists of theory and supervised clinical experience at area nursing homes. Refund policy does not apply to this course. Participants must meet reading comprehension placement requirement for CNA. 16 sessions, $900* (includes a $50 lab fee)

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

HES-417 Certified Nursing Assistant: Clinical
This class will provide practical clinical experience conducted in Prince George’s County nursing homes. The 52 hours of clinical must be taken with HES-544 to complete the program. 6 sessions, $525*

HES-584 Patient Care Technician 8.8 CEUs
This course is designed to advance the skills of certified nursing assistants working in hospitals or other health care settings. It provides a review of the anatomy and physiology of major body systems, medical terminology, legal and ethical issues, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, oxygen therapy and trach care, basic wound care and more. Note: students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program. 21 sessions, $1050* (includes a $100 lab fee)

PATIENT CARE TECHNICIAN
301-546-5215

PATIENT CARE TECHNICIAN
Certified Nursing Assistants learn advanced skills training and basic knowledge in the maintenance of the ill or long-term patient in this 88 hour Patient Care Technician program. Students who successfully complete this program will be awarded a certificate and are eligible to sit for the PCT national exam.

Participants must:
1. Must be a Certified Nursing Assistant in good standing on the state's registry.
2. Must have worked or trained as a CNA in the last 2 yrs.
3. Have a valid CPR for Health provider certification.
5. Be computer literate and have access to the Internet.
6. Must be at least 18 years of age.
7. Take and pass the reading comprehension placement test in the college testing center with a score of 55+ before registering.
EKG HEALTH PROFESSIONALS
301-546-5215 or www.pgcc.edu/go/cna

EKG FOR HEALTH PROFESSIONALS
Participants Must:
• Have a High School Diploma, GED or a healthcare professional license
• Take and pass the reading comprehension placement test in the college testing center with a score of 60+
  before registering
• Completed a Human Anatomy and Physiology course with a grade of “C” or above or currently a licensed healthcare professional
• Completed a Medical Terminology course with a grade of “C” or above or currently a licensed healthcare professional
• CPR with active certification
• Able to speak and understand standard American English at a functional level
• Be computer literate and have access to the Internet
• Purchase the textbook required for course

HES-663 EKG for Health Professionals 3.5 CEUs
This course is designed to provide the knowledge and skills necessary to become an EKG technician. Topics include cardiac anatomy and physiology, patient preparation, lead placement, patient confidentiality, cardiac modalities, pharmacology, stress tests, Holter monitors, pacemakers, and identification of various arrhythmias and irregularities of the heart. 7 sessions, $400* (includes a $50 lab fee)
12678 S 10/8-11/9 8:30 a.m.-1:45 p.m. CHS-2215

HES-553 Computerized Medical Billing 4.2 CEUs
This course is designed to provide the knowledge and skills necessary to become an EKG technician. Topics include cardiac anatomy and physiology, patient preparation, lead placement, patient confidentiality, cardiac modalities, pharmacology, stress tests, Holter monitors, pacemakers, and identification of various arrhythmias and irregularities of the heart. 7 sessions, $400* (includes a $50 lab fee)
12678 S 10/8-11/9 8:30 a.m.-1:45 p.m. CHS-2215

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, third party payers, and electronic filing. Required Text: multiple, approx. $300.
Note: those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.
12410 W 8/31-12/14 5:30-8:30 p.m. CHS-1229

HES-684 Advanced Medical Billing 4.2 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include 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, and government plans, charge processing, paper and electronic billing. Students will also learn how to reconcile their daily work, accounts receivable processing, and the basics of financial reporting. 12 sessions, $505* (includes a $15 lab fee)
12434 MF 11/7-12/19 6-9:30 p.m. CHS-1233
12435 TTh 11/8-12/20 9 a.m.-8 p.m. HS-1233

Medical Billing Specialist
CONTINUING EDUCATION CERTIFICATE, MEDICAL BILLING SPECIALIST
This program begins with an overview of the medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training prepare students as physician’s office personnel. This training prepares you to take the AAPC Certified Professional Biller exam. Courses should be taken in the order listed. HES-409 and HES-553 should be taken during the same semester. A Certificate of Continuing Education will be issued upon successful completion of all courses.
• HES-357 or HES-354 Medical Terminology
• HES-554 Basic Human Anatomy and Physiology
• HES-409 Introduction to Medical Billing
• HES-553 Computerized Medical Billing
• HES-321 Physician Office Billing
• HES-563 Advanced Medical Billing

Prerequisite: A score of 65 or greater on the Accuplacer Reading Comprehension Placement Test OR proof of college credits and strong computer and word processing skills.

Note: Text required at first class.

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

HES-409 Introduction to Medical Billing 1.5 CEUs
This course provides an overview of medical billing and computerized patient accounting. Textbook (required at first class). 5 sessions, $180*
12415 MW 8/29-9/14 6:30-9:30 p.m. CHS-1233
12416 TTh 8/30-9/13 9 a.m.-12 p.m. CHS-1233

HES-684 Advanced Medical Billing 4.2 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include 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, and government plans, charge processing, paper and electronic billing. Students will also learn how to reconcile their daily work, accounts receivable processing, and the basics of financial reporting. 12 sessions, $505* (includes a $15 lab fee)
12434 MF 11/7-12/19 6-9:30 p.m. CHS-1233
12435 TTh 11/8-12/20 9 a.m.-8 p.m. HS-1233

14 sessions
12 sessions
12 sessions
12 sessions
HES-353 ICD-10-CM/PCS Coding Principles and Application 4.8 CEUs
Are you an experienced coder? This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by an approved AHIMA ICD-10 trainer. A course proficiency exam will be administered upon completion of coursework. Previous coding experience and/or instruction in ICD-9-CM are required. 14 sessions, $505*

HES-354 Medical Terminology: Word Association Approach 2.4 CEUs
This course teaches medical terminology according to body systems. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. 12 sessions, $140* (includes a $65 lab fee)

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

HES-534 Human Anatomy and Physiology: Part 1 2.4 CEUs
Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. 12 sessions, $140* (includes a $65 lab fee)

MEDICAL OFFICE ASSISTANT
301-546-0878 or 301-546-0796

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

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

Prerequisite: A score of 65 or greater on the Accuplacer Reading Comprehension Placement Test OR proof of college credits.

HES-356 Professionalism in Healthcare 2.0 CEUs
This course is designed for prospective or current professionals in the healthcare field and provides instruction on the key elements of professionalism. Professionalism in a healthcare setting is explored through discussions, activities, presentations, and assignments. Topics include HIPAA, work ethics and performance, written and verbal communication, personal traits and behaviors, accountability, and career development. 10 sessions, $300*

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

HES-322 Medical Office Assistant: Practical Applications 3.6 CEUs
In this practical applications course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-396 and current Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $445* (includes a $15 lab fee)
HES-545 HIPAA Compliance 2.4 CEUs
This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics include transactions, code sets, identifiers, the Privacy Rule, and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules.

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

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HES-546 Spanish for Medical Professionals 2.4 CEUs
Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment.

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

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HES-546 Spanish for Medical Professionals 3.0 CEUs
This course is designed to enable the student to learn to communicate in a professional setting in the medical field. Topics include cultural and medical aspects of patients from different language backgrounds, body parts, treatments, and health care information.

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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 which for there is a separate fee of $130.

Prerequisites: must be a health care professional or have permission from the program coordinator, obtain a score of 65 or higher on the reading comprehension placement test OR provide proof of college credits, have an 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, and Hepatitis B) and health care insurance and background check and drug screening.

12 sessions, $960* (includes a $160 lab fee)

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HES-468 Phlebotomy Technician Refresher 6.0 CEUs
This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and for those who have taken a structured phlebotomy course but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical.

10 sessions, $410* (includes a $50 lab fee)

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HES-469 Phlebotomy Technician Clinical: Part 1 6.0 CEUs
This course 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, $125*

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

15 sessions, $125*

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PHLEBOTOMY TECHNICIAN

301-546-0878 or 301-546-0796
This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and for those who have taken a structured phlebotomy course but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical.

10 sessions, $410* (includes a $50 lab fee)

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HES-468 Phlebotomy Technician Refresher 6.0 CEUs
This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and for those who have taken a structured phlebotomy course but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical.

10 sessions, $410* (includes a $50 lab fee)

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HES-469 Phlebotomy Technician Clinical: Part 1 6.0 CEUs
This course 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, $125*

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HES-470 Phlebotomy Technician Clinical: Part 2 6.0 CEUs
Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: successful completion of HES-418, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. 15 sessions, $125*

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### Home and Garden

#### Floral
301-546-7545 or 301-546-0158

#### Continuing Education Certificate, Floral Design
The Floral Design Program has been redesigned to feature only fresh flowers and natural materials for those who want to enter the floral business as either owner/operators or designers. Components of this 48-64 hour program will continue to be available at the Laurel College Center. The new requirements include successful completion of a minimum of three of the four levels of fresh floral training:

- OCU-338 Basic Floral Design
- OCU-376 Advanced Floral Design
- OCC-377 Advanced Seasonal/Event Designs
- OCU-381 Tributes

A student who has completed all of the requirements for this program should contact us at the number(s) above for verification and to request a certificate.

#### OCU-377 Advanced Seasonal and Event Designs 1.2 CEUs
This course is designed to provide advanced students of floriculture with the unique requirements and concepts of seasonal and party event designs. Students will be working on larger designs in this class. Students should bring wire cutters and a floral knife to the first class. A $300 floral supplies fee (payable to the instructor at the first class).

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#### OCU-381 Tributes

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### Garden and Gardening

#### AGR-316 Start Your Own Edible Garden 2.4 CEUs
Grow delicious, nutritious fruit and vegetables in your own backyard! Give your give your garden a healthy start and keep it growing strong all season. You will discover the secrets for growing leafy greens, root vegetables, fruit, herbs, and more. In addition, you will learn how to spot pests and diseases how to fix pH and drainage problems in your soil, and take the guesswork out of watering. Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills you need to ensure a successful harvest.

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

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### CST-362 Growing Plants for Fun and Profit
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars’ worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product. 12 sessions, $140 (includes a $65 lab fee)

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### Home Interior

#### ENR-460 Interior Decorating Basics
Have you ever wanted to redecorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Charis Holder. 1 session, $35

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### ENR-356 Feng Shui Basis: Getting Started
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, $35

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### ENR-541 Introduction to Interior Design 2.4 CEUs
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. You will delve into color theory, styles and trends, spatial arrangements, floor plans, “green” design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field. 12 sessions, $140* (includes a $65 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ENR-558 Fabulously Chic Decor on a Dime
Have you ever walked by an expensive boutique and wondered how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give high-end retail stores a run for their money. Instructor: Fallon Loving, Allied ASID. 1 session, $35
12964 T 10/3-10/8 6:30-9:30 p.m. Largo

ENR-578 Discovering the Styles of Decorating
Uncover the definition of a decorating style through a journey exploring nine styles and their characteristics: English Tudor, Early American, Chinese, Korean/Japanese, Georgian, Formal and French Country, American Southwest, Art Deco, and Contemporary. Discover your unique inclinations, at once, distinctively a part of your nature and ancient connections. Share how you would implement your personal style through materials, finishes, furnishings and color. Instructor: Bonnie Peer. 2 sessions, $45
12848 Th 10/3-10/20 6:30-9 p.m. Largo

HUMAN RESOURCES AND PAYROLL MANAGEMENT
301-546-5216 or 301-546-0032

Advance your career with the new SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™)

This is an exciting and pivotal time in the HR profession. Now more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organizations. The profession is no longer just about what you know—but how you do your job.

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

Utilizing the Society for Human Resource Management (SHRM) Learning System, participants study five modules covering the SHRM body of competency and knowledge in preparation to take the new SHRM-CP™ and SHRM-SCP™ certification exams.

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

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

Inquire about our new courses which have been approved for recertification credit hours toward SHRM-CP™ and SHRM-SCP™ recertification through the Society For Human Resource Management (SHRM). Please be sure to contact our Prince George’s Community College office at 301-546-0032 for the program ID number on your recertification application form.

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

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

This program offers you the opportunity to obtain a noncredit certificate in Human Resource Management. This nine-course, 96-hour continuing education certificate program provides a general overview of the dynamic and growing field of 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 HR Management field.

Individual courses may be taken without pursuing the overall program certificate.

Length of Certificate Program
To obtain the Human Resource Management Certificate you must complete the seven required courses, plus two or more elective courses, for a total of 96 hours. 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 the core courses.

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

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

MGT-307 HR Management Certification Preparation for SHRM-CP and SHRM-SCP 4.0 CEUs
This course is intended for HR practitioners certification credentials, and prepares them to take the SHRM-CP and SHRM-SCP Certification. This on SHRM’s Competency Model, includes real-world class studies, discussions and shared experiences of certified instructors. Participants need to attend 75% of classes, take all tests and exams, complete assignments, and score 80% or better on the online post-test and paper-and-pencil final (in-class) exam. This course does not guarantee success on the SHRM Exam; participants must attend class and complete all assignments to achieve success. Training materials must be picked up from Kent Hall, Room 226 BY APPOINTMENT ONLY prior to the start of class. Call the number above for more information. 12 sessions, $1200* (includes a $510 lab fee)

12264  Th 9/8-12/1  6-9:30 p.m. Largo
12265  S 9/7-12/10  10 a.m.-1:30 p.m. Largo

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

12266  S 10/8-11/12  9 a.m.-12 p.m. Largo
12267  M 10/17-11/21  6-9 p.m. Largo

OWL ALERT
REGISTER NOW

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

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

MGT-731 Human Resource Law 1.2 CEUs
This comprehensive course condenses the most critical legislation and or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics covered, with their associated impacts, include Title VII-Civil Rights Act, Equal Pay Act, Portal to Portal Act and many other human resource laws.

MGT-668 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.

MGT-667 Introduction to Compensation 1.2 CEUs
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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.

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.

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.

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.

ELECTIVES

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)

MGT-648 Successful Recruitment, Selection and Placement 0.9 CEU
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3 sessions, $262* (includes a $45 lab fee)

MGT-727 HR's Role in Organizational Development and Change Management 0.9 CEU
This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change.

1 session, $257* (includes a $45 lab fee)

MGT-338 Managing Conflict: a Professional Approach 0.6 CEU
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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.

ELECTIVES

3 sessions, $278* (includes a $45 lab fee)

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CONTINUING EDUCATION

11575 S 10/22-10/22 9 a.m.-4 p.m. Largo

MGT-735 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU

This course will cover ways for managers to understand roles and challenges associated with the unique values and characteristics of four generations of employees working side by side. Examine each generation based on its management needs and ability to attain organizational goals and objectives. Topics include strategies for talent maximization, the impact of generational differences on today’s work environment, and communication essentials. 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)

11576 S 11/9-11/19 9 a.m.-4 p.m. Largo

MGT-734 HR’s Role in Creating a Positive Work Environment 0.6 CEU

This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner. 1 session, $257* (includes a $45 lab fee)

11577 S 12/3-12/3 9 a.m.-4 p.m. Largo

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)

11633 WF 9/14-11/4 online E260
11634 WF 10/12-12/30 online E260
11635 WF 11/9-12/30 online E260
11636 WF 12/14-2/3 online E260

MGT-423 Leadership 2.4 CEUs

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

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

11717 WF 9/14-11/4 online E260
11718 WF 10/12-12/2 online E260
11719 WF 11/9-12/30 online E260
11720 WF 12/14-2/3 online E260

MGT-492 Employment Law 2.4 CEUs

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

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

12296 S 9/24-11/12 9 a.m.-12 p.m. Largo
12298 M 9/26-11/14 6:30-9:30 p.m. Largo
12299 W 10/5-11/30 6:30-9:30 p.m. LCC-205

PAYROLL 301-546-5216 or konange@pgcc.edu

MGT-690 PayTrain Fundamentals 2.4 CEUs

PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification examinations. This course covers the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Topics will include conceptual and operational fundamentals, paycheck essentials payroll benefits basics, tax reporting, payroll accounting, and professional administration. 6 sessions, $684* (includes a $350 lab fee)

12263 S 9/10-10/15 9:30 a.m.-1:30 p.m. Largo

LANGUAGE COMMUNICATION

AMERICAN SIGN LANGUAGE (ASL)

301-546-0797 or 301-546-5299

LANGUAGE COMMUNICATION CERTIFICATE

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

COM-325 Sign Language 1 2.4 CEUs

This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. Textbook (required at first class): The American Sign Language Phrase Book by B. Fant, B. Miller, L. Fant (McGraw Hill.) 8 sessions, $170*

12296 S 9/24-11/12 9 a.m.-12 p.m. Largo
12298 M 9/26-11/14 6:30-9:30 p.m. Largo
12299 W 10/5-11/30 6:30-9:30 p.m. LCC-205

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**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-335: Sign Language 1 or 24 hours of previous instruction. Required textbook: *The American Sign Language Phrase Book* by B. Fant, B. Miller, L. Fant (McGraw Hill). 8 sessions, $150*

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**COM-326 Sign Language 3** 2.4 CEUs
The course emphasizes conversation with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48 hours of previous instruction. *The American Sign Language Phrase Book* by B. Fant, B. Miller, L. Fant (McGraw Hill). 8 sessions, $150*

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**COM-337 American Sign Language and Performing** 2.4 CEUs
This course will assist the ASL practitioner in developing the ability to use ASL in creative and expressive ways. The basics of ASL performing from translation to actual performing will include the do’s and don’ts and hands-on exercises to develop the skills. Prerequisite: COM-325: Sign Language 1 and COM-330: Sign Language 2 (preferred). Instructor: Raymont Anderson. 8 sessions, $150

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**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

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**COM-379 ASL Conversation 1**
Conversational 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

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**LGE-370 Introduction to Spanish: Part 1** 2.0 CEUs
This short introductory course covers the basics of Spanish for work and leisure. Topics will include pronunciation, vocabulary, dialogues and role-playing. 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. Textbook required. 8 sessions, $120*

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

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**LGE-328 Introduction to Spanish: Part 2** 2.0 CEUs
In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Prerequisite: LGE-370: Introduction to Spanish: Part 1. Textbook required. 8 sessions, $120*

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**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*

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**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 301-546-0120. 8 sessions, $50

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**CONVERSATIONAL FOREIGN LANGUAGE**

**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 textbook. 6 sessions, $120*

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

LGE-383 Intermediate French
This course builds on the skills acquired in Beginning French and uses the same text. You will continue to develop your written, verbal, grammatical and conversational skills. To enroll, you should be able to use the present and past tense of regular verbs and the present tense of irregular verbs. Instructor: Brittany Hopkins 8 sessions, $149 (includes a $40 lab fee)

MEDIATION

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

CERTIFICATE OF CONTINUING EDUCATION IN BASIC MEDIATION
Mediation is a process in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, reach agreements that are mutually satisfactory. Mediators do not make decisions for the disputing parties, but instead provide and/or recommend terms for an agreement. The Mediation Program at Prince George's Community College prepares students to practice both civil and community mediation and also helps to improve an individual's interpersonal communications. Mediation skills are taught through lecture, role play, 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.

This program meets the State of Maryland's requirement to practice as a mediator. The complete program includes 40 hours of classroom coursework. A certificate of completion will be issued upon successful completion of the course.

LAW-510 Basic Mediation Training  4.0 CEUs
This course provides the state-required 40 hours of coursework including both lecture and interactive simulated cases, exercises and role plays. Topics will include the theory, application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation and much more. Textbook: The Guided Method of Mediation: A Return to the Original Ideals of ADR. (2nd. edition), by Mary K. Hope. 15 sessions, $450* (includes a $300 lab fee)

LAW-518 Mediator Ethics  0.4 CEU
This focused review of the ethical standards of mediator practices satisfies the requirements of the Maryland Program for Mediator Excellence Standards of Conduct for Mediators and Title 17 of the Maryland Rules. Students should complete the 40-hour Basic Mediation Training prior to attending this class. A certificate of completion will be issued upon successful completion of the course.

1 session, $60*

PERSONAL TRAINING

PERSONAL TRAINER NATIONAL CERTIFICATION
Come join this fun profession and be a part of what Fortune Magazine and ABC NEWS.com state 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 the Therapeutic Massage and Bodywork, Veterans Training and Education, and the International Association of Continuing Education and Training.

Students must be at least 18 years old to attend this class, and must speak, read, and understand American English.
HES-451 Personal Trainer: National Certification  4.5 CEUs
This 62-hour course includes 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship. Topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Call 1-888-330-9487 or visit www.witseducation.com/store to order
Fitness Professional's Handbook (6th edition, $93.97 includes shipping) and start reading immediately. Must be 18 years old to attend this class. Present a current CPR/AED to W.I.T.S. staff. W.I.T.S is offering two pre-class preparation tools: 1) an online study tool, including lectures, video reviews and quizzes (Bonus: the first 10 students to register at www.witseducation.com/fit/store-shop/categories receive 90-day FULL ACCESS free of charge) and 2) webinars to learn more about the course listed below. Can’t attend? Register anyway and we will send you a recording. Register for Live Your Passion, Become a Personal Trainer! on Sept. 7, 2016, 12-1 pm (http://tinyurl.com/fitnessorientation105). 9 sessions, $749* (includes a $499 lab fee)

PHOTOGRAPHY
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. There is a $20.00 fee for printed materials payable to the instructor.
6 sessions, $260* (includes a $130 lab fee)
11222 TTh 9/6-9/22 6:30-9:30 p.m. CAT-103
11225 MW 11/28-12/14 6:30-9:30 p.m. CAT-105

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, $140* (includes a $65 lab fee)
11751 WF 9/14-11/4 online E2GO
11752 WF 10/12-12/2 online E2GO
11753 WF 11/9-12/6 online E2GO
11754 WF 12/14-2/3 online E2GO

CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16.
1 session, $90* (includes a $10 lab fee)
11226 $ 9/24-9/24 9:30 a.m.-3:30 p.m. CAT-105
11227 $ 11/5-11/5 9:30 a.m.-3:30 p.m. CAT-105

Prince George's Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
### PHO-340 Adobe Photoshop Elements 12: Part 1 1.2 CEUs
In this course, the first of a three-part series, you will be shown how to create extraordinary photos and how to quickly share your memories in online albums and unique print creations. You will be shown how to easily organize and protect all your photo and video clips. Students should have basic PC and Windows skills. Students are required to bring a USB portable drive to each class. **Note:** $20 fee for printed materials (payable to the instructor at the first class).  
4 sessions, $210* (includes a $55 lab fee)

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### PHO-341 Adobe Photoshop Elements 12: Part 2 1.2 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 12, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. **Note:** $20 fee for printed materials (payable to the instructor at the first class).  
4 sessions, $210* (includes a $55 lab fee)

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### PHO-342 Adobe Photoshop Elements 12: Part 3 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, $210* (includes a $55 lab fee)

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

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

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### PHO-343 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.  
8 sessions, $315* (includes a $90 lab fee)

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### PHO-317 Presentation and Display Techniques for Photographers 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, $90* (includes a $35 lab fee)

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### PHO-304 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.  
12 sessions, $140* (includes a $65 lab fee)

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### PHO-316 Using Lighting to Create Spectacular Portraits 0.6 CEU
Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-306: Digital Photography: The Basics. A $5 fee payable to the instructor is required for the textbook.  
1 session, $90* (includes a $35 lab fee)

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### PHO-304 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.  
12 sessions, $140* (includes a $65 lab fee)

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### PHO-303 Intermediate Photoshop Creative Cloud 2.4 CEUs
Photoshop is a fun and creative way to alter photographs and prepare them for print or the Web. Already familiar with Photoshop, then this course will help you explore the program’s more advanced features. You will master the techniques of non-destructive editing so you can re-edit, re-use, and change projects long after they were originally created. This class will give you the building blocks you need to edit photos, design scrapbook pages, or do original artwork.

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

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### PHO-344 Advanced Photoshop Creative Cloud 2.4 CEUs
This is the second of a two-part series on Adobe Photoshop Creative Cloud using the format MAC, 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.

**8 sessions, $315* (includes a $90 lab fee)**

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

**12 sessions, $165* (includes a $55 lab fee)**

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

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

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### PHO-328 Introduction to Lightroom 5 2.4 CEUs
Do you have a lot of images to manage? Lightroom 5 can help you prepare, edit, and organize your photos quickly and effectively, and apply changes to multiple images while developing an efficient image processing workflow. Organize, tag, and make collections, create customized slideshows and presentations, and fine-tune the overall color and lighting of your images. You can use Lightroom 5 as a companion to Photoshop, Photoshop Elements, or other digital photo editors, and you can export or print your work in exactly the size or format you need.

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

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

**4 sessions, $165* (includes a $55 lab fee)**

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POLICE ACADEMY AND SECURITY OFFICER TRAINING
301-546-0175 or @pgcc.edu

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.

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

In addition, the candidate must be able to:
Pay a $180 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 $4,600.

Successfully complete all physical training requirements
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.

SECURITY PROTECTION

SEC-310 Security Officer: Level 1
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today’s growing security industry. Student officers will receive training through classroom lectures and hands-on experience in all major topic areas. Topics include professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling is provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: non-refundable application fee of $68 for screening and processing, plus $265 tuition for in-county residents. For information call the Security Officer Training Academy at 301-546-0175 to receive an application. Required textbook: Practical Security Strategies and Emerging Trends®. E-mail: policeacademy@pgcc.edu. 20 sessions, $353* (includes a $68 lab fee)

REAL ESTATE AND INSURANCE

PROPERTY & CASUALTY
301-546-0120 or 301-546-0158

INS-349 Property & 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. Text required.
3 sessions, $250* (includes a $50 lab fee)

INS-350 Life and Health Insurance Prelicensing
This 40-hour class, (20 classroom and 20 self-study hours) provides the knowledge to take and pass the Maryland State Insurance Exam to obtain a Life and Health Insurance License. This course is offered in partnership with 1st ABC Professionals/Bryant Langham, the Maryland Insurance Administration approved course provider. The license enables the individual to sell and service all types of life and health Insurance.
3 sessions, $250* (includes a $125 lab fee)

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

301-546-0120 or 301-546-0158

#### CERTIFICATION PREPARATION, REAL ESTATE AND APPRAISAL LICENSURE PRE-LICENSEING

**Real Estate Pre-licensing**

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

The Maryland Real Estate Commission requires students to attend all hours of each commission-approved course. A student who arrives late, leaves early or misses a session will be required to make up the time in 3 hour time slots. There will be no exceptions. For more information visit the Maryland Real Estate Commission's website at www.dllr.state.md.us/license/mrec. Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson licensing exam.

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

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

A trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

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

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**RES-305 Real Estate Principles and Practices Sales**  
6.0 CEUs

This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. Meets concurrently with credit course BRE-1030. Textbook (required at first class). **20 sessions, $615** *(includes a $100 lab fee)*

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**RES-359 2012-2014 Real Estate 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**

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**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**

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**RES-359 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**

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**RES-457 Supervision**

This course, developed by the Maryland Real Estate Commission (MREC) is the new required course for brokers, managers and team leaders effective with 2012 renewals. Approved for 3.0 continuing education hours.

1 session, **$35**

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**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**

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<td>12-3 p.m.</td>
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Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
**RES-414 Homeowners Association: RE Licensees Responsibilities to Clients**
This course will familiarize the Licensee with the necessary information to compile prior to listing or showing a property located in an HOA. This will enable the licensee to fulfill his or her duties of “care” and thus avoid the possibility of misrepresentation.

1 session, $35

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**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

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**RES-444 The Reverse Mortgage**
This course will introduce the licensee to the process of a reverse mortgage. Topics will include eligibility requirements; procurement; comparison between traditional and reverse mortgages; and how to present information to buyer so they can make the best decision for their situation. Approved 3 hours.

1 session, $35

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

**RES-403 Appraisal Principles and Procedures** 6.0 CEUs
This course is the first in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts and characteristics, legal considerations, influences on real estate values, real estate markets and analysis, property description, and an overview of approaches to value. The course meets for 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required. If you wish 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)

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**SPORTS AND GAMES**

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

**ENR-576 Pocket Billiards: Level 1**
Have some fun, meet new players and learn a sport that is enjoyed around the world. Pocket billiards is a lifelong endeavor, and aids in enhancing your mental and physical abilities. It offers mental alertness and conditioning for the body. In this session, you will explore and execute history of the sport, basic fundamentals (stance, bridge, grip, head and feet position), stroke the cue ball properly, sight and aim and shot-making drills. Bring $24 on the first day of class, which covers your table fees during the entire session! Ladies are welcomed. 2 sessions, $40

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

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

AUTOMOTIVE TECHNOLOGY
301-546-0062 or tdi@pgcc.edu

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

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

Courses focus on ASE certification content areas and are designed for both beginner and advanced students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 40 years of experience.

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

OCC-301 Auto Technician: Basic Theory
4.0 CEUs
A hands-on study of the construction, operation and function of all major automotive units. Topics include engine fundamentals, emission control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Required Textbook discussed on the first day of class. Instructor: Toyd Green. 12 sessions, $480* (includes a $30 lab fee)

12491 T 9/6-11/29 6-9:30 p.m. WTC

OCC-324 Auto Technician: Brake Systems
2.1 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved in operating a vehicle. This class provides students with in-depth knowledge of the latest brake theory, trouble-shooting and hands-on experience in servicing and repairing today's brake systems. Shop safety regulations also addressed. Course based on Auto Service Excellence (ASE) content area testing information. Textbook required discussed first day of class. Instructor: Toyd Green. 6 sessions, $255* (includes a $30 lab fee)

12493 MW 9/12-9/28 6-9:30 p.m. WTC

OCC-336 Auto Technician: Engine Performance
1.8 CEUs
This class provides in depth automotive technician theory and hands-on experience in engine performance. Covers engine design and operations, ignition systems, emission controls and On Board Diagnostics (OBDII) systems. Other topics include engine types/construction/support systems, diagnosing engine problems, fuel system construction/operation/maintenance, ignition system/hoods/distributors/wiring, testing equipment and troubleshooting. Course based on Auto Service Excellence (ASE) content area testing information. Textbook required discussed first day of class. Instructor: Toyd Green. 5 sessions, $210* (includes a $30 lab fee)

12494 MW 10/3-10/17 6-9:30 p.m. WTC

OCC-400 Auto Technician: Electrical Systems
1.8 CEUs
An in-depth, hands-on study of today's automotive electrical systems. Topics include electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems: head and tail, parking, dash and courtesy, stop and hazard, turn signals and backup light, gauges warning devices, driver information system diagnosis and repair. Course based on Auto Service Excellence (ASE) content area testing information. Instructor: Toyd Green. 5 sessions, $210* (includes a $30 lab fee)

12498 MW 10/24-11/7 6-9:30 p.m. WTC

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

12510 TTh 12/6-1/19 6-9:30 p.m. WTC
CONTINUING EDUCATION CERTIFICATE, AUTO BODY REPAIR AND REFINISHING

Accidents are a fact of life. Automotive collisions happen on a daily basis. Our Auto Body Repair and Refinishing programs will teach you the fundamentals of 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; level 2 runs in spring semester only.

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

10 sessions, $480* (includes a $360 lab fee)

CDL-315 Commercial Driver License: Learner’s Permit Preparation

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

12481 WF 10/26-10/28 6-9:30 p.m. LCC-205
12482 WF 12/14-12/16 6-9:30 p.m. LCC-205

CDL-301 Commercial Driver License: Class B 4.5 CEUs
This course is for those looking to drive Commercial Class-B Trucks and Passenger or School Buses. Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver’s License (CDL). Upon obtaining the Class-B CDL, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available.

$1990* (includes a $1592 vehicle fee.)

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

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

$1432* (includes a $1289 vehicle fee.)

Note: Please call 443-518-4172 for schedule dates and information.
FORKLIFT
301-546-0062 or tdi@pgcc.edu

OSHA FORKLIFT CERTIFICATION
A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Examples include forklifts, pallet jacks and low lift jacks. Powered lift truck operators are required to be properly trained under OSHA Training Law 1910.178(1)(2)(ii). Operators must show competency to operate a powered industrial truck safely by successfully completing three components:

Classroom instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material) Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) Operator performance evaluation.

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

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

SKB-600 Driver Education

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

10 sessions, $355* (includes a $288 lab fee)

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

$1432* (includes a $1289 vehicle fee.)

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

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

$1431* (includes a $1288 vehicle fee.)

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

LICENSE AND CERTIFICATION PREPARATION, MOTOR VEHICLE ADMINISTRATION CLASS C DRIVER’S LICENSE
The Driver Education Program is provided for beginning drivers who wish to obtain a Maryland Class C Driver’s License. Students learn from professional, Motor Vehicle Administration certified instructors who patiently and courteously coach the new driver. Schedules are flexible and include day and evening classes.

Drivers are trained in late model, specially equipped vehicles which are easy to maneuver in traffic and parking situations. MVA allows up to 18 weeks for completion of the driver education program.

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

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

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

$1432* (includes a $1289 vehicle fee.)

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

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

$1431* (includes a $1288 vehicle fee.)

Note: please call 443-518-4172 for schedule dates and information.
HEO-305 OSHA Forklift Operator Certification

The Occupational Safety and Health Administration (OSHA) requires that lift-truck operators be trained under specified guidelines. Students must be 18 years of age or older. This one-day class includes both classroom training (part one), including videos, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck and practical training including hands-on operation, demonstrations and pre-shift inspections. Students will operate the lift truck in a simulated and controlled work environment. 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)

12483 Th 9/8-9/8 8 a.m.-3 p.m. WTC
12484 Th 10/27-10/27 8 a.m.-3 p.m. WTC

HEAVY EQUIPMENT

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

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

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

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HEO-307 Skid Steer Operator Certification 1.2 CEUs
This course introduces students to the fundamentals of safely operating a skid steer loader vehicle. Topics include an introduction to skid steers, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and handling. Note: A) must be 18 years or older B) students are required to wear steel toe shoes or boots. 2 sessions, $275* (includes a $200 lab fee)

HEO-308 Backhoe Operator Certification 1.2 CEUs
This course introduces students to the fundamentals of safely operating a backhoe loader vehicle. Topics include Introduction to backhoe vehicle, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught how to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and digging. Note: A) must be 18 years or older B) students are required to wear steel toe shoes or boots. 2 sessions, $275* (includes a $200 lab fee)

MOTORCYCLE SAFETY AND LICENSING
301-546-0650 or tdi@pgcc.edu

QUALITY TRAINING FOR OVER 30 YEARS!
Our Class-M license program is designed for beginner or experienced riders. Instructors are trained and certified by Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF).

About The Courses
Note: Students who register for the Basic Rider Course (OCC-361) are now required to complete a Motorcycle Safety Foundation e-course, online. Information will be provided on the first day of class. An e-mail address is required at registration.

All equipment including motorcycle is provided for our Basic Rider Course (OCC-361) and Alternate Basic Rider Course (OCC-419). Students taking OCC-419 (1 day class) should come prepared to ride wearing a long sleeve shirt or jacket, long leg pants (no shorts) and sturdy, low heeled shoes or boots that cover the ankle bone. Other items provided to all students if needed: helmets, gloves, eye protection/goggles. Students are encouraged to bring a snack or lunch when riding on Saturday or Sunday.

Class-M Licensing
Maryland licensed drivers who successfully complete the course will receive an MVA certificate and completion card. The certificate must be taken to the MVA to get the M Endorsement (MVA fees apply). You must get the M Endorsement to legally ride on public roads. D.C. residents will only receive the MVA completion card; you must also pass the D.C. motorcycle knowledge exam to complete the licensing process.

Policies
1. Students must report to all classes promptly at the stated dates and times. Failure to do so will result in discontinuance from the program without refund.
2. Unlicensed drivers under the age of 18 must have completed a 36 hour Driver Education course in order to participate in the program. Parental permission may be required. See course SKB-600.
3. College policy states there are no refunds after a class starts. Those counseled out of the class who wish to re-take it may do so at a reduced fee.

Other Courses
To get the maximum benefit from our Motorcycle Safety program, sign up for our Basic Motorcycle Maintenance (OCC-354) and Motorcycle Mechanics and Repair (OCC-376) classes.
**OCC-361 Basic Rider Course (BRC)**

This course is for both beginner riders and those who are not professionally trained. To register, a student must be at least 16 years, six months of age. If the student is under 18 years of age a parent or guardian must sign liability release documents on behalf of the student. Participants use a training motor-cycle provided by the college, practicing clutch-throttle control, stopping the motorcycle in a safe distance, turning, shifting, and basic crash avoidance skills. Instructors will evaluate and coach each rider’s ability and performance. To successfully complete the course riders must complete an MVA required eCourse, and pass a riding skills and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There are no refunds after the class has started.

3 sessions, $269* (includes a $35 lab fee)

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<td>Su</td>
<td>10/16-10/16</td>
<td></td>
<td>7:45 a.m.-4 p.m.</td>
<td>CE-124</td>
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</table>

**OCC-419 Motorcycle Alternate Basic Rider Course** 0.7 CEU

A seven-hour course for students with basic riding skills who wish to earn a Class-M license and legally ride on public roads. Students may ride their own motorcycles provided they are legally transported to the training site. Vehicle must pass a safety evaluation prior to class. During range activities, instructors evaluate the student’s skills, including clutch and throttle control, safe stopping, turns, shifting, and ability to reach a speed of 25 mph. Riders who cannot demonstrate these skills will not be allowed to continue and may consider enrolling in OCC-361. To successfully complete the course, riders must pass riding skills and knowledge tests. Those under 18 must take OCC-361.

1 session, $225* (includes a $35 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>05437</td>
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<td>7:30 a.m.-3 p.m.</td>
<td>CE-124</td>
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<td>7:30 a.m.-3 p.m.</td>
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<tr>
<td>12504</td>
<td>10/29-10/29</td>
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<td>7:30 a.m.-3 p.m.</td>
<td>CE-124</td>
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<tr>
<td>12505</td>
<td>11/26-11/26</td>
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<td>7:30 a.m.-3 p.m.</td>
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</tbody>
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**MILITARY STRONG**

At Prince George’s Community College

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

Explore the possibilities with certifications in Information Technology, Health Care, and Real Estate.

For more information, contact 301-546-0159

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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 program. During 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 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, $150* (includes a $20 lab fee)

OCC-418 Introduction to Motorcycle Touring
This course will set you off with a wealth of knowledge that will help you make your rides more enjoyable and as safe as possible. Topics will include print and on-line touring resources, styles of touring, equipment to enhance your riding enjoyment, lodging options and effective route planning. While the target audience is the touring novice, all students will come away with valuable information and find this a fun forum for sharing his/her experiences others. 2 sessions, $70

OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The course will help the beginner understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include pre-ride safety inspection, maintenance schedules, record keeping, basic tools, cleaning; storing and winterizing, 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*

MOTORCYCLE MECHANICS

CONTINUING EDUCATION CERTIFICATE, MOTORCYCLE MECHANICS AND REPAIR
The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today’s motorcycles and their components.

Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a Continuing Education certificate.

OCC-376 Motorcycle Mechanics & Repair 2.4 CEUs
This course teaches advanced motorcycle maintenance and repair skills for performing advanced services on a motorcycle. Topics include engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text required: “How to Repair Your Motorcycle” by Charles Everitt, 2007 (See instructor on first day of class). 8 sessions, $290* (includes a $40 lab fee)

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 troubleshooting and failure analysis. It explains the why in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 7 sessions, $290* (includes a $30 lab fee)
TRAVEL BUSINESS & SALES
301-546-0797 or 301-546-5299

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

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

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

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

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

For more details about preparing for the TAP test, e-mail vicki@greenbelttravel.com.

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

12196 T 9/6-9/6 7-10 p.m. GTSV
12197 T 11/15-11/15 7-10 p.m. GTSV

BUS-394 Destination Awareness: The Discovery Series
In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientèle's needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen 1 session, $35

12195 T 9/13-9/13 7-10 p.m. GTSV
12198 Th 11/17-11/17 7-10 p.m. GTSV

BUS-446 Travel Industry Basics
0.6 CEU
This course emphasizes non-computerized office procedures including manual tickets, industry terminology, city codes, and effective use of reference materials. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*

12194 T 9/20-9/27 7-10 p.m. GTSV

BUS-447 Geography
0.9 CEU
What are the popular travel destinations and when are the best times to visit them? Travel agents need to have a working knowledge of world geography. Emphasis will be on top-selling destinations. Instructor: Barbara Childs Kiker, CTA. 3 sessions, $90*

12193 T 10/4-10/25 7-10 p.m. GTSV

BUS-510 Computer Skills to Build Your Travel Businesses
0.6 CEU
Use the computer as an effective tool for selling today's travel in an ever-evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop if you have a broadband card with wireless connection. Prerequisites: BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $65*

12192 T 11/1-11/8 7-10 p.m. GTSV
VETERINARY ASSISTANT AND TRAINING
301-546-0878 or wdcehealthcare@pgcc.edu

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

Prerequisites:
Students must be 18 years old before the start of the program
A score of 65 or higher on the Reading Comprehension Placement Test 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 315** Basic Skills Veterinary Assistant Training
- **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.

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**VET-300 Veterinary Assistant, Part 1: Outpatient Care** 3.0 CEUs
Course consists of 21 classroom hours and 12 clinical hours. Topics covered include an overview of the veterinary field, office procedures, client relations, biology, and exam room procedures. The first course will include classroom competencies that must be successfully demonstrated prior to clinical placement. This training has been reviewed by the Maryland Veterinary Medical Association and Maryland Board of Veterinary Medical Examiners and approved and supported by the Maryland Veterinary Technician Association.

Workbook included. Prerequisites: students must be a minimum of 18 years of age before class starts and must successfully complete the reading comprehension placement test before registering for the first course. Pick up a placement test referral from the Continuing Education Desk in Bladen Hall, Room 126. Prerequisites: VET-315.

7 sessions, $325* (includes a $75 lab fee)

**VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy** 2.7 CEUs
This course is designed to provide veterinary assistants and those in entry level careers with an overview of laboratory procedures, pharmacy, radiology, and ultrasound imaging. Twelve clinical hours and workbook are included. Prerequisite: VET-300.

5 sessions, $255* (includes a $75 lab fee)

**VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment** 3.0 CEUs
This course consists of 18 classroom hours and 12 clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisite: VET-301.

6 sessions, $291* (includes a $75 lab fee)

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

5 sessions, $266* (includes a $50 lab fee)

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**VIDEOGRAPHY**
301-546-0873 or itcerts@pgcc.edu

This three-course videography certificate program recognizes a student’s achievement in producing videos which encompass consideration of many aspects of communication. These include the selection of subject, 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 include successful completion of the following courses:

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

Upon successful completion of these courses, contact us at the number or e-mail above to request your certificate.
VID-308 Videography: Part 1  2.1 CEUs
This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills.
7 sessions, $270* (includes a $65 lab fee)
11275 M 9/12-10/24 6-9 p.m.  CAT-137

VID-329 Videography: Part 2  2.1 CEUs
In this class, the second of a two part series, the student will produce and edit a three minute video using pre- and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308: Videography: Part 1.
7 sessions, $265* (includes a $65 lab fee)
11275 M 10/31-12/12 6-9 p.m.  CAT-137

VID-332 Video Production Techniques  2.8 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, is production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Text required: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. (3rd edition). Ascher & Edward Pincus. 7 sessions, $265* (includes a $60 lab fee)
11274 Wth 11/2-12/15 6-9 p.m.  CAT-137

APPLE

APP-400 Apple End User Certification Exam
By passing this exam, the student earns Apple Certified Pro status, which distinguishes him/her as a skilled user of Apple Pro Apps software. 1 session, $175 (includes a $75 lab fee)
11195 F 9/16-9/16 6:30-9:30 p.m.  CAT-137

FINAL CUT PRO

APP-352 Final Cut Pro X  3.6 CEUs
Final Cut Pro X is a revolutionary video editing application that makes it possible for beginners and experienced users to produce professional quality videos. Students work with dramatic real-world media to learn the practical techniques used daily in editing projects. This class is designed for anyone looking to edit professional-quality video with Final Cut Pro X and who prefers hands-on and interactive instruction to best explore its functionality. Basic knowledge of OS X and basic computer navigation, and editing terminology is highly recommended.
12 sessions, $605* (includes a $150 lab fee)
11218 TTh 10/18-12/1 6:30-9:30 p.m.  CAT-137

MOTION

APP-406 Introduction to Motion  3.0 CEUs
Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control.
12 sessions, $605* (includes a $150 lab fee)
11218 Th 10/18-12/1 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. Adobe Premiere Pro is a timeline-based video editing software application. It is part of the Adobe Creative Cloud, which includes video editing, graphic design, and web development programs. This course Emphasizes capture, editing and outputting of video using a desktop digital workstation. 12 sessions, $605* (includes a $150 lab fee)
11232 W 9/14-12/7 6-9:30 p.m.  CAT-103
Advancing Local, Small and Minority Business Enterprises

A catalyst for the County’s growing economy, the Center for Entrepreneurial Development (CED) prepares local entrepreneurs to take full advantage of business opportunities in Prince George’s County and throughout the Washington Metropolitan region.

Take your business to the next level.

301-546-0964
ced@pgcc.edu | pgcc.edu/go/CED

Center for Entrepreneurial Development
Prince George’s Community College
University Town Center

6505 Belcrest Road • Hyattsville, Maryland • 20782
WHAT IS ELEARNING@PGCC FOR CONTINUING EDUCATION STUDENTS?
The eLearning Services department at Prince George’s Community College can help you access and succeed in our online courses and programs. For more information, please visit www.pgcconline.com

WHAT ARE ONLINE COURSES?
Online courses are delivered via your computer, rather than in-person: the computer becomes the classroom! You can work more independently and set your learning hours to fit your schedule. You’ll communicate with your instructor and classmates via the Internet in password-protected online classrooms with access to course content, chat, discussion boards, and other course tools, using your own computer or device at home or work, or a computer at the college’s computer center. Are you comfortable online, and able to access a computer and the Internet? Consider online courses at Prince George’s Community College!

NOTE: most online courses are not self-paced; you will be required to complete course work during specific times.

WHAT ARE HYBRID COURSES?
Hybrid courses combine in-person classroom meetings and online instruction. Students 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 completed via the Internet. Our hybrid continuing education courses use the Blackboard delivery format. Hybrid courses are offered at both the Laurel and Laurel College Center locations; see below for more information on locations.

WHY SHOULD I CONSIDER AN ONLINE COURSE?
Online courses allow you to update your skills, discover a new talent, or chart a career path at your convenience using your computer. If your schedule makes it difficult to attend in-person classes, or if you just want to try something new, consider enrolling in our online or hybrid courses. Save the time and expense of getting to class; gain flexibility in time, location, and pace of study. Study, complete assignments, and communicate with your instructor and classmates from the convenience of your computer. All you need is an e-mail address, Internet access, and a Web browser.

WHAT IF I’M NOT REALLY TECHNICAL?
PGCC eLearning Services offers orientation for online students, to help you learn how to login to your online classroom and navigate your online class. Individual orientation sessions can be conducted by phone (you must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact us at the number or e-mail above, or visit www.pgcconline.com and click on Orientation.

WHAT DO I NEED TO DO TO GET READY?
Use the course listings in this schedule to select the online courses you want to take. To find online courses and sections, look for the word ‘online’ in the blue schedule information below each course. Note the:

1. Course number and title
2. 5-digit SYN number for your section
3. Delivery format code:
   - E2GO = a course offered using the ed2go delivery format
   - PTRN = a course offered using the ProTrain delivery format
   - BLBD = a course offered using the Blackboard delivery format
   - HYLCC = a hybrid course that meets at the Laurel College Center
   - HYLAG = a hybrid course that meets on the Largo campus
4. Please note the class section number*

FOR MORE INFORMATION ON LOCATIONS, call 301-546-0463 or visit www.pgcconline.com and click on Orientation.

Next, check the Hardware and Software Requirements. You’ll need:

- Access to a Pentium class or Mac computer with at least 512 MB of RAM
- Broadband (DSL, Cable, FiOS) (highly recommended)
- An Internet Service Provider (ISP) and your own e-mail address
- A Web browser (Firefox, Chrome, Internet Explorer, or Safari), depending on the course format
- Microsoft Word (the college’s standard for word processing software)
- Multimedia (speakers and sound card) may be required in some courses

For Blackboard classes, you can take the “Browser Test” located at http://pgcconline.blackboard.com.

For ed2go classes, go to www.ed2go.com/pgcc and click the “Help” tab and then “Compatibility” (in the “Technical Issues” section). Or for a specific ed2go course, click on the course title, and then on “Requirements”.

For more information, visit www.pgcconline.com, call 301-546-0463, or e-mail elearning@pgcc.edu.

GET SET HOW DO I REGISTER?
Follow the instructions for the format of your course (ed2go, ProTrain, or Blackboard).

To Register for Online Courses That Use Ed2go:

STEP 1: SELECT A COURSE AT ED2GO.
2. Browse the catalog by department or search for courses by keyword.
3. Select a course. You’ll see a course description, including start date and price.
4. If you decide to take the course, click the “Add To Cart” 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 instructions on the inside front cover of this schedule.

*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:

12404 for Fall 2016 courses (courses beginning in Sept.-Dec. 2016)

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, email ed2go@pgcc.edu.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgc.edu
MORE ONLINE ED2GO COURSES: FALL 2016

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

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

ACCOUNTING AND FINANCE
Intermediate QuickBooks 2015
Introduction to QuickBooks 2015
Performing Payroll in QuickBooks 2015
QuickBooks for Contractors 2014

BUSINESS
Effective Selling
Introduction to Business Analysis
Mastery of Business Fundamentals
Total Quality Fundamentals
Get Grants!
Distribution and Logistics Management
Supply Chain Management Fundamentals
High Speed Project Management
Marketing Your Business on the Internet
Using Social Media in Business
Start a Pet Sitting Business

COLLEGE READINESS
Introduction to Algebra
Introduction to Biology
SAT/ACT Preparation—Part 1

COMPUTER APPLICATIONS
Intermediate Flash CS6
Intermediate Photoshop CS6
Introduction to Digital Scrapbooking
Introduction to Photoshop CC
Photoshop CC for the Digital Photographer II
Photoshop Elements 11 for the Digital Photographer

Photoshop Elements 12 for the Digital Photographer II
Advanced Microsoft Excel 2007
Intermediate Microsoft Access 2007
Intermediate Microsoft Excel 2007
Intermediate Microsoft Word 2007
Introduction to Microsoft Access 2007
Introduction to Microsoft PowerPoint 2013
Introduction to Microsoft Word 2007
Introduction to Windows 7
Introduction to CorelDRAW X5

DESIGN AND COMPOSITION
Photographing Nature with Your Digital Camera
Introduction to JavaScript

HEALTH CARE AND MEDICAL
Explore a Career in Medical Transcription
Spanish for Medical Professionals II

LANGUAGE AND ARTS
Advanced Fiction Writing
Mystery Writing
Romance Writing
Beginning Conversational French
Easy English 1
Grammar for ESL
Spanish for Law Enforcement
Speed Spanish III

GO! I’M READY TO START MY COURSE!
On the start date of your course:

For ed2go:
At www.ed2go.com/pgcc, click on “My Classroom” and login to get started.

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

For Blackboard:
Login at pgcconline.blackboard.com.

NOTE:
There is no “www” in the Blackboard address.
PERSONAL DEVELOPMENT
Common Core Standards for English Language Arts K-5
Luscious, Low-Fat, Lightning-Quick Meals
Happy and Healthy Pregnancy
Listen to Your Heart, and Success Will Follow
Skills for Making Great Decisions
Where Does All My Money Go?
Teaching and Education
Microsoft PowerPoint 2013 in the Classroom

TEACHING
Guided Reading and Writing: Strategies for Maximum Student Achievement
Response to Intervention: Reading Strategies That Work
Singapore Math: Number Sense and Computational Strategies
Teaching Writing: Grades K-3
Differentiated Instruction in the Classroom

TECHNOLOGY
Intermediate PHP and MySQL
Introduction to ASP.NET
Introduction to Python 3 Programming
Write Effective Web Content

WRITING AND PUBLISHING
Writing the Fantasy Novel

ED2GO ONLINE COURSES CAN BEGIN ANY MONTH OF THE YEAR!
Do you see an ed2go 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 ed2go.com/pgcc.
• Search for your desired course.
• Click the “Enroll Now” button.
• Choose the month you want to begin the course.

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!
GENERAL INFORMATION

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. Cancellations may be viewed online on Owl Link as soon as they occur.

ROOM ASSIGNMENTS AND CHANGES

Classes without specific rooms listed in this schedule will be assigned before classes begin. Classrooms may be changed to accommodate class sizes or special needs. Room assignments and changes 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 Largo classroom in person by visiting Bladen Hall, Room 126, Monday to Thursday 8:30 a.m.–7 p.m., Friday 8:30 a.m.–4 p.m. or Marlboro Hall, Room 1095, Saturday 8 a.m.–4 p.m.

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

HOLIDAYS

Courses will not be scheduled on the following dates:
Sept. 3-5 Labor Day
Oct. 25 College Enrichment Day
(except LCC)
Nov. 23-27 Thanksgiving Break
Dec. 22-Jan. 4 Winter Break

COLLEGE CLOSINGS

Students may receive direct notification of closures and other emergency information by text message or by e-mail by signing up for Owl Alert. This is a free service. Go to www.pgcc.edu/go/owlalert to subscribe.

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, please check the college’s website at www.pgcc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

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

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

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

NONDISCRIMINATION INFORMATION

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

TITLE IX

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

STUDENT RIGHT TO KNOW ACT

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

ANNUAL SECURITY REPORT

At Prince George’s Community College every effort is made to increase students’ awareness of issues involving their safety and security. While the college is located in an attractive suburban environment, it is within the proximity of two metropolitan areas and not isolated from safety issues of society in general.
Relative to the Campus Security Act of 1990, Prince George’s Community College provides information regarding the safety and security of college community members. This information can be obtained from the Campus Police Substation located in Bladen Hall or on the Web at www.pgcc.edu scroll to the bottom of the page to Campus Police and select Annual Security Reports.

FERPA

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

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

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

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

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

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

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

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

The 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 301-546-0845.

ALUMNI ASSOCIATION

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

DISABLED STUDENTS

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

ACCESSIBLE TRANSPORTATION

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

DISCLAIMER

The provisions of this publication are not to be regarded as a contract between the student and Prince George’s Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
Prince George's Community College's degree and extension centers bring education closer to your neighborhood by offering courses at locations throughout the county.
PAYMENT FOR CLASSES AT LAUREL
For payment information, please see the back page of this schedule.

Additional payment information for Laurel:
If you live in Prince George's County, or anywhere other than Howard County, you should
• use the PGCC syn numbers for your course when you register
• submit payment to PGCC Largo or Laurel College Center

Note: non-Prince George's County residents are charged an additional fee when they register through PGCC:
• An additional $5 per course for residents of other Maryland counties
• An additional $10 per course for DC or out-of-state residents

REFUND POLICY FOR LAUREL
In the event you need to withdraw from a continuing education course, check with the college where you registered to determine its specific refund policy and procedures.

GENERAL INFORMATION FOR LAUREL
Room Locations at Laurel
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 at Laurel
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.

TEXTBOOK INFORMATION FOR LAUREL
You can order textbooks online at www.pgbookstore.com. You also may call 301-546-0912 to order textbooks. Have the syn number of the course ready when you call or access the website. Online or phone purchase requires a credit card.

You can request to have your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-546-0912 for bookstore information.

These courses are offered at Laurel for the Fall 2016 Semester. To locate the class description and schedule, please see the index on page 1 of this schedule.

LIST OF LAUREL CLASSES

Event Planning, page 5
BUS-422 Conference Planning Management
BUS-460 The Site Selection Process
BUS-410 Starting Your Meeting Planning Company
BUS-307 Developing Sponsorship Opportunities
BUS-466 Crash Course in Event Planning
BUS-549 Not-For-Profit Fundraisers/Events
BUS-597 Legal Issues That Face Meeting Managers

Non-Profit Management, page 8
VOL-313 Writing Grant Proposals

Small Business, page 11
BUS-427 Accounting and Recordkeeping for Small Business
BUS-435 Basic Federal Tax Information for Small Businesses
BUS-418 Business Plan: Blueprint for Success
BUS-411 Financial Aspects of Your Business
BUS-440 Marketing Strategies for Today and Tomorrow
BUS-547 Entrepreneurship a Second Career
BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
BUS-432 Virtual Assistant Business
BUS-476 Starting Your Own Boutique
BUS-562 Making Money on the Internet: Lead Generation

Keyboarding, page 16
OFC-314 Introduction to Keyboarding

MS-Office, page 18
DPR-470 Microsoft-Excel: Level 1
DPR-815 PowerPoint Presentations 2013

Database Design, page 21
DPR-706 SQL Fundamentals

Networking, page 25
CNT-330 CCNP1: IP Routing

Make-Up Artistry, page 37
OCU-428 Professional Makeup for Beginners
OCU-427 Polished Daytime Makeup
OCU-436 Bridal and Special Occasion Makeup
OCU-439 Personal Makeup for Beginners

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pg.cc
Performing Arts & Music, page 41
COM-347 Voice-overs: Now Is Your Time
ART-406 Art Open Studio

Childhood Education, page 44
DCR-550 Medication Administration

English, page 47
ENR-537 Speaking with Confidence

Lifestyle, page 49
ENR-437 Fit and Fabulous in 15 Minutes
ENR-465 The Family Newsletter
ENR-533 Family Reunion
ENR-375 Develop Your Psychic Ability
ENR-427 Past Life Regression and Future Life Progression
ENR-583 Cultivating Compassion for Ourselves and Others
ENR-556 Connect With Your Angels
ENR-571 Introduction Mindfulness Meditation
ENR-579 Extreme Saving with Couponing

Nursing Assistant, page 61
HES-544 Certified Nursing Assistant: Theory

Floral, page 65
OCU-377 Advanced Seasonal and Event Designs

Home Interior, page 65
ENR-460 Interior Decorating Basics
ENR-356 Feng Shui Basics: Getting Started

American Sign Language (ASL), page 69
COM-325 Sign Language 1

Conversational Foreign Language, page 70
LGE-370 Introduction to Spanish: Part 1
LGE-328 Introduction to Spanish: Part 2
LGE-383 Intermediate French

Real Estate Applications, page 77
RES-403 Appraisal Principles and Procedures

Commercial Driver License: Class A & B, page 79
CDL-315 Commercial Driver License: Learner’s Permit Preparation

SKILLED TRADES CENTER

6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-8900

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.

Building Engineer, page 32
OCU-404 Building Maintenance Engineer: Level 1
OCU-402 Building Maintenance Engineer: Level 2

Core Skills, page 33
OCU-408 CORE: Introductory Craft Skills: Part 1
OCU-416 CORE: Introductory Craft Skills: Part 2

HVAC, page 34
HVC-340 CFC Preparation and Certification
HVC-332 HVAC/R Level 1 Part 1
HVC-331 HVAC/R Level 1: Part 2
HVC-335 HVAC/R Level 2: Part 2
HVC-336 HVAC/R Level 2: Part 3

Residential Maintenance, page 36
OCU-330 Plumbing Repair: Basic Skills
OCU-331 Drywall Installation and Repair
OCU-409 Ceramic Tile Installation and Repair
UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8000

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.

Increase Your Market Share, page 15
CED-301 Strategic Positioning
CED-305 Selling Made Simple
CED-306 Sustainable Sales Techniques
CED-314 Creating Visuals to Brand Your Business

Strategies for Growing Business, page 15
CED-302 Group Coaching
CED-313 Federal Contracting Accelerator

MS-Office, page 18
DPR-790 Introduction to Microsoft Word 2013: Level 1
DPR-782 Introduction to Microsoft Excel 2013: Level 1
DPR-787 Introduction to PowerPoint 2013
DPR-784 Advanced PowerPoint 2013

Fine Arts Creativity, page 40
ART-407 Surprise Art Experience

Performing Arts & Music, page 41
ART-382 Art Journaling - Going Beyond Scrapbooking

Childhood Education, page 42
DCR-303 Child Growth and Development: 45 Hours
DCR-531 Pre-School Curriculum/Activities 45 Hours

First Aid & CPR, page 52
HES-659 Spanish Heartsaver First Aid CPR & AED
HES-660 Spanish Heartsaver First Aid
HES-344 CPR for Health Professionals

Nursing Assistant, page 61
HES-544 Certified Nursing Assistant: Theory
WESTPHALIA TRAINING CENTER

9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500

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

Prince George's Community College’s Westphalia Training Center, located at 9109 Westphalia Road in Upper Marlboro, educates and trains workers for in-demand jobs. Operated by the college's Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides students with a laboratory setting within each classroom, allowing hands-on training in critical construction trade areas including residential, industrial and commercial construction, building maintenance, carpentry, masonry, electricity and residential wiring, HVAC/R, locksmithing, plumbing, and welding. The center also offers green and renewable energy training programs. Westphalia Training Center is a collaboration between Prince George’s Community College and Mid-Atlantic Carpenters Training Centers.

Smallbiz Safety, page 14
CED-300  SmallBiz Safety CEO
CST-422  OSHA 10
OCU-610  OSHA 30

Apartment Maintenance, page 32
OCU-611  Building and Certificate for Apartment Maintenance Technician Program

Electricity & Advanced Electrical, page 33
ELC-301  Electrical: Level 1
ELC-308  Residential Wiring 1: Part 1
CST-437  NEC Update 2014

HVAC, page 34
HVC-300  Introduction to HVAC/R Level 1: Part 1
HVC-331  HVAC/R Level 1: Part 2

Locksmithing, page 35
KEY-399  Locksmith Background Screening
KEY-300  Locksmithing 101
KEY-301  Locksmithing 102
KEY-305  Locksmithing 201
KEY-304  Locksmithing 202

Welding, page 36
OCU-450  Welding Fundamentals Level 1: Part 1
OCU-451  Welding Fundamentals Level 1: Part 2

Professional Braiding, page 37
OCU-430  Professional Braiding: Level 1
OCU-431  Professional Braiding: Level 2
OCU-432  Professional Braiding: Level 3

Make-Up Artistry, page 38
OCU-422  Introduction to Makeup Artistry
OCU-423  Advanced Makeup Artistry
OCU-429  From Blah to Beautiful

Facility Management, page 50
MGT-631  Operations and Maintenance for FMP
MGT-632  Project Management for FMP
MGT-633  Finance and Business Essentials for FMP
MGT-634  Leadership and Strategy Essentials for FMP

Auto Technology, page 78
OCC-301  Auto Technician: Basic Theory
OCC-324  Auto Technician: Brake Systems
OCC-336  Auto Technician: Engine Performance
OCC-400  Auto Technician: Electrical Systems
OCC-437  Auto Technician: Diesel Engine Theory & Maintenance

Forklift, page 81
HEO-305  OSHA Forklift Operator Certification

Heavy Equipment, page 82
HEO-307  Skid Steer Operator Certification
HEO-308  Backhoe Operator Certification

Motorcycle Mechanics, page 84
OCC-376  Motorcycle Mechanics & Repair

Small Gas Engines, page 84
OCC-316  Small Gas Engine
ADDITIONAL CLASS LOCATIONS

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

AYTi—AYT Institut
5700 Kirby Road
Clinton, MD 20735

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

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

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

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

ECOF—City Farm
4913 Crittenden Street
Edmonston, MD 20781

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

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

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

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

Northwestern High School
7000 Adelphi Road
Hyattsville, MD 20782

QBL1—Q-Ball
7945 Central Avenue
Capital Heights, MD 20743

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

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

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

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

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

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

Bookstores
The PGCC Bookstores offer textbooks for rent or for purchase. Textbooks can also be purchased or rented online at www.pgccbookstore.com and can be picked up in store, shipped via FedEx, USPS, or sent via PGCC campus courier to University Town Center or Laurel College Center. The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express.

LARGO BOOKSTORE
301-546-0912 or 301-546-0913
Largo Student Center, 1st floor
The Largo Bookstore offers textbooks for rent or purchase, and a wide selection of school supplies, electronics, collegiate merchandise, drinks, snacks, and more.

Hours
Largo store hours are subject to change and may be extended at the beginning and end of each credit semester. Current store hours are posted in-store and online. Normal hours are:
Mon.–Wed.: 8:30 a.m.–7 p.m.
Thurs.: 8:30 a.m.–5 p.m.
Fri.: 8:30 a.m.–4 p.m.
Sat.: 10 a.m.–4 p.m.
Sun.: Closed

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

Financial Aid
301-546-0822
Bladen Hall, Room 121
You must be inside the office 30 minutes before closing.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

General Information/Directory Assistance
301-546-7422
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat.: 9 a.m.–1 p.m.

Help Desk (Owl Link)
301-546-0637
Bladen Hall, Room 106
Mon.–Fri.: 8 a.m.–8 p.m.
Sat.: 9 a.m.–1 p.m.

Library
301-546-0476
Accokeek Hall
Mon.–Thurs.: 8 a.m.–7 p.m.
Fri.: 8 a.m.–4:30 p.m.
Sat.: Sun.: Closed

LARGO TOWN CENTER (UTC)
301-546-8150
Lower Level, UTC
The UTC Bookstore offers textbooks for rent or purchase for UTC courses only. The store also offers school supplies, electronics, and collegiate merchandise.

Hours
Visit www.pgccbookstore.com for UTC store hours.

Online Registration
owllink.pgcc.edu
Mon.–Sun.: 7 a.m.–midnight
Also available weekends and holidays.

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

Records/Registration
301-546-7422
Bladen Hall, Room 126

Students Records
Transcripts and in-person registration for Continuing Education and credit courses. You must be present 15 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

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

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

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

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

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, 301-546-7422.

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

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

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

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

FEES (SUBJECT TO CHANGE)

Registration Fees
A $20 registration fee will be added to your bill, for standard students, upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens and Maryland Disabled Persons will be charged a $75 registration fee per term. The $75 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior citizen or Maryland Disabled Person who enrolls in a $25 course that is marked with an asterisk is still responsible for the $75 registration fee.

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

<table>
<thead>
<tr>
<th>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. 21</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 you are enrolled during a given term, the registration fee will be automatically refunded to you.

NOTE: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the $75 registration fee that term.

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

EMPLOYER-PAID TUITION/ PURCHASE ORDERS

If your employer is paying your tuition:

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

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

Step 3: The bookstore is an independent entity from the college and is paid directly by the employer. If you are entitled to a reimbursement for books, you must obtain a separate purchase order, tuition assistance form or letter of intent addressed to Prince George’s Community College Bookstore. For more information visit www.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 or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition.

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

DROPPING A COURSE/REFUNDS

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

If you choose to drop a course after the refund period, it must be done in person at the Office of Admissions and Records or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.
Workforce Development and Continuing Education
Continuing Education Student Registration

Please print clearly

Student ID (if known) __ __ __ __ __ __ __ Date __ / __ / __

Semester
Year: __________ Fall Winter Spring Summer

Name
Last: ___________________ First: ___________________ Middle Init.: ______________

Address
Zip: __________ Number & Street: __________________________

Telephone
Home: ____________ Cell: ____________ Work: ____________

Date of Birth (required) __ __ __

Ethnicity/Gender
Native American Black/African American White Multiple Male
Asian Hispanic Pacific Islander Other Female

Status
If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the Payment Information section of this book.

Course Synonym # Start Date Course Name Tuition
Letter Number Section mm $ $ $ $ $ $ $ $ $ $ $ $ $ $

Subtotal $ ___________

Fees
All standard students add a registration fee of $20.00 unless your course specifies that it is “Tuition Free” $ 20

Select only one, if it applies to you

Out of county Maryland residents add $5.00 per course unless your course specifies that it is “Tuition Free” $ ___________

Out of state residents add $10.00 per course unless your course specifies that it is “Tuition Free” $ ___________

Total $ ___________

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 ____________________________

E-mail ____________________________ Date ____________
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.

What careers are growing in the Washington D.C. metropolitan region?

What degree do I need for the career I want?

How much do people make in various jobs?

Will employers be hiring in my field when I graduate?