You Can Do This!

New Training Center Prepares Students for Construction and Green Jobs
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www.pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE
Top 10 Ways Prince George’s Community College
is Transforming Lives

- Serving as a National Center of Academic Excellence in Information Assurance Two-year Education, a five-year designation awarded by the National Security Agency and the Department of Homeland Security
- Leading CyberWatch, a National Science Foundation-funded consortium of more than 50 higher education institutions, businesses, and government agencies focused on building and maintaining a stronger information assurance workforce
- Celebrating the Class of 2010, which made history as more than 800 students were awarded associate degrees and certificates
- Securing more than $1 million in transfer scholarships for its 2010 graduates
- Partnering with Prince George’s County Public Schools to open the first middle college in the state of Maryland in 2011
- Responding to workforce demand for skilled workers through its Hospitality and Tourism program, which has experienced a 400 percent enrollment increase
- Housing the Center for Minority Business Development, created to assist minority enterprises in Prince George’s County in building capacity and competing for multi-million dollar local, state, and federal contracts
- Constructing a state-of-the-art Center for Health Studies, which will house academic programs and workforce development and continuing education courses for six of the top 10 high-demand health care occupations in Maryland
- Serving as the 2009 President’s Higher Education Community Service Honor Roll recipient awarded by the Corporation for National and Community Service
- Engaging the community through informational and cultural programs such as the Community Financial Center, Bluebird Blues Festival, and the Book Bridge Project

With five locations and more than 200 academic programs and workforce development and continuing education series of courses, Prince George’s Community College offers excellence and affordability. www.pgcc.edu or 301-336-6000
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Main cover photo: Westphalia Training Center

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
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**We're Always Adding Courses!**

Princeton George's Community College continues to add courses throughout the year. So please check Owl Link regularly for newly added courses and course updates including cancellations. Owl Link is always your best source for current course offerings.

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**Adult Education Program**

- GED Preparation (GED)
- Adult Basic Education (ABE)
- English for Speakers of Other Languages (ESL)
- External Diploma Program (EDP)
- Citizenship Preparation

Classes are held mornings, evenings and Saturdays at sites throughout Prince George's County. Most classes are free; students pay for books.

For information, call 301-322-0891 or e-mail: adulteducation@pgcc.edu

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Call Today, Learn Tomorrow
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
Registration Instructions

Register Online

To register online you must have an e-mail address and you must pay with a credit card when you register.

To Access Owl Link
1. Go to www.pgcc.edu
2. On the Quicklinks drop-down menu click on Owl Link.
   • If you already have a PGCC user ID and password please “Log-in” now.
   • If not proceed to step 3.
3. Click on the Workforce Development and Continuing Ed Students box.
4. Click on “Register for Cont. Ed Courses”
5. If you have found the course that you want to register for by looking in this schedule, type the course number in the second box listed as “Course Code Number.”
   If you do not know the name of the course that you want to register for and would like to access the searchable, online version of this schedule, select the following hyperlink Schedule of Noncredit Classes located in the upper left-hand corner.
   Or use the search criteria on the page to find a class and section:
   • Insert a word from the course title (must be an exact match), or
   • Insert a course number (for example ENR-317), or
   • Insert a general topic code from the drop-down box, or
   • Insert a specific location
   Hint: limit search criteria to one or two items
6. Once you have found and entered a course number, click “Submit.”
7. Place a check in the “Select” column from the displayed courses and click “Submit.”
8. Complete all of the information on the personal information page. Be sure to click in the box at the bottom of the page to certify that the information is correct.
9. Complete the optional “Additional Registration Information” and submit.
10. Your course and amount due will display on the screen. You can either check out or continue to register for additional courses. Use the “Choose one of the following” drop-down menu for your next action. When you have finished selecting all courses, choose “Register Now (Check Out)” from the drop-down menu and click on “Submit”
11. The electronic card entry page will appear. Enter the required fields and submit your payment.
   You will not be registered in any of your classes until you submit payment.
   Be sure the address shown is the billing address for your credit card.
12. You will receive payment confirmation, your PGCC user ID and temporary password by e-mail. Use that ID and password to log-in in the future. You can also check on your classroom location, grades, student account and display your class schedule. You can reset your password at any time.
13. If you registered online previously and have forgotten your PGCC user ID or password—check your “User Account” and select the appropriate link.
   If you have questions during any part of the registration process, click on “Help.”

Register by Phone with STAR
(301) 499-6612
Interact directly with the college’s computer. STAR is available 8 a.m.–8 p.m., Monday–Friday and on most weekends. To use STAR you must be a current student—enrolled now or in the past two years. In addition, you may:
• Register for classes.
• Adjust your class schedule.
• Check the balance of your bill.
• Pay your bill by credit card. (Visa or MasterCard)
• Check to see if a particular class is open, full, or canceled.
• Check the room assignments for your classes.

Register in Person
In-person registration takes place on a continuous basis at the Admissions, Records and Registration area located in Bladen Hall, Room 126.
Hours: Monday–Thursday, 8:30 a.m.–7 p.m.
Friday, 8:30 a.m.–4 p.m.

Register by Mail
Complete the registration form on page the inside back cover and mail it along with your check or money order (payable to Prince George’s Community College). All mail-in registrations should be postmarked two weeks in advance of the class start date.

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

Early registration is recommended.

Save Your Owl Link
User ID and Password!

Keep a record of your user ID and password. Owl Link is useful for many things now, and in the future—receive payment confirmation, check classroom locations, look up grades or your student account or display your class schedule. Remember, you can’t reset your password unless you have a password. Write it down today—use it in the future!
Registration Instructions

How to Read the Noncredit Schedule of Classes

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

What You Need to Know to Get Started

8. Select the course you want to take from among those listed in this Schedule of Noncredit Classes. For example: OCU-322.
9. Select the section you want to attend by choosing the dates, times and locations that best meet your needs.
10. Make a note of your choice by writing down both the course designator and the synonym number.
11. Now you’re ready to register!

How to Find My Largo Campus Classroom

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

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

You may also find your Largo Campus classroom by calling (301) 499-6612.

Find your classroom in person by visiting Bladen Hall, Room 126, Monday–Thursday from 8:30 a.m.–7:00 p.m., Friday 8:30 a.m.–4 p.m.
or Marlboro Hall, Room 1095, Saturday from 8 a.m.–4 p.m.

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

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

Tuition (Subject to Change)
Tuition must be paid in person or by mail to the Cashier’s Office in Bladen Hall, Room 120. Tuition listed is for residents of Prince George’s County. Tuition for residents of other Maryland counties is an additional $5 per course.

Class-Related Fees
The time frames in which a registration fee will be assessed are the following:

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Senior Citizens/Persons Retired on Disability

- Those who are 60 years or older
- Those who are retired from the workforce by reason of total and permanent disability who provide certification from the Social Security Administration or the Railroad Retirement Board that they receive disability and retirement benefits under the Social Security Act or the Railroad Retirement Act
- Those who were federal employees and do not receive disability and retirement benefits under the Social Security Act or the Railroad Retirement Act who provide certification from their federal retirement or pension authorities of their:
  - Total and permanent disability,
  - Receipt of disability benefits based on a standard that is at least as stringent as the standard applied by the Social Security Act.

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

Refunds

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

Vision & Mission

Vision—Innovate
Prince George’s Community College will be the community’s first choice for innovative, high-quality learning opportunities.

Strategic Goals 2011–2013

Create
Create and expand technology-based educational offerings, support services, and professional development opportunities.

Change
Emphasize and promote, both internally and within the region, the college’s role as an agent of change.


May 28-30  Memorial Day

with at least 45 minutes of class time remaining at the time centers and sites will be cancelled. If the Largo campus closes as a result of inclement weather, classes at extension the Largo campus weather schedule. If the Largo campus public schools will be closed. Other sites, such as Joint Base site at www.pgcc.edu as well as by calling (301) 336-6000. WUSA (9), and NewsChannel 8. Information concerning to announce the closing: WRC (4), WTTG (5), WJLA (7), AND WWMX. The following TV stations will be asked WRC, WTOP , WGAY, WAVA, WASH, WHUR, WPGC, college's closing shortly after the decision is made: WMAL, Parking Permits

Child Care

Room Assignments and Changes

Courses will not be scheduled on the following dates:

1. Jan. 17 Martin L. King's Birthday
2. Feb. 21 Presidents' Day
3. April 18-24 Spring Break
4. May 28-30 Memorial Day

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

Room Assignments and Changes

Classes with specific room assignments in the class schedule will be assigned before classes begin. In addition, some classrooms need to be changed to accommodate class sizes or special needs. Room assignments and changes to room assignments are available on Owl Link as soon as they are made. Check the Web or use the automated phone system (301) 499-6612 prior to the start of your class for the latest room assignment.

Find your classroom in person by visiting Bladen Hall, Room 126, Monday to Thursday from 8:30 a.m. to 7 p.m., Friday 8:30 a.m.–4 p.m. or Marlboro Hall, Room 1095, Saturday from 8:00 a.m. to 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:

¢ FERPA
¢ Drug and Alcohol Prevention

Records, the director will advise you of the college official to whom the request should be addressed. 2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly indicating what you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

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

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

Servicemember's Opportunity College

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

Drug and Alcohol Prevention

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

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

The college's Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAOA identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the use of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
those who violate the standards of conduct established by the program. For more information, call (301) 322-0845.

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

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

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

**Disclaimer**
The provisions of this publication are not to be regarded as a contract between the student and Prince George’s Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
Academic Advising (301) 322-0151
Bladen Hall, Room 124
Academic advising. Placement Test interpretation
You must be present 30 minutes before closing for full service.
Regular Hours
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat. & Sun.: Closed

Admissions (301) 322-0866
Bladen Hall, Room 126
Credit student applications.
You must be in the office 15 minutes before closing to process your application.
Regular Hours
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat. & Sun.: Closed

Academic advising,
Placement Test interpretation
You must be present 30 minutes before closing for full service.
Regular Hours
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat. & Sun.: Closed

Disability Support Services (301) 322-0838
Bladen Hall, Room 124
Assistance for students with disabilities
Regular Hours
Mon.–Fri.: 8:30 a.m.–4:30 p.m.
Sat. & Sun.: Closed

General Information/Directory Assistance (301) 336-6000
Regular Hours
Mon.–Fri.: 9 a.m.–5 p.m.
Sat. & Sun.: Closed

Help Desk (Owl Link) (301) 322-0637
Bladen Hall—Room 106
Regular Hours
Mon.–Fri.: 8 a.m.–9:30 p.m.
Sat.: 10 a.m.–4 p.m.

Library/Media Center (301) 322-0105
Arlcoek Hall
Regular Hours
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat.: 9 a.m.–1 p.m.
Sun.: Closed

Lost and Found (301) 322-0853
Largo Student Center, Room 149
Regular Hours
Mon.–Fri.: 8 a.m.–5 p.m.
Sat. & Sun.: Closed

Police (Campus) (301) 322-0666
Bladen Hall
Regular Hours
Open 24 hours: 7 days a week

Records/Registration (301) 322-0866
Bladen Hall, Room 126
Transcripts, graduation certification, evaluation of transfer credit in-person registration for both credit and Workforce Development and Continuing Education courses.
You must be present 15 minutes before closing for full service.
Regular Hours
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat. & Sun.: Closed

Contemporary Campus Services Directory
www.pgcc.edu
Online
View catalog, class schedules and course availability.
### Spring 2011 Noncredit Classes

#### Class Location Abbreviations (see campus map page 3)

<table>
<thead>
<tr>
<th>Largo Campus</th>
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<tbody>
<tr>
<td>ACCK.........</td>
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<tr>
<td>AUTO-BAY.....</td>
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<td>BLAD.........</td>
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<tr>
<td>CAT..........</td>
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<td>CE or CONT...</td>
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<td>TO, TS or TZ.</td>
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</tbody>
</table>

#### Extension Centers

- LCC: Laurel College Center in Laurel
- STC: Skilled Trades Center
- UTC: University Town Center in Hyattsville

#### Off Campus

- AHM.........| Alliance Material Handling |
- AVTI.........| Art Institute |
- BLHS.......| Bladensburg High School |
- CRNHS......| Crossland High School |
- CHCF........| Cherry Hill Composting Facility |
- EDUF.......| Edmonston Urban Farm |
- FTWM.......| Fort Washington Marina |
- GTSV........| Greenbelt Travel Services |
- HSTV.......| Hyattsville Vocational Service |
- JCAP........| Joint School of Carpentry |
- JHES........| John Eager Howard Elementary School |
- LDS........| Lincolned Driving School |
- SDPK.......| Sidepockets Billiards |
- SHS.........| Suitland High School |
- UMDC........| University of Maryland |
- UPHI........| U-Photo |
- WTC.........| Westphalia Training Center |

#### Other

- Blackboard... See eLearning@PGCC on p.79
- Ed2Go...... See eLearning@PGCC on p.79–80
- ProTrain..... See eLearning@PGCC on p.79–80
- TBA......... To be arranged

**NOTE:** An abbreviation may be followed by a room number in some cases. See page three for locations on Largo Campus and page 58 for off campus locations.

#### Agriculture

##### Urban Farming

**Continuing Education Certificate, Urban Commercial Agriculture**

Urban Commercial Agriculture is a burgeoning field, with many opportunities for entrepreneurs interested in developing high-yield risk commercial crops for sale to urban farmers markets and high end restaurants. Both lecture and hands-on training are used to prepare students to become urban agripreneurs.

A Certificate of Continuing Education will be issued upon successful completion of AGR-300: Urban Commercial Agriculture.

**AGR-300 Urban Agriculture: The New Frontier**

Millions of people across the globe practice some form of growing food in an urban setting—otherwise known as urban agriculture. Governments and organizations at every level have become advocates for urban agriculture as a means to enhance urban food security, public and individual health, community building, sustainable livelihoods, and environmental management. This course helps develop a shared understanding of the main types and dimensions of urban agriculture—it’s potential impacts, the constraints facing it, the stakeholders involved in it, the historical contexts shaping it, and the local, regional, and international development trends bearing on it. Sustainable energy applications relevant to urban agriculture will also be explored. A local example of Urban Agriculture, Engaged Community Offshoots (ECO) Inc’s community farm in Edmonston and composting facility in College Park, will be highlighted in this introductory session. 1 session, $25

<table>
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<tr>
<th>Syn# 33481</th>
<th>T</th>
<th>3/1–3/7/15</th>
<th>6:00–8:00 p.m.</th>
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</thead>
</table>

**AGR-320 Composting for Urban Agriculture and Sustainable Landscaping** 0.6 CEU

This course is an introduction to community composting, where to find organic materials, and how to build relationships to obtain these materials for free. Activities include a walk-through of the composting process, explanation of the recipe for composting, and how to build and load a compost bin. The course also addresses how to process and market compost products and how to use compost and worm castings on your urban farm and in sustainable landscaping. A materials fee of $20 payable to the instructor is due at the beginning of class. Class will be held at the Edmonston Urban Farm, 4913 Crittenden St., Edmonston, MD 20781. 3 sessions, 570*

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<th>2/28–4/25</th>
<th>6:30–8:30 p.m.</th>
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</table>

**Art & Design**

##### Floral Design

**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 78-84 hour program will continue to be available at both the main campus and at the Laurel College Center.

The new requirements include successful completion of a minimum of three of the four levels of fresh floral training and the two business classes listed below:

- OCU-338 Floriculture: Basic Floral Design
- OCU-376 Floriculture: Advanced Floral Design
- OCU-377 Floriculture III: Advanced Seasonal/Event Designs
- OCU-381 Floriculture IV: Tributes
- BUS-303 Running an Independent Floral Design Practice*
- BUS-365 Niche Marketing for Florists*

* Course descriptions for the business courses are listed under Business Services & Operations.

When a student has completed these requirements, he/she should call (301) 322-0158 for verification and to request a certificate.

**OCU-338 Basic Floral Design**

Learn the basic principles of floral design while creating eight eye-catching arrangements. Use of tools, names of flowers and their usage, bow demonstration, color theory and effects, current trends affecting the floral industry, logistics of opening a retail shop, and sources for wholesale products will be covered. Students should bring a floral knife and wire cutters to class. A $250 floral supplies fee payable to the instructor is due at the first class. 8 sessions, $150*

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**Graphics Arts & Applied Design**

##### DPR-587 Computer Publication Design 4.5 CEUs

This meets with the credit class ART-1620 for the entire semester. Students need to contact the e-Learning office to get a Blackboard student account established for the distance learning portion of their studies for this course. Call the PGCC bookstore at (301) 322-0912 to get the books required for the credit class ART-1620. Basic computer knowledge is a required prerequisite for the class. 30 sessions, $450 (includes a $50 lab fee)

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<tr>
<th>Syn# 30100</th>
<th>M/W</th>
<th>1/24–5/16</th>
<th>6:00–8:45 p.m.</th>
</tr>
</thead>
</table>

##### DPR-594 Elements of Computer Graphic Design 4.5 CEUs

This meets with the credit class ART-1570 for the entire semester. Students need to contact the e-Learning office to get a Blackboard student account established for the distance learning portion of their studies for this course. Call the PGCC bookstore at (301) 322-0912 to get the books required for the credit class ART-1570. Basic computer knowledge is a required prerequisite for the class. 30 sessions, $450* (includes a $50 lab fee)

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<th>Syn# 30080</th>
<th>M/W</th>
<th>1/24–5/16</th>
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</table>
Photography

Continuing Education Certificate in Photography
This multi-level program is designed for those seeking professional success in the highly competitive Washington job market by building the professional skills and experience needed to provide the marketable advantage. Lecture and workshops focus on building the technical and creative proficiency of both beginners and professionals in the studio and in well-equipped darkrooms.

Three levels of the certificate are offered: Basic, Intermediate, and Advanced. By obtaining all three levels of the Continuing Education Certificate in Photography, the student will have earned the equivalent experience of six months of entry level work in a photographic studio.

Requirements for each certificate level follow. Once a student has completed these requirements, he/she should call (301) 322-0873 for verification and to request a certificate.

Not all courses are offered every semester, and some are offered only once a year. Please check again next semester if you don’t see the course you want.

Certificate at the Basic Level:
- Photography: The Basics or consent of the program coordinator or instructor
- Introduction to Digital Photography and Camera Handling; or Introduction to Photoshop (any version)
- Lighting Made Simple
- 12 hours of additional course work in any photography class listed for which the student has the required prerequisites.

Certificate at the Intermediate Level
- Completion of the Basic Level Photography Certificate
- Portrait Lighting
- Make-Up Artistry for Photographers (part 1 and 2) or an equivalent class(es)
- Completion of an additional 24 hours of study in Photoshop (any version)

Certificate at the Advanced Level
- Completion of the Intermediate Level Photography Certificate
- Introduction to Digital Color Photography or consent of the program coordinator to substitute another class
- Modeling: Stance, Structure and Posing
- Display Techniques for Photography
- A portfolio presentation class or consent of the program coordinator to substitute another class

Note: Digital Color Photography and Introduction to and Intermediate/Advanced Photoshop (any version), once successfully completed, may be repeated for additional credit toward the intermediate and/or advanced level certificates.

CEUs will be awarded for classes as noted in the listing following. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should call (301) 322-0873 for verification and to request a Continuing Education Certificate.

CRE-342 Photography: The Basics 0.6 CEU
This lecture course is the prerequisite for all students in the Workforce Development and Continuing Education photography program. It is designed for those who want to learn how to use a digital camera. A camera, however, is not required for this class. Topics will include: an introduction to compositional and lighting, digital pixel computer displays of images, general photographic techniques and controlling depth of field. A $10 materials fee payable to the instructor is due at the first class for written required class handouts/text.

2 sessions, $60*

Syn# 34957 W 2/2–2/9 6:30–9:30 p.m. Main Campus

CRE-361 Introduction to Digital Photography 1.2 CEUs
In this class, students will be shown how to use a computer to download, display, and manipulate their images using Photoshop. Students should bring a flash drive to all class sessions. Prerequisite: Photography: The Basics and general basic computer skills including MS-Windows. Digital camera required for this class.

4 sessions, $135* (includes a $35 lab fee)

Syn# 34958 W 2/7–3/9 6:30–9:30 p.m. Main Campus, LAN-208

CRE-356 Lighting Made Simple 1.2 CEUs
Light is the essence of photography. It 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: Photography: The Basics. A $5 fee payable to the instructor is due at the first class session for the written materials. Text required for this class.

2 sessions, $145* (includes a $20 lab fee)

Syn# 34961 5u 3/6–3/13 9:00 a.m.–4:00 p.m. Main Campus, NOAR-1004

Syn# 34962 5u 4/3–4/3 9:00 a.m.–4:00 p.m. Main Campus, NOAR-1004

CRE-331 Portrait Lighting 0.6 CEU
Study the lighting specific to portraiture. Topics include: lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. A $5 fee payable to the instructor is required at the beginning of the first class to cover the cost of the handouts/text needed for this course. Prerequisite: Lighting Made Simple. 1 session, $57* (includes a $15 lab fee)

Syn# 34963 5u 3/28–4/6 6:30–9:30 p.m. Main Campus, LAN-208

DPR-388 Photoshop Skills: The Toolbar in Photoshop 0.9 CEU
Study the toolbar features basic to all Photoshop versions. This class will show you and explain in detail the variety of expressoin available for each tool. This class can benefit the novice as well as the practicing professional Photoshop user. A $10 fee payable to the instructor the first night of class is required for the purchase of the text which will accompany this class. Prerequisite: Basic knowledge of the PC and Windows. Bring a USB compatible jump drive or memory card to every class session.

3 sessions, $105* (includes a $15 lab fee)

Syn# 35277 M 2/7–2/28 6:30–9:30 p.m. Laurel College Center

DPR-392 Photoshop Skills: Working with Layers 0.9 CEU
Practice the art and scope of working with layers—one of Photoshop’s most flexible and powerful features. A $10 fee payable to the instructor the first night of class is required for the purchase of the text which will accompany this class. Prerequisite: Basic knowledge of the PC and Windows. Bring a USB compatible jump drive or memory card to every class session.

3 sessions, $105* (includes a $15 lab fee)

Syn# 35281 M 3/7–3/21 6:30–9:30 p.m. Laurel College Center

DPR-605 Introduction to Photoshop CS3 1.2 CEUs
This class introduces the student to the professional standard of software for image manipulation used in the photographic industry. Photoshop. Basic skills will be shown and a variety of image altering possibilities. Students must bring $10 payable to the instructor to the first class for the handouts/text needed for the course. Prerequisites: knowledge of the PC and Windows. Bring a USB compatible flash drive to each class session for data storage. Digital camera required for this class.

4 sessions, $130* (includes a $30 lab fee)

Syn# 35285 M/W 4/25–5/4 6:30–9:30 p.m. Laurel College Center

DPR-653 Introduction to Photoshop Elements: Version 8 0.9 CEU
This course introduces the student to Photoshop Elements, a less expensive (to purchase) alternative to the full Photoshop versions. Many photographic professionals use this version of Photoshop to produce professional quality work for retail sale and studio use. Text: Call (301) 322-0912 for information. Prerequisites: Basic PC and Windows skills. Students must bring a USB compatible portable storage drive on which to save their files to every class session.

4 sessions, $105* (includes a $15 lab fee)

Syn# 34959 T/Th 3/15–4/2 6:30–9:30 p.m. Main Campus, LAN-208

DPR-654 Advanced Photoshop Elements: Version 8 0.9 CEU
This course builds on the material presented in the Introduction to Photoshop Elements class. Photoshop Elements is a less expensive (to purchase) alternative to the full Photoshop versions. Many photographic professionals use this version of Photoshop to produce professional quality work for retail sale and studio use. Text: Call (301) 322-0912 for information. Prerequisites: Introduction to Photoshop Elements. Students must bring a USB compatible portable storage drive on which to save their files to every class session.

4 sessions, $105* (includes a $15 lab fee)

Syn# 34960 T/Th 3/29–4/7 6:30–9:30 p.m. Main Campus, LAN-208

CRE-369 Introduction to Photoshop CS5 1.2 CEUs
This course introduces the basic functions of Adobe Photoshop CS5. Adobe Photoshop CS5 is the industry-standard image editing software, used worldwide by professional photographers, serious amateur photographers, and designers who want to perfect their digital images. A basic knowledge of Windows and MS word is suggested. A digital camera and USB flash drive is required.

4 sessions, $150* (includes a $40 lab fee)

Syn# 35006 M/W 3/14–3/23 6:30–9:30 p.m. Main Campus, LAN-208

CRE-381 Advanced Photoshop CS5 1.2 CEUs
This course explores topics the more advanced basic functions of Adobe Photoshop CS5. Adobe Photoshop CS5 is the industry-standard image editing software, used worldwide by professional photographers, serious amateur photographers, and designers who want to perfect their digital images. Successful completion of Introduction to Photoshop CS5 is highly recommended. A digital camera and USB flash drive is required.

4 sessions, $140* (includes a $40 lab fee)

Syn# 34961 M/W 3/28–4/6 6:30–9:30 p.m. Main Campus, LAN-208
### Videography

**Certificate of Continuing Education, Videography**

Producing videos encompasses consideration of many aspects of communication. Some are the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even further knowledge of these creative possibilities.

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

Prince George’s Community College now offers a Continuing Education Certificate in Videography to students who successfully complete a three-course program. These classes are:

- VID-308 Videography 1
- VID-329 Videography II
- Any Final Cut Pro course listed in this schedule under Apple Based Technologies.

Once a student has completed all of these requirements, he/she should call (301) 322-0873 for verification and to request a certificate.

**NOTE:** For additional courses relating to videography, see Apple-Based Technologies. This section includes training for Final Cut Pro, one of the most popular video editing applications used in professional settings.

#### VID-308 Videography: Part 1

This course 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, $210* (includes a $45 lab fee)

**Syn#: 34964**

- **M**
- **2/17–3/28**
- **6:00–9:00 p.m.**
- **Main Campus, CAT-137**

#### VID-329 Videography: Part 2

In this class, the student will be encouraged to shoot a 3-minute edited film using Final Cut Pro software. See how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to YouTube and/or a personal Wiki.

1.8 CEUs

**Syn#: 34965**

- **M**
- **4/4–5/3**
- **6:00–9:00 p.m.**
- **Main Campus, CAT-137**

### Cosmetology

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

Harmon’s Beauty School will facilitate the PGCC Cosmetology program. Harmon’s Beauty School has offered cosmetology for over 40 years and is approved by the Maryland Higher Education Commission (MHEC). Additional fees of approximately $1,050 for textbooks, labs, and cosmetology kit. Prerequisites: High School Diploma/GED or current high school transcript with 2.5+ GPA and successful completion of an entrance exam. Social Security Card and Federal/State identification must be provided for verification and to request a certificate.

Please note that the courses do not meet current requirements for a license in Virginia or the District of Columbia. For course content information, call (301) 772-2246 or e-mail gmajeti@harmonsbeautyschool.com.

#### COS-310 Cosmetology: Part 1

This course is one of a series of courses in cosmetology. Topics include types and classifications of bacteria as well as the importance of decontamination and infection control; properties of the hair and scalp; methods of draping and preparing the client for services; and procedures for shampooing, rinsing, sectioning and parting, hand placement and hands-on practice.

13 sessions, $400* (includes a $360 lab fee)

**Syn#: 33549**

- **T/W/Th/F/S**
- **2/1–2/16**
- **8:30 a.m.–5:00 p.m.**
- **HBS**

**Syn#: 33550**

- **T/W/Th/F/S**
- **3/1–3/16**
- **8:30 a.m.–5:00 p.m.**
- **HBS**

**Syn#: 33551**

- **T/W/Th/F/S**
- **4/5–4/20**
- **8:30 a.m.–5:00 p.m.**
- **HBS**

**Syn#: 33552**

- **T/W/Th/F/S**
- **5/3–5/18**
- **8:30 a.m.–5:00 p.m.**
- **HBS**

- **Th**
- **5/19–5/19**
- **8:30 a.m.–12:30 p.m.**
- **HBS**

### Business Skills & Management Skills

#### Business Skills & Management Skills

### General Business Skills

#### OFC-346 Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity workplace. 12 sessions, $120* (includes a $60 lab fee)

**Syn#: 33076**

- **W/F**
- **1/19–3/11**
- **online**
- **E260**

**Syn#: 33079**

- **W/F**
- **2/16–4/8**
- **online**
- **E260**

**Syn#: 33080**

- **W/F**
- **3/16–5/6**
- **online**
- **E260**

**Syn#: 33081**

- **W/F**
- **4/20–6/10**
- **online**
- **E260**

**Syn#: 33082**

- **W/F**
- **5/18–7/8**
- **online**
- **E260**

### Braiding

#### Professional

#### Workforce Development and Continuing Education Certificate in Hair Braiding

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

#### Braiding in a Salon Environment

This series of four courses is designed to prepare the student to work as a Professional Braider in a salon. While the state of Maryland has no licensing requirements for hair briders, a salon will expect any potential braiding employee to have some formal training. Because this is a course for those who wish to be professional braiders, students are expected to successfully pass the skills tests with a minimum of 75%. Students must purchase a braiding kit, which will be used for all four courses. The cost for the kit is $335 and must be paid at the first class session. This professional kit is ordered and sold for our program by Harmon’s Beauty School. No substitutes; no exceptions.

Please note that the courses do not meet current requirements for a license in Virginia or the District of Columbia. For course content information, call (301) 772-2246 or e-mail gmajeti@harmonsbeautyschool.com.

#### OCU-430 Professional Braiding: Level 1

1.8 CEUs

Topics include overview of natural hair care, sanitation and infection control, shampooing and rinsing, sectioning and parting, hand placement and hands-on practice.

5 sessions, $200* (includes a $50 lab fee)

**Syn#: 34357**

- **M**
- **2/28–3/28**
- **6:00–9:30 p.m.**
- **HBS**

#### OCU-431 Professional Braiding: Level 2

1.8 CEUs

Topics include types of hair; product demonstrations, basic braid/plait, introduction to French braid, Fishtail braid, Flat Twist braid, and Two-Strand Twist braid; hands-on practice.

5 sessions, $200* (includes a $50 lab fee)

**Syn#: 34380**

- **M**
- **4/4–5/9**
- **6:00–9:30 p.m.**
- **HBS**

#### OCU-432 Professional Braiding: Level 3

1.8 CEUs

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.

5 sessions, $200* (includes a $50 lab fee)

**Syn#: 34384**

- **M**
- **5/16–6/13**
- **6:00–9:30 p.m.**
- **HBS**

#### OCU-345 Hair Braiding Techniques for Home Practice

The Home Braiding class is designed for mothers, teens or caregivers that want to learn basic skills such as parting, plating, use of hair bows, elastics and basic cornrows. This is not a certificate course. 5 sessions, $100 (includes a $50 lab fee)

**Syn#: 34319**

- **T**
- **1/11–2/8**
- **6:00–9:30 p.m.**
- **Main Campus**

**Syn#: 34352**

- **T**
- **3/1–3/29**
- **6:00–9:30 p.m.**
- **Main Campus**
## Financial Skills

### OFC-361 Bookkeeping: Part 1 1.8 CEUs
This course covers the fundamentals of bookkeeping, including record keeping procedures, debits, credits, journal entries, ledger accounts, posting, accounts receivable, and accounts payable. Previous accounting experience not required. Text required at first class. Students should read Chapter 1 before first class. 6 sessions, $150*

Syn# 33661 Th 2/13–3/10 7:00–9:30 p.m. Main Campus

### OFC-363 Bookkeeping: Part 2 1.8 CEUs
This course is the continuation of OFC-361: Bookkeeping. 1. Prerequisite: OFC-361. 6 sessions, $150*

Syn# 34412 Th 3/24–5/5 7:00–9:30 p.m. Main Campus

### 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 as part of the process. 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 and reality, depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Same text required for Parts 1, 2, and 3. Prerequisite: OFC-341. 5 sessions, $130*

Syn# 33667 T 1/25–2/22 6:00–8:30 p.m. Main Campus, BLAD-216

### OFC-342 Accounting for Managers: Part 2 1.5 CEUs
The second in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports as part of the process. The student will be introduced to the main financial statements, the assumptions made in the preparation of the statements and how they affect the values disclosed. Meets concurrently with credit course ACC-1030. Same text required for Parts 1, 2, and 3. Prerequisite: OFC-341. 5 sessions, $130*

Syn# 33672 T 3/1–3/29 6:00–8:30 p.m. Main Campus, BLAD-216

### OFC-343 Accounting for Managers: Part 3 1.5 CEUs
The last in the series for the manager/supervisor, administrative assistant who is responsible for making decisions using financial reports as part of the process. Topics that will be discussed include the cash flow statement, general accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Same text required for Parts 1, 2, and 3. Prerequisite: OFC-342-345 sessions, $130*

Syn# 33976 T 4/5–5/9 6:00–8:30 p.m. Main Campus, BLAD-216

### OFC-326 Introduction to Quickbooks 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 for service and merchandising businesses, as well as how to prepare standard financial statements using QuickBooks software. Accounting background helpful but not required. Prerequisites: OFC-361 or OFC-341 or accounting experience. Meets concurrently with credit course ACC-1030. Same text required for Parts 1, 2, and 3. 5 sessions, $130*

Syn# 33979 W 1/26–2/23 6:00–8:50 p.m. Main Campus, BLAD-223

### OFC-344 Quickbooks: Part 2 1.5 CEUs
Student will establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks. Accounting background helpful but not required. Same text required for Parts 1, 2, and 3. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-326. 4 sessions, $130*

Syn# 34487 W 3/2–3/10 6:00–8:50 p.m. Main Campus, BLAD-223

### OFC-345 Quickbooks: Part 3 1.5 CEUs
Student will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required to apply the QuickBooks application. Same text required for Parts 1, 2, and 3. Meets concurrently with credit course ACC-1030. Prerequisites: OFC-344. 4 sessions, $130*

Syn# 34488 W 4/6–5/4 6:00–8:50 p.m. Main Campus, BLAD-223

### OFC-328 Payroll Accounting 1.5 CEUs
This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. 6 sessions, $150*

Syn# 33986 F 2/21–4/1 6:00–8:50 p.m. Main Campus, BLAD-213

## Management & Supervision Skills

### Continuing Education Certificate, Management & Supervision
This 60 hour program focuses on building leadership skills in a broad range of duties in virtually every economic sector.

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

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

- MGT-463 Developing Supervisory Skills
- MGT-464 Leadership Dynamics
- MGT-465 Managing Human Resources
- 24 hours of additional elective coursework

Communication courses, such as COM-320 and COM-342, are strongly encouraged.

### MGT-412 Planning and Conducting Effective Meetings 0.6 CEU
This course provides key steps for planning and conducting an effective meeting. You will be taught how to conduct short, productive meetings as vehicles for sharing information, resolving issues, and improving employee productivity and morale. Learn to plan and schedule meetings; develop agendas; prepare materials and discussions in advance; coordinate with guests and meeting participants; respond appropriately to the types of behaviors exhibited in meetings; and manage the time and cost of meetings. Text: The Manager’s Pocket Guide to Effective Meeting (HRD Press). 1 session, $75*

Syn# 34379 S 3/26–5/6 9:00 a.m.–4:00 p.m. Main Campus

### MGT-463 Developing Supervisory Skills 1.2 CEUs
This course provides an introduction to the major duties and responsibilities of a supervisor and the three key roles: manager, leader, and administrator. You will be shown how to plan, organize, and control work; build a working relationship with your boss; and effectively supervise your staff. Text required: Supervisor’s Survival Kit, 9th Edition (Prentice Hall). 4 sessions, $125*

Syn# 33995 M 2/7–3/7 6:30–9:30 p.m. Main Campus

### MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of a leader; leadership styles; and the importance of human relations skills in influencing, directing, and motivating employees. How to delegate tasks, take risks, and make decisions will be included. Text required: Leadership: Essential Steps Every Manager Needs To Know, 3rd Edition (Prentice Hall). 4 sessions, $125*

Syn# 34378 W 2/2–3/2 6:30–9:30 p.m. Main Campus

### MGT-465 Managing Human Resources 1.2 CEUs
In today’s complex work environment, knowledge of human resource management is a critical skill for supervisors. This course helps you increase your understanding of personnel management and human resource functions. Topics of discussion include staffing, interviewing, training, motivation, performance appraisal, and employee services. 4 sessions, $125*

Syn# 34375 Th 2/10–3/3 6:30–9:30 p.m. Main Campus

### MGT-585 Introduction to Business 4.5 CEUs
Basic characteristics of the business enterprise, its organizational and role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BUS-1010. Prerequisite: Reading Proficiency. 15 sessions, $400*

Syn# 34383 M 1/24–5/16 6:00–8:45 p.m. Main Campus

### MGT-582 Disaster Recovery and Risk Management 4.5 CEUs
This course provides individuals and organizations with tools to prepare for and recover from both natural and man-made disasters. Students will gain an understanding of risk and crisis management the need for business continuity and information assurance planning, as well as addressing the leadership, human organizational and public policy components of disasters. The final project will be a disaster recovery management plan. Prerequisite: Reading proficiency. 15 sessions, $575*

Syn# 34388 W/T 1/26–5/13 online BLBD

### MGT-618 Managing in the Public Sector 4.5 CEUs
Introduction to the public sector. Application of management principles to federal, state, and local governments. Examine the role of management in government, public responsibility and trends in public management. Meets concurrently with credit course BMT-1960. 15 sessions, $400*

Syn# 34386 W/T 1/26–5/13 online BLBD
BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues

Ever thought about using a Museum or a Historic Site as an alternative for a meeting or banquet? Whether you are coordinating for a small elegant dinner for two or hosting a conference for hundreds, here is how to determine if a Museum or Historic Site is suitable for you, your clients and attendees. Instructor: Renee George 1 session, $25

Syn# 33514 Th 3/31–3/3 6:30–9:30 p.m. Main Campus
Syn# 33515 S 4/2–4/2 9:00 a.m.–12:00 pm. Laurel College Center
Syn# 33516 Th 5/12–5/12 6:30–9:30 p.m. Main Campus

BUS-416 The Wedding Coordinator

Are you organized, creative, and love to work with people? Then you may consider the field of wedding coordinating and planning. Here is an opportunity to learn how to get started in this popular career. In this class, learn the basics for becoming a wedding coordinator or even starting your own wedding coordinating company: Topics will include: the Role of the Wedding Coordinator; The Skill level of the Coordinator; Setting Fees and Contracts; Tools for Success; Marketing to the Bride and Groom. Instructor: Shelby Tuck-Horton, MD/DC State Coordinator of Washington’s Bride and Groom Best Wedding Vendor 2009. 1 session, $50*

Syn# 30213 S 1/22–1/22 9:00 a.m.–4:00 p.m. Main Campus

BUS-448 Wedding Coordinator: Part 2

As a wedding coordinator, it is your job to minimize stress and maximize every opportunity possible for the bride and groom to have the wedding of their dreams. So in this class, the focus will be on working with the bride, groom and vendors. Learn how to establish a realistic wedding budget. Select Vendors and Service Providers: Develop Working Relationships with Vendors; and Design a Wedding. Instructor: Shelby Tuck-Horton, MD/DC State Coordinator, Association of Bridal Consultants, The Best of “The Knot” for 2007 and 2008, Washington’s Bride and Groom Best Wedding Vendor 2009 1 session, $50*

Syn# 30318 S 2/5–2/5 9:00 a.m.–4:00 p.m. Main Campus

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 1 session, $50*

Syn# 31209 S 3/26–3/26 9:00 a.m.–4:00 p.m. Laurel College Center

BUS-460 The Site Selection Process

Learn the basic steps of the site selection process. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger 1 session, $25

Syn# 312011 Th 4/7–4/7 6:30–9:30 p.m. Laurel College Center

BUS-371 Marketing Your Meetings and Events

Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, how to identify and understand your competition and how to monitor the results of your marketing plan. Instructor: Beverly Litsinger 1 session, $25

Syn# 31206 Th 3/24–3/24 6:30–9:30 p.m. Laurel College Center

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, $25

Syn# 32016 S 3/26–3/26 10:00 a.m.–4:00 p.m. Main Campus

BUS-366 The Building Blocks of Retreat Planning

This fun, fast-paced course presents the building blocks of retreat planning. This session will focus on executive, church, marriage, and retreats for both women and men. Topics will include: site selection, on-site and financial management, logistics, publicity, and more. Instructor: Lillian Wright 1 session, $45*

Syn# 31201 Th 4/14–4/14 6:30–9:30 p.m. Main Campus

BUS-301 Ethics and the Professional Meeting Planner

Should I? Should I not? What should I do? Meeting Planners regularly face decisions that include making ethical judgments. This session will present tips for planners in bringing appropriate attention to sound ethical practices and conduct. Through a series of industry scenarios, participants will explore behaviors that are prohibited as well as those that are expected. Instructor: Lillian Wright 1 session, $25

Syn# 31198 Th 5/19–5/19 7:30–9:30 p.m. Laurel College Center

BUS-307 Developing Sponsorship Opportunities

Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a year long basis. Instructor: Beverly Litsinger C.M.P. 1 session, $25

Syn# 30303 Th 4/16–4/16 10:00 a.m.–1:00 p.m. Main Campus

BUS-347 Working with Hotels

Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include: writing a request for proposal (RFP), developing a meeting resume and preparing addendums that will protect the organization. Instructor: Beverly Litsinger 1 session, $25

Syn# 31202 Th 5/5–5/5 6:30–9:30 p.m. Laurel College Center

BUS-410 Starting Your Meeting Planning Company

Have you ever thought of starting your own meeting management company and didn't know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger 1 session, $50*

Syn# 31207 S 3/12–3/12 9:00 a.m.–4:00 p.m. Laurel College Center

BUS-370 Request for Proposal (RFP) 0.6 CEU

Request for Proposal (referred to as RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information and the company’s history. RFPs often include the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. Instructor: Beverly Litsinger 1 session, $50*

Syn# 31203 S 4/10–4/30 9:00 a.m.–4:00 p.m. Laurel College Center

BUS-346 Creating a RFP (Request for Proposal) 0.6 CEU

This course demonstrates how to plan colorful and fun filled parties and highlights several party styles, touching on most walks of life. To guarantee planning success, “party time” is a guide on using proven best practices for children’s parties, holiday gatherings, themed festivities, destination affairs, cocktail and dinner receptions and many other socials. Instructor: Jennifer Saul 1 session, $25

Syn# 33496 W 5/25–5/25 6:30–9:30 p.m. Laurel College Center
Human Resources & Management

Human Resource Management
The Essentials of Human Resource Management Certificate

In Cooperation With

Prince George's College Community College in cooperation with the Society for Human Resource Management is offering this course which is specifically designed for entry-level human resource professionals or those seeking a career in human resources; divisional or departmental supervisors who have the responsibility for interviewing and training employees; team leaders with supervisory responsibilities; and organizations that need to provide a broad overview of the human resource function to a group of employees.

Orientation Sessions
Human Resource Management Training
Saturday, January 22, 2011
Largo Campus, Kent Hall room 262 10:00 a.m.-Noon

To Register please contact Ms. Queen on (301) 322-0726
The Orientation Session is Free
Recommended for students who wish to enroll in MGT-663 Essentials of Human Resource Management or MGT-661 Professional Human Resource Management Certification Preparation

MGT-663 Essentials of Human Resource Management
1.8 CEUs
This course covers essentials of human resource management including the key roles and responsibilities for those within an HR Department. Participants learn about employment law in the workplace, effective recruitment and selection techniques, pay and benefit compensation (pay and benefits) systems, employee orientation and training, methods to ensure quality performance, the appraisal process, coaching and discipline, and the Equal Employment Opportunity Commission’s role and its investigative process. The course also provides an overview of key pieces of federal legislation including sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA). Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Contact number is (301) 322-0726. 6 sessions, $450* (includes a $10 lab fee)

MGT-661 Professional Human Resource Management Certificate
3.0 CEUs
Utilizing the SHRM learning system, participants study six areas of competency: strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and occupational health, safety and security. Key concepts are reinforced through handson exercises and the shared experiences of the instructor who holds the Senior Professional in Human Resources (SPHR) credential. Note: Registration dead line is fourteen days (2 weeks) before the class starts. Participants must attend at least 80 percent of class meetings and complete all course assignments, including any tests by the instructor, with a grade of 70 percent or better to successfully complete the course. This course does not guarantee success in the HRCP exam; however, participants must attend class and complete all readings and other assignments in order to achieve success. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Contact number is (301) 322-0726. 12 sessions, $1050* (includes a $50 lab fee)

MGT-667 Introduction to Compensation
1.2 CEUs
This 12 hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, FLSA certification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention. 4 sessions, $150*

MGT-668 Introduction to Employee Benefits
1.2 CEUs
This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, family and medical leave and other government mandated benefits. Retirement, health, disability and other benefits in both the public and private sectors will be covered. Other non-statutory benefits such as vacation, sick time, and paid time off plans will be presented as well as both qualified and non-qualified deferred compensation plans. Students will be presented methods and tools to develop, select, administer and evaluate benefit programs and ensure that benefit programs are compliant with applicable federal, state, and local laws and regulations. Text required: Fundamentals of Employee Benefit Programs, sixth edition. 4 sessions, $150*

Payroll Management

The American Payroll Association's PayTrain College & University Program
The PayTrain College and University program is designed to increase your knowledge of payroll compliance from a basic understanding to an advanced level and prepare you for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) certification exams. To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam. As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with changing regulations and procedures. Staying current is not only important to your company's bottom line but also to your continued professional development.

College & University Program

• Preparation for the FPC and CPP exams
• Solid grounding in compliance issues related to tax and regulatory information
• The guidance and expertise of an experienced facilitator
• An understanding of payroll essentials through hands-on exercises
• A foundation of knowledge for starting or advancing your payroll career
• Payroll service bureau client representatives
• Systems analysts and engineers writing payroll programs
• Managers and supervisors providing strategic payroll management
• Experienced and entry-level payroll professionals
• Sales professionals and consultants serving the payroll industry
• Improved job performance by increasing accuracy and compliance
• Access to a network of peers to learn about payroll practices in other organizations
• Solid grounding in compliance issues related to tax and regulatory information
• Preparation for the FPC and CPP exams
• Certification of payroll professionals (CPPs) or certified payroll professionals (CPPs) certification exams or are new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

Who Should Enroll in PayTrain Payroll Certificate Program?
• Experienced and entry-level payroll professionals
• Managers and supervisors providing strategic payroll management
• Systems analysts and engineers writing payroll programs
• Payroll service bureau client representatives
• Experienced and entry-level payroll professionals

Why Enroll in PayTrain Payroll Certificate Program? You will gain:
• A foundation of knowledge for starting or advancing your payroll career
• An understanding of payroll essentials through hands-on exercises
• Improved job performance by increasing accuracy and compliance
• The guidance and expertise of an experienced facilitator
• Access to a network of peers to learn about payroll practices in other organizations
• Solid grounding in compliance issues related to tax and regulatory information
• Preparation for the FPC and CPP exams
• Certification of payroll professionals (CPPs) or certified payroll professionals (CPPs) certification exams or are new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

Orientation Session
The American Payroll Association's PayTrain College and University Program Saturday, January 22, 2011, 1:30-3:00 p.m.
Main Campus, Kent Hall, Room 262
Orientation is FREE but Registration is Required
To register please call (301) 322-0726. No fee for the orientation session.
Contact: Ms. Butler or Ms. Queen
### Business Services

**MGT-691 PayTrain Mastery** 3.6 CEUs
A continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Topics include payroll concepts, payroll calculations, fringe benefits, payroll reporting and employment taxes, record keeping and payroll practices, payroll accounting, and management and administration. Training materials will be picked up from Kent Hall, Room 226 prior to the start date of class. Note: For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals. For information Contact Bertina Tyler. Workforce Development and Continuing Education, Prince George's Community College, (301) 322-0728. 6 sessions, $750* (includes a $350 lab fee)

**LAW-510 Basic Mediation Training** 4.0 CEUs
This course provides the State required 40-hours of coursework including both lecture and interactive participation in simulated cases, exercises and role plays. Topics will include: The theory, goals, language and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity. 10 sessions, $375* (includes a $275 lab fee)

**LAW-511 Basic Mediation Internship** 1.5 CEUs
This supervised 15-hour internship is required to complete the Mediation Certificate Program and become a practicing mediator in the State of Maryland. It includes working with experienced mediators on live cases at Prince George's County Government, Office Community Relations, and Community Mediation Prince George's County.

**LAW-516 Mediation for Youth**
This course is designed for teenagers, who are sixteen years or older, to earn a Mediation Certificate. Each student will earn 40 or more hours of Service Learning for high school graduation. Students will learn basic mediation skills through lecture, case studies, role-playing, and supervised mediation examples. After successful completion of the classroom program, students will then work with the Prince George's County Office of Community Affairs to complete their 15-hour internship. The cost of the internship will be $75.00, in addition to their classroom program. Age 14-18 years old or students born after January 1, 1997. Students younger than sixteen years of age at the time of registration should register for syn. number 34004; students sixteen years or older, syn. number 34003. 10 sessions, $175* (includes a $125 lab fee)

### Notary Public

**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. Instructor: Elaine Wright and Frederick Harris. 1 session, $45* 

**GEN-339 Advanced Notarial Procedures**
Learn the process and techniques of handling advanced notarial procedures with confidence. Know how to respond to any notarial request presented to you for notarization including, but not limited to, notarizing documents to be sent out of the country (Apostilles), how to respond to the Protest and Medallion Signature requests, and notarizing for challenging signers. Instructor: Elaine Wright. 1 session, $25

**GEN-353 Become an Acknowledgement Jurat Certified Expert**
Understanding the purpose and requirement of notarial certificates weeding will enable Notaries to properly execute acknowledgement, jurat, and official witness-type notarizations. Notaries learn to confidently protect their nation by deterring fraud with the knowledge gained. Prerequisites: GEN-307 and GEN-399 recommended. Instructor: Elaine Wright. 1 session, $25
GEN-345 Marketing Your Notarial Services
Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all notaries, notary signing agents, and licensed Maryland title insurance producers can increase their businesses by using variable techniques to capture their markets. Instructor: Elaine Wright. 1 session, $25

Synd 33329 M 4/11–4/11 6:30–9:30 p.m. Main Campus

Property Management
RES-318 Maintenance and Residential Property Management
This course is designed to prepare students to develop and implement maintenance systems for residential properties. Course topics include: the property manager’s role in maintenance; conducting inspections; developing and scheduling maintenance programs; budgeting for maintenance; staffing and contracting; energy management; customer service; government codes and regulations; and safety and security. This course is known as a BPM-1020 when taken as a credit course. Prerequisite: Introduction to Residential Property Management. Text required. 30 sessions, $940*

Synd 30257 T/Th 1/25–5/12 6:00–7:15 p.m. Main Campus

Government Services
BUS-354 Contract Opportunities in the State and County
This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions and the opportunity to contact contracting officers specializing in procurement. Instructor: Mike Turner. 1 session, $25

Synd 12619 M 3/7–3/7 6:30–9:30 p.m. Main Campus
Synd 12763 M 4/4–4/4 6:30–9:30 p.m. Laurel College Center
Synd 12764 M 5/16–5/16 6:30–9:30 p.m. Laurel College Center

BUS-505 Government Contracting: Methods and Procedures 0.5 CEU
The federal government spends in excess of $425 billion and awards over 100,000 contracts annually using various contracting methods to acquire products, goods, supplies, and services. This course will familiarize students with the methods, guidelines, and procedures used during the federal acquisition process and a step-by-step analysis of frequently used documents. Instructor: James Brandon 1 session, $45*

Synd 12614 S 2/5–2/5 9:00 a.m.–3:00 p.m. Main Campus

BUS-326 Types of Government Contracts
This workshop is a must for those interested in learning more about contract types, how they are used by the federal government, and their advantages, disadvantages, and legal impact on the parties involved. Sample documents will be provided. Instructor: James Brandon 1 session, $25

Synd 12615 S 2/26–2/26 9:00 a.m.–12:00 p.m. Main Campus

BUS-304 Sub-Contracting with the Government
A must for potential subcontractors, topics in this course will include: identifying prime contractors, how to market to early in the acquisition process, and the contractual relationships between the contractor, subcontractor, and the government. Sample documents will be provided. Instructor: James Brandon 1 session, $25

Synd 12768 S 3/26–3/26 9:00 a.m.–12:00 p.m. Main Campus

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, $45*

Synd 12760 W 4/6–4/13 6:30–9:30 p.m. Main Campus

BUS-305 Writing Proposals for Government Contracts
This practical, hands-on workshop will show the small business owner how to plan, organize, and write winning proposals to local, state, and foreign agencies. This workshop is ideal for the first seeking government contracts. Instructor: Dennis Smith 1 session, $25

Synd 33450 W 3/12–3/23 6:30–9:30 p.m. Main Campus

BUS-372 Federal Contracting by Seal Bidding
Learn how the federal government contracts for goods, products and services using Seal Bidding. This workshop will address bid preparation, submission, guidelines, openings, evaluation, and the contract selection process. Sample bid documents will be provided. Instructor: James Brandon 1 session, $25

Synd 12723 S 5/21–5/21 9:00 a.m.–12:00 p.m. Main Campus

BUS-330 The Proposal Evaluation and Selection Process
Gain an in-depth understanding of the federal evaluation process, including the initial proposal review, assignment of proposals to evaluation teams, what evaluators look for, and how the contracting officer uses the evaluation results to select potential contractors. Sample documents will be provided. Instructor: James Brandon 1 session, $25

Synd 12770 S 4/16–4/16 9:00 a.m.–12:00 p.m. Main Campus

BUS-327 Contract Negotiation Techniques
Become familiar with the process used by the government to determine contract awards and how small businesses can best position themselves to gain a competitive edge. Sample documents will be provided. Instructor: James Brandon. 1 session, $25

Synd 12772 S 5/7–5/7 9:00 a.m.–12:00 p.m. Main Campus

Non-Profit Management
BUS-401 Non-Profit Business Basics 0.6 CEU
While for-profit organizations exist to earn and distribute taxable business earnings to share-holders, the nonprofit exists solely to provide programs and services that are of public benefit. Could that be you, you’re not sure what’s involved? Come to this session to discuss start-up requirements and options, funding considerations, management strategies, and sources of information and assistance. Instructor: Kim Rhim. 2 sessions, $50*

Synd 33431 W 2/2–2/16 6:30–9:30 p.m. Main Campus

VOL-313 Writing Grant Proposals 0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization’s capabilities and meet the needs of the funding organization. Instructor: Honore Francois. 12 sessions, $110* (includes a $55 lab fee)

Synd 33431 T/W 5/18–6/22 online BLBD

Small Business and Start-ups
Continuing Education Certificate, Business Owners Success Series (BOSS)
Most business owners and prospective entrepreneurs have a common goal: Success! Nobody ever said that it was going to be easy, and you’re probably finding that to be true. So, how do you achieve and increase success in your business? It’s a building process, and Prince George’s Community College has the resources to help you grow and prosper. With an instructional team of experts in various business subjects, the BOSS Program will help you develop new entrepreneurial skills and strengthen existing ones. A group of core courses in general business skills can be supplemented by a range of elective courses that are not only relevant to today’s business environment, but to your specific business focus. Participants who successfully complete the 42-hour BOSS course of study will be eligible for a Continuing Education Certificate.

For more information about the BOSS program or individual courses, call (301) 322-0797.

• BUS-427 Accounting and Recordkeeping for Small Business (0.6 CEU)
• BUS-414 Legal Issues that Face Business Owners: Your Business and the Law (0.6 CEU)
• BUS-435 Basic Federal Tax Information for Small Business (0.6 CEU)
• BUS-418 Business Plan: Developing the Blueprint for Success (0.6 CEU)
• BUS-411 Financial Aspects of Your Business (0.6 CEU)
• BUS-440 Marketing Strategies for Today and Tomorrow (0.6 CEU)

Plus 6 hours of additional coursework

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. 1-hour lunch break. Instructor: Joel Leifer 1 session, $50*

Synd 12703 S 3/12–3/12 9:00 a.m.–4:00 p.m. Main Campus
Synd 12706 S 4/2–4/2 9:00 a.m.–4:00 p.m. Laurel College Center
Synd 12707 S 5/30–6/30 9:00 a.m.–4:00 p.m. Main Campus

BUS-414 Legal Issues for Business Owners 0.6 CEU
Every business person knows that the advice of a good attorney can be critical to success. This course provides the opportunity to discuss business/legal issues with an attorney who has owned and operated numerous small and large businesses. Topics will include: a business owner’s rights and liability under the law, what to do if sued, how to limit exposure to liability, customer nonpayment issues, operating a business from your house, other issues relevant to participating students. Instructor: Charles J. Kenny. 2 sessions, $50*

Synd 12708 T 2/8–2/15 6:30–9:30 p.m. Laurel College Center
Synd 12727 T 4/26–5/3 6:30–9:30 p.m. Main Campus
BUS-440 Marketing Strategies for Today and Tomorrow  0.6 CEU
This course examines advertising and promotional techniques that can push your business forward. Topics will include: press releases, brochures, newsletters, local magazines, newspapers, radio, direct mail, and telephone yellow pages. Instructor: Robert Gatewood. 1 session, $50*
Syn# 32101 S 3/5–3/5 9:00 a.m.–6:30 p.m. Main Campus
Syn# 32102 S 4/9–4/9 9:00 a.m.–4:00 p.m. Laurel College Center

BUS-411 Financial Aspects of Your Business
Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, what is a factor?, and the difference between conventional loans and SBA loans. Instructor: Archisha Mehan, Vice President, Commercial Banking, Sandy Spring Bank. 2 sessions, $50
Syn# 35980 W 5/14–5/14 6:30–9:30 p.m. Main Campus

BUS-427 Accounting and Recordkeeping for Small Businesses  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, $50*
Syn# 10079 S 1/15–1/15 9:00 a.m.–4:00 p.m. Laurel College Center
Syn# 33600 S 5/14–5/14 9:00 a.m.–4:00 p.m. Main Campus

BUS-435 Basic Federal Tax Information for Small Business  0.6 CEU
This course provides guidelines to new or prospective business owners on their rights and obligations under our nation’s tax system. Topics will include: types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and related reports, and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing CPA that specializes in start-up business. Instructor: Betty Stehman. 1 session, $50*

BUS-509 Make Money with Social Network Marketing
Integrate social network services into your marketing mix. Capitalize on the viral marketing potential of Facebook, Twitter, MySpace, and others. Instructor: Robert Gatewood. 1 session, $25
Syn# 32355 Th 5/5–5/5 6:30–9:30 p.m. Laurel College Center

BUS-491 Media Buzz
So you have a great new business but no one knows about it just yet! This course is designed to show you how to become an “expert” in your field, so that media outlets will want to advertise your business for free! Learn the secret to this successful marketing approach to get local and national exposure for your business without paying thousands to a PR firm. Instructor: Alegra Hassan. 1 session, $25
Syn# 32292 Th 3/13–3/13 6:30–9:30 p.m. Laurel College Center

BUS-311 Successful Business Start-Ups
This workshop will provide hints, information, and guidance on the selection of a product or service and the associated legal and business issues important to understanding before starting a new business. 1 session, $20
Syn# 10077 Th 1/20–1/20 6:30–8:30 p.m. Main Campus

BUS-511 Business Formation Basics
Do you know the difference between a Corporation, a Partnership, and a Limited Liability Company? Learn about the various documents that are required to form each of these business entities. Explore the advantages and disadvantages of each type of business organization. Find out how to properly document business decisions and what forms are needed to accomplish the proper documentation. This course is presented by Betty Stehman, CPA. The presentation will be done in easy to understand English (as little legalese as possible). Instructor: Betty Stehman, C.P.A. 2 sessions, $50*
Syn# 33599 Th 3/24–3/31 6:30–9:30 p.m. Main Campus

BUS-328 Is Entrepreneurship Really for You?
Thinking about starting a business? Have you recently started your own business or getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable assistance to 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, $25
Syn# 33553 W 3/16–3/16 6:30–9:30 p.m. Main Campus
Syn# 33554 W 4/13–4/13 6:30–9:30 p.m. Laurel College Center

BUS-407 Starting a Small Business  1.2 CEUs
Learn from a colleague of the author of Starting a Small Business how to create effective business strategies, how to analyze competition, how to set up books for successful financial management, and much more. You will have ample opportunity to ask questions and to develop worksheets specifically tailored to your own businesses, and you will come away from class with tips, techniques, and an action plan you can start using right away. You will also receive a copy of Starting a Small Business. 2 sessions, $160*
Syn# 14630 S 4/3–5/7 9:00 a.m.–5:00 p.m. Laurel College Center

BUS-550 The Business of Home Staging  0.6 CEU
Learn about the business of home staging! Course will provide students with a high-level overview of the concepts and principles involved in home and how to start a home staging business. Instructor: Nicci Parrish, ASP. 1 session, $150*
Syn# 33556 S 3/19–3/19 9:00 a.m.–4:00 p.m. Main Campus

BUS-375 Separating Your Personal and Business Credit
As a business, you need to establish lines of credit without using your personal credit. In this course, students will learn about the dangers of mixing personal and business credit, how to develop credit reports, the various and most frequently used business structures to establish corporate credit. Before the end of this course, participants will have a strategy to start establishing corporate credit right away. Instructor: Iris Carter. 1 session, $25
Syn# 33296 T 2/22–2/22 6:30–9:30 p.m. Laurel College Center
Syn# 33298 T 3/22–3/22 6:30–9:30 p.m. Laurel College Center

BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
Everything your business develops should remain your exclusive asset, such as company/ product names, logos, slogans, products, and services. Effective protection is a must. Everything your business develops should remain your exclusive asset, such as company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the ramifications of copyright, trademark, and trade secrets laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Saunders, ESQ. 1 session, $25
Syn# 35956 W 4/6–4/6 6:30–9:30 p.m. Laurel College Center
Syn# 35957 M 5/9–5/9 6:30–9:30 p.m. Main Campus

BUS-342 Creating an Interior Decorating Business  0.6 CEU
Do you have a designer interest or do you enjoy decorating for yourself and others? Either way you’ll learn the course with secrets from a professional decorator. She will cover how to develop a business and marketing plan, apply for business licenses and tax ID, resale certificate and access to (trade only) showrooms to purchase home furnishings at the dealer discount. Instructor: Bonnie Peel. 2 sessions, $50*
Syn# 33105 Th 4/7–4/14 6:30–9:30 p.m. Main Campus

BUS-400 Successfully Managing a Beauty Salon
Effective salon management can make or break your business and there are tried and true methods for doing so. Topics will include: employee relations, inventory control, budget management selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis. 1 session, $25
Syn# 32819 M 3/9–3/9 6:30–9:30 p.m. Main Campus

BUS-424 Start Your Own Cleaning Business  0.6 CEU
Learn how to start a janitorial or house cleaning business with minimal start-up money. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, get free or low-cost advertising, minimize, and walk away with a successful business. Instructor: Ron Rhine. 2 sessions, $50*
Syn# 33552 T 4/5–4/12 6:30–9:30 p.m. HYSV

BUS-353 Making Money in Mystery Shopping
Mystery shopping is a fun way to make extra money while providing a valuable customer service. You can actually get paid to do things you love to do—hop in your favorite stores, eat in your favorite restaurants, go to the movies, put gas in your car, do your grocery shopping, stay at luxury hotels and resorts and more! Instructor: Lesha Fields. 1 session, $25
Syn# 33280 W 3/9–3/9 6:30–9:30 p.m. Main Campus

BUS-492 Comedy Is Serious Business
This course will explain the nuts and bolts of stand-up comedy. Find out how to get started on writing, performing and even running your own room. Discuss some of the pitfalls you will potentially encounter and ways to overcome them. Comedy as a business and the financial aspects will be covered. Whether you have never been on the stage or have for a time, you can benefit in your pursuit of the spotlight. Instructor: Irwin Weinstein. 2 sessions, $50*
Syn# 14350 W 3/21–3/30 6:30–9:30 p.m. Main Campus

BUS-355 Start and Operate Your Own Home-Based Business
Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for a business or to enhance the one you already have. 12 sessions, $120* (includes a $60 lab fee)
BUS-530 Three Techniques that Every Salesperson Should Know
Increase your sales by mastering the 3 main ingredients of the selling process feature—benefit selling, handling objections and closing the sale. Instructor: Robert Gatewood 1 session, $25

BUS-487 Protecting Your Profits: Effective Fraud Prevention/Security Measures
According to the Small Business Administration, 60% of all small business failures are the result of employee theft. In addition, the U.S. Chamber of Commerce reports that 75% of employees steal from their employer at least once during their employment. As a business owner, there are steps that you need to take to prevent theft and fraud in your business. During this session you will learn: the basic elements of fraud, key red-flag indicators, effective internal control procedures, and basic security measures. Instructor: Rick Malitz 1 session, $25

Computers & Information Technology

Apple Based Technologies
APP-308 FCP-101: Introduction to Final Cut Pro
This 3-day, hands-on course introduces students to the primary feature set and basic interface of Final Cut Pro. Topics will include: basic editing functions, the user interface, basic setup, adjusting and customizing preferences, capturing video and audio, various editing and trimming techniques, Ripple, Roll, Slip and Slide tools, audio editing and audio creation, finishing and final output. This course covers the requirements necessary to successfully become an Apple Certified Pro, Level One in Final Cut Pro and is an Apple Approved Training course. Level One certification attests to basic operational knowledge of the application. This certification also counts toward the new Final Cut Studio (FCS) Master Pro certification. FCS Master certification recognizes a Certified Pro’s skills with the entire Final Cut Studio product suite. Prerequisites: Basic knowledge of the Macintosh OS and basic knowledge of editing terminology is also recommended. 3 sessions, $1045* (includes a $145 lab fee)

APP-315 FCP-102: Introduction to Final Cut Pro Prime Time
This hands-on course teaches students to perform basic editing functions while becoming familiar with the Final Cut Pro user interface. It is based on the course FCP-101, An Introduction to Final Cut Pro, offered as a single class. This course is divided into eight 3-hour seminars which allows working professionals to take the course outside of normal business hours. In this course, topics begin with basic video editing techniques and work through Final Cut Pro’s powerful advanced features—mark and edit clips, mix sound, add titles, create transitions, apply filters, and more. Topics will include: basic setup; customizing preferences; capturing video and audio; various editing and trimming techniques; Ripple, Roll, Slip, and Slide tools; audio editing and audio creation; finishing and final output. This class is designed for those looking to edit professional-quality video with Final Cut Pro and who prefer hands-on and interactive instruction to best explore its functionality. This course is an Apple Approved Training course. Prerequisites: Knowledge of Mac OS X and basic computer navigation and basic knowledge of editing terminology. 8 sessions, $550* (includes a $150 lab fee)

APP-340 FCP-300: Final Cut Pro 7 Advanced Editing
This course teaches students hard-to-find advanced editing and finishing techniques. Learn how to create polished transitions, fix screen direction errors, edit multi-camera projects, work with nested sequences, create fantastic effects use filters creatively and composite like a pro. This course also covers advanced workflows for managing media and working with film. Text is included. This course is an Apple Approved Training course. 8 sessions, $800* (includes a $150 lab fee)

BUS-438 Starting a Consulting Practice
Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include: skills assessments, pricing policies, contracting, marketing, and more. 12 sessions, $120* (includes a $60 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! 1 session, $25

BUS-342 FCP-300: Final Cut Pro 7 Advanced Editing
This 3-day, hands-on course introduces students to the primary feature set and basic interface of Final Cut Pro. Topics will include: basic editing functions, the user interface, basic setup, adjusting and customizing preferences, capturing video and audio, various editing and trimming techniques, Ripple, Roll, Slip and Slide tools, audio editing and audio creation, finishing and final output. This course covers the requirements necessary to successfully become an Apple Certified Pro, Level One in Final Cut Pro and is an Apple Approved Training course. FCS Master certification recognizes a Certified Pro’s skills with the entire Final Cut Studio product suite. Prerequisites: Basic knowledge of the Macintosh OS and basic knowledge of editing terminology is also recommended. 3 sessions, $1045* (includes a $145 lab fee)

APP-340 DVDSP-101 Introduction: DVD Studio Pro 4
This hands-on course delves into the world of DVD authoring using DVD Studio Pro 4. In this comprehensive course students will learn everything they need to create a professional DVD title. This course guides students through every aspect of DVD authoring, from initial storyboarding to burning and replication. Using compelling media and a real-world production workflow, students will learn how to create amazing MPEG2 video with Compressor as well as create eye-popping motion menus directly in DVD Studio Pro 4. Students will also “author” a DVD by creating buttons, interactive links, slide shows, playlists and even adding alternate audio streams and camera angles. 8 sessions, $800* (includes a $150 lab fee)

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, $143 (includes a $75 lab fee)

Keyboarding

OFFC-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. Text/software is available at the Bookstore (not included in course cost). 6 sessions, $134* (includes a $45 lab fee)

Yes—we have the newly released
Apple Final Cut Pro 7

• Prime Time
• Comprehensive Study
• Advanced Editing

See page 19 for details

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
CONTINUING EDUCATION CERTIFICATE, BASIC COMPUTER SKILLS FOR BUSINESS APPLICATIONS

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

- **Introduction to Personal Computers (or equivalent experience)**
- **MS-Windows**
- **MS-Word**
- **MS-Excel**
- **MS-Access**
- **Additional classes as needed to fulfill the 8 class certificate requirement, selected from among any of the "DPR" classes listed in this Schedule.**

Once a student has completed all of the requirements for either of these programs, he/ she should call (301) 322-0912 for verification and to request a certificate. All WDCE computer students must bring a USB-compatible memory stick or portable drive to each class to store lessons and personal files.

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### COMPUTERS & INFORMATION TECHNOLOGY

#### OFC-385 Keyboarding for Personal Computers

2.0 CEUs

This course consists of a series of student-centered instructional modules using "touch-keyboarding" techniques. Students work independently and also receive in class constructive assistance and help with their questions from the instructor. Open laboratory class time is available to the student in addition to the 15 hours of instructional class keyboarding/laboratory class time. Meets concurrently with the credit class CIS-1250. Text and flash drive required. Text is available in the PGCC bookstore under the CIS-1250 listing. College Keyboarding Lessons 1-20, latest edition, (Glencoe-McGraw-Hill, pub.)

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#### MS-Office Application

**DPR-418 Introduction to Word: Version 2007**

1.2 CEUs

Learn to create, edit, and print a document using basic MS-Word features. Text required: Microsoft Word 2003, Level 1, (Labyrinth, pub.)

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**DPR-512 Advanced Word: Version 2007**

1.2 CEUs

See how to create lines and columns, add graphics, and manipulate text, forms, and styles to enhance the design and layout of your projects. Text required: Microsoft Word 2007, Level 2, (Element K. Press.)

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**DPR-354 Introduction to MS-Word: Level 1**

1.2 CEUs

See how to create and edit, print a document. Become familiar with basic MS-Word features. Prerequisite: Microsoft Windows. 4 sessions, $205* (includes a $80 lab fee)

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**DPR-664 Introduction to Word 2010**

1.2 CEUs

See how to create and modify documents in Word 2010, one of the most the most popular word-processing programs available. Call (301)322-0912 for textbook information. Prerequisite: Introduction to Word 2007. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. 4 sessions, $150* (includes a $40 lab fee)

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**DPR-675 Advanced Word 2010**

1.2 CEUs

Learn advanced features of Microsoft Word. Discover how to work with sections, columns and tables, Explore how to import data and use styles and AutoText. Learn to insert graphics. Textbooks information available at College Bookstore. 4 sessions, $150* (includes a $40 lab fee)

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**DPR-470 Introduction to MS-Excel: Version 2007**

1.2 CEUs

See how to create, modify, print, and format worksheets, use templates, styles and AutoFormats, and find and replace data. Prerequisite: Windows or equivalent PC skills. 6 sessions, $205* (includes a $80 lab fee)

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**DPR-471 Microsoft Excel Level 2: Version 2007**

1.2 CEUs

See how to create 3-dimensional formulas, display multiple workbooks, filter lists using autotoolkit and outline data and how to create charts, import data from other Office applications, create comments and publish worksheets to the Web. Prerequisite: Introduction to Microsoft Excel Level 1 or equivalent experience. 4 sessions, $205* (includes a $80 lab fee)

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**DPR-681 Advanced Excel 2010**

1.8 CEUs

This course is a continuation of Excel 2010. It covers the more advanced features of Excel 2010. 6 sessions, $215* (includes a $55 lab fee)

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**DPR-645 Introduction to MS-Access: Version 2007**

1.8 CEUs

This course introduces the basic features of Microsoft Excel 2010. Learn the basic features of Excel. Create worksheets and enter and edit text, values, formulas and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Textbooks information available at College. 6 sessions, $215* (includes a $55 lab fee)

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**DPR-652 Advanced MS-Access: Version 2007**

1.8 CEUs

Topics covered in this class include: modifying the design and field properties of a table, retrieving data from tables using joins, creating flexible queries to display specified records, allowing for user-determined query criteria, modifying data using queries, and sharing data across different applications. Prerequisites: Use of graphical user interfaces and Introduction to Access or equivalent experience. Text: Microsoft Access 2007, Level 1. (Element K. Press.)

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**DPR-645 Introduction to MS-Access: Version 2007**

1.8 CEUs

This course introduces the basic features of Microsoft Access 2010. Learn the basic features of Access. Create relationships between tables, create forms and reports, add and delete records, create and run queries, design and print forms and reports, and format tables and reports. Prerequisites: Basic PC skills and knowledge of MS-Windows or equivalent experience.

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**DPR-460 Career Track: Word 2007**

2.4 CEUs

This course is for the computer beginner who needs an introduction to basic computer concepts, the Windows operating system, and who wants to specialize in software beneficial for basic word processing. Texts required: (1) Computer Concepts and Windows (Labyrinth, pub.), (2) Windows XP Introduction (Element K. Press.), and (3) Word 2007, Level 1 (Element K. Press.). No prerequisites are required. Bring a USB compatible flash drive to store in-class work on, to all class sessions. 8 sessions, $240* (includes a $55 lab fee)

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**DPR-665 Career Track: MS-Word 2010**

2.4 CEUs

This course is for the computer beginner and shows how to operate a personal computer. It also demonstrates the Windows operating system features and covers how to create and modify documents in Word 2010, one of the most the most popular word-processing programs available. Call (301)322-0912 for textbook information. Prerequisite: None. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. 8 sessions, $240* (includes a $55 lab fee)

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Computers & Information Technology

DPR-679 Introduction to Access 2010  1.8 CEUs
This course introduces the MS-Access 2010 database program. The program enables one to design and create databases that allow for presentation, analysis and sharing of data. It is 6 sessions, 521$* (includes a $55 lab fee)
Syn# 35386 T/Th 4/12–5/5 6:30–9:30 p.m. Main Campus, LAN-208A

DPR-680 Advanced Access 2010  1.8 CEUs
This course is a continuation of Access 2010. It covers the more advanced features of Access 2010. It is 6 sessions, 521$* (includes a $55 lab fee)
Syn# 35387 T/Th 5/10–5/26 6:30–9:30 p.m. Main Campus, LAN-208A

DPR-662 Introduction to PowerPoint 2010  0.6 CEU
This class covers the introductionary functions of the presentation software, MS-PowerPoint. Call (301) 322-0912 for textbook information. Prerequisite: Introduction to Windows. Students should bring a USB compatible flash drive to store in-class work on to all class sessions.
2 sessions, 95$* (includes a $45 lab fee)
Syn# 35385 S 3/5–3/12 9:00 a.m.–12:00 p.m. Main Campus, LAN-208A

DPR-381 Introduction to PowerPoint: Version 2007  0.6 CEU
This introductory hands-on course shows the student how to create, edit, manipulate and save "slides" for use in presentations. Prerequisites: Basic PC knowledge and knowledge of Windows or permission of the instructor. Text: PowerPoint 2007, Level 1, (Element K. Press).
2 sessions, 95$* (includes a $45 lab fee)
Syn# 34993 S 3/12–3/19 9:00 a.m.–12:00 p.m. Main Campus, LAN-208

DPR-355 Help Desk Technology: Part 1  0.6 CEU
This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. No text. Prerequisites: A basic understanding of the personal computer, the network environment and Windows (any version). 2 sessions, 95$* (includes a $45 lab fee)
Syn# 12567 W 2/2–2/9 6:30–9:30 p.m. Laurel College Center

DPR-356 Help Desk Technology: Part 2  0.6 CEU
This is a continuation of Help Desk Technology, Part 1 in which help desk software will be introduced. No text. Prerequisites: A basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). 2 sessions, 95$* (includes a $45 lab fee)
Syn# 12568 W 2/16–2/23 6:30–9:30 p.m. Laurel College Center

DPR-534 Troubleshooting MS-Windows: Version XP  0.9 CEU
In this 9-hour course, the student will review common error messages within MS-Windows products and practice to resolve them. No text required. Prerequisite: Experience with MS-Windows, any version XP or higher. 3 sessions, 120$* (includes a $45 lab fee)
Syn# 32599 S 4/2–4/16 10:00 a.m.–1:00 p.m. Laurel College Center

DPR-539 Troubleshooting MS-Word for Help Desk Technology  1.2 CEUs
In this 12-hour class students will explore typical Windows and MS-Word error messages and see how to resolve them. No text required. Prerequisite: Working knowledge of MS-Windows and MS-Word. 3 sessions, 135$* (includes a $45 lab fee)
Syn# 32590 S 3/5–3/19 9:00 a.m.–1:00 p.m. Laurel College Center

DPR-642 Introduction to Database Design  0.6 CEU
This class covers the logical and comprehensive approaches to defining what your anticipated outcomes/needs are and then how to most effectively attain your information goals by developing considered database parameters. Prerequisite: PC knowledge and MS-Access or permission of the instructor. No text required. Please bring a USB compatible flash drive to every class session. 2 sessions, 75$* (includes a $25 lab fee)
Syn# 32591 M 2/7–2/14 6:30–9:30 p.m. Laurel College Center

DPR-327 Introduction to SQL  2.4 CEUs
For many new or intermediate database developers, it's difficult to know where to start when designing a relational database. It's easy to make the mistake of assuming that the functionality of a database will take shape over time, or the design will fall into place as you build the database. This course covers the steps to effectively plan and design functional, efficient data bases. It will start with an introduction to SQL, and Relational Database Management Systems, the fundamentals of SQL, Concept and Principles, and Creating and Altering RDBMS objects. Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CD and other media. You should have some familiarity with data tables and basic knowledge of how to create queries in Microsoft Access. Text: The SQL Bible by Kreigel and Trukhnov.
4 sessions, 150$* (includes a $40 lab fee)
Syn# 32594 M 3/7–3/28 6:30–9:30 p.m. Laurel College Center

OPS-300 Introduction to Mainframe Z/OS: The Basics
This course provides IT students with the background, knowledge and skills necessary to operate a mainframe system running IBM System z/OS. Topics will include: an overview of mainframe applications in business today including mainframe operations job roles, mainframe interfaces, Job Control Language, mainframe hardware and architecture, middleware, application programming, networking, and security topics. Meets concurrently with credit course CIS-1760. Text required. 15 sessions, 450$* (includes a $50 lab fee)
Syn# 30106 M 1/14–5/16 6:00–9:40 p.m. Main Campus

Database Management

Help Desk Technologies

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

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

Requirements for the Continuing Education Certificate include successful completion of the following courses:
- Two courses in MS-Office Products (any version) such as Word, Excel, PowerPoint, or Access.
- DPR-535 Help Desk Technology: Part 1
- DPR-536 Help Desk Technology: Part 2
- DPR-534 Troubleshooting Windows
- DPR-539 Troubleshooting MS-Word
- DPR-538 Troubleshooting MS-Access

Once a student has completed these requirements, he/she should call (301) 322-0873 for verification and to request a certificate.

Online Program Delivery
Successful completion of any eight of the following online courses to qualify the student for a certificate:
- DPR-496 or DPR-581 Microsoft Publisher
- DPR-498 or DPR-582 Advanced Microsoft Publisher
- DPR-409 Achieving Top Search Engine Positions for Your Web Site
- DPR-310 Introduction to Dreamweaver MX 2004
- DPR-329 Java for the Absolute Beginner
- DPR-464 Introduction to Perl Programming
- DPR-383 Introduction to ASP.NET
- DPR-403 Introduction to Flash Version 8
- DPR-473 Introduction to FrontPage, version 2003
- DPR-485 Creating Web Pages: Part 1
- DPR-445 Alice 2.0 Programming
- DPR-469 Creating Web Pages: Part 2
- DPR-609 Introduction to Dreamweaver 8
- DPR-540 Introduction to PHP and MySQL
- DPR-583 Intermediate PHP and MySQL

Hybrid Program Delivery
Successful completion of following core knowledge and elective courses (totaling eight courses) qualify the student for a certificate:
- DPR-426 Web Design with XHTML: Part 1
- DPR-427 Web Design with XHTML: Part 2
- DPR-428 Web Design with JavaScript: Part 3
- Plus an additional 5 "DPR" Internet-related courses available in an online format

CEUs will be awarded for classes as noted in the listing following. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should call (301) 322-0873 for verification and to request a Continuing Education Certificate.

Web Design/Web Management

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

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

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

Online Program Delivery
Successful completion of any eight of the following online courses to qualify the student for a certificate:
- DPR-426 Web Design with XHTML: Part 1
- DPR-427 Web Design with XHTML: Part 2
- DPR-428 Web Design with JavaScript: Part 3
- Plus an additional 5 "DPR" Internet-related courses available in an online format

CEUs will be awarded for classes as noted in the listing following. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should call (301) 322-0873 for verification and to request a Continuing Education Certificate.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DPR-426 Web Design with XHTML: Part 1  1.2 CEUs
The Internet and World Wide Web (WWW) have changed the way we communicate both in business and in our personal lives. Web authoring is constantly changing to meet new require-
mients by the World Wide Web Consortium (W3C). This introductory hands-on course demon-
strates the fundamentals of HTML based on Xer/xml Hypertext Markup Language (XHTML)
to optimize your Web sites. Topics will include: constructing XHTML Web pages using real life
projects with hyperlinks, digital images, multimedia, other media devices, tips on converting old
HTML pages to meet new XHTML standards, and testing and debugging procedures. Text re-
Prerequisite: DPR-331: Introduction to Windows. 4 sessions, $165* (includes a $45 lab fee)

DPR-427 Web Design with XHTML: Part 2  0.1 CEU
This is the continuation of DPR-426 for Web developers. Topics will include: formatting using
Cascading Style Sheets (CSS); application of font characteristics, colors, borders, styles, list
how to place images and place objects on the page; and page layout using tables to organize
text and images. Text required: New Perspectives on HTML and XHTML, Comprehensive,
by Patrick Carey, latest edition. Prerequisite: DPR-426: Web Design with XHTML, Part 1 or
equivalent. 4 sessions, $165* (includes a $45 lab fee)

Information Security
DPR-702 Computer Security/Security+  4.2 CEUs
This class meets with the credit class CIS-1620. It is designed to give the student a founda-
tion of understanding of various computer security concepts, functions and applications.
The class maps to the CompTIA Security+ exam, although taking the test requires a separate
date and arrangement at a special test site. Topics: general security, communication security,
infrastructure security, basics of cryptography, and operations/organizational security. Upon
completion of the class students should be prepared to take the CompTIA vendor neutral Secu-
ritv+ exam. Successful completion of this exam is generally globally recognized as equivalent
to an entry-level security specialist position. Prerequisite: Any textbook for the required
computers. Meets concurrently with credit course CIS-2690. Prerequisite: Intermediate computer/pc skills with experience in
the DOS, Windows, Unix and Linux, operating systems and familiarity with the A+ operating
system. Prerequisite: CIS-1620: Computer Security/Security+. 4.2 CEUs

Networking Solutions
HTI-300 Small Office Home Office Technology
This class develops skills needed for configuring a small office or home office network envi-
nronment. Students will upgrade computers, configure popular versions of firewall and virus
protection software, use optimization tools available through the operating system and config-
ure both wired and wireless computer networks, sharing not only peripheral devices but also a
common link to the Internet. Students also will be able to configure, secure and troubleshoot
home-level routers and understand server roles for DNS, DHCP and printing. For class dates and
times for this semester please call (301)322-0873.

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

DPR-305 Cisco Networking: Part 1  1.5 CEUs
This is the first of a 4-course sequence leading to Cisco CCNA certification. Topics will in-
clude: TCP, UDP, and IP protocols; Ethernet concepts and operation; network subnetting;
 basic router configuration commands. Meets concurrently with credit course ENT-1940.
15 sessions, $600* (includes a $200 lab fee)

DPR-306 Cisco Networking: Part 2  1.5 CEUs
Continuation of the 4-course sequence leading to Cisco CCNA certification. Covers configu-
ration of RIP, EIGRP, and OSPF routing protocols; configuration of static routes; and design,
configuration, and troubleshooting of VLSM networks. Meets concurrently with credit course
ENT-1950. Prerequisites: DPR-305: Cisco Networking, Part 1. 15 sessions, $600* (includes a
$200 lab fee)

DPR-307 Cisco Networking: Part 3  1.5 CEUs
This is the third of a 4-course sequence leading to Cisco CCNA certification. Topics will in-
clude: design, configuration, and troubleshooting of switched LANs—with virtual local area
networks; trunking and spanning tree— and wireless networks including security and privacy compo-
\[ Note: All Cisco courses provide an additional 20 hours of open lab time available on Satur-
days. See your instructor for the open lab schedule. \]

Computer Hardware & Cabling
DPR-303 Build Your Own Computer
In this class, students will build an IBM-compatible computer under the guidance of the
instructor. Class lecture will focus on the steps involved in building a computer from scratch.
Lab time will include extensive teacher involvement with the student. The student will be
responsible for purchasing the computer components as specified in the parts list and vendor
information provided at the first class. Meets concurrently with credit course ENT-1840.
Prerequisites: DPR-320: Repair and Maintenance of Personal Computers or ENT-1840.
4 sessions, $150* (includes a $25 lab fee)

DPR-304: Repair and Maintenance of Personal Computers  1.2 CEUs
Learn how to differentiate between hardware and software-related problems. Topics will in-
clude: basic safety tips and the care and feeding of the hard disk drive. Text and tool kit
required as specified in first class. Prerequisites: Introductory-level knowledge of MS-DOS or
Windows. 4 sessions, $120* (includes a $25 lab fee)

DPR-396 Computer Service Technician: Part 1  6.0 CEUs
This first course in a two-part series will provide students with a general background in com-
puter system operation and maintenance, including system architecture, diagnostic procedures,
and troubleshooting techniques. Text required at first class. Prerequisite: DPR-396: Computer
Service Technician, Part 1. 20 sessions, $550* (includes a $100 lab fee)

DPR-397 Computer Service Technician: Part 2  6.0 CEUs
This is the second course in the two-part series that builds on the basics of the first course.
Prerequisites: DPR-396: Computer Service Technician, Part 1. 20 sessions, $550* (includes a $100 lab fee)
All students registering for online course(s) must have Internet access, the Internet Explorer e-learning browser, and have an e-mail account. Please see the registration instructions and other important information for online students under Distance Learning.

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

DPR-517 Introduction to the Internet  2.4 CEUs
Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, e-mail, and more. Requirement: PC with Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser.
12 sessions, $120* (includes a $60 lab fee)
Synt 10123 W/F 1/19–3/11 online E2Go
Synt 12780 W/F 2/16–4/8 online E2Go
Synt 12828 W/F 3/16–5/6 online E2Go
Synt 12997 W/F 4/20–6/10 online E2Go

DPR-450 Introduction to Windows XP  2.4 CEUs
See how Windows XP makes it possible to work with text, pictures, audio, video, and more. No test
Requirement: MS-Windows, Version XP; Internet access. 12 sessions, $120* (includes a $60 lab fee)
Synt 10134 W/F 1/19–3/11 online E2Go
Synt 10328 W/F 2/16–4/8 online E2Go
Synt 12829 W/F 3/16–5/6 online E2Go
Synt 12996 W/F 4/20–6/10 online E2Go

DPR-415 Introduction to Windows Vista  2.4 CEUs
Windows Vista is a departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features. Requirements: MS-Windows Vista and Internet access.
12 sessions, $120* (includes a $60 lab fee)
Synt 10119 W/F 1/19–3/11 online E2Go
Synt 33242 W/F 2/16–4/8 online E2Go
Synt 33243 W/F 3/16–5/6 online E2Go
Synt 33246 W/F 4/20–6/10 online E2Go

DPR-451 Computer Skills for the Workplace  2.4 CEUs
See how computers are used in the work place and the technical skills so many employers value. No test. Requirements: Microsoft Windows 95 or newer with any adition of Microsoft Office 2000 or newer (please make sure Microsoft Office is installed and operating before the course begins); Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Note: Mac users are welcome, but please note that the course was written using Microsoft Windows and students must Mac OS X with an edition of Microsoft Office 2004 (Mac) can be supported in the discussion areas. 12 sessions, $120* (includes a $60 lab fee)
Synt 10140 W/F 1/19–3/11 online E2Go
Synt 12989 W/F 2/16–4/8 online E2Go
Synt 12991 W/F 3/16–5/6 online E2Go
Synt #3001 W/F 4/20–6/10 online E2Go

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, how to create and upload photos of the items you are selling, how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship items. If you're a buyer, you'll be shown how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete against other bidders. No text. 12 sessions, $120* (includes a $60 lab fee)
Synt 10163 W/F 1/19–3/11 online E2Go
Synt 12810 W/F 2/16–4/8 online E2Go
Synt 12812 W/F 3/16–5/6 online E2Go
Synt 12997 W/F 4/20–6/10 online E2Go

DPR-321 Introduction to MS-Excel: Version 2007  2.4 CEUs
See how to use the advanced features of the Microsoft Excel version 2007 software. Topics covered include: how to create an index, a list of figures, tables of contents; how to perform desktop publishing, a mail merge, and use macros. Requirements: MS-Office 2007 or MS-Office 2008 (any edition) are all acceptable (software must be installed and fully operational before the course begins); Microsoft Windows XP or Vista; 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). Note: this course is not suitable for Macintosh users. 12 sessions, $120* (includes a $60 lab fee)
Synt 10166 W/F 1/19–3/11 online E2Go
Synt 30104 W/F 2/16–4/8 online E2Go
Synt 30105 W/F 3/16–5/6 online E2Go
Synt 30107 W/F 4/20–6/10 online E2Go

DPR-352 Intermediate MS-Excel: Version 2007  2.4 CEUs
This course covers shortcuts for setting up formatted worksheets efficiently. See how to write powerful formulas, use functions, sort and analyzing data, create custom charts, create 3-dimensional workbooks, build links, and create macros and custom toolbar buttons. Requirements: MS-Windows Vista or XP, or MS-Excel 2007 or MS-Excel Home and Student 2007 or MS-Office 2007 (the Home and Student Edition, Standard Edition, Small Business Edition, or Professional Edition of MS-Office). This course is not suitable for Macintosh users or for users of older versions of MS-Excel. 12 sessions, $120* (includes a $60 lab fee)
Synt 10158 W/F 1/19–3/11 online E2Go
Synt 12970 W/F 2/16–4/8 online E2Go
Synt 12971 W/F 3/16–5/6 online E2Go
Synt 12972 W/F 4/20–6/10 online E2Go

DPR-661 Intermediate MS-Excel: Version 2007  2.4 CEUs
See how to use the advanced features of the Microsoft Excel version 2007 software. Topics covered include: macros, PivotTables and charting. The general emphasis of this class is on increasing productivity as an Excel user. Requirements: MS-Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins, free from www.adobe.com/downloads. This course is not suitable for Mac users or for older versions of the Excel software. 12 sessions, $120* (includes a $60 lab fee)
Synt 10175 W/F 1/19–3/11 online E2Go
Synt 12833 W/F 2/16–4/8 online E2Go
Synt 12834 W/F 3/16–5/6 online E2Go
Synt 12998 W/F 4/20–6/10 online E2Go

DPR-639 Introduction to MS-Access: Version 2007  2.4 CEUs
Learn how Microsoft’s Access database software can help you store, manage, search, analyze and display important business, personal or scientific data. Topics covered include: tables, relationships, data entry forms, queries, mailing labels, and macros. Class not suitable for Mac users. Prerequisite: Basic pc skills and knowledge of Windows. Requirements: Windows Vista or XP, Access 2007 software or MS Office Professional (installed on your pc before the start of the class) and Internet access. 12 sessions, $120* (includes a $60 lab fee)
Synt 10176 W/F 1/19–3/11 online E2Go
Synt 12827 W/F 2/16–4/8 online E2Go
Synt 12828 W/F 3/16–5/6 online E2Go
Synt 12827 W/F 4/20–6/10 online E2Go

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DPR-642 Intermediate MS-Access: Version 2007  2.4 CEUs
See how to expand your Microsoft Access version 2007 skills to build more user-friendly Ac-
cess databases. Requirement: MS-Internet Explorer or Mozilla Firefox Web browser, and the
Adobe Flash and PDF plug-ins, free from www.adobe.com/downloads. This course is not suit-
able for Mac users or for older versions of the Access software. Students must have MS-Access
2007 for this class. 12 sessions, $120* (includes a $60 lab fee)
Syn# 30179 W/F 1/19–3/11 online E2GO
Syn# 30191 W/F 2/16–4/8 online E2GO
Syn# 30201 W/F 3/16–5/6 online E2GO
Syn# 30241 W/F 4/20–6/10 online E2GO

DPR-596 Introduction to MS-Publisher: Version 2007  2.4 CEUs
This is a hands-on, project oriented class for beginners. Students will be shown how to design,
create and publish brochures, newsletters and flyers using Microsoft Publisher 2007. Publish-
ing to the World Wide Web is also covered. Requirements: MS-Publisher 2007 or MS Office
2007. The software must be installed on your computer before the class starts. Requirements:
QuickBooks Software, MS-Windows Vista or XP, access to the Internet with e-mail account and
MS-Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-
ins. The Complete Publisher’s Guide to MS Publisher 2007 is recommended. Note: this course
is not suited for Mac users. 12 sessions, $120* (includes a $60 lab fee)
Syn# 30180 W/F 1/19–3/11 online E2GO
Syn# 32793 W/F 2/16–4/8 online E2GO
Syn# 32794 W/F 3/16–5/6 online E2GO
Syn# 32795 W/F 4/20–6/10 online E2GO

DPR-631 Introduction to Quickbooks 2009  2.4 CEUs
See how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts and statements; track your payables, inventory and receivables; and create estimates and generate reports with QuickBooks Pro 2009 or QuickBooks Premier Edition 2009. The software must be installed on your computer before the class starts. Requirements:
QuickBooks Software, MS-Windows Vista or XP, access to the Internet with e-mail account and
MS-Internet Explorer or Mozilla Foxfire Web browser, and the Adobe Flash and PDF plug-
in. This course is not suited for Macintosh users or users of QuickBooks Online or QuickBooks
Simple Start. No text required. 12 sessions, $120* (includes a $60 lab fee)
Syn# 30181 W/F 1/19–3/11 online E2GO
Syn# 32985 W/F 2/16–4/8 online E2GO
Syn# 32986 W/F 3/16–5/6 online E2GO
Syn# 32999 W/F 4/20–6/10 online E2GO

DPR-492 Introduction to Crystal Reports: Version 10  2.4 CEUs
See how to create and post a own Web site on the Internet in this hands-on, six-week workshop.
First, you will be shown the capabilities of the World Wide Web and the fundamentals of Web
design. Then, see how to plan the content, structure and layout of a Web site, create pages of neatly
formatted text, build links between the pages and to the outside world, and add color, back-
grounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine list-
ings, and no-cost or low-cost Web marketing strategies. 12 sessions, $120* (includes a $60 lab fee)
Syn# 30218 W/F 1/19–3/11 online E2GO

DPR-461 Introduction to Oracle  2.4 CEUs
See how to use the Oracle database management system to plan, organize, and manage your data.
Requirements: Oracle Version 7, 8, or 9. Prerequisite: Introduction to Database Design or equiva-
 lent experience. 12 sessions, $120* (includes a $60 lab fee)
Syn# 30023 W/F 1/19–3/11 online E2GO
Syn# 33103 W/F 2/16–4/8 online E2GO
Syn# 33104 W/F 3/16–5/6 online E2GO
Syn# 33105 W/F 4/20–6/10 online E2GO

DPR-434 Intermediate Oracle  2.4 CEUs
Gain hands-on experience with Oracle’s PL/SQL programming language, with assistance from an
IT veteran. PL/SQL is Oracle’s procedural language extension to Structured Query Language
(SQL). This course will show you the skills you need to write flexible programs using the lan-
guage. You’ll be shown the building blocks and core features of PL/SQL, and how to begin build-
ing fully functional PL/SQL programs with procedures, packages, debugging routines, database
structures, triggers, and cursor processing. Requirement: Oracle Version 7, 8, or 9. Prerequisite:
Intermediate Oracle or equivalent experience. 12 sessions, $120* (includes a $60 lab fee)
Syn# 30204 W/F 1/19–3/11 online E2GO
Syn# 33106 W/F 2/16–4/8 online E2GO
Syn# 33107 W/F 3/16–5/6 online E2GO
Syn# 33107 W/F 4/20–6/10 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. See how to cre-
ate programs for MS-Windows using Borland C++ Builder, and Object-Oriented tech-
niques. See how to create windows and forms, and how to program in a step-by-step manner.
Requirement: Borland C++ Builder, standard edition or 5.0 is preferred. Internet access and basic
PC knowledge. 12 sessions, $120* (includes a $60 lab fee)
Syn# 3025 W/F 1/19–3/11 online E2GO
Syn# 32800 W/F 2/16–4/8 online E2GO
Syn# 32801 W/F 3/16–5/6 online E2GO
Syn# 32802 W/F 4/20–6/10 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: MS-Visual C#.Net
Standard 2003, Internet access and basic PC knowledge. 12 sessions, $120* (includes a $60 lab fee)
Syn# 3026 W/F 1/19–3/11 online E2GO
Syn# 32723 W/F 2/16–4/8 online E2GO
Syn# 32725 W/F 3/16–5/6 online E2GO
Syn# 32726 W/F 4/20–6/10 online E2GO

DPR-585 Introduction to Python: Version 2.5  2.4 CEUs
See the fundamentals of computer programming in Python to create basic programming struc-
tures like decisions and loops. Topics such as object-oriented programming with classes and
exceptions, and later unique Python data structures such as tuples and dictionaries are also
covered as well as Python programs with graphical elements that range from simple circles and
squares to graphical user interface objects like buttons and labels. From writing simple scripts
to full programs, or graphical user interfaces in Python, this course covers it all. Requirements:
Python 2.5 and the IDLE development environment. Both are available as free downloads for
Windows, Linux, or Macintosh operating systems at www.python.org. Basic Windows, Linux or
Macintosh operating system knowledge. No text. 12 sessions, $120* (includes a $60 lab fee)
Syn# 30207 W/F 1/19–3/11 online E2GO
Syn# 33108 W/F 2/16–4/8 online E2GO
Syn# 33110 W/F 3/16–5/6 online E2GO
Syn# 33112 W/F 4/20–6/10 online E2GO

DPR-485 Creating Web Pages  2.4 CEUs
See how to create and post a own Web site on the Internet in this hands-on, six-week workshop.
First, you will be shown the capabilities of the World Wide Web and the fundamentals of Web
design. Then, see how to plan the content, structure and layout of a Web site, create pages of neatly
formatted text, build links between the pages and to the outside world, and add color, back-
grounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine list-
ings, and no-cost or low-cost Web marketing strategies. 12 sessions, $120* (includes a $60 lab fee)
Syn# 30208 W/F 1/19–3/11 online E2GO
DPR-409 Achieving Top Search Engine Positions  2.4 CEUs

An estimated 140 million people use search engines to find products and services every day. One important thing one can do to increase its Web site’s traffic is to increase engine ranking. Prerequisite: Experience creating or editing Web pages with HTML or HTML editing software such as FrontPage or PageMill.

12 sessions, $120* (includes a $60 lab fee)

DPR-609 Dreamweaver: Version 8  2.4 CEUs

This class covers the basics of document creation and how to insert formal text, images, hyperlinks, tables, multimedia files, and others of Web page content. Requirements: Adobe/Macromedia Dreamweaver 8 or Adobe Macromedia Studio 8. Prerequisite: Intermediate level of overall computer experience and the ability to install programs and work with files.

12 sessions, $120* (includes a $60 lab fee)

DPR-659 Introduction to Flash CS4  2.4 CEUs

This class covers the basics of developing Flash movies, such as getting around in the Flash workspace, creating text and graphics, and animating objects on the Flash movie stage. Other topics include: making interactive buttons with ActionScript 3.0, Flash’s powerful programming language, using sound and digital video in Flash movies, creating and animating 3-D objects, syncing sounds with animations, inserting special effects, and publishing Flash movies to the Internet. Requirements: Adobe Flash Pro CS4 Windows or Adobe Flash Pro Mac, Adobe Flash Pro CS4 Windows Upgrade or Adobe Flash Pro Mac Upgrade, or any Adobe Creative Suite bundle containing Adobe Flash CS4 are all acceptable (software must be installed and fully operational before the course begins); Microsoft Windows XP, Vista or Windows 7 or Mac OS X 10.4, Mac OS 10.5 or Mac OS 10.6; Internet access, e-mail, the Microsoft Internet Explorer, Apple Safari 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). Prerequisites: Basic PC knowledge and software installation skills. 12 sessions, $120* (includes a $60 lab fee)

DPR-329 Java for the Beginner

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. Requirements: Microsoft Windows 98 or better, or Macintosh OS X or better, or Linux; Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). You will also need a working copy of the most recent versions of the Java Development Kit (JDK) and BlueJ (free downloads). Download and installation instructions are available in Lesson 4. 12 sessions, $120* (includes a $60 lab fee)

DPR-651 Intermediate Java Programming  2.4 CEUs

Build upon skills introduced in Introduction to Java Programming and see how to: read and write data files, organize information with multiple classes in Java’s class hierarchy, and create GUI applications using tools like windows, menus, buttons, text boxes, check boxes, scrolling, and more. Requirements: Completion of Introduction to Java Programming (or equivalent experience); Java SE (Standard Edition) Development Kit (JDK) Version 5 or later, from Sun Microsystems (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, Mac OS X, or Linux/Unix 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, $120* (includes a $60 lab fee)

DPR-540 Introduction to PHP and MySQL  2.4 CEUs

See how to create an interactive Web site, 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 Web sites that automatically change as your data changes. You will be introduced to how to use the popular MySQL database server with PHP to store and retrieve data over the Web. Requirements: A PHP and MySQL development environment. During the first lesson in the course, you will be walked through the process of installing WAMP5 software, with a free PHP and MySQL development environment. You can download WAMP5 for free from http://www.wampserver.com/en/; Windows NT, Windows 2000, Windows XP, Windows Vista (WAMP5 does not support either Windows 98 or Windows Me). Macintosh users will not be able to use the WAMP5 software and must provide their own PHP and MySQL development environment. Prerequisite: Prior HTML coding experience is helpful, but not required. 12 sessions, $120* (includes a $60 lab fee)

DPR-583 Intermediate PHP and MySQL  2.4 CEUs

See how to create an interactive online store complete with an online catalog of products, allow customers to browse the catalog to select items, place them in a shopping cart, and complete an order. See how to use the MySQL database server to store product information (including images) and track customer orders. See how to use the PHP programming language to display product images in an online store, allow customers to shop online using a shopping cart in their browser, and provide an administrative section to manage the store. Requirements: A PHP and MySQL development environment (the first lesson in the course walks through installing the Wampserver software, which provides a full PHP and MySQL development environment in one package. You download Wampserver for free from http://www.wampserver.com/en/; Windows NT, Windows 2000, Windows Vista (Wampserver does not support either Windows 98 or Windows Me); Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). Macintosh users can’t use the Wampserver software and must provide their own PHP and MySQL development environment. Prior HTML coding experience is helpful, but not required. 12 sessions, $120* (includes a $60 lab fee)

DPR-383 Introduction to ASP.NET  2.4 CEUs

Learn how to create exciting, interactive, and professional Web sites with ASP.NET. In this hands-on course, you’ll begin by adding the power of interactive controls to your Web pages, and you’ll discover how you can use style sheets to give every Web page you create the same clean and consistent look and feel. You’ll find out how to connect to a database and put the information it contains on public display. Then, you’ll develop a true community-based Web site that allows users to register, log in, create and update profiles, and post messages to a forum. You’ll also explore the issue of Web security, and learn some simple things you can do to secure your site against some common attacks. Requirements: Microsoft .NET Framework version 2.0 and MySQL development environment. Requirements: Prior HTML coding experience is helpful, but not required. 12 sessions, $120* (includes a $60 lab fee)

DPR-464 Introduction to Perl Programming  2.4 CEUs

This course covers program Web development or system administration. Prerequisites: Prior programming experience. Requirements: Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader), a computer on which you can run the course software—the Perl interpreter and the Apache Web Server. The course itself supplies all necessary software for Windows. The software is also available for free) for many other systems, including Mac OS X and Linux, although you’ll need to download, install and configure it yourself if you are running one of those systems. 12 sessions, $120* (includes a $60 lab fee)

Sup# 33081 W/F 4/20–6/10 online $E20

Sup# 33247 W/F 4/20–6/10 online $E20

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

#### 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. Course instructors, working members of the industry, have been carefully selected according to their particular fields of expertise.

The curriculum consists of five required core courses and two additional courses to enhance the student’s background. To meet program requirements and quality for the certificate, the core courses must be successfully completed. 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. Students may call (301) 341-3075 for additional information.

**Math Requirements**

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

**CST-300 Construction Information Exchange**

Register now to attend the free Construction Management Education Information Exchange. We’ve planned an informal meeting to discuss the challenges and opportunities of construction careers and your role in industry. There is no charge for the event. Call (301) 341-3075 for further information.

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#### Building Maintenance Engineer

**Continuing Education Certificate, Building Maintenance Engineer**

General maintenance and repair workers are employed in almost every industry, in businesses, schools, hospitals, nursing homes, 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**
- **OCU-402 Building Maintenance Engineer: Level 2**

Training is provided at the Skilled Trades Center, 6400 Old Branch Avenue, Camp Springs, MD 20748. For more information, or to request your certificate, please call the center at (301) 322-0894.

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**DPR-445 Introduction to Alice Programming: Version 2.0**

See how to write three-dimensional animation and game programs. Object oriented programming principles are also covered, such as, decisions, loops, methods, and arrays. Also shown are more advanced programming concepts like event-driven programming and how to apply these concepts to other programming languages, such as, Java, C++, C, or Visual Basic. Requirements: Alice v2.0. Alice is a free download at www.alice.org, these are Alice 2.0 versions for Microsoft Windows (ME, NT, 2000, XP, and Vista). Additionally, there are Alice 2.0 releases for Mac OS X and Linux; Internet access, email, 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, $120* (includes a $60 lab fee)

**DPR-640 Introduction to Ruby Programming**

See how to create an interactive Web blog that allows visitors to register and post articles and comments. See how the popular Ruby on Rails framework environment creates much of the code, and how to use the Ruby programming language to modify the code to customize a Web site. In the class, the blog the student is shown how to create, will also use the MySQL database server to store the blog data that appears on the site and students can work with providing a search feature to allow the Web site visitors to easily search past blog entries. Requirements: Prior HTML coding experience is helpful but not required. A Ruby on Rails software development environment is required for this class. The first lesson walks the student through the installation process of the InstantRails software package which fills the software requirements for this class: Ruby on Rails development environment, Apache Web server and MySQL database server for the Windows platform. InstantRails can be downloaded from www.instantrails.org. You must have Windows NT, 2000, XP or Vista for the download to operate. Other versions of Windows will not work for this class. The course software is also available in a Macintosh platform format. Use the default Ruby environment included on MAC OS X 10.4 (Tiger) or 10.5 (Leopard). Consult the Apple Web site for further instructions on how to update this software to the most current Ruby on Rails version available. Also needed for all students: MS-Internet or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins, free from www.adobe.com/downloads. 12 sessions, $120* (includes a $60 lab fee)

**CST-335 Construction Management 1**

This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Text required at first class. 14 sessions, $380*

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**CST-345 Construction Blueprint Reading**

Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. Text required at first class. 14 sessions, $380*

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**CST-346 Build Your Own House**

This course offers an overview of the process of building your own house, from concept through design, finance and construction, to turnover. Its purpose is to help the owner maintain control throughout the process by clearly understanding each step and his/her own role. Topics include: how to choose a builder or whether you should be your own general contractor. 14 sessions, $380*

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**CST-354 Construction Planning and Scheduling**

Using computers, this course will provide a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. Uses Microsoft Project 2000 with special emphasis on the planning process. Text required at first class. Instructor: David Furman. 14 sessions, $380*

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**CST-339 Construction Quality Control**

This course offers a general overview of the contractor’s quality control (QC) as it pertains to each trade on the job. Includes documentation, support, and the interaction between construction and QC. Text required. 14 sessions, $380*

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**CST-389 Start Your Own Construction Company**

This class addresses the considerations, steps and decisions required to start a construction company. Some of the main topics are defining a clear company goal, developing a business plan, comparing resources available (time, talent and financial) with requirements, identifying potential customers and what they want. 14 sessions, $380*

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**CST-391 Construction Math**

This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. 14 sessions, $380*

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**CST-415 Mechanical and Electrical Systems in Construction**

An overview of the systems in a commercial building, plumbing, HVAC, sprinkler, elevators, electrical (power, fire alarm, communications and security), and their controls. Explains each system and, more importantly, how they interconnect and interface with each other. The emphasis is on function and understanding more than nuts and bolts. 14 sessions, $380*

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**Construction & Skilled Trades**

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W.W. Grainger Building Maintenance Engineer Scholarship

W.W. Grainger, Inc., the leading broad line supplier of facilities maintenance products serving businesses and institutions in North America, will provide full tuition support for selected, qualified students enrolled in the college’s building maintenance engineer program. Students must be enrolled in both Level 1 and Level 2. Scholarships are based on the financial need of the student and their career objectives. Students will be able to apply using a simple application process consistent with other scholarships provided by PGCC. For more information, criteria, and application deadlines, contact the Financial Aid Office at 301-322-0822.

OCU-404 Building Maintenance Engineer: Level 1  4.5 CEUs
This course covers the basic knowledge needed for entry-level positions in building maintenance. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools, general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and conveyors and fan coils. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $450*

OCU-402 Building Maintenance Engineer: Level 2  4.5 CEUs
This course provides the hands-on training to coincide with the knowledge training provided in OCU-404. Topics will include safety and preventive maintenance procedures; math, hand and power tools, general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and conveyors and fan coils. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Prerequisite: OCU-401. Instructor: Ellis Housden. 15 sessions, $450*

Residential Maintenance

OCU-329 Electrical Repair: Basic Skills  1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include: safety, replacing switches and light fixtures, troubleshooting, electrical tool usage, wire connections and diagrams. Text required at first class. 4 sessions, $120*

OCU-330 Plumbing Repair: Basic Skills  1.2 CEUs
This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Text required. Instructor: Janaina Rocha. 4 sessions, $120*

OCU-345 Drywall: Installation and Repair  1.5 CEUs
This hands-on course introduces basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Text required. Instructor: Janaina Rocha. 5 sessions, $150*

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 tiles. Topics include: Safety, site preparation; application of thin-set, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Instructor: Janaina Rocha. 4 sessions, $120*

Carpentry

CRP-301 Introduction to Carpentry: Part 1  4.8 CEUs
This is the first level of the National Center for Construction Education and Research (NCCER) curriculum for carpentry students. Topics will include: an orientation to the trade; basic safety, building materials, fasteners and adhesives, hand and power tool usage; and blueprint reading. Text, basic tools, and calculator required. Prerequisite: OCU410. Note: Due to scheduling, required Core: Introductory Craft Skills may be completed concurrently. Instructor: Tony Dingle. 16 sessions, $565* (Includes a $80 lab fee)

Computer Aided Drafting (AutoCAD)

CST-312 Customizing AutoCAD  6.3 CEUs
Customizing and maximizing AutoCAD via macros, scripts, and slides. Students will create their own menus, icons and dialog boxes. Introduction to AutoLISP. Meets concurrently with ENTR-2660 credit course. Prerequisites: CST-394: Introduction to Computer-Aided Drafting (Using AutoCad). 30 sessions, $420*

CST-304 Introduction to Computer-Aided Drafting with AutoCAD  6.3 CEUs
This course covers the basic concepts of computer-aided drafting using AutoCAD Release 2011 to produce basic engineering drawings. Meets concurrently with credit course ENTR-1600. Text required. 30 sessions, $450*

Core Skills

OCU-410 Core: Introductory Craft Skills  7.3 CEUs
This course is required for all National Center for Construction Education and Research (NCCER) level one carpentry, electrical, HVAC, masonry and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Textbook and calculator required. 10 sessions, $725*

Electrical & Residential Wiring

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

• OCU-410 Core: Introductory Craft Skills
• ELC-301 Electrical: Level 1
• ELC-308 Electricity: Residential Wiring 1, Part 1
• ELC-311 Electricity: Residential Wiring 1, Part 2
• ELC-312 Electrical: Level 2

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. Text, calculator and a copy of the latest edition of the National Electric Code (NEC) is required. To receive NCCER credit for completion of previous basic electricity courses, students must request and pass Electrical Theory 1 and 2. Prerequisite: OCU-410. Note: Due to scheduling, required Core: Introductory Craft Skills course OCU-410 for level one students may be completed concurrently with ELC-301, or ELC-308. 7 sessions, $265*

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  2.7 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCEER) Level 1 electrical curriculum to prepare students to wire a residence according to the National Electrical Code (NEC), device boxes, and hand bending. Textbook and calculator required. Prerequisite: ELC-301 and OCU-410 or concurrent enrollment. Note: Due to scheduling, the required: Craft Skills for level 1, students may be completed concurrently with ELC-301 or ELC-308. 9 sessions, $325* (includes a $50 lab fee)
Syn# 33573 T/Th 2/15–3/15 6:00–9:00 p.m. WTC

ELC-311 Residential Wiring: Level 1, Part 2  2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCEER) Level 1 residential wiring curriculum for electrical students. Topics will include: basic electrical construction drawings, residential electric services, and electrical test equipment. Textbook required. Prerequisite: ELC-308 and OCU-410. 9 sessions, $325* (includes a $50 lab fee)
Syn# 33574 T/Th 3/29–5/5 6:00–9:00 p.m. WTC

ELC-312 Electrical: Level 2  5.8 CEUs
This is the first course in the National Center for Construction Education and Research (NCCEER) Level 2 electrical curriculum. Topics will include: alternating current, ground- ing and bonding, circuit breakers and fuses, and electric lighting. Hands-on lab included. Textbook and calculator required. Prerequisite: OCU-410. Core: Introductory Craft Skills and ELC-311: Residential Wiring, Level 1, Part 2. 18 sessions, $635* (includes a $50 lab fee)
Syn# 33575 W 1/19–5/25 5:45–9:00 p.m. WTC

CST-376 National Electrical Code: Journeyman Preparation  4.2 CEUs
This course prepares students for the journeyman electrician examination. Prerequisite: Basic knowledge of the National Electrical Code and trade experience. Text required and 2008 National Electrical Code. 13 sessions, $420*
Syn# 33576 W 2/9–5/11 6:00–9:15 p.m. Main Campus

CST-380 NEC Update  1.1 CEUs
This course provides master and journeyman electricians with a review of significant areas of the National Electrical Code (NEC). 2008. This course is not limited master specific, but qualifies for 10 hours of continuing education for Prince George’s County, Anne Arundel county, and the State of Virginia. Text required: 2008 NEC Code Book and 2008 NEC Analysis of Changes. Saturday class, bring bag lunch. Instructor: Robert Welborne. 2 sessions, $220*
Syn# 33577 M 1/21–1/21 5:30–9:00 p.m. Main Campus
Syn# 33586 S 1/22–2/22 9:00 a.m.–5:30 p.m. Main Campus
Syn# 33587 F 1/30–2/14 9:00 a.m.–5:30 p.m. Main Campus

CST-393 High Reliability Soldering and Fabrication  3.6 CEUs
This course includes both a survey of and hands-on application of NASA standards in hand- soldering, cable assembly and fabrication, automated wave-soldering, surface mount technology, and fiber-optic cable connection. Meets concurrently with credit course ENT-2200. Prerequisite: ENT-1710, waived for noncredit students. 9 sessions, $305*
Syn# 32030 S 2/24–4/9 9:00 a.m.–1:15 p.m. Main Campus

Environmental

WEA-300 Weatherization Tactics
This course is designed to enable the student to prepare for entry-level employment in the green economy as part of a weatherization crew. Topics will include: installing weatherization measures such as insulation, caulking, and heater blankets; basic knowledge of building science, weatherization materials, and ventilation rates; and the ability to calculate area and volume. Safety procedures for both workers and residents will be stressed. This course is also strongly recommended for weatherization crew chiefs. Successful completion of both tests and hands-on practice will receive a certificate. 5 sessions, $1395* (includes a $140 lab fee)
Syn# 34587 M/W/T/Th/F 4/11–4/15 8:30 a.m.–4:30 p.m. Main Campus

WEA-301 Home Energy Analysis
This course is designed for individuals preparing to become energy analyst technicians or other building performance workers in the green economy. Topics will include: energy analysis/audit for single family homes; building science, safety and calculations of space and volume; and use of related measuring and/or diagnostic equipment. Customer relations, including the ability to explain technical terms in layman’s terms, will be emphasized. Prior experience in construction recommended. Successful students will be eligible to sit for exams from the Building Performance Institute (BPI). 5 sessions, $1195* (includes a $140 lab fee)
Syn# 34587 M/W/T/Th/F 4/11–4/15 8:30 a.m.–4:30 p.m. Main Campus

Green Training

Online Green Courses Now Available!
Want to “green” your career, but don’t have a schedule that works with a typical class? Been searching for that niche green class you can’t seem to find anywhere? Well, PGCC now offers a large selection of online green courses through our partner, ProTrain. Courses are listed below. To read full descriptions and begin the registration process for any of the courses below, please go to our Web site: http://www.theknowledgebase.org/pgcc and click on “Programs and Courses.”

Green / Renewable Energy
Alternative Energy Operations
Certified Green Designer
Certified Green Specialist
Certified Indoor Environmentalist (CIE)
Certified Microbial Investigator (CMI)
Certified Sustainability Officer
Certified Sustainability Professional Certificate
CSW / Green Business Practices
Energy Auditing Software Training
Energy-Efficient Design for Architects
Fundamentals of Mold Inspection
Fundamentals of Sustainable Buildings
Green Building for Contractors Level 1
Green Building for Contractors Level 2
Green Building for Health Care Professionals
Green Building for Insurance Professionals
Green Building for Mortgage Professionals
Green Building for Real Estate Professionals
Green Building Sales Professional
Green Building Technical Professional
Green Certified Government Leader
Green Certified Home Inspector
Green Cleaning Technician
Green Germ Control Specialist
Green Landscaping
Green Supply Chain Professional (GSCP)
Green Sustainability—Carbon Strategies
Green Sustainability—Green Purchasing Fundamentals
Green Sustainability—Sustainability 101
Home Energy Analyst (HERS)
Indoor Air Quality—Fundamentals of Standard 62.1
Intro to Building Energy Efficiency
LEED AP Building Design + Construction (BD+C)
LEED AP Operations + Maintenance (O+M)
LEED Green Associate—Course
Senior Certified Sustainability Professional Certificate
Solar—Fundamentals of Solar Hot Water Heating
Solar Photovoltaic System Design & Installation
Sustainability Planning Specialist
Waste Management Coordinator
Weatherization Energy Auditor (BPI)
Weatherization – Shell Technician/Installer
Wind Energy Technology

Industrial & Skilled Trades
Composting Operations
Household Hazardous Waste
Landfill Operations
Wastewater Analysis
Wastewater Collection Systems
Wastewater Treatment—Industrial
Wastewater Treatment
Wastewater Treatment 2
Water—Permits and Administration
Water—Pumps, Maintenance & Safety
Water Analysis
Water Distribution Systems
Water Treatment 1
Water Treatment 2
If you have any questions about online green training at PGCC, please call the Online Green Coordinator, Helen McClure at (301) 322-0870 or email her at hmclure@pgcc.edu.
GRN-315 Green Jobs in the New Economy 1.8 CEUs
This course covers a broad overview of the green jobs market in Prince George’s County specifically, and the DC region in general. Types of jobs are discussed, as well as how to market oneself to a particular green career path, and how to break into green careers. The culminating project is a “greening” of your resume to ready you to search for a green job. Instructor: Ellen McBarnette. 6 sessions, $150
Syn# 33561 T/Th 2/1–3/3 6:00–8:00 p.m. Main Campus
S 2/5–3/5 9:30–11:30 a.m. Main Campus

GRN-317 Going Green At Home
Step into a green lifestyle! In this course, you’ll discover simple, cost-effective ways to make your home green and keep your community healthy. From shopping and cooking to decorating and cleaning, you’ll find hundreds of eco-friendly ideas you can put to work instantly. 12 sessions, $120* (includes a $60 lab fee)
Syn# 32442 W/F 1/19–3/11 online EGE
Syn# 32444 W/F 2/16–4/8 online EGE
Syn# 32447 W/F 3/16–5/6 online EGE
Syn# 32448 W/F 4/20–6/10 online EGE

GRN-318 Growing Your Small Business in the Green Economy 0.5 CEU
Energy efficiency, energy savings, and green practices are terms increasingly used in relation to business practice. This course provides hands on tools for businesses to realize the cost-savings opportunities in going green, the marketing opportunities for attracting new customers, and information on available tax credits and incentives for small businesses to go green and become more energy efficient. Exploring and implementing a greener workplace can facilitate a more engaged staff, save money, and provide a great marketing message to retain existing customers and attract new ones. This training will explore specific sub-topics that can create green cost-savings in business operations, provide tax incentives, and develop more effective marketing strategies. 3 sessions, $550*
Syn# 33437 T 2/8–2/22 6:00–7:30 p.m. Main Campus

GRN-319 Green Building and Grounds Management for Houses of Worship 1.5 CEUs
This course is designed both for people who currently work in or aspire to work in house of worship management and/or maintenance and for people who plan to become eco-consultants for green houses of worship. Participants will learn how to both save their congregations money and protect nature’s bounty by reducing energy costs, shrinking their house of worship’s carbon footprint, and using water and land more effectively. Instructor: Ellen McBarnette. 6 sessions, $150*
Syn# 33410 T/Th 2/8–2/22 2:00–5:00 p.m. Main Campus

GRN-334 HVAC/R, Level 2: Part 1
This course is designed to review the requirements of the Environmental Protection Agency (EPA) under section 608 of the Clear 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, II and III (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Textbook required. Note: Students must request a NATE Testing package at least 30 days prior to the scheduled testing date by sending an email to Testing@ntex.org. Candidates may be used during testing (cell phones, PDAs, Blackberrys etc. are prohibited). Candidates must request a NATE Testing package at least 30 days prior to the scheduled testing date by calling (301)322-0894. 1 session, $385 (includes a $220 lab fee)
Syn# 33602 Th 3/24–3/24 12:00–4:00 p.m. WTC
HVC-340 CFC Preparation and Certification
This course is designed to review the steps you would take to “green” your store are also excellent money-saving and even money-making opportunities. This course will propel you to the forefront of green retail knowledge. Instructor: Ellen McBarnette. 5 sessions, $550*
Syn# 33479 W 2/2–2/2 6:00–8:30 p.m. Main Campus
Syn# 33480 T 2/8–3/11 6:00–8:30 p.m. Main Campus

GRN-340 Greening Your Restaurant 1.8 CEUs
This course is designed to review the requirements of the Environmental Protection Agency (EPA) under section 608 of the Clear 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, II and III (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Textbook required. Note: Students must request a NATE Testing package at least 30 days prior to the scheduled testing date by sending an email to Testing@ntex.org. Candidates may be used during testing (cell phones, PDAs, Blackberrys etc. are prohibited). Candidates must request a NATE Testing package at least 30 days prior to the scheduled testing date by calling (301)322-0894. 1 session, $385 (includes a $220 lab fee)
Syn# 33602 Th 3/24–3/24 12:00–4:00 p.m. WTC
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 Clear 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, II and III (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Textbook required. Note: Students must request a NATE Testing package at least 30 days prior to the scheduled testing date by sending an email to Testing@ntex.org. Candidates may be used during testing (cell phones, PDAs, Blackberrys etc. are prohibited). Candidates must request a NATE Testing package at least 30 days prior to the scheduled testing date by calling (301)322-0894. 1 session, $385 (includes a $220 lab fee)
Syn# 33602 Th 3/24–3/24 12:00–4:00 p.m. WTC
Construction & Skilled Trades

HVC-331 HVAC/R Level 1: Part 2 5.2 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level one curriculum for HVAC/R students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Textbook required. Prerequisites: HVC-300 and OCU-410. 25 sessions, $760*
Syn# 33611 T/Th 3/29–6/8 6:00–9:15 p.m. STC

HVC-336 HVAC/R Level 2: Part 3 5.3 CEUs
This course is third in our series of four courses in the NCCER level two curriculum for HVAC/R students. Topics include: troubleshooting gas heating, troubleshooting cooling equipment, and heat pumps. Textbook required. Prerequisite: HVC-335. Instructor: Robert Young. 15 sessions, $525*
Syn# 33622 M/W 1/24–3/6 5:45–9:15 p.m. STC

HVC-342 HVAC/R Level 2: Part 4 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 curriculum for HVAC/R students. Topics include: Basic installation and maintenance practices, sheet metal, fiberglass, and flexible duct systems. Textbook required. Prerequisite: HVC-336 Level 2, Part 3. Instructor: Trevelyan Dedier. 9 sessions, $575*
Syn# 33641 F 1/28–3/25 6:00–9:00 p.m. STC

HVC-350 Air Conditioning and Refrigeration 6.0 CEUs
This course helps to prepare students for CFC certification. It focuses on the basics of air conditioning and refrigeration including theory, test equipment, types of refrigerants, charging, refrigeration controls, recovery and recycling, compressors and metering devices, vacuum pumps and troubleshooting. Certificate awarded upon successful completion. Textbook: Required Refrigeration and Air Conditioning. Text and tools required. Prerequisite: KEY-300 or concurrent enrollment. Note: Due to scheduling, required Core: OCU-410 and OCU-413, or concurrent enrollment. Note: Due to scheduling, required Core: OCU-410 and OCU-413, or concurrent enrollment. Register now! We've planned an informal meeting to discuss the challenges and opportunities of Locksmithing careers and your role in the industry. No tuition or registration fee. 1 session
Syn# 33595 W 1/19–1/19 6:00–8:00 p.m. Main Campus, Cont-110

KEY-300 Locksmithing 101 4.9 CEUs
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include: a review of key blanks, Kwisket, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, auto lock, lock functions and finishes. Textbook required. Prerequisite: KEY-399. 14 sessions, $528* (includes a $40 lab fee)
Syn# 33423 M/W 1/24–3/4 5:30–9:00 p.m. Main Campus, Cont-110

KEY-301 Locksmithing 102 4.9 CEUs
This is a continuation that emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Text and tools required by second week. Prerequisite: KEY-300. 14 sessions, $528* (includes a $40 lab fee)
Syn# 33424 M/W 3/28–5/10 5:30–9:00 p.m. Main Campus, Cont-110

KEY-305 Locksmithing 201 4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Textbook and tools required. Prerequisite: KEY-399 and KEY-301 or concurrent experience working as a professional locksmith. 14 sessions, $528* (includes a $40 lab fee)
Syn# 33425 T/Th 1/25–5/10 5:30–9:00 p.m. Main Campus, Cont-110

KEY-304 Locksmithing 202 4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigative forensics, safe lock troubleshooting and servicing, basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $528* (includes a $40 lab fee)
Syn# 33426 T/Th 3/22–5/12 5:30–9:00 p.m. Main Campus, Cont-110

Masonry

Continuing Education Certificate, Residential Masonry
Prince George's Community College provides the knowledge and hands-on training needed to educate students interested in pursuing a career in the masonry profession. A Continuing Education Certificate in Masonry is awarded upon completion of: OCU-410 Core Introductory Craft Skills OCU-413 Introduction to Masonry: Level 1, Part 1 OCU-414 Introduction to Masonry: Level 1, Part 2 OCU-415 Introduction to Masonry: Level 2, Part 1 Training is provided at Crossland High School, 6901 Temple Hill Road, Temple Hills, MD 20748. For more information, or to request your certificate, please call the Skilled Trades Center at (301) 322-0894.

OCU-413 Introduction to Masonry: Level 1, Part 1 5.3 CEUs
This course is one of two in the level one National Center for Construction Education and Research (NCCER) curriculum for masonry students. In this course, students will receive an introduction to masonry; materials, methods, safety practices, protective equipment, gas powered tools and equipment, measurements, drawings and specifications, mortar and various bricklaying techniques. Textbook and basic tools required. Prerequisites: OCU-410 and OCU-413, or concurrent enrollment. Note: Due to scheduling, required Core: OCU-410. Introductory Craft Skills may be completed concurrently. 15 sessions, $605* (includes a $80 lab fee)
Syn# 33419 T/Th 1/25–3/15 5:30–9:00 p.m. JCAP

OCU-414 Introduction to Masonry: Level 1, Part 2 6.0 CEUs
This course completes the level one National Center for Construction Education and Research (NCCER) curriculum for masonry students. Students will be introduced to bonding, common types of masonry units, brick and block cutting and wall construction. Textbook and basic tools required. Prerequisites: OCU-410 and OCU-413. 16 sessions, $680* (includes a $80 lab fee)
Syn# 33418 T/Th 3/29–5/26 5:30–9:00 p.m. JCAP

Locksmithing

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

- KEY-300 Locksmithing 101
- KEY-301 Locksmithing 102
- KEY-305 Locksmithing 201
- KEY-304 Locksmithing 202
- KEY-399
- KEY-302

Syn# 33550 S 7/9–9/10 6:00–9:00 p.m. WTC
Construction & Skilled Trades | Education & Training

Education & Training

Plumbing

Continuing Education Certificate, Basic Plumbing

Plumbers install and repair the water, waste disposal, drainage, and gas systems in homes and commercial and industrial buildings. Plumbers also install plumbing fixtures—bath tubs, showers, sinks, and toilets—and appliances such as dishwashers, waste disposers, and water heaters. Prince George's Community College provides the training needed to provide 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 Core: Introductory Craft Skills
- 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

For more information, or to request your certificate, please call the center at (301) 322-0894.

OCU-411 Introduction to Plumbing: Level 1, Part 1 3.8 CEUs

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

- 10 sessions, $375*
- Syn# 33407 M/F 2/7–3/14 5:45–9:15 p.m. WTC

OCU-412 Introduction to Plumbing: Level 1, Part 2 4.0 CEUs

This course is designed to teach entry-level plumbing skills, using the National Center for Construction Education and Research (NCCER) level one curriculum for plumbing students. Topics will include an introduction to the plumbing math, drawings, plastic pipe and fittings, and copper pipe and fittings. Textbook and calculator required. Prerequisite: OCU-410 and OCU-411. 11 sessions, $400*

- Syn# 33412 M/F 3/28–5/9 5:45–9:15 p.m. WTC

OCU-417 Introduction to Plumbing: Level 1, Part 3A 2.1 CEUs

This course is a continuation of courses designed to teach plumbing skills, using the NCCER level one curriculum for plumbing students. Topics will include cast iron and carbon steel pipe and fittings. Textbook required. Prerequisites: OCU-410 and OCU-412. 6 sessions, $225*

- Syn# 35313 S 1/22–2/26 9:00 a.m.–1:00 p.m. STC

OCU-418 Introduction to Plumbing: Level 1, Part 3B 2.3 CEUs

This course with OCU-410 completes the NCCER level one curriculum for plumbing students. Students will be introduced to drain, waste, vent, and water distribution systems. Flexible plastic-coated steel tubing, safety and code requirements will be reviewed. Piping system components, connections and installation options will be discussed. Hands on training will be provided. Textbook required. Prerequisites: OCU-410 and OCU-417. 6 sessions, $225*

- Syn# 35314 S 3/12–4/16 9:00 a.m.–1:00 p.m. STC

Stationary Engineering

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 and the Maryland third and fourth class stationary engineering certificate. The lectures are supplemented with field trips and on-site study. The course is for a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Text required. 13 sessions, $540*

- Syn# 33406 T 1/25–4/26 6:30–9:45 p.m. Main Campus

Welding

CST-332 Introduction to Welding for New Students 3.6 CEUs

Exclusively for new students, this hands-on introductory course begins with three evening orientations to welding classes. The introductory welding course provides training in basic arc welding (SMAW) and the techniques required to become certified to the American Welding Society (AWS) D1.1 structural steel welding code. 15 sessions, $670* (includes a $220 lab fee)

- Syn# 33676 M/TH 1/24–1/26 5:30–8:30 p.m. WTC
- M 1/31–5/2 5:30–8:30 p.m. WTC

Education & Training

Child Care

Maryland Child Care Credential & 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. Credentialing courses are organized into topic areas that represent Core of Knowledge requirements as follows:

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

Effective July 1, 2010, the MSDE Office of Child Care implemented new training requirements for child care providers. For more information on credentialing changes and specific educational requirements for each credential level, 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 Web site at www.marylandpublicschools.org/MSDE/divisions/child_care, then, click on "Division of Early Childhood Development."

Child Care 90-Hours Certification

The Child Care 90 Hour Certification is now offered in four formats each semester:

- Option 1-3 Prepare students for Pre-school certification
  - Option 1: A single, full length 90 hour course, DCR-310; or
  - Option 2: Two 45 hour courses, DCR-303 and DCR-304, taken in sequence. Students must successfully complete both courses unless granted a waiver from the MSDE Office of Child Care.
  - Option 3: Two 54 hour courses, DCR-320 and DCR-321, offered at Laurel College Center and taken in sequence. This option includes two 9 hour courses in communication skills. Students must successfully complete both courses unless granted a waiver from the MSDE Office of Child Care.

- Option 4: Two 45 hour courses, DCR-303 and DCR-456, taken in sequence

Prepares students to work in a before/after care program for school age children.

Required Language Skills

Please be advised that the following courses require strong reading and writing skills:

- Child Care, 90 Hours
- Child Growth and Development, 45 Hours
- Curriculum/Activities, 45 Hours;
- Child Care Administration for Directors, 45 Hours
- Child Development Associate (CDA) Preparation Course, 30 Hours
- School-Age Curriculum Development, 45 Hours
- School-Age Child Care Administration
- Infant and Toddler, 45 Hours

Online Courses

The college is expanding the number of online course offerings! The following courses are now available online:

- Child Care 90 Hours
- Child Growth and Development: 45 Hours
- Curriculum/Activities: 45 Hours
- Child Care Administration for Directors: 45 Hours
- Child Development Associate (CDA) Preparation Course: 30 Hours
- School-Age Curriculum Development: 45 Hours
- School-Age Child Care Administration
- Infant and Toddler, 45 Hours

These courses are offered in segments of 12 sessions for $60* plus a $60 access fee and begin each month (except January). Once you have registered and paid for the course, please follow orientation instructions in this schedule under Distance Learning.

Family Child Care Provider

The training requirement for family child care providers consists of 24 hours of family child care pre-service modules. Child Care 90 Hours course may be used in place of these modules.

Availability of Grants

MSDE offers grants to eligible students interested in working toward an academic degree in Early Childhood Education. For more information, please contact (301) 341-3027.
DCR-300 Child Care Information Session
A child care information session will be held on Wednesday, April 16, 2008, from 6:30-8:30 p.m., at the main campus. If you have questions about child care and what courses to take to do family child care in your home, work in a center, or start your own center outside your home, then this session will be helpful. Also covered will be information about credit and noncredit courses in early childhood education. Dr. Terry Bridger will also be on hand from the Early Childhood Education Department to answer credit/degree questions. This is not the orientation that the Office of Child Care runs each month and where you get your paperwork to begin the licensing process. This session is free, but you must register to reserve a space. 7 session
Syn# 35400 W 4/13–4/13 6:30–8:30 p.m. Main Campus, KENT-262

DCR-303 Child Growth and Development: 45 Hours  4.5 CEUs
Study the growth and development of children from birth to adolescence. This course will satisfy one half of the requirement for 90 hours of classroom training for directors and child care teachers in preschool and school-age centers. Textbook and activity book required at first class. Working with Young Children, Spring 2008 edition. Textbook only required for online course. Full attendance is required. All online classes require campus visits. 7 sessions, $160*
Syn# 33501 S 2/5–3/12 8:30 a.m.–4:30 p.m. Main Campus
(6 sessions)
Syn# 33490 M 2/12–3/12 online BLBD
Syn# 33490 S 3/12–3/12 9:00AM–12:00PM Main Campus

DCR-304 Curriculum/Activities: 45 Hours  4.5 CEUs
This course introduces the basic concepts of curriculum for planning for children birth through age 6. This course will satisfy one half of the requirement for 90 hours of classroom training for directors and child care teachers in preschool child care centers. Test required at first class. Prerequisite: DCR-303, or completion of Child Growth and Development as a credit course, or a waiver from the Office of Child Care. Full attendance is required. All online classes require campus visits. 7 sessions, $160*
Syn# 33502 S 3/19–4/30 8:30 a.m.–4:30 p.m. Main Campus
(6 sessions)
Syn# 33490 M 3/21–5/2 online BLBD
Syn# 33490 S 4/16–4/16 9:00AM–2:00PM Main Campus

DCR-310 Child Care: 90 Hours  9.0 CEUs
This certificate course is approved by the Maryland State Department of Education to satisfy the requirement for 90 hours of training for directors and child care teachers to work with children birth to age 6 in group child care centers. In addition, the first half of the course covers child growth and development from birth to adolescence and will satisfy the first half of the 90 hours for directors and child care teachers in school age before/after care group centers. This course also may be used in place of the pre-service family child care modules. Textbook required: Working with Young Children, spring 2008 edition, by Judy Herr. Full attendance is required. All online classes require campus visits. 26 sessions, $320*
Syn# 33499 M/W 1/31–5/9 6:30–10:00 p.m. Main Campus
Syn# 33498 S 2/5–4/10 8:30 a.m.–4:30 p.m. Main Campus
(12 sessions)
Syn# 33241 S 2/5–4/10 8:30 a.m.–4:30 p.m. Laurel College Center
(12 sessions)
Syn# 33492 M 2/27–5/2 online BLBD
Syn# 33492 S 3/12–5/12 9:00AM–12:00PM Main Campus
Syn# 33492 S 4/16–4/16 9:00AM–12:00PM Main Campus
(15 sessions)
Syn# 33500 T/Th 2/22–5/26 6:30–10:00 p.m. Main Campus
Syn# 33520 T/Th 4/5–5/19 8:30 a.m.–4:00 p.m. UTC
(12 sessions)

DCR-455 Communication Skills for Child Care Professionals  0.9 CEU
This is an introduction to the basic concepts of developing strong communication skills when working in a child care center. It is recognized by the Maryland State Department of Education as approved pre-service training module for child care professionals. This course satisfies the MSDE requirement of 9-hours of Communication Skills training for child care teacher, assistant teacher, and director certification. Full attendance is required. 2 session, $75*
Syn# 33495 S 1/22–1/29 8:30 a.m.–1:30 p.m. Main Campus
Syn# 33496 S 5/7–5/14 8:30 a.m.–1:30 p.m. Main Campus

DCR-465 Communication Skills for Child Care Professionals  0.9 CEU
This course gives child care professionals an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and coworkers, and communication issues that may arise during a typical child care day. This course satisfies the MSDE requirement of 9-hours of Communication Skills training for child care teacher, assistant teacher, and director certification. You must attend all class hours and successfully complete class assignments to receive a course certificate. 2 session, $75*
Syn# 34365 S 2/19–2/26 9:00 a.m.–12:00 p.m. Laurel College Center

DCR-308 CDA Preparation  3.0 CEUs
This course is designed for students who have completed the Child Care: 90 Hours course and are interested in obtaining a CDA credential. Students will work on an autobiography, six competency statements, and a resource file. Students should currently be working in a child care center and should bring their resource file, completed in the Child Care: 90 Hours course, to the class. For full information on CDA certification, call the Council for Professional Recognition at (202)265-9090 or visit their Web site at www.cdacouncil.org. 6 sessions, $200*
Syn# 33503 S 2/12–3/19 9:00 a.m.–3:00 p.m. Main Campus

DCR-315 Infant and Toddler: 45 Hours  4.5 CEUs
This course introduces the philosophy of infant and toddler education with basic child development theory focusing on how very young (birth to age 3) children grow physically, emotionally, socially, and intellectually. Also included is material on Sudden Infant Death and Shaken Baby Syndrome. It is designed for the provider of infant and toddler care in a group setting or in the home. Approaches in curriculum planning, goal setting, and selection of age appropriate materials and methods by which education objectives are obtained are stressed. Required at first class. It can be used to fulfill the 26-hour infant bridge for people who took the 64-hour training and covers the 2-hour SIDS training. 6 sessions, $175*
Syn# 33524 S 2/5–3/12 8:30 a.m.–4:30 p.m. Main Campus

DCR-322 Infant/Toddler Care  5.4 CEUs
Gain the skills necessary to work with infants and toddlers at home or in a child care center and build communication skills to use with parents, co-workers and the public. Topics will include: growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant toddler training for child care teachers and directors working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must attend class hours and successfully complete class assignments to receive a course certificate. Text required. 9 sessions, $230*
Syn# 34631 S 2/5–4/2 9:00 a.m.–3:30 p.m. Laurel College Center

DCR-456 School-Age Curriculum Development: 45 Hours  4.5 CEUs
This course has been approved by the Maryland State Department of Education to satisfy the curriculum portion (second half of the 90 hours) required for child care teachers, group leaders and directors/coordinates in before/after care group centers and home centers to work with children 5-13 years of age. Test required at first class. Prerequisite: DCR-303. Full attendance required. All online classes require campus visits. 7 sessions, $175*
Syn# 33497 S 3/19–4/10 8:30 a.m.–4:30 p.m. Main Campus
(6 sessions)
Syn# 33494 M 3/21–5/2 online BLBD
Syn# 33494 S 4/16–4/16 12:00–5:00PM Main Campus
Syn# 33342 S 4/9–5/21 8:30 a.m.–4:30 p.m. Laurel College Center
(6 sessions)

DCR-314 School-Age Child Care Administrators  4.5 CEUs
This course is designed to meet all the new Maryland State Department of Education administrative requirements for center directors. Topics will include: program design and management, budget, daily operations, staff management, and curriculum/activities. Text required at first class. Full attendance required. 6 sessions, $175*
Syn# 33247 S 4/9–5/21 8:30 a.m.–4:30 p.m. Laurel College Center

DCR-466 Child Care Administration for Directors  4.5 CEUs
This course is designed to meet all the new Maryland State Department of Education administrative requirements for center directors. Topics will include: program design and management, budget, daily operations, staff management, and curriculum/activities. Text required at first class. Full attendance required. 6 sessions, $175*
Syn# 33245 S 2/12–3/19 8:30 a.m.–4:30 p.m. Laurel College Center

DCR-496 Discipline and the Demanding Child  0.6 CEU
Content Area D: All children have demanding days. This course is designed to provide tips that will help you feel less overwhelmed and provide sensitive guidance to those demanding children. Topics will include: Solution center alternatives, factors that may contribute, anger management solutions, and major motivators for children. 1 session, $60*
Syn# 33000 S 1/15–1/15 9:00 a.m.–3:00 p.m. Main Campus
Syn# 33541 S 4/2–4/2 9:00 a.m.–3:00 p.m. Main Campus

DCR-457 Family Child Care Pre-Service Module 1: Child Development  0.4 CEU
This course is designed as an introduction to the basic concepts of child development (birth to 3 years) for family child care providers. This course is recognized by the Maryland State Department of Education as approved training for child care professionals. (6 sessions)
Syn# 33492 S 4/9–5/21 8:30 a.m.–4:30 p.m. Laurel College Center

*From Spring 2008 - Fall 2013

www.pgcc.edu
DCR-458 Family Child Care Pre-Service Module 2: Curriculum 0.4 CEU
This course is designed as an introduction to the basic concepts of curriculum for family child care providers. This course is recognized by the Maryland State Department of Education as approved training for child care professionals. 2 sessions, $30*
Syn# 33527 T/Th 2/1–3/2 7:00–9:00 p.m. Main Campus
Syn# 33535 M/W 3/21–3/23 7:00–9:00 p.m. Main Campus

DCR-459 Family Child Care Pre-Service Module 3: Health/Safety/Nutrition 0.4 CEU
This course is designed as an introduction to the basic concepts of health, safety, and nutrition for family child care providers. This course is recognized by the Maryland State Board of Education as approved training for child care professionals. 2 sessions, $30*
Syn# 33529 T/Th 2/8–2/10 7:00–9:00 p.m. Main Campus
Syn# 33537 M/W 3/28–3/30 7:00–9:00 p.m. Main Campus

DCR-460 Family Child Care Pre-Service Module 4: Special Needs 0.4 CEU
This course is designed as an introduction to the basic concepts of inclusive care in the family child care environment. This course is recognized by the Maryland State Department of Education as approved training for child care professionals. 2 sessions, $30*
Syn# 33530 T/Th 2/15–2/17 7:00–9:00 p.m. Main Campus
Syn# 33538 M/W 4/4–4/6 7:00–9:00 p.m. Main Campus

DCR-461 Family Child Care Pre-Service Module 5: Professionalism 0.4 CEU
This course is designed as an introduction to the basic concepts of community relationship building for family child care providers. This course is recognized by the Maryland State Department of Education as approved training for child care professionals. 2 sessions, $30*
Syn# 33533 T/Th 3/1–3/3 7:00–9:00 p.m. Main Campus
Syn# 33540 M/W 4/25–4/27 7:00–9:00 p.m. Main Campus

DCR-485 Medication Administration 0.6 CEU
Gain skills to administer medications safely to children in child care centers and family child care homes. This state-approved curriculum provides 6 clock hours of MSDE Core of Knowledge: Health, Safety, Nutrition and addresses NAECFA standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications in accordance with state child care licensing requirements; instruction is provided by qualified health professionals. MSDE Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. HSN. 1 session, $59* (includes a $15 lab fee) Syn# 34614 S 3/19–3/19 9:00 a.m.-2:00 p.m. Laurel College Center

DCR-495 Child Care Aide 0.3 CEU
Receive an overview of job skills for an entry-level aide position in the child care field and satisfy the MSDE requirement for aide orientation. Learn the roles and responsibilities of a classroom aide to perform delegated tasks. Topics include health and safety concerns and practices, routines and interactions, and professional behavior. 1 session, $30*
Syn# 30056 S 1/15–1/15 9:00 a.m.-12:00 p.m. Main Campus
Syn# 33545 S 3/26–3/26 9:00 a.m.-12:00 p.m. Main Campus

DCR-471 Going Beyond Books to Enhance Learning 0.6 CEU
Content Area C: This course is designed as an introduction to how young children begin to understand basic concepts. This course will cover how to go beyond books to enhance the learning standards for the early learner. Also covered will be ways to use a child's everyday environment as a learning tool. 1 session, $60*
Syn# 33506 S 2/19–2/19 9:00 a.m.–4:00 p.m. Main Campus

DCR-472 Learning Life Skills Through Physical Play 0.8 CEU
Content Area D: The course is designed as an introduction to the basic concepts of using physical development to promote life skills for family child care providers. Topics will include: findings of child theorists, intelligence of play, model-imperative and physical movement to promote five specific life skills. 2 sessions, $80*
Syn# 33507 S 3/5–3/12 9:00 a.m.–1:00 p.m. Main Campus

DCR-470 Family Child Care Renewal 0.6 CEU
Content Area A and C. This course will cover both positive child guidance strategies that promote pro-social behavior in the child and the differing strategies needed when working with mixed age groups. 1 session, $60*
Syn# 33505 S 3/19–3/31 9:00 a.m.–4:00 p.m. Main Campus

DCR-473 Practical Strategies for Behavior Management 0.6 CEU
Content Area D: This course is designed as an introduction to the basic approaches and strategies in managing children's behavior for family child care providers. Topics will include: understanding behavior, roadblocks to communication, strategies for effective behavior management, and supporting self regulation in children. 1 session, $60*
Syn# 33511 S 4/9–4/9 9:00 a.m.–4:00 p.m. Main Campus

DCR-474 Effective Transition Practices 1.2 CEUs
Content Area P: This course is designed as an introduction to the basic practices for effective transition for family child care providers. Topics will include: defining transition, early signs of successful transition, elements of continuity; transition in special settings, culture and language, transition planning, preparing children for transition, getting families ready for transition, evaluation and monitoring transition activities, and State and National Initiative in Transition. 2 sessions, $115*
Syn# 33513 S 5/1–5/14 9:00 a.m.–4:00 p.m. Main Campus

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, $120* (includes a $60 lab fee) Syn# 33563 W/F 2/16–4/8 online E2GO
Syn# 33564 W/F 3/16–5/6 online E2GO

DCR-452 Ready, Set, Read! 2.4 CEUs
Content Area D: This course will investigate what a child's growing mind must do to make sense of the written word and create writing. From there, the study will explore the development of reading and writing from infancy to the early school years, what problems to look for and how to assist a struggling reader. See how literacy growth is boosted during daily routines and child's play. This course will help to build confidence in guiding a child’s literacy development and how even the smallest events can be really big steps in reading and writing success. 12 sessions, $120* (includes a $60 lab fee) Syn# 33565 W/F 1/19–3/11 online E2GO
Syn# 33566 W/F 2/16–4/8 online E2GO

SKB-435 Praxis 1 Test Preparation 2.4 CEUs
This intensive course will introduce the format and scoring of Praxis 1. All candidates seeking initial teacher certification take Praxis 1, an exam which includes three tests that assess the teacher candidates knowledge of reading, writing and mathematics. Sessions will offer content lectures, test-taking strategies and timed practice. Textbook required at first class: The Praxis Series Official Guide (ETS). 4 sessions, $230*
Syn# 33521 S 2/26–3/19 9:00 a.m.–3:00 p.m. UTC

SKB-412 Teaching Math: Grades 4–6 2.4 CEUs
Reinvent math instruction for grades 4–6 by bringing hands-on learning, inexpensive manipula- tive, and real-world connections into the classroom. Whether a new teacher or a seasoned pro, this course will help get the students excited about math! 16 sessions, $120* (includes a $60 lab fee) Syn# 33522 W/F 2/16–4/8 online E2GO
Syn# 33523 S 3/26–5/6 online E2GO

SKB-415 Teaching Science: Grades 4–6 2.4 CEUs
This course is designed as an introduction to the basic concepts of community relationship building for family child care providers. This course is recognized by the Maryland State Department of Education as approved training for child care professionals. 2 sessions, $30*
Syn# 33524 W/F 2/16–4/8 online E2GO
Syn# 33525 W/F 3/16–5/6 online E2GO

SKB-416 Teaching Writing: Grades 4–6 2.4 CEUs
This teacher-training course will show how to motivate and assist developing writers. This course will identify strategies for teaching the writing process and how to develop engaging lessons for different writing applications. The course will also explore the benefits of writing across the curriculum, examine ways to organize the writing instruction, and uncover the secrets of effective assessment. 12 sessions, $120* (includes a $60 lab fee) Syn# 33526 W/F 2/16–4/8 online E2GO

SKB-417 Survival Kit for New Teachers 2.4 CEUs
This course is for teachers who want to maximize their abilities in teaching science. Founda- tional content in physical, life and earth science, and ways to teach that content to the students will be covered. Discover specific teaching methods and science process skills, and see how to improve the emotional climate in the classroom. Included will be many examples and work- sheets that can be used in the classroom. There is a big emphasis on the scientific method, and there is an entire lesson on science fair projects. 12 sessions, $120* (includes a $60 lab fee) Syn# 33527 W/F 2/16–4/8 online E2GO

SKB-418 Test Preparation: ACT 2.4 CEUs
Skilled guidance, test-taking strategies and timely practice. 12 sessions, $120* (includes a $60 lab fee) Syn# 33528 W/F 2/16–4/8 online E2GO

SKB-419 Test Preparation: SAT 2.4 CEUs
Skilled guidance, test-taking strategies and timely practice. 12 sessions, $120* (includes a $60 lab fee) Syn# 33531 W/F 2/16–4/8 online E2GO

SKB-420 Test Preparation: GRE 2.4 CEUs
Skilled guidance, test-taking strategies and timely practice. 12 sessions, $120* (includes a $60 lab fee) Syn# 33532 W/F 2/16–4/8 online E2GO

SKB-421 Test Preparation: LSAT 2.4 CEUs
Skilled guidance, test-taking strategies and timely practice. 12 sessions, $120* (includes a $60 lab fee) Syn# 33533 W/F 2/16–4/8 online E2GO
SKB-417 The Creative Classroom  2.4 CEUs
This course will cover creativity in the classroom and ways to use it to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical health education. Topics will include creative new approaches to field trips, learning labs, activities, exercises, assignments, evaluation methods and ways to think beyond the textbook and tap into the hidden talents of the students. 12 sessions, $120* (includes a $60 lab fee)

• Syn# 33536 W/F 1/19-3/11 online E2GO

SKB-431 Strategies for Teaching Students with Autism  2.4 CEUs
Just twenty 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 neurotypical 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, $120* (includes a $60 lab fee)

• Syn# 33541 W/F 2/16-4/8 online E2GO
• Syn# 33542 W/F 3/16-5/8 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, $120* (includes a $60 lab fee)

• Syn# 33544 W/F 3/16-5/8 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, neurobehavioral 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, $120* (includes a $60 lab fee)

• Syn# 33546 W/F 2/16-4/8 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, $120* (includes a $60 lab fee)

• Syn# 33548 W/F 3/16-5/8 online E2GO

SKB-477 Solving Classroom Discipline Problems  2.4 CEUs
This course covers skills for teachers to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. How to use a new research-based, six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action. 12 sessions, $120* (includes a $60 lab fee)

• Syn# 33549 W/F 3/16-5/8 online E2GO
• Syn# 33550 W/F 4/20-6/10 online E2GO

Health Care Support

First Aid & CPR

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

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

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

HES-367 CPR Instructor Training
Prepare to become an American Heart Association recognized instructor in CPR. Course includes teaching methodology, testing procedures and skills demonstration. Participants must have current Health Care Provider card to enroll in this course. Must purchase text and complete Core Instructor Online Course before first class. 4 sessions, $185*

• Syn# 33609 M/Tu 3/14-4/17 6:30–10:00 p.m. Main Campus, CONT-120
• Syn# 33610 S 3/19-4/26 9:00 a.m.–4:00 p.m. Main Campus, CONT-120

HES-324 First Aid
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. Text required: Basic First Aid. 1 session, $60*

• Syn# 33505 S 2/12-2/12 9:00 a.m.–3:00 p.m. Main Campus, CONT-120
• Syn# 33507 S 4/9-4/9 9:00 a.m.–3:30 p.m. Main Campus, CONT-120

HES-380 First Aid and CPR for Child Care Providers
This course outlines the educational requirements for child care providers and parents. Topics will include: injury prevention, victim assessment, treatment of shock, burns and control of bleeding, pediatric health and safety issues and adult, child and infant CPR. Text required: Standard First Aid/CPR and AED. 1 session, $70*

• Syn# 33012 S 1/29-1/29 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33121 S 3/12-3/12 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33232 T/Th 5/17-5/19 6:00–9:30 p.m. Main Campus, CONT-120

HES-344 CPR for Health Professionals  0.7 CEU
This AHA-approved course is recommended for allied health and emergency personnel, nurses, physicians, and students enrolled in health technology programs. Topics will include: in-depth instruction of one- and two-rescuer CPR of adults and children, relief of FBAO, and barrier devices. Successful completion earns an American Heart Association card valid for two years to be issued within 30 days of course completion. Text required: BLS for Health Care Providers. 1 session, $65* (includes a $5 lab fee)

• Syn# 33011 S 1/30-1/30 9:00 a.m.–2:00 p.m. Main Campus, CONT-120
• Syn# 33162 S 1/15-1/15 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33165 S 1/22-1/22 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33157 S 2/5-2/5 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33264 S 2/19-2/19 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33270 S 3/5-3/5 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33283 S 3/26-3/26 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33286 S 4/2-4/2 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33287 S 5/14-5/14 9:00 a.m.–3:30 p.m. Main Campus, CONT-120
• Syn# 33288 S 5/21-5/21 9:00 a.m.–3:30 p.m. Main Campus, CONT-120

HES-350 CPR Renewal
This course is for health care professionals and emergency personnel who hold a current health care provider card in CPR and want to be recognized for another two years. Course must be taken before the current card expires. Must bring current card to class. Text required: BLS for Health Care Providers. 1 session, $50* (includes a $5 lab fee)

• Syn# 33170 Th 1/27-1/27 6:00–10:00 p.m. Main Campus, CONT-120
• Syn# 33190 S 2/26-2/26 9:00 a.m.–1:00 p.m. Main Campus, CONT-120
• Syn# 33292 S 3/24-3/24 9:00 a.m.–1:00 p.m. Main Campus, CONT-120
• Syn# 33294 Th 4/28-4/28 6:00–10:00 p.m. Main Campus, CONT-120
• Syn# 33297 Th 5/26-5/26 6:00–10:00 p.m. Main Campus, CONT-120

Assisted Living Management

Assisted Living Manager
This 80-hour program meets the requirements set by the Maryland Department of Mental Health and Hygiene, Office of Health Care Quality for assisted living managers of facilities that are licensed for five beds or more. It is designed to enhance the skills of assisted living managers who monitor the day-to-day operations of an assisted living facility. Topics will include assessment and level of care, regulation and safety, and emergency planning. The program consists of four modules that include:

• HES-486 Module 1: Introduction
• HES-487 Assessing, Planning, Admitting and Feeding
• HES-488 Clinical Management
• HES-489 Dementia, Mental Health and Behavior Management
• HES-490 Management, Emergency Planning and Quality Assurance
HES-486 Asstd Living Mgr, Module 1: Introduction 0.6 CEU
This introduction to the Assisted Living Manager Program will focus on the philosophy of assisted living and the impact of the aging process on adults and their families. Topics will include: the stages of the aging process and their identification, methods of intervention to maintain safety and wellbeing of aging residents and the resident’s bill of rights. This is the first of five modules in the 80-hour Assisted Living Manager Program. 1 session, $100* (includes a $25 lab fee)
Syn# 33056 S 3/5–3/5 9:00 a.m.–4:00 p.m. Main Campus

HES-487 Asstd Living Mgr, 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 also include: the importance of nutrition, food safety, and how to develop individualized service plans. 4 sessions, $265* (includes a $60 lab fee)
Syn# 33057 F/S 3/18–3/26 9:00 a.m.–4:00 p.m. Main Campus

HES-488 Asstd Living Manager Module 3: Clinical Mgt 2.0 CEUs
The third module focuses on the role of the delegating nurse, the appropriate nurse delegations, self-administration and medication management, and administration and coordination of services and care providers. Topics will also include: patient safety, proper infection control procedures and appropriate staffing patterns. 3 sessions, $220* (includes a $80 lab fee)
Syn# 33058 S 4/2–4/16 9:00 a.m.–4:00 p.m. Main Campus

HES-489 Asstd Living Manager Module 4: Mental and Behavior Mgt 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 problem and potentially harmful behaviors and key interventions. 2 sessions, $180* (includes a $60 lab fee)
Syn# 33059 F/S 4/29–4/30 8:30 a.m.–5:00 p.m. Main Campus

HES-490 Asstd Living Manager Module 5: Mgt 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 a manager of an assisted living facility, recordkeeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes. 2 sessions, $170* (includes a $60 lab fee)
Syn# 33060 S 5/14–5/21 9:00 a.m.–4:00 p.m. Main Campus

HES-497 Assisted Living Manager Refresher 2.1 CEUs
This 20-hour refresher satisfies the requirements of the Office of Health Care Quality for Assisted Living Managers. It reviews and updates students on nutrition, assessment, clinical management, emergency and service planning and behavior management. 3 sessions, $225* (includes a $50 lab fee)
Syn# 33415 F/S 2/1–2/19 9:00 a.m.–5:00 p.m. Main Campus

Certified Nursing Assistant
Certification Preparation, Maryland Board of Nursing
In the State of Maryland, a student having successfully completed the Certified Nursing Assistant Program may work in most hospitals (depending on the requirements of the specific institution). In order to work in long-term care facilities, however, the student must specialize by becoming a Geriatric Nursing Assistant. Certification is achieved by passing the state competency test and, then, being entered in State Board of Nursing Registry. Certified Aides are experienced GNAs who take additional specialty courses before attaining their certifications. Specific regulations govern nursing in each state and may vary.

CNA/GNA Admission Requirements
1. Students must register a minimum of one week before the start of class.
2. The Board of Nursing requires that all CNA candidates pass a criminal background check including fingerprinting which must be completed before the Board will issue a license. This license is required for all employment as a CNA. Please note that if you know you will not pass this background check, you should not take this program.
3. A student must take and pass a reading comprehension and arithmetic placement test in the college testing center before registering for their first class.
4. A student should present a valid social security card.
5. A student must purchase the textbook, Nursing Assistant: A Humanistic Approach to Caregiving, which is available at the college bookstore.
6. Before the clinical portion of class, student must have an active status CPR for Healthcare Provider Certification, also available by taking HES-344.
7. Before the Clinical Portion of class, student must have negative TB skin test or Chest xray.
8. The student must be able to speak and understand Standard American English at a functional level.
Geriatric Aide courses: HES-403, HES-417, HES-317 and HES-318 are approved and endorsed by the Maryland Board of Nursing.

HES-403 Certified Nursing Assistant: Theory
Prepare for a career as a nursing assistant in a variety of health care settings in this Maryland Board of Nursing approved course. It provides training in life span development, vital signs, basic patient care skills, etc. It does not include CPR training. Both the theory and clinical sessions must be successfully completed to receive a certificate, making you eligible to take the State Geriatric Examination. Complete program includes 96-hours of instruction in theory and 52-hours of clinical instruction. 12-hours of GN test prep will be scheduled at the end of clinical. Student must also register for HES-417 (clinical portion) and pay registry and certification fees. 21 sessions, $750* (includes a $50 lab fee)
Syn# 33012 M/T/W/Th 1/10–2/7 9:00 a.m.–2:00 p.m. UTC
Syn# 33117 M/W 1/10–2/2 9:00 a.m.–4:00 p.m. Main Campus, CONT-103
(14 sessions)
Syn# 33118 T/Th 1/13–2/1 9:00 a.m.–4:00 p.m. Main Campus, CONT-103
Syn# 33119 M/W/F 1/19–2/9 5:30–9:30 p.m. Main Campus, CONT-103
Syn# 35354 T/Th 3/2–3/11 6:00–10:00 p.m. UTC
W 3/9–3/30 6:00–10:00 p.m. UTC
Syn# 33385 M/W/Th 3/17–4/5 9:00 a.m.–2:00 p.m. UTC
(19 sessions)
Syn# 33383 M/W/F 4/27–5/15 5:30–9:30 p.m. Main Campus, CONT-103
Syn# 33386 M/W 5/2–6/20 9:00 a.m.–4:00 p.m. Main Campus, CONT-103
(14 sessions)
Syn# 33387 T/Th 5/3–6/16 9:00 a.m.–4:00 p.m. Main Campus, CONT-103
(14 sessions)

HES-417 Certified Nursing Assistant: Clinical
This course is designed to complement HES-403. It will provide practical clinical experience conducted in Prince George's County nursing homes. The 52-hours of clinical must be taken with HES-403 to complete the program. 8 sessions, $400*
Syn# 33055 F 2/4 8:00 a.m.–2:00 p.m. UTC
M/T/W/Th/F 2/22–3/4 8:00 a.m.–2:00 p.m. UTC
(10 sessions)
Syn# 33051 M/T/W/Th/F 3/7–3/15 7:30 a.m.–4:30 p.m. Main Campus
(7 sessions)
Syn# 33052 M/T/W/Th/F 3/17–4/15 7:30AM-4:30PM Main Campus
(7 sessions)
Syn# 33053 M/T/W/Th/F 3/14–4/1 5:00–10:00 p.m. Main Campus
S 3/19 9:00 a.m.–4:00 p.m. Main Campus
(11 sessions)
Syn# 33053 S/Su 3/26–4/10 9:00 a.m.–5:00 p.m.
T/W/Th 4/5–4/7 6:00–10:00 p.m.
Syn# 33449 S 6/4–6/11 9:00AM-4:00PM Main Campus, CONT-103
M/T/W/Th/ 6/20–6/29 5:00–9:00PM Main Campus, CONT-103
(9 sessions)
Syn# 33452 M/T/W/Th/F 6/22–7/6 7:30AM-4:30PM Main Campus, CONT-103
(7 sessions)
Syn# 33453 M/T/W/Th/F 7/7–7/15 7:30AM-4:30PM Main Campus, CONT-103
(7 sessions)

HES-317 Certified Nursing Assistant: Theory 8.8 CEUs
Prepare to function as a nursing assistant in a variety of health care settings. This course has been approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Certified Nursing Assistant Theory and Clinical must be successfully completed to receive a certificate. You will be eligible to take the State Geriatric Examination. Immunization requirements: Negative TB skin test in the last 12 months or chest X-ray, and Hepatitis B immunization or waiver. Additional fees are $95 (money order only) for GNA testing at course completion to MD testing company, $20 Registry fee (money order only), and $662 fee for criminal background check for the Maryland Board of Nursing. Literacy screening required and will be completed at the first class. You must take both the Theory and Clinical sections at the same location during the same term. (T) Theory–88 hours, Clinical–45 hours. Refund policy does not apply to this course. 23 sessions, $850* (includes a $265 lab fee)
Syn# 33952 M/W 1/5–3/23 9:00 a.m.–1:45 p.m. Laurel College Center
(21 sessions)
Syn# 34976 M/W 4/4–6/29 9:00 a.m.–1:45 p.m. Laurel College Center
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
**Health Care Support**

**HES-318 Certified Nursing Assistant: Clinical**

4.5 CEUs

Clinical Requirements for HES-317. Provides practical experience in nursing home.

- **Syn# 31053**
  - F 2/4–3/11
  - 7:00 a.m.–3:00 p.m. Laurel College Center

- **Syn# 34977**
  - Th 2/10–3/10
  - 7:00 a.m.–3:00 p.m. Laurel College Center

- **Syn# 31055**
  - F 3/13–4/7
  - 7:00 a.m.–3:00 p.m. Laurel College Center

**HES-325 Medicine Aide**

For Certified Geriatric Nursing Assistants with one year’s experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Employment through an agency does not meet course requirement. (Please bring documentation to first class.) Learn about the recognition, self 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.

14 sessions, $740* (includes a $165 lab fee)

**HES-356 Nursing Home Medicine Aide Update**

0.8 CEU

Course provides continuing education update required by the State of Maryland for renewal of medicine aide’s certificate. Students must attend all sessions. Students may only register up to 2 months before or 1 month after their birthday. Students must be listed on the Maryland Board of Nursing registry as ‘Active’; have a letter from the Director of Nursing when registering which proves 100 hours of employment as a CMA as within last 2 years and 8 hours as GNA. 1 session, $85*

- **Syn# 30174**
  - S 1/22–1/22
  - 8:30 a.m.–5:00 p.m. Main Campus, CONT-103

- **Syn# 33214**
  - S 2/19–2/19
  - 8:30 a.m.–5:00 p.m. Main Campus, CONT-103

- **Syn# 33243**
  - S 3/19–3/19
  - 8:30 a.m.–5:00 p.m. Main Campus, CONT-103

- **Syn# 33248**
  - S 4/9–4/9
  - 8:30 a.m.–5:00 p.m. Main Campus, CONT-103

- **Syn# 33250**
  - S 5/21–5/21
  - 8:30 a.m.–5:00 p.m. Main Campus, CONT-103

**HES-411 Principles of Adult Education: Train the Trainer**

This course is designed for nurses and other health care professionals who are responsible for nursing assistant training, patient and community education, and staff development. Principles of adult learning, methodologies of teaching and learning, and behavioral objectives are part of the course. Students will create and present a lesson to colleagues. This course meets both geriatric nursing assistant and certified nursing assistant regulations. Please call (301) 583-5215 for course schedule.

**HES-326 The Registered Nurse Case Manager and Delegations Nurse in Assisted Living**

- All registered nurses who work as case managers or delegating nurses with medication technicians (formerly known as medication administration assistants) in assisted living and all registered nurses who train medication technicians are required by the Maryland Board of Nursing to attend this course. Registered nurses will review the basic foundations for the nursing practice of the registered nurse who delegates nursing functions in the assisted living setting to include medication administration. Prerequisite: Current active Maryland RN license in good standing. Prerequisites: Initial Delegating Nurse in Long-Term Care facility.

**HES-526 Introduction to Dental Assisting: Part 1**

4.8 CEUs

This course prepares students for an entry-level dental assistant position by learning basic dental anatomy, terminology, four-handed dental assisting, sterilization techniques, impressions and model trimmings and more. Prerequisites: HS Diploma or GED; reading comprehension placement score of 65 or better. Lab practice conducted off site. Text required.

16 sessions, $660* (includes a $110 lab fee)

- **Syn# 33382**
  - M/W 7/29–8/6
  - 5:00–8:00 p.m. Main Campus

**HES-519 Introduction to Dental Assisting: Part 2**

This course prepares dental assistants to sit for the DANB Dental Radiation Health and Safety Certification exam. There are 3 pathways to become a Certified Radiation Technician. All pathways require a Board approved radiology course. Pathway I: 18 years of age with 3 months or 360 hours of full time experience in clinical setting in dental office, must have basic oral anatomy course and employed in a dental office for direct clinical supervision. Pathway II: 18 years of age; pass pre-test and employed in a dental office for direct clinical supervision. Pathway III: 18 years of age and completion of a basic dental assisting course. Prerequisites H. S. Diploma or GED; Reading Comprehension placement score of 65 or better; completion of HES-518 or dental experience. Text must be purchased from College bookstore.

16 sessions, $660* (includes a $200 lab fee)

- **Syn# 33614**
  - M/Th 1/10–3/3
  - 7:00–9:00 p.m. Main Campus

**Emergency Medical Technician**

**HES-422 Emergency Medical Technician—Basic (EMT-B) Theory**

6.5 CEUs

This is the first course of the Emergency Medical Technician program. Topics include anatomy and physiology of the chest, abdomen and head; patient assessment; basic life support, trauma and medical emergencies; immobilization techniques; and childbirth. Prerequisites: Must be 18 years of age or older, have the physical ability to lift and carry, negative TB test, and successfully pass the Reading Comprehension Placement Test. Pick up a Placement Test Referral Form from the Continuing Education Registration Desk in Bladen Hall, Room 126. Textbook required. 19 sessions, $700* (includes a $50 lab fee)

- **Syn# 30222**
  - M/W 1/24–3/23
  - 8:00 a.m.–3:00 p.m. Main Campus, LAN-316

**HES-423 Emergency Medical Technician—Basic (EMT-B) Clinical**

6.5 CEUs

This is the second course in the Emergency Medical Technician-Base Program. Topics include: hemorrhage control, crisis intervention, care for infants/children and fracture management. Text required. Prerequisite: Satisfactory completion of HES-422, EMT-B Theory. 18 sessions, $700* (includes a $50 lab fee)

- **Syn# 33226**
  - M/W 3/8–5/18
  - 8:00 a.m.–3:00 p.m. Main Campus, LAN-316

**Medical Billing**

**HES-409 Introduction to Medical Billing**

1.5 CEUs

This course provides an overview of medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training are used to prepare students as physician’s office personnel.

Courses should be taken in the order listed. The last three courses should be taken during the same semester. A Certificate of Continuing Education will be issued upon successful completion of all courses.

- **HES-357 Medical Terminology**
- **HES-409 Introduction to Medical Billing**
- **HES-315 Computerized Medical Billing**
- **HES-360 Advanced Computerized Medical Billing**
- **HES-321 Physician Office Billing**

**Health Care Support**

**HES-409 Introduction to Medical Billing**

1.5 CEUs

This course provides an overview of medical billing and computerized patient accounting using Medisoft software. Text required at first class. 5 sessions, $150*

- **Syn# 30211**
  - M/W 1/10–1/16
  - 8:00 a.m.–3:00 p.m. Main Campus, CONT-113

- **Syn# 33225**
  - S 1/29–2/17
  - 9:00 a.m.–2:00 p.m. Main Campus, CONT-113

**HES-415 Computerized Medical Billing**

2.4 CEUs

Designed for physician’s office personnel, this hands-on course addresses the medical billing process and computerized patient accounting needed to start a business. Text required and 1GB flash drive. Prerequisite: HES-409, strong computer and word processing skills. 8 sessions, $250* (includes a $150 lab fee)

- **Syn# 33227**
  - M/W 1/31–2/28
  - 8:00 a.m.–3:00 p.m. Main Campus, LAN-316

- **Syn# 33228**
  - S 2/19–4/9
  - 8:00 a.m.–3:00 p.m. Main Campus, LAN-316
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

HES-360 Advanced Computerized Medical Billing 1.2 CEUs

Focus will be on understanding the administration and paper flow within a medical office, including payment processing, and understanding insurance, and report generation.

Prerequisite: HES-409 and HES-415. 4 sessions, $125* (includes a $5 lab fee)

Syn# 33220 M/W 3/2–3/14 6:30–9:30 p.m. Main Campus, QON-113
Syn# 33210 S 4/30–5/21 9:00 a.m.–12:00 p.m. Main Campus, QON-113

HES-321 Physician Office Billing 4.5 CEUs

This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-9CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: (1) Completion of or concurrent enrollment in HES-357, (2) Basic computer and word processing skills. Tests required (multiple, approx. $200). Meets concurrently with credit course HIM-1990. NOTE: Those interested in furthering their career in medical coding, contact the Academic Health Science office at (301)332-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $310* (includes a $10 lab fee)

Syn# 35144 M 1/4–5/16 5:30–8:30 p.m. Main Campus, LAN-324
Syn# 10209 Th 1/27–5/12 5:30–8:30 p.m. Main Campus, LAN-310

Medical Administrative Office Assistant

Medical Administrative Office Assistant

This three month program includes the administrative and basic clinical duties performed in a physician’s office, clinic, or similar health care setting. Those who successfully complete the program are eligible to take the National Healthcareer Association Medical Administrative Office Assistant Certification Exam.

Required Courses:
- HES-355 Medical Office Assistant Overview—Part 1 Medical Terminology, completed or taken concurrently
- HES-357 Basic Medical Terminology
- Or HES-354 Medical Terminology a Word Association Approach (online)
- HES-344 CPR for Health Professionals
- HES-322 Medical Office Assistant: Practical Applications

HES-355 Medical Office Assistant Overview 4.5 CEUs

This overview introduces basic clinical and administrative duties performed in a physician’s office, clinic, or similar health care setting. Topics include: scheduling, medical records and terminology, and basic patient care skills. Text required at first class. Prerequisites: HES-357, completion or concurrent enrollment, and (2) successful completion of the Reading Placement Test. 11 sessions, $475*

Syn# 30193 F 1/28–3/18 6:00–9:00 p.m. Main Campus, LAN-340
Syn# 30208 S 1/29–3/12 9:00 a.m.–4:15 p.m. Main Campus, LAN-340

HES-322 Medical Office Assistant: Practical Applications 3.6 CEUs

In this practical application course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: (1) HES-355, (2) Current CPR for Health Professionals card. 12 sessions, $365* (includes a $15 lab fee)

Syn# 13011 T/Th 3/22–5/5 6:00–9:00 p.m. Main Campus, LAN-324

HES-357 Basic Medical Terminology 2 CEUs

Effectively communicate, write, and interpret medical terms in the workplace. Topics include: organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Text required at first class. 6 sessions, $240*

Syn# 30146 T/Th 1/11–1/27 6:00–10:00 p.m. Main Campus
Syn# 12992 T/Th 2/8–2/24 6:00–10:00 p.m. Main Campus
Syn# 12995 T/Th 3/15–3/31 6:00–10:00 p.m. Main Campus

HES-354 Medical Terminology: Word Association Approach 2 CEUs

This course teaches medical terminology according to each body system. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course.

12 sessions, $120* (includes a $60 lab fee)

Syn# 10345 W/F 1/19–3/11 online EGo
Syn# 13003 W/F 2/16–4/8 online EGo
Syn# 13005 W/F 3/16–5/6 online EGo
Syn# 13009 W/F 4/20–6/10 online EGo

Pharmacy Technician

HES-332 Pharmacy Technician 9.0 CEUs

This hybrid program includes in-class instruction, online instruction and 160 clinical hours. This course is designed to provide the health care worker with information on the duties and responsibilities of a pharmacy technician in a variety of health care settings through lecture and on-site clinical experience. Topics will include universal precautions, computer applications, aseptic techniques, drug pharmacology, patient education and interpersonal relationships. One hundred sixty (160) hours of clinical practice is required for certification. Students will be eligible to take the Maryland Pharmacy Technician Certification Exam and/or the National Pharmacy Technician Certification Board (PTCE) Exam. Prerequisite: Prior to clinical a negative TB test must be provided. Students must take and successfully pass the math placement test. Pick up a Placement Test Referral Form from the Continuing Education Registration Desk in Bladen Hall, Room 126. Text required. NOTE: Students must also register for HES-529 and HES-530 courses. 30 sessions, $850*

Syn# 10229 T/Th 1/11–4/8 6:30–9:30 p.m. Main Campus, LAN-340

HES-529 Pharmacy Technician: Clinical: Part 1 8.0 CEUs

This Pharmacy Technician Clinical Pt. I and PtII course complement HES-332 and includes one hundred sixty (160) hours of clinical practice required for certification. Students will be prepared to take the National Pharmacy Technician Certification Board (PTCE) Certification Exam. This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Prerequisite: A negative TB test must be provided prior to clinical. 20 sessions, $110*

Syn# 33388 T/Th 2/2–6/27 12:01–12:01 a.m.

HES-530 Pharmacy Technician: Clinical: Part 2 8.0 CEUs

Continuation of Pharmacy Technician Clinical Part I. This course complements HES-332 and includes 80 hours of the 160 hours required for certification. 20 sessions, $110*

Syn# 33389 M/W 3/8–7/31 12:01–12:01 a.m.

Phlebotomy

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. Program includes 120 hours of clinical practice in blood drawing facilities to acquaint students with different employment opportunities. Students will be eligible to apply to take the National Certification Examination. Immunization record (PFPD, MMR, Hepatitis B) must be provided. Text required at first class. Prerequisites: Must be health care professional. 26 sessions, $810* (includes a $160 lab fee)

Syn# 30195 M/W 1/26–5/4 6:00–9:10 p.m. Main Campus, LAN-338
Syn# 30196 S 1/29–4/30 9:00 a.m.–4:15 p.m. Main Campus, LAN-338

HES-469 Phlebotomy Technician: Clinical: Part 1 6.0 CEUs

Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which includes 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: (1) HES-418: Phlebotomy Technician. (2) Immunizations and health care insurance required prior to clinical. 15 sessions, $110*

Syn# 30197 M/T/W/Th/F 4/1–6/29 12:01–12:01 a.m.

HES-470 Phlebotomy Technician: Clinical: Part 2 6.0 CEUs

Continuation of Part 1. 15 sessions, $110*

Syn# 30198 M/T/W/Th/F 4/1–6/29 12:01–12:01 a.m.

Veterinary Assistant

Continuing Education Certificate, Veterinary Assistant

This 116 hour certificate program consists of four courses that include 44 hours of clinical training with live animals. Students must be 18 years of age and successfully complete the Reading Comprehension Placement Test with a score of 55 or better before registering for the first course.

Requirements for the Continuing Education Certificate include successful completion of the following courses:
- VET-300 Veterinary Assistant 1: Outpatient Care
- VET-301 Veterinary Assistant 2: Diagnostics and Pharmacy
- VET-310 Veterinary Assistant 3: Patient Care and Treatment
- VET-311 Veterinary Assistant 4: Surgery, Anesthesia, and Emergency Care

PGCC’s Veterinary Assistant Program has been reviewed by the Maryland Board of Veterinary Medical Examiners and approved and supported by the Maryland Veterinary Medical Association and the Maryland Veterinary Technicians 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 injured by an animal while participating in this program. Prince George’s Community College does not provide medical insurance for any injury sustained.
### Hospitality & Food Service

#### Food Service & Culinary Art

**CUL-745 International Cuisine** 6.0 CEUs
- This course will focus on the principles of baking, roasting, frying, sautéing, stir frying, braising and steaming through menu productions from countries to include: Mexico, The Caribbean Islands, Spain, Russia, Northern and Southern Italy, Eastern Europe, Turkey, India, Thailand, Japan, Korea, China the Philippines? and the Polynesian Island. 15 sessions, $543*
- Syn# 35261 M 1/24–5/16 5:30–9:30 p.m. JHES
- Syn# 35262 M 1/24–5/16 1:00–5:00 p.m. JHES
- Syn# 35263 M 1/24–5/16 8:00 a.m.–12:00 p.m. JHES

**CUL-750 Bar and Beverage Management**
- This course is designed to provide students with the practical knowledge needed to manage a bar or beverage operation. The course presents principles and theories to support and reinforce the practical aspects. 15 sessions, $360*
- Syn# 34675 S 4/30–5/7 8:30 a.m.–5:00 p.m. Main Campus, LAN-122
- Syn# 34676 S 4/2–4/9 8:30 a.m.–5:00 p.m. Main Campus, LAN-122
- Syn# 34677 T 4/6–4/13 8:30 a.m.–5:00 p.m. Main Campus, CAT-310

**HSM-656 Catering and Banquet Planning**
- Catering and banquet planning including menu planning, purchasing, preparation, service details, sanitation and management. Text recommended. Note: Meets concurrently with credit course HSM-1560. 15 sessions, $360*
- Syn# 35268 T 12/27–5/12 1:00–5:00 p.m. JHES
- Syn# 35267 F 1/18–5/13 12:00–2:45 p.m. Main Campus, CAT-210

### Health Care Support | Hospitality & Food Service

**VET-300 Veterinary Assistant, Part 1: Outpatient Care**
- 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. A Test Referral Form is available from Admissions & Records. Workbook included. Prerequisites: (1) Students must be a minimum of 18 years of age before class starts and (2) must successfully complete the Reading Comprehension Placement Test before registering for the first course. Pick up a Placement Test Referral from Continuing Education Desk in Bladen Hall, Room 126. 7 sessions, $265* (includes a $75 lab fee)
- Syn# 35254 S 1/29–5/14 8:00 a.m.–12:00 p.m. JHES

**VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy**
- 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. Prerequisites: VET-300. 6 sessions, $205* (includes a $75 lab fee)
- Syn# 35259 T/W/Th 3/29–4/7 2:00–5:00 p.m. Main Campus, CAT-310

**VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment**
- This course consists of 18 classroom hours and 12 clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisites: VET-300 and VET-301. 5 sessions, $240* (includes a $75 lab fee)
- Syn# 35255 T/W/Th 1/27–2/11 6:30–9:30 p.m. Main Campus, CAT-310

**VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care**
- This course consists of 18 classroom hours and 8 clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisites: VET-300, VET-301, and VET-310. 5 sessions, $215* (includes a $55 lab fee)
- Syn# 35269 S 1/29–5/14 11:30 a.m.–3:30 p.m. JHES

**HSM-655 ServeSafe**
- This course provides an overview of the principles of food microbiology, important food borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes measures for the prevention of food borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes
- Syn# 35398 T 3/9–3/18 1:00–5:00 p.m. Main Campus
- Syn# 35399 T 5/3–5/13 1:00–5:00 p.m. Main Campus

### Spring 2011 Schedule of Noncredit Classes

www.pgcc.edu
HSM-663 Food Service Operations
This course will give students a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered including organization, marketing, menus, costs and pricing, production, service, safety, and finances. Text: ISBN 0-86612-268-0, 2005 by Jack D, Ninemeier. Meets concurrently with credit course HSM-1630. 15 sessions, $360*
Syn# 34604 M 1/24–5/16 2:00–5:00 p.m. Main Campus, CAT-110
Syn# 34687 T 1/25–5/10 6:00–8:45 p.m. Main Campus, CAT-205
Syn# 34690 Th 1/27–5/12 6:00–8:45 p.m. Main Campus, CAT-207
Syn# 34691 S 1/29–5/14 1:00–3:45 p.m. Main Campus, CAT-207

CUL-715 Food Production 2
An advanced food production class. Topics will include principles of plate presentation, entre, starch, vegetables, seafood, and lamb cookery. Additional topics will include menu construction, pricing and production. Meets concurrently with credit course CUL-2150. Prerequisite: CUL-615: Food Production I. 15 sessions, $543*
Syn# 35277 W 1/26–5/11 5:30–9:30 p.m. JHES
Syn# 35276 Th 1/27–5/12 1:00–5:00 p.m. JHES
Syn# 35275 Th 1/27–5/12 8:00 a.m.–12:00 p.m. JHES

HSM-702 Food and Beverage Purchasing and Cost Control
This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications. Meets concurrently with credit course HSM-2020. 15 sessions, $360*
Syn# 34693 M 1/24–5/16 6:00–8:45 p.m. Main Campus, CAT-105
Syn# 34692 M/W/F 1/24–5/13 10:00–10:50 a.m. Main Campus, CAT-225
(43 sessions)

Hospitality Management

HSM-651 Introduction to the Hospitality Industry
This course will focus on basic management theories and principles as they apply to hotels and resorts, restaurants, food service operations, clubs, cruise ships, meeting and event planning, conference centers, convention bureaus, and casino hotels. Students will study business ethics, franchising, management contracts, human resources, and marketing and sales. Meets concurrently with credit course HSM-1510. Text: ISBN: 0-86612-261-3, 2004, by Rocco M. Angelo and Andrew N. Vladimirt. 15 sessions, $360*
Syn# 33355 M/T/W/Th/F 1/17–1/21 8:00 a.m.–5:30 p.m. (5 sessions)
Syn# 34619 M 1/24–5/16 6:00–8:45 p.m. Main Campus, CAT-225
Syn# 34616 M/W/F 1/24–5/13 9:00–9:50 a.m. Main Campus, CAT-207
(44 sessions)
Syn# 34702 T 1/25–5/10 6:00–8:45 p.m. UTC
Syn# 34615 T/Th 1/25–5/12 9:30–10:45 a.m. Main Campus, CAT-211
(30 sessions)
Syn# 34614 S 1/28–5/14 9:00–11:45 a.m. Main Campus, CAT-211

HSM-652 Convention Management and Service
Defines the scope and segmentation of the convention and group market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. 15 sessions, $360*
Syn# 35591 W 1/26–5/11 2:00–4:45 p.m. Main Campus, CAT-312
Syn# 34688 W 1/26–5/11 6:00–8:45 p.m. Main Campus, CAT-205
Syn# 34696 S 1/29–5/14 9:00–11:45 a.m. BHJS

HSM-764 Security and Loss Prevention Management
Explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, explores risk management and loss prevention issues, and outlines OSHA regulations that apply to lodging properties. 15 sessions, $360*
Syn# 34714 T 1/25–5/10 6:00–8:45 p.m. Main Campus, CAT-210

HSM-662 Hotel and Resort Operations: Housekeeping
Overview of the Front Office Management and Property Management requirements for the lodging industry. Provides framework for further lodging-related studies. Meets concurrently with credit course HSM-162. Text: ISBN 0-86612-156-0, 1997 by Margaret M. Kappa, Aleta Nitschke and Patricia B. Schappert. 15 sessions, $360*
Syn# 34681 M 1/24–5/16 6:00–8:45 p.m. Main Campus, CAT-227

HSM-707 Supervision in the Hospitality Industry
This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry. 15 sessions, $360*
Syn# 34725 M/W/F 1/24–5/16 11:00–11:50 a.m. Main Campus
(43 sessions)
Syn# 34724 M 1/24–5/16 online ONLN
Syn# 34726 T 1/25–5/10 6:00–8:45 p.m. Main Campus, CAT-225

HSM-753 Hospitality Sales and Marketing
Marketing principles for the hospitality industry. Marketing planning, property feasibility study, sales team functions, advertising and public relations. 15 sessions, $360*
Syn# 34729 M 1/24–5/16 6:00–8:45 p.m. Main Campus, CAT-110
Syn# 34728 T/Th 1/25–5/12 8:00–9:15 a.m. Main Campus, CAT-212
(30 sessions)
Syn# 34706 Th 1/27–5/12 6:00–8:45 p.m. UTC
Syn# 34730 S 1/29–5/14 1:00–3:45 p.m. Main Campus, CAT-205

HSM-710 Managing Service in Food and Beverage
This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and, whenever possible, exceeding the expectations of guests. Meets concurrently with credit course HSM-2100. 15 sessions, $360*
Syn# 34727 T 1/25–5/10 6:00–8:45 p.m. Main Campus, CAT-110

HSM-755 Understanding Hospitality Law
This course provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations. Meets concurrently with credit course HSM-2550. 15 sessions, $360*
Syn# 34731 W 1/26–5/11 6:00–8:45 p.m. Main Campus, CAT-209

Language & Communication

American Sign Language

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

COM-325 Sign Language 1
This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. Text required: Humphries and Padden Learning American Sign Language (Pearson Education, Inc.). 8 sessions, $170*
Syn# 30218 S 1/22–3/12 9:00 a.m.–12:00 p.m. Main Campus
Syn# 30219 M 1/24–3/21 6:30–9:30 p.m. Main Campus
Syn# 33486 S 4/9–6/11 9:00 a.m.–12:00 p.m. Main Campus
Syn# 33487 M 4/11–6/13 6:30–9:30 p.m. Main Campus

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. Text required. Prerequisites: COM-325 or 48-hours of previous instruction. 8 sessions, $150*
Syn# 30234  S 1/22–3/12  9:00 a.m.–12:00 p.m. Main Campus
Syn# 30455  S 4/9–6/11  9:00 a.m.–12:00 p.m. Main Campus

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. Text required. Prerequisites: COM-330 or 48-hours of previous instruction. 8 sessions, $150*
Syn# 30235  S 1/22–3/12  9:00 a.m.–12:00 p.m. Main Campus
Syn# 30431  Th 2/3–3/24  6:30–9:30 p.m. Main Campus
Syn# 30456  S 4/9–6/11  6:30–9:30 p.m. Main Campus
Syn# 30457  Th 4/14–6/9  6:30–9:30 p.m. Main Campus

COM-331 Sign Language 4  2.4 CEUs
Students will expand on the grammatical features of American Sign Language, vocabulary, conversational skills, and interaction with deaf community. Prerequisites: COM-326.

8 sessions, $150*
Syn# 30598  S 4/9–6/11  9:00 a.m.–12:00 p.m. Main Campus

LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary  2.0 CEUs
This pre-introductory Spanish course provides an overview of some of the crucial preliminary grammatical patterns that are essential to receiving a solid foundation of the structure of the language. It will include some basic vocabulary. Oral and Written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish Language and suggested before enrolling in the Introductory level. 1 session, $50*
Syn# 33869  S 3/26–3/26  10:00 a.m.–4:00 p.m. Main Campus

LGE-370 Introduction to Spanish: Part 1  2.0 CEUs
This course introduces the basics of Spanish for work and leisure. Topics will include: pronunciation, vocabulary, and various dialogues through role-playing. As an incentive to continue in this 3-course series, special rates are offered for advanced levels of Spanish. Text required. 8 sessions, $130*
Syn# 30110  S 1/22–3/12  1:00–4:00 p.m. Main Campus
Syn# 30109  S 1/22–3/12  9:30–12:00 p.m. Main Campus
Syn# 30111  M 1/24–3/21  6:30–9:00 p.m. Main Campus
Syn# 30369  T 2/1–3/22  6:30–9:30PM Laurel College Center
Syn# 33870  S 4/9–6/11  9:30 a.m.–12:00 p.m. Main Campus
Syn# 33872  M 4/11–6/13  6:30–9:30 p.m. Main Campus

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 3-course series, special rates are offered for advanced levels of Spanish. Text required. Prerequisite: LGE-370: Introduction to Spanish, Part 1. 8 sessions, $110*
Syn# 30314  S 1/22–3/12  9:30 a.m.–12:00 p.m. Main Campus
Syn# 30115  M 1/24–3/21  6:30–9:00 p.m. Main Campus
Syn# 30364  Th 2/1–3/24  6:30–9:00 p.m. Laurel College Center
Syn# 33866  S 4/9–6/11  9:30 a.m.–12:00 p.m. Main Campus
Syn# 33867  M 4/11–6/13  6:30–9:00 p.m. Main Campus
Syn# 33868  T 4/12–6/7  6:30–9:00 p.m. Laurel College Center

LGE-345 Introduction to Spanish: Part 3  2.0 CEUs
In this third course in the introductory series you will be taught further structures, vocabulary, and idioms to help increase your comprehension and speaking ability. Text required. 8 sessions, $110*
Syn# 30312  S 1/22–3/12  9:30 a.m.–12:00 p.m. Main Campus
Syn# 33865  S 4/9–6/11  9:30 a.m.–12:00 p.m. Main Campus

LGE-330 Intermediate Spanish Conversation  1.6 CEUs
Intended for those who already have a basic speaking knowledge of Spanish. This course focuses on the development of listening and speaking skills through vocabulary development, a variety of speaking activities and group and individual projects. The course includes reading, vocabulary acquisition, written work and conversation and comprehension activities. A variety of sources will be used in conjunction with the text. 6 sessions, $110*
Syn# 30708  M 1/24–3/7  6:30–9:10 p.m. Main Campus
Syn# 33864  M 4/11–5/25  6:30–9:10 p.m. Main Campus

LGE-307 Beginning French  1.0 CEU
Parlez franais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Text required. 8 sessions, $134*
Syn# 31015  Th 1/20–3/10  7:00–9:30 p.m. Laurel College Center

LGE-348 Introduction to German  1.2 CEUs
Become acquainted with the German people through their native tongue. Learn the German phonetic system, alphabet and pronunciation, and basic everyday vocabulary. The present tense of verb tand how to form questions, statements and imperatives are also taught. Text required. 8 sessions, $134*
Syn# 31050  T 1/18–3/8  7:00–9:30 p.m. Laurel College Center

MGT-434 Business Writing Intensive  1.8 CEUs
This course uses the systematic 5-step writing process that includes preparation, research, organization, writing a draft, and revision. Students view real-world examples of business writing and practice writing effective memos, letters, reports, news releases, meeting minutes, sales letters, and more! Text required: The Business Writer’s Handbook, 7th ed. (St. Martin’s Press). Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. 6 sessions, $180*
Syn# 31648  Th 2/3–3/10  6:30–9:30 p.m. Main Campus

MGT-602 Grammar and Proofreading  1.8 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, $120* (includes a $60 lab fee)
Syn# 31624  W/F 1/19–3/11 online E2GO
Syn# 31612  W/F 2/16–4/8 online E2GO
Syn# 31636  W/F 3/16–5/6 online E2GO
Syn# 31637  W/F 4/20–6/10 online E2GO

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, $120* (includes a $60 lab fee)
Syn# 31651  W/F 1/19–3/11 online E2GO
Syn# 31654  W/F 2/16–4/8 online E2GO
Syn# 31658  W/F 3/16–5/6 online E2GO
Syn# 31663  W/F 4/20–6/10 online E2GO

COM-320 At Ease with Public Speaking  1.2 CEUs
This course provides six weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran non-speaker into a smooth-talking professional. Through the use of informative examples, lively illustrations, and valuable personal experiences, you'll learn the secrets of the art of public speaking. This course is intended for anyone who has a desire to improve his or her speaking skills. Text required: The Complete Book of Public Speaking, 9th ed. (Bob-bliss Books). Prerequisite: MGT-434: Business Writing Intensive. 6 sessions, $130*
Syn# 31650  W/F 3/25–5/5  6:30–9:30 p.m. Main Campus
COM-350 At Ease With Public Speaking  1.2 CEUs
This course is a continuation of At Ease with Public Speaking I and provides six weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews or boardroom presentations. 6 sessions, $135*
Syn# 33612  S 3/19–4/16  9:00–11:00 a.m.  Main Campus

OFC-358 Fundamentals of Technical Writing
This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You’ll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. 12 sessions, $120* (includes a $60 lab fee)
Syn# 33640  W/F  1/19–3/11  online  E2GO
Syn# 33644  W/F  1/16–2/4  online  E2GO
Syn# 33645  W/F  1/16–3/6  online  E2GO
Syn# 33646  W/F  4/20–6/10  online  E2GO
Syn# 33647  W/F  5/18–7/8  online  E2GO

ESOL

LGE-460 Workplace English Language Enrichment  2.0 CEUs
Do you need to improve your English to advance in the fields of healthcare or childcare? Or, are you interested in construction and other skilled trades but are fearful of the English reading, writing, and speaking involved? If so, LGE-460 is for you! This course prepares students to enter the employment market or to feel more comfortable in other workforce development programs. LGE-460 is taught by certified teachers of English as a Second Language and focuses on specific language skills for the workplace: listening, speaking, reading comprehension, and basic writing skills. Classes are small and allow a comfortable, encouraging atmosphere in which we can successfully help you reach your employment goals! Course materials are included. 10 sessions, $200*
Syn# 33683  M  2/28–5/9  2:30–4:30 p.m.  UTC

Public Safety & Security

■ Security Protection Management

Seeking Candidates to Become Police Officers
Certified by the Maryland Police and Correctional Training Commissions, the Prince George’s Community College Police Academy is seeking qualified applicants to participate in a 24-week, full-time, daytime training program. Student officers will be trained in law enforcement operations and functions, including firearms training and emergency vehicle operations. Upon successful completion of the program and by meeting agency standards, graduates will be eligible to be hired by most Maryland law enforcement agencies.

Admission Requirements
Police Academy candidates must meet the following minimum requirements:
1. Be at least 21 years old upon graduation from the academy
2. Be a U.S. citizen
3. Be a high school graduate or have a G.E.D. recognized by the State of Maryland
4. Be of good moral character and have a police record clear of felony or serious misdemeanor convictions
5. Have a driving record with no more than 3 points and no serious or repeated traffic offenses
6. Pass a physical examination and a drug screening test
7. Authorize a complete background investigation
8. Present three letters of reference
In addition, the candidate must be able to:
1. Pay a $150 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $3,500.
2. Successfully complete all physical training requirements
3. Attend the full academy program in its entirety.

Financial aid may be available for qualified applicants, and the academy is approved for veteran's benefits. Students may also earn up to 18 credits toward an academic degree. Call (301) 322-0175 for more information. Classes are now forming for upcoming orientation sessions.

SEC-310 Security Officer, Level 1
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today’s growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling will be provided as needed.
Training for job opportunities in this wide open market is offered at minimal cost: a non-refundable application fee of $68 for screening and processing, plus $250 tuition for in-county residents. For future information call the Prince George’s Community College Security Officer Training Academy at (301) 322-0175 to receive an application. Text Required: Protection Officer Training Manual. 16 sessions, $318* (includes a $68 background fee)
Syn# 31701  T/W/Th  1/11–2/3  9:00–11:30 a.m.  Main Campus, CON-115
Syn# 31703  M/T/W/Th/F  5/1–5/6  8:30 a.m.–5:00 p.m.  Main Campus, CON-115

Recreation Sport

So, you want to be a licensed Coast Guard Captain?! Becoming one is not a daunting task as some may believe. Many experienced boaters crave additional knowledge beyond the sale boat courses and for some they wish to turn their hobby into a full or part time career by obtaining their license. At Prince George’s Community College you can complete the process in two weeks of intense study. Classes are limited in size (15 students) and are filling up soon! Obtaining a US Coast Guard Captain’s license can be a very rewarding and enriching experience, so fulfill your dream and register today! For further details, contact Mary Jane Shearer at (301) 322-0797 or online at mshearer@pgcc.edu

Boating

OCC-308 Maryland Boating Basics
This course meets the state requirements for a Certificate of Boating Safety Education. Those born on after July 1, 1972, must have this certificate to operate a pleasure boat in Maryland. Learn types of vessels, marine weather, emergency actions, personal watercraft, navigational aids, and maneuvering. All materials included. Requirement: Participants under age 16 must attend with a registered adult. Instructor: Thom Hunter. 3 sessions, $30*
Syn# 32067  T/Th  4/5–4/12  6:30–9:30 p.m.  Main Campus
Syn# 32068  T/Th  5/3–5/10  6:30–9:30 p.m.  Main Campus

OCC-326 Maryland Boating Basics (under age 16)
This course is approved by the Department of Natural Resources to meet the requirements of Maryland’s Boating Safety Education Act. Any person born on or after July 1, 1972 who operates a registered or documented pleasure vessel on Maryland waters must be in possession of a Certificate of Boating Safety Education. In addition to full attendance, an exam must be completed satisfactorily. Those under 16 years of age must be accompanied by a parent. Only registered students are eligible for a certificate. Instructor: Thom Hunter. 4 sessions, $30
Syn# 32069  T/Th  4/5–4/12  6:30–9:30 p.m.  Main Campus
Syn# 32075  T/Th  5/3–5/10  6:30–9:30 p.m.  Main Campus

OCC-330 Boat Maintenance
Topics covered include: winterizing, spring launching, deck and hull repair, as well as maintenance of the engine, the electrical system, and the trailer. Upon completion of the 12-hour course, the student should be able to confidently perform seasonal boat maintenance and moderate boat repairs. Students who are mechanically challenged will gain the knowledge to oversee repairs performed by others. A well-maintained boat contributes to boating safety and fun. Instructor: Thom Hunter. 4 sessions, $585
Syn# 32062  T/Th  5/7–5/26  7:30–10:30 p.m.  Main Campus

OCC-335 Navigation for Recreational Boaters  1.5 CEUs
Competency in many areas is necessary to operate a boat safely. This introductory course covers the navigational skills required of boaters on a variety of waterways, from rivers to coastal waters. Topics include the proper use of charts, course plotting, dead reckoning, and basic electronic navigation. Instruments covered include compass, depth meter, LORAN, and GPS. A final exam will be given at the end of the course. Students are responsible for purchasing required materials from the instructor at his/her cost. Text required. Instructor: Thornell Jones. 4 sessions, $100*
Syn# 32063  T/Th  3/15–4/29  6:30–9:30 p.m.  Main Campus

Sales of Professional Services

■ Insurance

INS-307 Property and Casualty Insurance
This course meets the Maryland requirement of 96-hours of instruction to qualify to take licensing examination, but is designed for students who like to study on their own. The course consists of 40-hours of classroom instruction and 56-hours of home study. This course also meets the approval for Bail Bondsmen certification. Text required. Required: Students should come to the first class prepared to discuss Chapters 1-7, the terms in the glossary and the law. 5 sessions, $250*
Syn# 32125  M/T/W/Th/F  5/2–5/6  8:30 a.m.–5:00 p.m.  Laurel College Center
Real Estate Licensure

Certification Preparation, Real Estate Sales Licensure
The Maryland Real Estate Commission requires an applicant for the real estate sales license to successfully complete 60 hours of instruction in approved courses. Prince George’s Community College offers one 60-hour course to meet this requirement. The Maryland Real Estate Commission requires all students to attend all hours of each commission-approved course. If he/she arrives late, leaves early or misses a session, the student will be required to make up the time in 3 hour time slots. There will be no exceptions. For more information visit the Maryland Real Estate Commissions Web site at www.dllr.state.md.us/license.

Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson Licensing Exam.

Maryland Real Estate Sales Licensure Exam
The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination by sending an application and supporting documents directly to Psychological Systems, Inc. (PSI). PSI will notify qualified candidates of the date, time, and location of the examination based upon the candidate’s preferences indicated on the application. Examinations will be offered each regular business day at test centers. For more information, call the Maryland Real Estate Commission in Baltimore at (410) 230-6230 or PSI at (1) 800-733-9267.

Certification Preparation, Real Estate Appraisal Licensure
Applicants for appraisal licensure must successfully complete 150 hours of approved AQB training (RES-403, 404, 404 and 405—including full attendance and passing grades on all exams) and be able to document 2,000 hours of appraisal experience before sitting for the state examination. The courses offered at PGCC were developed by the Maryland Community College Association for Continuing Education and Training (MCCACET) in order to meet the newly established criteria for Appraisal licensing effective January 1, 2008, and have been approved by the Appraisal Foundation and the Maryland Real Estate Appraisers and Home Inspectors Commission.

A trainee license can be obtained upon completion of 75 hours of training. For more information, visit the Appraisal Commissions Web site at www.dllr.state.md.us/license/ or call (410) 230-6165. This program is eligible for Veterans Educational benefits.

Continuing Education for Real Estate Licensure Renewal
PGCC also offers courses approved by the Maryland Real Estate and Appraisal Commissions for the continuing education credit needed to renew real estate licenses. Three hours of continuing education should be sufficient to cover relevant changes that have occurred in federal, state, and/or local laws updates. As stated previously, the Maryland Real Estate Commission requires students to attend 100% of all hours of each commission-approved course for successful completion.

RES-305 Real Estate Principles and Practices for Salespersons 6.0 CEUs
This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. 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 1–4 before the first class session. Meets concurrently with the credit course BRE-1030. This required course is a 20 hours, 3 session course. 1 session, $30

RES-368 Real Estate Finance and Investment 4.5 CEUs
This course covers decision-making analysis for real estate investment based on both the characteristics of the investment property and the availability and cost of funds as well as cash-flow forecasting, arrangement of financing, creative financing, tax implications and timing of disposal of property. Course methodology includes use of spreadsheets and financial calculators. Meets concurrently with credit course BRE-2030. This is a 10 hours, 2 session course. 1 session, $30

RES-373 Fair Housing (c)
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, $15

RES-359 Real Estate Legislative Update 1 (a)
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, $30

RES-308 Fair Housing and Cultural Diversity 0.3 CEU
This course will review fair housing laws and assist the student in gaining a better understanding of diverse cultures, and the ways in which the cultures affect the real estate industry in today’s global market. (Approved for 3 hours for real estate renewal.) 1 session, $30

RES-446 Start Your Real Estate Career
This course will assist students in choosing a broker and starting their real estate career. Topics will include: choosing a company, the interview process, the career demands, business start-up, record keeping and your duties as a licensee. Not approved for Real Estate License renewal. 1 session, $30

RES-315 Intensive Review for Salespersons
This course is for the students who have successfully completed the course, Real Estate Principles and Practice for Salespersons, and want a review before taking the state exam or for those who need to make up hours toward initial licensing. Not approved for Real Estate License renewal. 1 session, $50

RES-403 Appraisal Principles and Procedures 6.0 CEUs
This course is the first in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and

www.pgcc.edu
analysis, the valuation process, property description, and an overview of the approaches to value. The course meets for a total of 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended and is required for the third course in this series. 16 sessions, $640*

RES-400 Real Estate: Appraisal Standards and Ethics 1.5 CEUs
This course is required for real estate appraisal licensure by the Maryland Real Estate Appraisers Commission. Topics will include licensing and certification requirements, appraisal agencies and organizations, and uniform standards of professional appraisal practice. Text required at first class, Uniform Standards of Professional Appraisal Practice and the accompanying student manual from The Appraisal Foundation, (301) 800-348-2831 or www.appraisalfoundation.org. Prerequisites: RES-403. 3 sessions, $250*

RES-404 Appraisal Practices and Analysis, Part 1 3.0 CEUs
This course is the third in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraiser's Commission for the Licensed Real Estate Appraiser classification. Topics will include: residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 30 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended. 8 sessions, $320*

Travel Service
Continuing Education Certificate, Travel Services
PGCC’s Business Owners’ Success Series and Greenbelt Travel Services cooperatively offer a 45 hour travel program for owners, agents, and independent contractors that provide 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

Travel Career Development Test
Students who successfully complete each of these courses are eligible to take the Travel Career Development Test ($35 fee payable to the instructor). By taking this test, students will be able to demonstrate mastery of fundamental knowledge about the travel industry and receive the Travel Institute’s Travel Career Development Test Certificate, helpful when seeking employment. Students will also earn a one year exemption of the five-year work experience requirement for the Certified Travel Counselor (CTC) Program. Students may be able to earn their CTC designation with just four years of industry experience. A program reference guide is available from Greenbelt Travel Services, 5510 Cherrywood Lane, Greenbelt, Maryland.

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, $25
Syn# 31594 M/W 5/7-6/1 6:00–10:00 p.m. Laurel College Center

BUS-394 Destination Awareness: The Discovery Series 0.3 CEU
In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientele’s needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen. 1 session, $25
Syn# 31593 Th 4/27-5/7 7:00–10:00 p.m. GTSV

BUS-446 Travel Industry Basics 0.6 CEU
This course places emphasis on non-computerized office procedures including manual tickets, industry terminology, city codes, and effective use of reference materials. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $50*
Syn# 31592 T/Th 4/16-4/19 7:00–10:00 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, $75*
Syn# 31590 M/W 3/7-3/14 7:00–10:00 p.m. GTSV

BUS-361 Sales and Marketing Techniques for Travel 0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $50*
Syn# 31071 F 1/18–1/25 7:00–10:00 p.m. GTSV

BUS-362 Package Your Tours and Cruises for Profit 0.6 CEU
Which tour and cruise wholesalers should you use? What different packages are available? How can you maximize your profit? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How likely are you as a travel agent when things go wrong on a client’s trip? How can you protect yourself? Get the answers to these questions and more so you can successfully promote the group travel market. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $50*
Syn# 31595 T 2/15–2/22 7:00–10:00 p.m. GTSV

BUS-381 Grow Your Cruise Business 0.6 CEU
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople; Do you know the reasons for selling cruises? Are you prepared for the challenges? How far do you want to go with your cruise business? The course identifies the benefits of and obstacles to closing cruise sales, distinguishes selling points of the major cruise lines, identifies characteristics of a successful cruise seller, discusses viable sailing goals, and gives an overview of the cruise industry’s future. 2 sessions, $50*
Syn# 31594 T 3/8–3/15 7:00–10:00 p.m. Main Campus

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. Pre-requisites required. Pre-registration required. (No walk-ins). Instructor: Vicks Svensen CTA, MCC. 2 sessions, $50*
Syn# 31588 T 5/10–5/17 7:00–10:00 p.m. Main Campus

Transportation & Distribution
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-405 Auto Technician: Auto Body Repair and Refinishing
- OCC-406 Auto Technician: Heating and Air Conditioning

Courses focus on ASE certification content areas and are designed for both beginner and advanced knowledge students. The Basic Theory, Engine Performance, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 38 years of experience. PGCC also works in partnership with AYT Institute to offer programs in Auto Body Collision Repair and Heating and Air Conditioning.

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

OCC-301 Auto Technician: Basic Theory 4.0 CEUs
A hands-on study of the construction, operation and function of all major automotive units. Topics include: engine fundamentals, emission control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Textbook required. Instructor: Troyd Green. 10 sessions, $395* (includes a $20 lab fee)
Syn# 31571 T 2/1–2/5 6:00–10:00 p.m. Main Campus, AUTO-BAY

OCC-324 Auto Technician: Brake Systems 2.1 CEUs
Knowledge of automotive brake systems is one of the utmost importance due to the critical safety issues involved with the operation of a vehicle. This class will provide the student with in-depth knowledge of the latest brake theory, troubleshooting and hands-on experience in servicing and repairing today’s automotive brake systems. Shop safety regulations are also addressed. We will provide practice in ASE challenge questions in preparation for the ASE certification test. Textbook required. Instructor: Troyd Green. 6 sessions, $220* (includes a $20 lab fee)
Syn# 31377 M/W 2/14–3/3 6:00–9:30 p.m. Main Campus, AUTO-BAY
CDL-302 Commercial Driver License: Class A, Part I (Basic Operations) 8.0 CEUs

This course is the first of a two-part series designed to cover the basic operational skills necessary for a CDL Class A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. Weekday or weekend schedules are available. $1497* (includes a $1347 vehicle fee). Note: Please call Ms. Sandra Brown at (443) 518-4172 for schedule dates and information.

CDL-303 Commercial Driver License: Class A, Part II (Vehicle Control Skill) 8.0 CEUs

This course will run concurrently with CDL-302. Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license test. Skills practiced will include parallel parking, docking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. $1498* (includes a $1348 vehicle fee). Note: Please call Ms. Sandra Brown at (443) 518-4172 for schedule dates and information.

Drivers Education

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.

The 36 hour course includes 30 hours of classroom instruction and 6 hours behind-the-wheel skills training. All classes are 10 sessions plus 6 hours driving (scheduled with each individual student). Prerequisites:

• Students must be 16 years of age or older to register.
• Students under the age of 18 must have a parent or guardian sign a permission form.
• Students need not have an MVA Learner's Permit to enroll in the class, but must obtain one prior to the behind-the-wheel training.

Course Fee

The cost of the Driver Education Program is $60* plus $258 vehicle fee. There is an additional (optional) $100 charge to use the college's program vehicle for MTA testing. This fee is not paid at the time of registration to the class, but will be collected when the student schedules the MVA road test for licensing.

Class Locations

Drivers Education is offered at the college's main campus in Largo and at LDS-Linnell Driving School, located at 1811 Bright Seat Rd., Landover, MD 20785.

Refund Policy

No refunds are issued after the class starts—no exceptions.

SKB-060 Basic Vehicle Maintenance

As an automobile driver, it is important to learn as much as you can about your car's operation and safety maintenance. Basic Vehicle Maintenance will teach you the fundamental skills necessary to enjoy a safe and trouble free driving experience. Keeping your car well maintained will also help to avoid costly repair bills. Topics include: vehicle safety inspection, signs and symptoms of safety problems, checking fluid levels, hoses, tires and brakes, changing a flat tire, safety precautions when your car breaks down on the road, basic tools, scheduled maintenance, the owners manual, accident procedures, towing services and insurance, negotiating repair prices, buying a used car, changing bulbs and fuses, cleaning and winterizing your car, and many other topics. Instructor: Toyd Green. 2 sessions, $65

SKB-600 Driver Education

The Driver Education Program is designed for beginning drivers who wish to obtain a Maryland Class-C driver's license. Students learn from MVA certified instructors provided by the Linnell Driving School, a MVA Certified Driver Education Program provider that utilizes the College as a branch location. Linnell will forward completion information to the MVA as well and other records as required Maryland statute. Schedules are flexible and include day, evening classes. The 36-hour course includes 30 hours of classroom instruction, as well as 6 hours of behind-the-wheel skills training. The 6 hours behind-the-wheel instruction is scheduled on a flexible basis with each individual student. All behind the wheel lessons shall start and end at the college. 10 sessions, $318* (includes a $258 vehicle fee)

OCC-336 Auto Technician: Engine Performance 1.8 CEUs

This course will provide automotive in-depth technician theory and hands-on experience in engine design and operation, ignition systems, emission controls and OBDII systems. Other topics include: engine types/construction/support systems, diagnosing engine problems, fuel system construction/operation/maintenance, ignition system/coils/distributors/wiring, testing equipment and troubleshooting. Also includes practice in ASE challenge questions in preparation for the ASE certification test. Textbook required. Instructor: Toyd Green. 5 sessions, $185* (includes a $20 lab fee)

OCC-400 Auto Technician: Electrical Systems 1.8 CEUs

An in-depth, hands-on study of today's automotive electrical systems. Topics include: electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems, head and tail lights/parking lights/dash lights and hazard lights, turn signals and backup lights, gauges, warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Instructor: Toyd Green. 5 sessions, $185* (includes a $20 lab fee)

OCC-405 Auto Technician: Auto Body Repair and Refinishing 4.0 CEUs

Learn the concepts and basic skills necessary for the auto-body collision repair and refinishing industry. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. Prepare for the ASE certification exam. Note: Located at AYT Institute, 5700 Kirby Rd, Clinton, MD 20735. $20 Shop fee collected first day of class. 10 sessions, $450* (includes a $360 lab fee)

OCC-406 Auto Technician: Heating and Air Conditioning 3.2 CEUs

Learn the concepts and develop the basic skills necessary to diagnose automotive heating and air conditioning problems. Topics include heating and air conditioning principles, basic test equipment, and how to interpret and analyze information. Students will diagnose and repair automotive heating and air conditioning systems. Major emphasis will be on diagnostic procedures. Includes preparation for the ASE certification exam. Note: Located at Tommy's Auto Clinic, 15005 Marlboro Pk, Upper Marlboro, MD 20772. $20 Shop fee collected first day of class. 8 sessions, $385* (includes a $310 lab fee)

OCC-301 Commercial Driver License: Class B 4.5 CEUs

Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver's License (CDL). Upon obtaining the Class-B CDL, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules are available. $1990* (includes a $1592 vehicle fee). Note: Please call Ms. Sandra Brown at (443) 518-4172 for more information.

OCC-335 Auto Technician: Pneumatic Systems 1.2 CEUs

Learn the concepts and develop the basic skills necessary for the auto-body collision repair and refinishing industry. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. Prepare for the ASE certification exam. Note: Located at AYT Institute, 5700 Kirby Rd, Clinton, MD 20735. $20 Shop fee collected first day of class. 4 sessions, $200* (includes a $130 lab fee)

OCC-334 Auto Technician: Vehicle Safety Management 1.2 CEUs

Certification Preparation, Commercial Driver License: Classes A & B

According to the US Department of Labor, Bureau of Labor Statistics, over 250,000 new jobs will become available over the 2009—16 periods. That means excellent employment opportunities for you as a tractor-trailer or smaller commercial vehicle driver! PGCC offers programs for both Class A (tractor-trailer) and class B (straight trucks, buses, dump and concrete mixer trucks, and utility vehicles) licensing. Courses include classroom instruction, hands-on training, license testing, and job placement assistance.

Class A Admission Requirements:

A student must: 1) be 21 years of age; 2) possess a valid Non-Provisional Driver's License from Maryland; 3) pass a Department of Transportation (DOT) physical; and 4) obtain a CDL Class A Learner's Permit from the state in which they are currently licensed. Note: Currently, only MD licensed drivers will be accepted in the CDL Class A licensing program.

Class B Admission Requirements:

A student must: 1) be 18 years of age or 21 for the District of Columbia; 2) possess a valid Non-Provisional driver's license from either Maryland, Virginia, or DC; 3) pass a Department of Transportation (DOT) physical and drug screen; and 4) obtain a CDL Class B Learner's Permit from the state in which they are currently licensed.

For more information please call (443) 518-4172.
HEO-303 Train the Trainer: Forklift Operator
The Train the Trainer course is designed for the manager or supervisor who wants to be able to train individuals to become industrial lift-truck operators. Topics include: Formal Training—Introduction to OSHA Law 1910.178, videos, power point presentation, lecture, manual, and full documentation. Practical Training—Operator pre-shift inspection, traveling skills, stacking and loading, charging and refueling. Evaluation—Plant survey, operator truck specific safety evaluation and record keeping. Lunch provided. Note: Location at Alliance Material Handling, 8320 Sherwick Court, Jessup, Md, 20794. 1 session, $700* (includes a $560 lab fee)

HEO-304 DC Electric Clinic
This 2 day course introduces an individual to the world of DC electricity and its use in the industrial lift truck environment. This is also an excellent course for anyone who requires a solid understanding of how DC electricity works. Course outline: Day 1) DC electric theory, test equipment, reading schematics, batteries and chargers. Day 2) DC motors, resistor speed controls, SCR speed controls. Note: Location at Alliance Material Handling, 8320 Sherwick Court, Jessup, Md, 20794. 2 sessions, $600* (includes a $480 lab fee)

HEO-305 OSHA Forklift Operator Certification
For anyone who operates or plans to operate a powered industrial lift truck, OSHA requires that lift-truck operators are trained under specified guidelines. This course complies with those guidelines and fulfills 2 of the 3 parts required to become a certified operator. This one day class consists of formal classroom training (part 1), including videos, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck. It also includes practical training (part 2) which is hands-on operation, demonstrations and pre-shift inspections; students will operate the lift truck in a simulated and controlled work environment. Each student will be issued a certificate and wallet card at the successful completion of the class. The student will need to be evaluated (part 3) in their workplace in order to complete the certification. Lunch Provided. Note: Location at Alliance Material Handling, 8320 Sherwick Court, Jessup, Md, 20794. 1 session, $100* (includes a $80 lab fee)

Looking To Become an Automotive Service Technician?
Prince George's Community College has the courses to get you in gear! E-mail Tony Marra at tmarra@pgcc.edu or visit http://academic.pgcc.edu/transportation or call 301-322-0062.

Motorcycle Safety
Quality Motorcycle Training for 24 Years
Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF). Successful motorcycling is not just a matter of being careful and having good instincts. It requires specialized knowledge, skills, techniques and strategies. If you have never ridden, are self-taught or have learned from friends, you will benefit from truly professional training.

About The Courses
Courses consist of both classroom and room (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (BRC 2). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes that cover the ankle-bone, full-fingered leather or other good grip gloves, a DOT-certified helmet, and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine when appropriate so bring something to keep you dry if rain is expected. You may want to bring a snack or something to drink. However, water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch. Students who are currently licensed in Maryland and successfully complete the BRC or BRC 2 courses will receive a Maryland MVA Certificate of Completion. This certificate must be presented to MVA to receive your Class-M (motorcycle) license endorsement. This endorsement is required, if you wish to legally ride motorcycles on public roads. Out of state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing. All students who successfully complete the BRC, BRC 2 or ERC course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

To get the maximum benefit from PGCC's Motorcycle Safety Program, an introductory course in basic motorcycle maintenance (OCC-354) is offered to introduce and demonstrate basic maintenance concepts for a safe and trouble free riding experience.

Class M Licensing
Students taking the Motorcycle Rider BRC or BRC 2 classes do not need a Class M Learner's Permit to qualify for Class M licensing. Successful graduation from the course will qualify the student for a Class M license endorsement. Maryland students who meet the testing standard for licensing will receive a certificate that can be presented to any full service Maryland MVA branch office where a vision examination can be administered. The student will, then, receive a Class M license endorsement after paying the licensing fee.

Policies
In order to graduate and receive an MVA certificate for Class M endorsement students must comply with the following Maryland Motor Vehicle Administration’s policies:

1. Students must report to all classes promptly at the stated time and must attend all sessions.

2. Students must successfully pass all the examinations.

If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program. There will be no exceptions.

Standby Admission Policy
If a student is not able to register for the course because all seats have been filled, he/she may participate stand-by lottery admission. Seats not claimed by registered students at the start of a class will be offered to students on stand-by who wish to take the course but have not or were not able to be registered. In order to participate, students should arrive at the Continuing Education Building, Room CE-124 thirty minutes prior to the scheduled start of the class. You will be asked to sign the Stand-by Student Roster, and your name will be selected by lottery for possible enrollment. Stand-by students are not officially registered in the course until instruction begins. Until instruction begins, registered students may claim their seat in a course even if a stand-by has been selected for it. Stand-by students who are admitted should be prepared to fill out a Registration Form and pay for the class. Students who do not present proof of payment by the second class session will be dropped. Cash is not accepted by the instructor; however, checks and money orders made out to “Prince George's Community College” will be accepted.

Refund Policy
College policy states that no refunds are issued after the start of the class. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. Those wishing to “re-take” the class can do so at a later time and at a reduced fee. Re-take students must contact the program director, Mr. Tony Marra at (443) 518-4180.
OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The 6-hour, 2-evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owners manual; changing bulbs and dealer relations. Students should bring their motorcycle owner's manual to class. This course meets both Monday or Monday and Tuesday of successive weeks as the dates indicate. 2 sessions, $266*
Syn# 33375 M 3/14–3/21 6:00–9:00 p.m. Main Campus, CONT-124
Syn# 33620 Th 2/24–2/24 5:45–9:15 p.m. Main Campus, CONT-124
S 2/26–2/26 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 2/27–2/27 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33625 F 2/25–2/25 5:45–9:15 p.m. Main Campus, CONT-124
S 2/26–2/26 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 2/27–2/27 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33628 Th 3/3–3/3 5:45–9:15 p.m. Main Campus, CONT-124
S 3/5–3/5 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 3/6–3/6 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33629 F 3/4–3/4 5:45–9:15 p.m. Main Campus, CONT-124
S 3/5–3/5 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 3/6–3/6 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33631 Th 3/10–3/10 5:45–9:15 p.m. Main Campus, CONT-124
S 3/12–3/12 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 3/13–3/13 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33634 F 3/11–3/11 5:45–9:15 p.m. Main Campus, CONT-124
S 3/12–3/12 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 3/13–3/13 12:00–8:00 p.m. Main Campus, CONT-124
Syn# 33635 Th 3/17–3/17 5:45–9:15 p.m. Main Campus, CONT-124
S 3/19–3/19 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 3/20–3/20 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33638 F 3/18–3/18 5:45–9:15 p.m. Main Campus, CONT-124
S 3/19–3/19 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 3/20–3/20 12:00–8:00 p.m. Main Campus, CONT-124
Syn# 33633 Th 3/24–3/24 5:45–9:15 p.m. Main Campus, CONT-124
S 3/26–3/26 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 3/27–3/27 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33655 F 3/25–3/25 5:45–9:15 p.m. Main Campus, CONT-124
S 3/26–3/26 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 3/27–3/27 12:00–8:00 p.m. Main Campus, CONT-124
Syn# 33656 Th 3/31–3/31 5:45–9:15 p.m. Main Campus, CONT-124
S 4/2–4/2 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 4/3–4/3 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33657 F 4/1–4/1 5:45–9:15 p.m. Main Campus, CONT-124
S 4/2–4/2 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 4/3–4/3 12:00–8:00 p.m. Main Campus, CONT-124
Syn# 33659 Th 4/7–4/7 5:45–9:15 p.m. Main Campus, CONT-124
S 4/9–4/9 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 4/10–4/10 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33660 F 4/8–4/8 5:45–9:15 p.m. Main Campus, CONT-124
S 4/9–4/9 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 4/10–4/10 12:00–8:00 p.m. Main Campus, CONT-124
Syn# 33662 Th 4/14–4/14 5:45–9:15 p.m. Main Campus, CONT-124

OCC-356 Alternate Basic Rider Course (BRC 2)
This 7-hour course is designed for students who have already learned basic riding skills but wish to earn a Class-M license endorsement and legally ride on public roads. Those under 18 years of age must take OCC-361. Students have the option of riding their own motorcycles provided they are legally transported to the training site. The vehicle must also pass a pre-ride safety evaluation prior to class. During initial range activities, instructors will evaluate the student's ability to coordinate smooth clutch and throttle control, stop the motorcycle in a safe distance, execute gradual and tight turns, shift up and down, and comfortably achieve a speed of at least 25 mph. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. There is no guarantee that individuals enrolling in this course will pass or get their license. 1 session, $296* (includes a $35 lab fee)
Syn# 33390 S 4/16–4/16 5:45–9:15 p.m. Main Campus, CONT-124
Su 4/17–4/17 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
Syn# 33391 S 4/17–4/17 5:45–9:15 p.m. Main Campus, CONT-124
Syn# 33392 S 4/18–4/18 7:45 a.m.–4:00 p.m. Main Campus, CONT-124

OCC-365 Experienced Rider Course (ERC)
This 6-hour course is for licensed motorcyclists who want to improve or refresh their skills. Individuals enrolling in this course must have a valid motorcycle license. The class "M" license waiver is not offered as a part of this course. During the initial riding activities, each rider's ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders are to provide their own riding gear, which includes a DOT certified helmet, 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, $137* (includes a $18 lab fee)
Syn# 33361 S 4/9–4/9 7:30 a.m.–3:00 p.m. Main Campus, CONT-124

Small Gas Engines

OCC-316 Small Gas Engine 2.4 CEUs
This course covers the basic principles of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the "why" in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 6 sessions, $230* (includes a $10 lab fee)
Syn# 33376 Th 3/17–4/28 6:00–10:00 p.m. Main Campus, AUTO-BAY

COMMUNITY EDUCATION

Community Arts & Entertainment

Arts, Fine & Creative

ART-311 Drawing 1
The objective of this class is for students to learn to draw what they see. In-class and homework assignments will consist of practice with geometric objects, still life subjects, composition, and shadow. Students will work in pencil and charcoal. The instructor will provide charcoal and paper for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $40. 5 sessions, $150*
Syn# 33259 T 3/1–3/29 6:30–9:30 p.m. Laurel College Center
ART-312 Watercolor: Landscapes
This class introduces students to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $70.* 5 sessions, $150* (includes a $20 lab fee)
Syn# 35759  S  2/5–3/5  10:00 a.m.–1:00 p.m.  Laurel College Center

ART-313 Oil Painting: Landscapes
Investigate color mixing and brush techniques in one of the most popular of all art media. Assignments will consist of several quick studies and one sustained project. Both beginning and experienced students are welcome. Students will have the choice of using either oil or acrylic paints. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $80. However, students should bring the materials currently have for review by instructor to the first session. 5 sessions, $150* (includes a $20 lab fee)
Syn# 36200  S  4/16–5/21  10:00 a.m.–1:00 p.m.  Laurel College Center

ART-345 Drawing for the Absolute Beginner
In this course, an online instructor will guide you through basic art processes including: an exploration of the possibilities of various drawing materials, set up procedures, lighting and rendering techniques, and design and layout methods. This is an online class where the student may not be in the online classroom at the same time the instructor is present. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash Player plugin (two free and simple downloads you can access at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader), and any type of computer. Note: Registration is not complete until the student registers and pays at www.pgcc.edu and completes the class orientation at www.ed2go.com/pgcc. 12 sessions, $120* (includes $60 lab fee)
Syn# 35852  W/F  1/19–3/11  online  E2GO
Syn# 35853  W/F  2/16–4/8  online  E2GO
Syn# 35854  W/F  3/16–5/6  online  E2GO
Syn# 35855  W/F  4/26–6/10  online  E2GO
Syn# 35856  W/F  5/18–7/8  online  E2GO

Performing Arts & Music

Continuing Education Certificate: Applied Music, Piano
Prince George’s Community College now offers a Continuing Education Certificate for students who can read and play piano music using the basic techniques for harmonious melody. To earn the certificate, the student must successfully complete any three courses in piano and/or music theory and/or song writing. Individual instrumental music lessons also can be applied to this program. Please call (301) 322-0873 for additional detail. CEUs will be awarded for classes as noted in the listing following. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should call (301) 322-0873 for verification and to request a Continuing Education Certificate.

COM-347 Voiceovers: Such a Voice
A professional writer will help you discover a variety of markets for your written work. Every story takes place within its own world. Get tips on how to plan, research, and create a solid, integrated fictional world. 1 session, $20*
Syn# 310160  S  1/5–1/15  9:00 a.m.–4:00 p.m.  Main Campus

Com-311 Digital Video for the Absolute Beginner
This class introduces students to the basic digital video techniques needed to control the medium. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $80. However, students should bring the materials currently have for review by instructor to the first session. 5 sessions, $150* (includes a $20 lab fee)
Syn# 36200  S  4/16–5/21  10:00 a.m.–1:00 p.m.  Laurel College Center

Continuing Education Certificate, Creative Writing
Prince George’s Community College offers a Continuing Education Certificate in Creative Writing. To obtain the certificate students must successfully complete a series of 5 writing classes from the Creative Writing section although a substitution of one technical writing class for one creative writing class is allowed.

SKB-450 Creating Characters 1: Build Fictional
Veteran writer and successful ghost writer, Julie Mooney, will show you how to use your past and present real life experiences to create characters with life and personality. Develop new characters from old memories or forgotten ones: mix, match, flip, add and combine these elements to add energy and emotion to your story. Find out the two questions a writer needs to ask of every character. 1 session, $20*
Syn# 310160  S  1/5–1/15  9:00 a.m.–4:00 p.m.  Main Campus

SKB-449 Writing Non-Fiction Book Proposals
Veteran writer and successful ghost writer, Julie Mooney, will show you how to create a pre-miere document for selling non-fiction. Author of fictional and non-fictional works, she has written autobiographies for the famous that have remained on the New York Times best-sellers lists for months! See how to make the case for your book’s marketability, compare your book favorably to others in its category, draft a marketing plan, and what to include in your outline and sample chapters. Students will work on an outline during class hours. 1 session, $60*
Syn# 310158  S  1/5–1/15  11:15 a.m.–1:15 p.m.  Main Campus

SKB-448 Online Fiction Workshop—A Blackboard Class
Veteran writer and successful ghost writer, Julie Mooney, will direct this online class. The orientation session will meet from 3:00 to 4:00 p.m., one time only, at the Laurel College Center (312 Marshall Avenue, Laurel, MD) on Saturday, February 19 in room 407. All remaining sessions will meet online using the Blackboard system. You will see how to construct fiction using the elements of character, motivation, conflict, structure, setting and scene writing. Crafting dialogue is shown, the art of shwing rather than telling, and commercial standards are discussed. 8 sessions, $160* (includes $40 lab fee)
Syn# 35693  Su  2/27–4/7  online  BLBD

SKB-326 Write Fiction Like a Pro
This class presents the dramatic story structure, and how to turn a bare-boned story structure into a 3-5 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, $120* (includes a $60 lab fee)
Syn# 35755  W/F  1/19–3/11  online  E2GO
Syn# 35756  W/F  2/16–4/8  online  E2GO
Syn# 35757  W/F  3/16–5/6  online  E2GO
Syn# 35758  W/F  4/20–6/10  online  E2GO
Syn# 35759  W/F  5/18–7/8  online  E2GO

SKB-367 Writing Your Life’s Story
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. 12 sessions, $120* (includes $60 lab fee)
Syn# 35760  W/F  1/19–3/11  online  E2GO
Syn# 35761  W/F  2/16–4/8  online  E2GO
Syn# 35762  W/F  3/16–5/6  online  E2GO
Syn# 35763  W/F  4/20–6/10  online  E2GO
Syn# 35764  W/F  5/18–7/8  online  E2GO

SKB-382 Internet Writing Markets
A professional writer will help you discover a variety of markets for your written work. 12 sessions, $120* (includes $60 lab fee)
Syn# 35765  W/F  1/19–3/11  online  E2GO
Syn# 35766  W/F  2/16–4/8  online  E2GO
Syn# 35767  W/F  3/16–5/6  online  E2GO
Syn# 35768  W/F  4/20–6/10  online  E2GO
Syn# 35769  W/F  5/18–7/8  online  E2GO

Creative Writing

SKB-400 Copywriting: How to Sell
Veteran copywriter and successful ghostwriter, Julie Mooney, will show you how to write copy that sells. Learn about different types of copywriting, how to craft copy that conveys the proper emotion, and how to put together copy that will turn your readers into customers. 6 sessions, $160* (includes $40 lab fee)
Syn# 35769  W/F  1/19–3/11  online  E2GO
Syn# 35770  W/F  2/16–4/8  online  E2GO
Syn# 35771  W/F  3/16–5/6  online  E2GO
Syn# 35772  W/F  4/20–6/10  online  E2GO
Syn# 35773  W/F  5/18–7/8  online  E2GO

SKB-405 Creating Characters 2: Do What You Love
Veteran writer and successful ghost writer, Julie Mooney, will help you create the character that fulfills your personal vision. Learn about character development, motivations, and how to bring your character to life. 1 session, $20*
Syn# 310160  S  1/5–1/15  9:00 a.m.–4:00 p.m.  Main Campus

SKB-410 Creating Characters 3: The Life
Veteran writer and successful ghost writer, Julie Mooney, will help you create the character that is alive and real. Learn about character development, motivations, and how to bring your character to life. 1 session, $20*
Syn# 310160  S  1/5–1/15  9:00 a.m.–4:00 p.m.  Main Campus

SKB-411 Creating Characters 4: Scene
Veteran writer and successful ghost writer, Julie Mooney, will help you create the character that is the story. Learn about character development, motivations, and how to bring your character to life. 1 session, $20*
Syn# 310160  S  1/5–1/15  9:00 a.m.–4:00 p.m.  Main Campus

SKB-412 Creating Characters 5: The World
Veteran writer and successful ghost writer, Julie Mooney, will help you create the character that is the world. Learn about character development, motivations, and how to bring your character to life. 1 session, $20*
Syn# 310160  S  1/5–1/15  9:00 a.m.–4:00 p.m.  Main Campus
SKB-386 Keys to Effective Editing
Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you’re already working as an editor, you’ll not only brush up on your skills, but will also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have a better-than-average spelling ability.

12 sessions, $120* (includes $60 lab fee)

SKB-393 Beginner’s Guide to Getting Published
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, $120* (includes $60 lab fee)

HES-353 Weight Management
In this five week course, learn the latest research on weight loss and valuable tips for finally taking off those unwanted pounds. We’ll cover behavior modification techniques, environmental changes that lead to weight loss, and how healthy foods can actually sabotage your diet. At the end of this course, you’ll be able to better select the foods that promote health, receive a personalized meal plan, and develop a weight management plan.

5 sessions, $100*

HES-536 Nutrition for Young Children
This course is for caregivers interested in providing the most nutritious diet for children under the age of five. You’ll learn how to positively influence these young minds so that they will enjoy a long, healthful life naturally. How much food do young children need, what to do about eating problems, is your child receiving the right nutrients, and how to get kids to like healthy food?

are just some of the questions that will be answered in this course. 5 sessions, $100*

HES-347 Reflexology
Reflexology is the art of touching specific areas of the hands and feet to reduce stress, relieve pain, and promote wellness. This hands-on class will be taught by a certified reflexology instructor and author of published articles on holistic health. Bring a towel to class. Instructor: Endijika Oluntende, ND, PhD. 1 session, $80

HES-541 Vegetarian and Non-Vegetarian Diets
Students will learn the benefits and pitfalls of vegetarian and non-vegetarian diets. Different types of vegetarian diets will be explained, and the transition from a non-vegetarian to a vegetarian diet will be reviewed. 4 sessions, $85*

HES-542 Easy Weight Loss Education—Stop Dieting and Start Living
A 30 day plan that could change your life by changing your mind, changing your food and eating habits. You’ll learn how food, medication, and exercise affect your blood glucose. Managing your diabetes will help you decrease risk for complications. Learn how sodium, alcohol, sugar, and fat play a role in diabetes complications.

5 sessions, $100*

HES-537 Nutrition and Diabetes
In this five week course, learn how to manage your diabetes through nutrition. You will learn how food, medication, and exercise affect your blood glucose. Managing your diabetes will help you decrease risk for complications. Learn how sodium, alcohol, sugar, and fat play a role in diabetes complications.

5 sessions, $100*

HES-538 Nutrition and High Blood Pressure—Avoiding a Stroke
Hypertension is called the leading cause of mortality and morbidity in the United States, because it contributes to heart disease and stroke, the top early killers of Americans. In this course, you’ll learn how to better manage and lower your high blood pressure through dietary changes alone. 5 sessions, $100*

HES-539 Weight Management
In this five week course, learn the latest research on weight loss and valuable tips for finally taking off those unwanted pounds. We’ll cover behavior modification techniques, environmental changes that lead to weight loss, and how healthy foods can actually sabotage your diet. At the end of this course, you’ll be able to better select the foods that promote health, receive a personalized meal plan, and develop a weight management plan.

5 sessions, $100*

ATH-327 Tennis for Beginners
Learn the basic skills to play tennis. Emphasis will be placed on learning the forehand, backhand, volley and serve strokes. In addition, tennis rules and equipment selection will be discussed. Meets concurrently with credit course PED-1030. 8 sessions, $260

ATH-329 Golf for Beginners
So, you don’t know an eagle from a birdie? This course will teach you the basics, from equipment to rules and etiquette of the game. Meets concurrently with credit course PED-1030. 8 sessions, $260

Please contact the Robert I. Bickford Natatorium for Learn to Swim information.

http://www.pgcc.edu/visitors/collegeServices/natatorium

301-322-0979

Bulletins also will be available at the Natatorium.
ATH-352 Bowling
A game played by rolling a ball down a wooden floor (alley) in order to knock down a triangular group of ten pins. Meets concurrently with credit course PED-1030. 10 sessions. $260
Syn# 33889 T 1/25–5/3 12:45–3:15 p.m. Main Campus, N-114

ENR-310 Chess
Chess is a game that can be exciting and challenging. It has been played for thousands of years and is one of the oldest games in the world. This course is for beginners who want to improve their game by learning new tactics. Chess is an enjoyable way to improve memory, decision making, analytical and strategic thinking. If you bring your interest in learning to play the game, we will provide the Chess sets and instructions. Instructor: Ted Fagan. 3 sessions, $65
Syn# 33324 M 3/28–4/11 7:00–9:00 p.m. Main Campus

ENR-438 Pocket Billiards
Acquire the fundamentals of Pocket Billiards with a long history dating back to the 15th century in northern Europe France. The game was once the sport of kings and queens that started out as a lawn game and, then, moved indoors to a wooden table with green cloth to simulate grass. Students are introduced to the basic concepts of Pocket Billiards, winning strategies, cue ball control and the techniques of shot making. The course helps to develop self-confidence and the skills to become a better player and is designed to be informative, inspiring and enjoyable. Ladies welcomed. Maximum enrollment: 12 students. A $72 table fee payable to the instructor is due at first class. Instructor: Stephen Brown. 6 sessions, $70
Syn# 34705 W 3/2–4/6 7:00–9:00 p.m. QBL1
Syn# 34709 S 3/5–4/9 2:00–4:00 p.m. QBL1

Wellness
HES-336 Pilates/Yoga
Yoga is designed to improve posture and ease and cultivate strength and strength exercises of Pilates. Participants realize leaner muscles, improve posture and stronger core muscles. There are benefits for all ages, especially people with muscle and joint problems. 8 sessions, $100
Syn# 33987 Th 1/22–3/17 7:00–8:00 p.m. Main Campus., Novk-100

HES-451 Personal Trainer: National Certification
Become a part of what ABC News.com calls the fourth hottest job in the US at a national average of $25 an hour. Whether a career move or for your personal benefit, the information you need to become a certified personal trainer. This challenging course is taught over a 5-week period for better retention and skill competency. The national exam is held on the sixth week. Fifteen hours of hands on practical training prepares you to actually work with clients. Another fifteen hours of lecture covers anatomy, exercise physiology, nutrition, muscle and skeletal injuries, health screening, etc. Then, proof of CPR/AED and a 30-hour internship will prepare you to enter the fitness field. This is a great opportunity to network with employers while getting valuable experience and help you prepare for your national boards!! Text book required. For more information and to order textbook please go to www.wisueducation.com, or call (888) 330-9487. Start reading textbook immediately. 6 sessions, $529* (includes a $399 lab fee)
Syn# 33990 S 1/30–3/6 9:00 a.m.–4:00 p.m. Main Campus
Syn# 33991 Su 3/27–5/9 9:00 a.m.–4:00 p.m. Main Campus

HES-368 Weight and Strength Training for 40+ Adults
Build stronger bones, reduce the risk of heart disease, tone and firm those muscles and look better overall! Students will purchase their own weights to practice at home and should bring their own class. 8 sessions, $100
Syn# 33989 T/Th 1/22–2/17 6:00–9:00 p.m. Main Campus, Novk-100
Syn# 33994 T/Th 4/5–5/5 6:00–9:00 p.m. Main Campus, Novk-100

ATH-376 Zumba Exercise Class
Zumba is a fusion of body sculpting movements with easy to follow dance steps to the tune of Latin and International music. The routine features aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. 8 sessions, $100
Syn# 35412 T/Th 2/1–2/19 9:00–9:50 a.m. Main Campus, Novk-100

ATH-353 Cardio Kickboxing
This workout mixes aerobic and kickboxing elements which incorporate the use of your fists, elbows, knees, and feet. This intensive cardiovascular program will transition you from a warm to intense high kicking workout and increase your heart rate. Meets concurrently with credit course PED-1030. 42 sessions, $260
Syn# 33884 M/W/F 1/25–5/3 1:00–1:50 p.m. Main Campus, Novk-100

HES-540 Yobics
Yobics specializes in creating, developing and implementing specialized individual and group fitness and nutrition programs to help reduce obesity by helping people lose weight, strengthen muscles, get in shape, improve balance, focus and concentration, improve self-esteem, improve performance at work and at school and the most important of all, improve their health. 8 sessions, $100*
Syn# 33876 T 2/1–2/22 5:00–6:00 p.m. Main Campus, Novk-100

ATH-360 Weight Training and Conditioning
Weight training is combined with aerobics and is a customized program for each individual student. Meets concurrently with the credit course PED-1030. 28 sessions, $260
Syn# 33993 T/Th 12/5–5/5 4:30–6:00 p.m. Main Campus, Novk-114

ATH-372 Introduction to Chicago Steppin’
The course is designed to introduce the student to the culture and basic steps of social dancing called Steppin. Steppin is a member of the Swing Dance genre and has developed much of its origin and style from Chicago, Illinois. The diversity and multiplicity of the dance form stems from the Cakewalk, Lindy Hop, Interbug and the Charleston just to name a few. The objective of the course is for the new student to be conversant in the basic 24 movements of the dance. The end result will be an introduction and practical usage of turns, spins and stationary movements to enjoy dancing in a social environment. 5 sessions, $160
Syn# 34254 F 4/8–5/13 7:00–9:00 p.m. Main Campus, Novk-100

Dance
ATH-318 Hand Dancing, Part 1
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum 8 students. 8 sessions, $100
Syn# 33884 T/Th 3/3–4/24 6:00–7:00 p.m. Main Campus, Novk-100
Syn# 33886 T/Th 4/5–5/5 6:00–7:00 p.m. Main Campus, Novk-100

ATH-373 Hand Dancing, Part 2
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum 8 students. 8 sessions, $100
Syn# 33885 T/Th 3/3–4/24 6:00–7:00 p.m. Main Campus, Novk-100
Syn# 33887 T/Th 4/5–5/5 6:00–7:00 p.m. Main Campus, Novk-100

ATH-375 Dance, Tango
A ballroom dance style with 2/4 and 4/4 music time. It originated in South America and spread throughout the world. A dance style that uses long gliding steps and dips. 8 sessions, $100
Syn# 34253 F 2/4–3/25 7:00–8:00 p.m. Main Campus, Novk-100

ATH-362 Line Dancing
This non-partner dancing in which a group of people dance a pre-choreographed sequence of movements in unison. The choreography is simple, such as the Electric Slide, so anyone can enjoy the dance experience 8 sessions, $100
Syn# 33888 F 2/4–3/25 7:00–8:00 p.m. Main Campus, Novk-100

Career Assessment & Planning Services
Career Assessment & Planning Services Are you looking for a career change, deciding on a first career, choosing a college major, or just looking for what to do with the rest of your life? The Prince George's Community College Career Assessment and Planning (CAP) Center offers professional career planning speciality courses and a full program of services to help you, including: computerized assessment, a career library, testing, counseling, and career/life planning courses and workshops. Visit the CAP Center in Marlboro Hall, Room 2102, or call (301) 322-0831, (301) 322-0383, or (301) 322-0122 (TDD). If a sign language interpreter or other disability accommodation is needed, please call (301) 322-0034 or (301) 322-0122 (TDD) at least four weeks prior to requested service. The Career Center is wheelchair accessible. Prince George's Community College is committed to a policy of equal opportunity for all students and all employees. For more details, see Nondiscrimination in the current catalog.

JCL-356 Writing an Effective Federal Resume
Federal resume writing is not like writing a corporate resume. Rather than having one page accomplishment-based document, the federal resume can be up to six pages in length, and must include skills as well as accomplishments! There is some specific information that absolutely MUST be included on the federal resume. Learn federal resume requirements, secrets to posting a resume to a federal job board, and lots more in this class designed to help you to unlock the code to effective federal resume writing. 1 session, $70*
Syn# 33248 S 2/19–2/19 9:00 a.m.–4:00 p.m. Laurel College Center

JCL-357 Federal Job Search
Searching for a federal job is much different from corporate except in one area—reading the federal vacancy announcement! Knowing what you are reading, and understanding what is meant by federal jargon often used is key to conducting an effective federal job search. This class will help you save time and frustration by teaching you how to interpret a vacancy announcement accurately, and how to apply only for jobs for which you are both eligible and qualified. Don’t forget that aligning your skills to a job is a powerful part of the job search, decision making, analytical and strategic thinking. Taking a federal job search. Taking a look at the unique skills you bring to the workplace is an essential aspect of this class. 1 session, $70*
Syn# 32150 S 1/22–1/22 9:00 a.m.–4:00 p.m. Laurel College Center

Community Fitness & Healthy Living | Community Enrichment & Personal Growth

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

JCL-358 Developing Attention-getting KSAs
We’ve heard that KSA’s essays are no longer going to be required for federal applications. If that’s the case, why are KSA’s still requested for many federal jobs? Maybe the agency you are targeting hasn’t gotten the word yet. No matter the reason, some agencies are still requiring application essays, another term for KSA. Even if your job announcement doesn’t request them, you will need to develop your own essay to prepare for a structured interview, the preferred federal technique. Learn the secret to developing strong KSA statements that address key issues and include all relevant information in this informative class. 1 session, $25

JCL-353 Acting the Federal Interview
It has been said that your resume gets you the interview and the interview gets you the job. Structured interviewing in lieu of KSA writing has become the preferred method for conducting federal interviews. Many structured interviews still include basic questions such as “tell me about yourself” and “why should we hire you” but they also require something more, behavior based responses. Studies have shown that the way you behave in a previous circumstance is a strong predictor of how you will behave in the future, so behavior based interviewing is becoming the norm. Learn about a structured interviewing and how to do what it takes to make sure your interview results in a job offer. 1 session, $70*

Student Career & Success

SKB-345 Preparing for the SAT
This course has been professionally designed and developed by the nationally acclaimed Fairlane Lectures. It emphasizes how to respond to the analogies, sentence completion, and critical reading sections of the test and reviews concepts in arithmetic, algebra, and geometry. The student should have some background in introductory algebra and plane geometry to benefit from this course. All students must be 16 years or older. Text required and calculator required. 4 sessions, $132*

SKB-437 Act Test Prep
This course prepares high school students for the American College Testing Program test (ACT). Topics will include: pre-Elementary Algebra, Basic Reading Strategies for approaching the passages and question stems; Theoretical skill test: Algebra, geometry and trigonometry review; and Science reasoning. 4 sessions, $132*

SKB-357 GRE Preparation, Course 1: Verbal
This course reviews sample questions on the verbal and analytical sections of the GRE. Text required at first class: Practicing to Take the GRE General Test, 10th Edition (available from Amazon.com) 12 sessions, $120* (includes $60 lab fee)

SKB-361 LSAT Preparation, Course 1
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series. Text required at first class: Ten More Actual, Official LSAT Prep Tests (available from Amazon.com or LSDAS.org). 12 sessions, $120* (includes $60 lab fee)

SKB-362 LSAT Preparation, Course 2
Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official LSAT Prep Tests (available from Amazon.com or LSDAS.org). 12 sessions, $120* (includes $60 lab fee)

Home Environment

ENR-460 Interior Decorating Basics
Have you ever wanted to redecorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Gina G. Courbron, IRIS, IDS, IFDA. 1 session, $25

ENR-440 Colorful Home Environments
Gain the confidence to bring beautiful color into your surroundings. Learn about the psychology of color and how it affects our moods. Get helpful tips on how to select a color scheme and paint hues that beauty and enhance your living space. Instructor: Gina G. Courbron, IRIS, IDS, IFDA. 1 session, $25

ENR-513 Balloon Decorating
Master the art of balloon decorating and learn to identify the various types of balloons, how they can be used to decorate indoor or outdoor events, and how to identify correct tank sizes. Balloon decorating can be found at weddings, fairs, dances and grand openings. Learn how to do it yourself and be surprised at how much money you can save. Instructor: Nanette Johnson. 2 sessions, $40

ENR-507 The Impact of Energy on Your Space
To create beneficial energy flow in your living space requires that you understand how energy works. Also called “chi,” “prana,” or “qi” in some countries, energy is everywhere. Topics will include: how to assess energy in your home, identify where energy is stuck or moving too fast and find ways to remedy the situation. Bring to class a scaled drawing, complete with furniture arrangement and indicating the openings, doors, and windows in your residential space. Instructor: Yarrow, a Certified Feng Shui Practitioner and personal energy coach. 1 session, $25

ENR-515 How to Restore and Refinish Wood Furniture
This course provides basic techniques on how to restore and refinish wood furniture. By lecture, demonstration, and observation of before and after photos, students will be shown simple techniques that can make furniture look new. Instructor: Charles Rodney. 1 session, $25

ENR-523 Simplesizing Using Feng Shui
Are you a pack rat, live with a pack rat or know of one? Do you get upset when required to give up your possessions? Yarrow teaches in this course the unfavorable consequences that a cluttered lifestyle. And why it is that many people cling to items that have long outlived their usefulness. Join us for one of the most contemporary, dynamic and humorous approaches in clearing your clutter guided by ancient Feng Shui principles. Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. 1 session, $25

ENR-514 Home Staging: The Key to Selling a Home for Top Dollar
Selling a home? Real Estate professional? Want to distinguish your home from the competition? This course is for you! Home Staging is a proven marketing tool to prepare a home to sell quickly and for top dollar. This course will provide students with an overview of the benefits for low-cost staging tips and techniques that set the stage for an open house. Instructor: Nicci Parrish, ASP IAHES. 1 session, $25

ENR-530 The Art of Accessorizing
Accessories bring a room to life and give it personality—your personality. Learn how to create a haven that your family will love by making each room warm, comfortable, and welcome. Instructor: Gina Courbron, Interior Designer, IRIS, CISS, IDS Associate 1 session, $25

ENR-531 Arranging and Hanging Artwork
Once you have gone through the trouble of collecting your favorite pieces of art, it’s easy to think that the hard part is over. But, where are you going to hang that amazing artwork? Learn valuable techniques in creating that wonderful wall display. Instructor: Gina Courbron, Interior Designer, IRIS, CISS, IDS Associate 1 session, $20

ENR-532 Redesign and Refresh Your Rooms
If the thought of giving your room a makeover is making you queasy, don’t despair. Redesigning a room requires little more than a tape measure, a pencil and notebook, a little cash, and your own imagination. Whether you are giving the room a new purpose or just want a new look, learn simple steps that will keep you on the right decorating path. Instructor: Gina Courbron, Interior Designer, IRIS, CISS, IDS Associate 1 session, $25

Lifestyles & Enrichment

ENR-437 Fit and Fabulous in 15 Minutes
Are you stressed out? Over worked? Would you like to be Fit and Fabulous in 15 Minutes? Come learn the secrets, get the theories and even try a bunch of the exercises that will change your routine forever in this interactive combination lecture and workout class. Learn secrets...
from the international modeling industry to be slim and trim and have fabulous skin. You can learn to sneek in exercise at the gym or at the office so you never diet. Learn the benefits of these amazing secrets and how they can battle stubborn health issues like diabetes, high cholesterol and osteoporosis; relieve joint aches and arthritis; even balance hormones and brain activity so you can think more clearly and get more done at work. All these topics plus extended question and answer. Instructor: Kiona Leah. 1 session, $25
 Syn# 12010 T 1/29–3/29 6:30–9:30 p.m. Laurel Center

ENR-493 The "Art" of Listening

Often people say one thing while they really mean another. Being alert to "hidden messages" often allows a person to get the real intent of the message. Learn the tools to identify both a problem and potential solutions to become an effective listener. Instructor: Deborah Johnson. 1 session, $25
 Syn# 33323 S 4/16–4/16 9:00 a.m.-12:00 p.m. Main Campus

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 of divination tools and their uses. 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, $20
 Syn# 11951 W 3/16–3/16 7:00–9:00 p.m. Laurel Center

ENR-454 You Can Hear and See Your Inner Guide

Have you ever wondered what your purpose is? Do you even think about who or what is out there that could guide you to your true path? You have a guide inside of you, 'higher self', and you need to learn to recognize that guide and pay attention to the message. Learn to recognize your inner guide, pay attention to your higher needs, and design a path for your future. At the conclusion of the session, you will design a life sentence with the help of your higher self to help you realize that path. Instructor: Tamela Heath Hawley, PH.D. 1 session, $20
 Syn# 12777 T 4/14–4/14/ 7:00–9:00 p.m. Laurel Center

ENR-362 Interpreting Your Dreams

This seminar will offer easy guidance into the world of dream interpretation. Dreams are powerful indicators that provide us with insight about our lives. Learn the five basics to unlocking the meaning of your dreams and find out how to utilize the dream life to receive answers from your higher self. Instructor: Gena Wilson LCSW. 1 session, $20
 Syn# 31996 W 5/4–5/4 7:00–9:00 p.m. Laurel Center

ENR-520 Introduction to Reiki Energy Healing

Experience Reiki and learn the history and methods used for spiritual healing. Tap your own sacred healing abilities. Instructor: Gena Wilson, LCSW. 1 session, $20
 Syn# 11997 W 3/2–3/2 7:00–9:00 p.m. Laurel Center

ENR-529 The Chakra System and Auras

Use the basics of this system of energy and find out how to balance these energy spirals. You will also be given techniques to see auras and what the colors of the aura mean. Instructor: Gena Wilson, LCSW. 1 session, $20
 Syn# 31622 W 4/13–4/13 7:00–9:00 p.m. Laurel Center

ENR-534 Refuse to be a Victim

Crime happens all the time. Criminals are everywhere. We are all at risk of being victimized but you can refuse to be a victim! This seminar covers home, personal, auto, and travel security, self-defense training, personal protection devices and more. Find out what simple steps you can take to proactively manage your personal safety, protect your family, and secure your home. None of us wants to be attacked, but we all should be ready just in case. Are you ready? If not, you need to attend and bring a friend. Handbook and certificate 85, payable to the instructor. 1 session, $20
 Syn# 33395 T 2/22–2/22 6:30–8:30 p.m. Main Campus
 Syn# 33396 T 3/1–3/3 6:30–8:30 p.m. Main Campus
 Syn# 33397 T 4/26–4/26 6:30–8:30 p.m. Laurel Center
 Syn# 33398 T 5/17–5/17 6:30–8:30 p.m. Main Campus

ENR-535 Looking for Mr. or Mrs. Right: How to Make the Right Connection

Whether you’re new at love or have been around the block, this exciting, hands-on workshop led by a creative coach, will show you successful strategies to; Find Your Soulmate; Discover answers from your higher self and design a path for your future. At the conclusion of the session, you will design a life sentence with the help of your higher self to help you realize that path. Instructor: Tamela Heath Hawley, PH.D. 1 session, $20
 Syn# 12777 T 4/14–4/14/ 7:00–9:00 p.m. Laurel Center

ENR-533 A Family Affair

This Family Reunion and Oral History workshop is designed to lay the groundwork for planning a family reunion and how to use this special time to make the memories last a lifetime. Participants will learn how to plan a 1-3 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 antidotes, history through photographs, family bibles, and create a family tree. Instructor: Nathania Branch Miller. 1 session, $25
 Syn# 13244 Th 3/24–3/24 6:30–9:30 p.m. Main Campus
 Syn# 13244 Th 4/20–4/28 6:30–9:30 p.m. Laurel Center

ENR-536 Widowhood: Financial and Emotional Challenges

The grief experienced at the loss of a loved one is often compounded by having to face the challenges of multiple financial decisions along with new and sometimes unexpected realities. The average age of widowhood in the U.S. is 55. Whether you have just gone through this experience and are still trying to cope with these issues, have questions about how to review your current situation, or would just like to have a general overview of what to expect, you will find ideas and resources to help you negotiate this sometimes confusing landscape. This course is also valuable for those supporting widowed friends or relatives. You will receive a free Dream/Plan/Track book and a 2009 Social Security Guide. Instructor: Adrienne Newberg, Financial Advisor. 1 session, $30
 Syn# 13466 S 5/7–5/7 10:00 a.m.-12:00 p.m. Laurel Center

ENR-537 Speaking with Confidence

Purge your fears and gain more 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. A $15 material fee is due to the instructor at the first class. 1 session, $75*
 Syn# 13220 S 3/10–3/24 9:00 a.m.-6:30 p.m. Main Campus

FIN-307 Fundamentals of Investing

This course, designed for beginning and seasoned investors, covers the details of the vast investment options available today such as stocks, mutual funds, bonds, CDs, etc. You will discuss how to achieve your financial goals, how to evaluate investments, the ways to purchase investments, the issues involved in investing, and other considerations. 3 sessions, $75*
 Syn# 13467 S 4/2–4/12 9:30 a.m.-12:30 p.m. Main Campus

FIN-311 Getting Wise About Credit

No more misinformation. No more myths. This is a course that educates you about credit. It will benefit you, if you want to strengthen your position to qualify for credit, improve your credit score, or repair damaged credit and restore your good credit. It will feature ways to help you protect your credit against improper use and identity theft. It will also introduce methods for developing your credit management skills and avoiding debt traps. 4 sessions, $60*
 Syn# 33466 T/Th 4/5–4/14 7:00–9:00 p.m. Main Campus

YTH-399 Money MADNESS

Are snacks and fast foods eating up your extra money? Are new electronic games virtually wiping out your pocket change? Are the latest fashions more eye-catching than price tags? Beating Money M.A.D.N.E.S.S. Make A Difference Now by Enjoying Smart Savings! In this class you will learn how to set savings goals, plan a budget, choose savings options, compare costs before buying and record expenses. Individual and group activities include interviews, investigations, problem solving cases, discussions and role-plays. The class has been developed as part of Getting Smart with Money series for middle school students with the cooperation of Maryland Council on Economic Education. 4 sessions, $90
 Syn# 13467 S 4/2–4/12 9:30 a.m.-12:30 p.m. Main Campus

FIN-310 Debt Elimination Techniques That Work

Get completely out of debt, mortgage and all! This workshop is designed for middle class Americans who want to live a debt-free, stress-free lifestyle using specific and proven strategies that work every time. No insurance, investments, or get-rich quick schemes will be offered. 12 sessions, $120* (includes $60 lab fee)
 Syn# 33521 W/F 1/19–3/11 online E2GO
 Syn# 33522 W/F 2/16–4/8 online E2GO
 Syn# 33523 W/F 3/23–5/6 online E2GO
 Syn# 33524 W/F 4/20–6/10 online E2GO
 Syn# 33525 W/F 5/8–7/8 online E2GO

Community Enrichment & Personal Growth

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgc.edu.
## FIN-345 Introduction to Stock Options
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. **12 sessions, $120* (includes $60 lab fee)**

| Syn# 35826 | W/F | 1/19–3/11 | online | E2GO |
| Syn# 35827 | W/F | 2/16–4/8 | online | E2GO |
| Syn# 35828 | W/F | 3/16–5/6 | online | E2GO |
| Syn# 35829 | W/F | 4/20–6/10 | online | E2GO |
| Syn# 35830 | W/F | 5/18–7/8 | online | E2GO |

## FIN-346 Personal Finance
Protect your assets and discover how best to achieve all your financial goals. Topics will include: how to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security. **12 sessions, $120* (includes $60 lab fee)**

| Syn# 35831 | W/F | 1/19–3/11 | online | E2GO |
| Syn# 35832 | W/F | 2/16–4/8 | online | E2GO |
| Syn# 35833 | W/F | 3/16–5/6 | online | E2GO |
| Syn# 35834 | W/F | 4/20–6/10 | online | E2GO |
| Syn# 35835 | W/F | 5/18–7/8 | online | E2GO |

### Students with Special Needs

#### Children's Developmental Clinic
The Children's Developmental Clinic is a community service program that is conducted in cooperation with the departments of Continuing Education at Prince George's Community College and the School of Public Health at University of Maryland, College Park. The clinic provides a special service to children who are experiencing various developmental difficulties such as learning problems, physical fitness and coordination problems, mental retardation, emotional problems, or orthopedic challenges. Children are referred to the Clinic by professionals such as teachers, pediatricians, psychologists, or therapists. During the fall and spring semester, children attend the nine week Clinic program on Saturday mornings. A five-week summer program is scheduled Monday-Thursday from the end of June through July. During the sessions, children participate in a one-to-one Motor Development Program and, if needed, will be scheduled in either the Language or Reading phases of our program. A Parent Education program runs in conjunction with the children's sessions. Please call (301) 322-0519 for more information.

#### OCC-334 Children's Developmental Clinic: Clinician Preclinic 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 Childrens Development Clinic. Registration for this spring clinic will take place on Saturday, February 5 & 12, 2011, at the locations listed below. **2 sessions**

| Syn# 31969 | S | 2/25–4/12 | 8:30 a.m.-12:30 p.m. | Main Campus |
| Syn# 31968 | S | 2/25–4/12 | 8:30 a.m.-12:30 p.m. | UMD |

#### 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 and language/reading development. Clinicians will be under the supervision of the clinic's professional resource staff. Prerequisite: OCC-334. For more information, please call (301) 322-0519. **9 sessions**

| Syn# 31981 | S | 2/19–4/6 | 8:30 a.m.-12:30 p.m. | Main Campus |
| Syn# 31972 | S | 2/19–4/6 | 8:30 a.m.-12:30 p.m. | UMD |

#### College For Living (16 years or older)

Prince George's Community College, in cooperation with the Prince George's County ARC, provides special training courses for adults, 16 years of age or older, with developmental disabilities. A number of the courses in the program have been developed to use an individualized computer-assisted approach to learning. For more information, please call (301) 583-5217.

#### SPP-310 Personal Health and Fitness
Get started on the road to proper nutrition and physical fitness. Students will be introduced to the fundamentals of proper nutrition and physical fitness. Topics will include selecting and preparing nutritious meals, developing healthy relationships with peers, and the importance of exercise in leading a healthy lifestyle. **12 sessions, $77* (includes a $10 lab fee)**

| Syn# 30264 | S | 1/29–4/7 | 8:15–10:45 a.m. | Main Campus |

#### SPP-305 Self-Paced Functional Reading Part 2
Practice or improve your reading skills at your own pace! This course will provide an individualized computer-assisted reading program focusing on basic vocabulary, comprehension, questions/answers, auditory and visual/memory concepts needed for independent living. Material covered will be appropriate for students who have mastered concepts in Functional Reading 1. **12 sessions, $77* (includes a $10 lab fee)**

| Syn# 30265 | S | 1/29–4/7 | 11:00 a.m.–1:30 p.m. | Main Campus |

#### SPP-306 Self-Paced Functional Reading Part 2
This course will provide students with an individualized computer-assisted reading program focusing on basic addition, subtraction and multiplication, and mathematical concepts needed for independent living. This course is designed for students at the pre-primer and up levels. **12 sessions, $77* (includes a $10 lab fee)**

| Syn# 31966 | S | 1/29–4/7 | 11:00 a.m.–1:30 p.m. | Main Campus |

#### SPP-335 Self-Paced Functional Math Part 1
This course will provide students with an individualized computer-assisted math program focusing on basic addition, subtraction, multiplication and other mathematical concepts needed for independent living. This course is designed for students who have mastered concepts in Functional Math 1. **12 sessions, $77* (includes a $10 lab fee)**

| Syn# 30262 | S | 1/29–4/7 | 11:00 a.m.–1:30 p.m. | Main Campus |

#### SPP-336 Self-Paced Functional Math Part 2
This course will provide students with an individualized computer-assisted math program that focuses on basic addition, subtraction, multiplication and other mathematical concepts needed for independent living. This course is designed for students who have mastered concepts in Functional Math 1. **12 sessions, $77* (includes a $10 lab fee)**

| Syn# 30261 | S | 1/29–4/7 | 11:00 a.m.–1:30 p.m. | Main Campus |

#### SPP-312 Introduction to Computers and the Internet
Come and learn the basic components of the computer, keyboarding skills, basic Internet and email skills. This course is designed to provide adults with developmental disabilities (age 16+) with an introduction to the basic use of computers and the Internet. **12 sessions, $85* (includes a $20 lab fee)**

| Syn# 30260 | S | 1/29–4/7 | 2:00–4:30 p.m. | Main Campus |

#### SPP-308 Money Management, Part 1
This course will provide students with instruction in the fundamentals of fiscal planning. Topics will include purpose and value of money; concepts of saving and investing; budgets and budget preparation; making change and counting change; and paying bills. **12 sessions, $77* (includes a $10 lab fee)**

| Syn# 30264 | S | 1/29–4/7 | 2:00–4:30 p.m. | Main Campus |

### Parent Education/Community Outreach

#### Parent Education and Community Outreach
Parent Education and Community Outreach is a community centered curriculum designed to educated and engage parents, professionals, educators and community members who touch the lives of children and adults with disabilities. Various topical courses include all aspects of the special education process, advocacy, special health care needs and healthcare reform, and affective community engagement. By educating and empowering community members positive systemic change can be made to positively improve the quality of life of children and adults with disabilities. For more information please call (301) 583-5217.

#### SPP-340 Special Education Advocacy: Roles and Relationships
Learn how to navigating the special education process for your child with special needs to foster collaborative, holistic and creative strategies to address your child’s specific learning needs. Learn the importance of the parental role as member of the IFSP/IEP team to facilitate productive and results-oriented relationships with school personnel. **1 session, $15**

| Syn# 31597 | Th | 3/17–3/10 | 6:00–8:00 p.m. | Main Campus |

#### SPP-341 The Truth About Transition: Life After High School
Come and learn about options beyond high school for young adults with developmental disabilities. Learn What, Where and When about transitioning from high school to adult based services. Start early and be prepared. IDEA mandates transition planning to begin at age 14. Create a workable plan and roadmap for your child to transition to secondary education, employment and/or independent living. **1 session, $15**

| Syn# 31596 | Th | 3/17–3/17 | 6:00–8:00 p.m. | Main Campus |
Then, complete Orientation at ed2go:
First, use Owl Link on the PGCC Web site to register and pay for your course (see page 4).

To Register for Online Courses That Use ed2go …

Go to the instructions for the online provider of your course (ed2go, ProTrain, or Blackboard) and provide:
• Course number and title
• Syn# (5-digit number)
• Online provider (ed2go, ProTrain, or Blackboard)

Then, check the Hardware and Software Requirements.
You need access to a Pentium-class or Mac computer with at least 128 MB RAM and at least a 56k modem. Broadband (DSL, Cable, FIOS) is highly recommended. You must have an Internet Service Provider (ISP) and your own e-mail address. Online courses are accessed via the Internet using Web browsers. Recommended are Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari. Microsoft Word is the college standard for Word Processing software. Multimedia (speakers and sound card) may be required in some courses.

What do I need to do to GET READY?
First, use your Schedule of Classes to select the course you want to take. Make a note of:
• Course number and title
• Syn# (5-digit number)
• Online provider (ed2go, ProTrain, or Blackboard)

GET SET by registering and paying for your course.
Go to the instructions for the online provider of your course (ed2go, ProTrain, or Blackboard) and provide:
ed2go

To Register for Online Courses That Use ed2go …
First, use Owl Link on the PGCC Web site to register and pay for your course (see page 4). Then, complete Orientation at ed2go:
• After having registered and paid for a course at PGCC, you must attend the required online orientation for that course at ed2go.com/pgcc, where you will create an ed2go account and select the password to access your course materials.
• You must complete the orientation before your ed2go course start date, and these steps must be completed for each online course you wish to take.
  1. Go to http://www.ed2go.com/pgcc, the Online Instruction Center.
  2. Select your course by clicking the “Courses” link at the top of the page.
  3. Complete the Enrollment Process:
      —Click “Enroll Now” and select the date you wish to start your course.
      —Complete the steps to “Sign Up For A Course.”

ProTrain

To Register for Online Courses That Use ProTrain …
1. Go to http://www.theknowledgebase.org/pgcc
2. Click “Programs & Courses.”
3. Select a course. You will be able to read a description of the course, including its duration and price.
4. If you decide to take the course, click on the “Register” button at the bottom of the page.
5. Complete the Registration Form and click “Register.”
6. You will be contacted by the Online Coordinator to confirm your interest in the course and inform you of the process for completing your registration and paying for the course using Owl Link.

Blackboard (Bb)

To Register for Online Courses That Use Blackboard …
First, use Owl Link on the PGCC Web site to register and pay for your course (see page 4). Then, activate your Owl Link account, which is needed for accessing your Blackboard online course.

GO!! You’re ready to start your course!
On the start date of your course:
ed2go: At http://www.ed2go.com/pgcc, click the “Classroom” link and login to get started.
ProTrain: Login using the login information sent you by ProTrain.
NOTE: There is no “www” in the Blackboard address.

What if I’m not really technical?
PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to log into your online classroom and how to navigate your online class. The eLearning Services office can conduct individual orientation sessions by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, please contact the eLearning Services office by e-mail at eLearning@pgcc.edu or by phone at 301-322-0463. Please refer to the Noncredit Online-Learning Web site (http://www.pgcconline.com) for complete orientation information. For support for your online course, see the eLearning Services office.

Complete “Noncredit Online” instructions are also available online at http://www.pgcconline.com.

Online Courses: Spring 2011
To see the dates and synonym numbers and online providers of the courses, turn to the appropriate section in this Schedule.

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6. You will be contacted by the Online Coordinator to confirm your interest in the course and inform you of the process for completing your registration and paying for the course using Owl Link.

After you have registered and paid at PGCC (see page 6), you will receive login instructions which will be emailed to you by ProTrain shortly before the course begins.

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Complete “Noncredit Online” instructions are also available online at http://www.pgcconline.com.

Online Courses: Spring 2011
To see the dates and synonym numbers and online providers of the courses, turn to the appropriate section in this Schedule.
Online Courses: Spring 2011

Ed2Go Courses (continued)

DPR-492 Introduction to Crystal Reports: Version 10
DPR-462 Introduction to Database Development
DPR-463 Introduction to SQL
DPR-461 Introduction to Oracle
DPR-434 Intermediate Oracle
DPR-459 Achieving Top Search Engine Positions
DPR-609 Dreamweaver: Version 8
DPR-659 Introduction to Flash CS4
DPR-329 Java for the Beginner
DPR-651 Intermediate Java Programming
DPR-540 Introduction to PHP and MySQL
DPR-583 Intermediate PHP and MySQL
DPR-383 Introduction to ASP.NET
DPR-464 Introduction to Perl Programming
DPR-445 Introduction to Alice Programming: Version 2.0
DPR-640 Introduction to Ruby Programming

Green Training

Green Training, page 28
GRN-316 Going Green At the Workplace
GRN-317 Going Green At Home

Education

Child Care, page 31
DCR-328 Enhancing Language Development in Childhood
DCR-452 Ready, Set, Read!

Teacher Training, page 33
SKB-412 Teaching Math, Grades 4-6
SKB-415 Teaching Science, Grades 4-6
SKB-432 Teaching Writing, Grades 4-6
SKB-416 Survival Kit for New Teachers
SKB-417 The Creative Classroom
SKB-431 Strategies for Teaching Students with Autism
SKB-433 Reading Strategies that Work
SKB-475 Creating the Inclusive Classroom
SKB-476 Solving Classroom Discipline Problems
SKB-477 Solving Classroom Discipline Problems 2

Health

Medical Assistant, page 37
HES-354 Medical Terminology: Word Association Approach

Language

Oral & Written, page 40
OPC-321 Effective Business Writing
OPC-347 Grammar Refresher
OPC-358 Fundamentals of Technical Writing

Community Arts & Entertainment

Fine Arts & Creativity, page 47
ART-345 Art and Drawing for the Absolute Beginner

Performing Arts & Music, page 47
MUS-335 Music Made Easy

Creative Writing, page 47
SKB-326 Write Fiction Like a Pro
SKB-386 Keys to Effective Editing
SKB-367 Writing Your Life’s Story
SKB-393 Beginner’s Guide to Getting Published
SKB-382 Internet Writing Markets

Community Enrichment and Personal Growth

Student Career & Success, page 50
SKB-357 GRE Preparation, Course I: Verbal
SKB-361 LSAT Preparation, Course I
SKB-362 LSAT Preparation, Course II

Personal Finance, pag 51
FIN-310 Debt Elimination Techniques That Work
FIN-345 Introduction to Stock Options
FIN-346 Personal Finance

More Online Classes!

So many online classes, we couldn’t list them all!
To view the entire online ed2go course inventory, visit www.ed2go.com and click “Course Catalog.”

Then let us know which online course you wish to take by sending an e-mail to ed2go@pgcc.edu and providing us with the following information:

- Name of course
- Course start date
- Your name
- Your e-mail address and phone number

You will receive from Prince George’s Community College a confirmation e-mail telling you how to complete the registration process and pay for the course.

There’s a wealth of information in our online courses. Don’t miss out!

Business Skills

Online Tax Preparation courses are available. For more information about these tax preparation courses, visit www.theknowledgebase.org/pgcc and click “Programs & Courses.”

“Green” Training

See the blue box “Online Green Courses Now Available!” On page 28 for a listing of these courses.

For a complete listing of “Green” Training courses, visit www.theknowledgebase.org/pgcc and click “Programs & Courses.”

Blackboard Courses

(See “eLearning@PGCC” section, page 53, for registration details.)

Business Skills

Managers, page 13
MGT-582 Disaster Recovery and Risk Management*
MGT-618 Managing in the Public Sector*
MGT-617 Conflict Management*
HES-539 Health Care Management*
*Meets concurrently with credit course

Business Services

Notary Public, page 16
GEN-353 Advanced Notarial Procedures
GEN-355 Become an Acknowledgement Jurat Certified Expert

Business Ops

Non-Profit, page 17
VOL-330 Take Action—Write Now: Research, Develop, and Write a Grant Proposal

Education

Child Care, page 32
DCR-303 Child Growth and Development: 45 Hours
DCR-304 Curriculum/Activities: 45 Hours
DCR-310 Child Care: 90 Hours
DCR-456 School-Age Curriculum Development: 45 Hours

Hospitality

Management, page 39
HSM-707 Supervision in the Hospitality Industry*
*Meets concurrently with credit course

Community Arts & Entertainment

Creative Writing, page 47
SKB-448 Online Fiction Workshop
Prince George’s Community College has five locations to bring education closer to your neighborhood by offering more than 200 academic and workforce development and continuing education programs throughout the county. Classes at the degree and extension centers are identical in title, number, course content, credit and transferability to those offered on the main campus. Students may register in person for any course at most locations.

Prince George’s Community College
Main Campus
301 Largo Road
Largo, MD 20774-2199
301-336-6000
www.pgcc.edu

Joint Base Andrews
(formerly Andrews Air Force Base)
Serving the base and surrounding community since 1972
1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-322-0778 or 301-981-5949
(Civilians without military affiliation are welcome but must follow security procedures to attend classes on the base.)

Laurel College Center
A partnership between Prince George's Community College and Howard Community College
A Maryland Regional Higher Education Center
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 410-772-4162
Fax: 410-772-4161
TDD: 410-772-4171
www.laurelcollegecenter.org

Skilled Trades Center
For state-of-the-art skilled trades and maintenance programs Monday–Friday, 5–9:30 p.m.
6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-322-0894, ext. 203 or 204
Fax: 301-322-0898
For more information, call 301-322-0034
(Registration and advisement are not offered at this location.)

University Town Center
Adjacent to Metro's Green Line Prince George's Plaza Station
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-277-5934
### How to Register for Noncredit Classes at Laurel College Center

Prince George's Community College also offers noncredit courses through its extension center at the Laurel College Center (LCC). The LCC is a partnership that Prince George's Community College created with Howard Community College in 2001.

### Registration and Payment

The noncredit course cost (including tuition and fees) is listed with each course description. Noncredit courses are open to anyone 18 years of age or older. There is no application process. You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–8 p.m., and Friday, 8:30 a.m.–4:30 p.m. You may use the following payment methods:
- **Cash** only at the home campus (not LCC)
- **Personal check**
- **Credit card** (MasterCard, Visa or Discover)
- **Employer voucher or purchase order**
- **Properly documented financial aid or scholarship**

Tuition is waived for seniors and students retained on disability; however, they are responsible for registration and other fees. Please do not hesitate to call 301-322-0998 for additional information.

### Registration Options

**Phone**

New Students: Call 301-322-0998 at least 10 days before the course starts. An operator will assist you with registration. A bill will be mailed to your home and will be due in 10 days.

**Hours**

Monday–Thursday, 9 a.m.–7 p.m.
Friday, 9 a.m.–3 p.m.

**Returning Students**

Call 301-499-6612 from a touch-tone phone, at least 10 days before the course starts. You must know your social security number and the five-digit synonym number of the course. A bill will be mailed to your home and will be due in 10 days.

**Mail**

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

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

**Walk-in**

You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–4:30 p.m. You also may use walk-in registration at either college during their regular registration hours.

**Web Registration for Continuing Education Students**

To register online, simply go to the college’s Web site, www.pgcc.edu. Click on Owl Link in the Quicklinks drop-down menu. Click on the “Workforce Development & Continuing Education Students” box. Then, click on “Register for Noncredit course”. Follow instructions to register and pay for your class. You are not registered in any of your classes until you submit payment. If you have questions during any part of the registration process, click on “Help”.

### General Information

**Web sites**

- Prince George’s Community College: [www.pgcc.edu](http://www.pgcc.edu)
- Laurel College Center: [www.laurielcollegecenter.org](http://www.laurielcollegecenter.org)

**Room Locations**

Classroom assignments will be posted in Suite 205 and at the elevator on the 2nd, 3rd and 4th floors of the Laurel College Center.

**Textbooks**

If a course requires a textbook, that information is listed with the course description. You can order textbooks online by accessing [www.pgccbookstore.com](http://www.pgccbookstore.com). You may also call 301-322-0912 to order textbooks. Have the reference number of the course ready when you call or access the Web site. Online or phone purchase requires a credit card. You can request that your textbook sent directly to the Laurel College Center for pick-up.

**Noncredit Refund Policy**

In the event you need to withdraw from a course, check with the college where you registered to determine its specific refund policy and procedures.

**Eligibility**

Noncredit courses are open to all students 16 years of age and older, unless the course is specially designed for a limited age group. There are no educational prerequisites for most noncredit courses.

**Tuition Waiver**

Senior Citizens/Persons Retired on Disability

The following Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as activity fees and instructional services fees, but not registration fees and special instructional fees, e.g., applied music fees and telecredit fees:

1. Those who are 60 years or older;
2. Those who are retired from the workforce by reason of total and permanent disability who provide certification from the Social Security Administration or the Railroad Retirement Board that they receive disability and retirement benefits under the Social Security Act or the Railroad Retirement Act; and
3. Those who were federal employees and do not receive disability and retirement benefits under the Social Security Act or the Railroad Retirement Act who provide certification from their federal retirement or pension authorities of their
   i. Total and permanent disability and
   ii. Receipt of disability benefits based on a standard that is at least as stringent as the standard applied by the Social Security Act.

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

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

### Art & Design

**Floral, page 10**

- OCU-338 Basic Floral Design

**Photography, page 11**

- DPR-388 Photoshop Skills: The Toolbox in Photoshop
- DPR-392 Photoshop Skills: Working with Layers
- DPR-605 Introduction to Photoshop CS3
- DPR-606 Advanced Photoshop CS3
Business Services

Event Planning, page 14  
BUS-332 When to Use Museums, Historic Sites/Buildings and Private Venues  
BUS-422 Conference Planning Management  
BUS-460 The Site Selection Process  
BUS-347 Working with Hotels  
BUS-410 Starting Your Meeting Planning Company  
BUS-371 Marketing Your Meetings and Exhibits  
BUS-467 Creating a RFP (Request for Proposal)  
BUS-307 Developing Sponsorship Opportunities  
BUS-466 Crash Course in Event Planning  
BUS-516 Parties for Every Occasion

Government Services, page 17  
BUS-354 Contract Opportunities in the State and County

Non-Profit Management, page 17  
VOL-313 Writing Grant Proposals

Small Business Start-ups, page 17  
BUS-418 Business Plan: Blueprint for Success  
BUS-414 Legal Issues for Business Owners  
BUS-440 Marketing Strategies for Today and Tomorrow  
BUS-427 Accounting and Recordkeeping for Small Business  
BUS-435 Basic Federal Tax Information for Small Business  
BUS-509 Make Money with Social Network Marketing  
BUS-491 Media Buzz  
BUS-328 Is Entrepreneurship Really for You?  
BUS-407 Starting a Small Business  
BUS-375 Separating Your Personal and Business Credit  
BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing  
BUS-531 How to Find, Select, and Finance an Affordable Franchise  
BUS-487 Protecting Your Profits: Effective Fraud Prevention/Security Measures

Computer Information Technology

Keyboarding, page 19  
OFC-314 Introduction to Keyboarding

Computer Skills for Beginners, page 20  
DPR-436 Working with Windows

MS-Office Application, page 20  
DPR-354 Introduction to MS-Word, Level 1  
DPR-470 Introduction to MS-Excel: Version 2007  
DPR-471 Microsoft Excel Level 2: Version 2007

Help Desk Technologies, page 21  
DPR-535 Help Desk Technology, Part 1  
DPR-536 Help Desk Technology, Part 2  
DPR-534 Troubleshooting MS-Window: Version XP  
DPR-539 Troubleshooting MS-Word for Help Desk Technology

Database Management, page 21  
DPR-624 Introduction to Database Design  
DPR-327 Introduction to SQL

Construction Skills Trades

Construction Management, page 26  
CST-354 Construction Planning and Scheduling

HVAC (Heating, Ventilation, Air Conditioning & Refrigeration), page 29  
HYC-350 Air Conditioning and Refrigeration

Education & Training

Child Care, page 31  
DCR-310 Child Care: 90 Hours  
DCR-465 Communication Skills for Child Care Professionals  
DCR-322 Infant/Toddler Care  
DCR-456 School-Age Curriculum Development: 45 Hours  
DCR-314 School-Age Child Care Administrators  
DCR-466 Child Care Administration for Directors  
DCR-485 Medication Administration

Health Care Support

Certified Nursing Assistant, page 35  
HES-317 Certified Nursing Assistant: Theory  
HES-318 Certified Nursing Assistant: Clinical

Language & Communication

American Sign Language, page 39  
COM-330 Sign Language 2

Conversational Foreign Language, page 40  
LGE-370 Introduction to Spanish, Part 1  
LGE-328 Introduction to Spanish, Part 2  
LGE-307 Beginning French  
LGE-348 Introduction to German

Sales of Professional Services

Insurance, page 41  
INS-307 Property and Casualty Insurance

Real Estate Appraisal, page 42  
RES-403 Appraisal Principles and Procedures  
RES-400 Real Estate: Appraisal Standards and Ethics  
RES-404 Appraisal Practices and Analysis, Part 1

Transportation & Distribution

Commercial Drivers Licensing: Class A & B, page 44  
CDL-315 CDL Learner’s Permit Preparation  
CDL-301 Commercial Drivers License: Class B  
CDL-302 Commercial Drivers License: Class A, Part 1 (Basic Operations)  
CDL-303 Commercial Drivers License: Class A, Part 2 (Vehicle Control Skills)

Community Arts & Entertainment

Fine Arts and Creativity, page 46  
ART-311 Drawing 1  
ART-312 Watercolor: Landscapes  
ART-313 Oil Painting: Landscapes

Performing Arts and Music, page 47  
COM-347 Voiceovers: Such a Voice

Enrichment & Personal Growth

Career Planning, page 50  
JCL-356 Writing an Effective Federal Resume  
JCL-358 Developing Attention-getting KSAs  
JCL-353 Acing the Federal Interview  
JCL-357 Federal Job Search

Home Environment, page 50  
ENR-460 Interior Decorating Basics  
ENR-440 Colorful Home Environments  
ENR-507 The Impact of Energy on Your Space  
ENR-523 Simpleizing Using Feng Shui  
ENR-514 Home Staging: The Key to Selling a Home for Top Dollar  
ENR-530 The Art of Accessorizing  
ENR-531 Arranging and Hanging Artwork  
ENR-532 Redesign and Refresh Your Rooms

Lifestyles and Enrichment, page 51  
ENR-437 Fit and Fabulous in 15 Minutes  
ENR-375 Develop Your Psychic Ability  
ENR-454 You Can Hear and See Your Inner Guide  
ENR-362 Interpreting Your Dreams  
ENR-520 Introduction to Reiki Energy Healing  
ENR-534 Refuse to Be a Victim  
ENR-335 Looking for Mr. or Mrs. Right: How to Make the Right Connection  
ENR-333 A Family Affair  
ENR-529 The Chakra System and Auras  
ENR-536 Widowhood: Financial and Emotional Challenges  
ENR-357 Speaking with Confidence

Personal Finance, page 52  
FIN-307 Fundamentals of Investing

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
Joint Base Andrews
(formerly Andrews Air Force Base)

Building 1413, Arkansas Road
Joint Base Andrews, MD 20762
301-322-0778 or 301-981-5949

Prince George’s Community College at Andrews is a safe, convenient location for those living in the southern part of Prince George’s County. Located on Joint Base Andrews since 1972, the college offers a full range of services, such as admission, placement testing, registration and academic advising, and at least 40–50 course offerings each fall and spring semester. Classes are small and personal. Civilians can easily access the base through the Visitor Center just outside the main gate off Allentown Road, although approximately 65% of Prince George’s Community College students on Andrews have a military ID.

Skilled Trades Center

6400 Old Branch Avenue, Camp Springs, MD 20748
301-322-0894

Launched in January 2007, Prince George’s Community College Skilled Trades Center is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

Construction Skilled Trades

Building Maintenance Engineer, page 26
- OCU-404 Building Maintenance Engineer Level 1
- OCU-402 Building Maintenance Engineer, Level 2
- OCU-329 Electrical Repair: Basic Skills
- OCU-330 Plumbing Repair: Basic Skills
- OCU-354 Drywall: Installation and Repair

Core Skills, page 27
- OCU-410 Core: Introductory Craft Skills

HVAC (Heating, Ventilating, Air Conditioning & Refrigeration), page 29
- HVC-300 Introduction to HVAC/R Level 1, Part 1
- HVC-331 HVAC/R Level 1, Part 2
- HVC-335 HVAC/R Level 2, Part 2
- HVC-336 HVAC/R Level 2, Part 3
- HVC-342 HVAC/R Level 2, Part 4

Plumbing, page 31
- OCU-411 Introduction to Plumbing, Level 1, Part 1
- OCU-412 Introduction to Plumbing, Level 1, Part 2

University Town Center

6505 Belcrest Road, Suite 200, Hyattsville, MD 20782
301-277-5934

Office Hours: Monday–Thursday, 8:30 a.m.–8:00 p.m. and Friday, 8:30 a.m.–2:00 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. Classes are small and personal. Civilians can easily access the base through the Visitor Center just outside the main gate off Allentown Road, although approximately 65% of Prince George’s Community College students on Andrews have a military ID.

Education & Training

Child Care, page 31
- DCR-310 Child Care: 90 Hours

Teacher Training, page 33
- SKB-435 Praxis I Test Preparation

Health Care Support

Certified Nursing Assistant, page 35
- HES-403 Certified Nursing Assistant: Theory
- HES-417 Certified Nursing Assistant: Clinical
- HES-483 GNA Test Preparation

Hospitality & Food Service

Food Service and Culinary Art, page 38
- HSM-655 ServeSafe
- HSM-664 Special Event and Wedding Planning
- HSM-651 Introduction to the Hospitality Industry
- HSM-651 Introduction to the Hospitality Industry

Language & Communication

Conversational Foreign Language, page 40
- LGE-370 Introduction to Spanish, Part 1
- ESOL, page 41
- LGE-460 Workplace English Language Enrichment


New Training Center Prepares Students for Construction and Green Jobs

Prince George's Community College is opening a new training center, located at 9109 Westphalia Road in Upper Marlboro, beginning in the spring 2011 semester to educate and train workers for in-demand jobs. Operated by the college's Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides classroom training in construction and green/renewable energy. Students enrolled in courses at the center receive full access to performance-based training within each classroom. Additionally, students experience a unique opportunity to train in all three phases of construction including residential, industrial and commercial.

“Prince George's Community Colleges offers the best landmark programs in the state of Maryland,” said Joe Martinelli, interim vice president for workforce development and continuing education. “In order to provide quick, affordable and flexible learning solutions, more than 1,000 WDCE courses are offered each year at convenient locations throughout the county,” he added.

Westphalia Training Center, the newest college location, is a collaboration between PGCC and Mid-Atlantic Carpenters Training Centers (MACTC), which is sharing the training responsibilities with the college.

“We share a commitment with Prince George's Community College to assist in training county residents. Helping to open this training center took little effort for the vast opportunity it creates through the community college,” said MACTC Executive Director Thomas Barrett.

Specifically, Westphalia Training Center provides students with a laboratory setting within each classroom, enabling hands-on training in critical construction trade areas including:

- Residential, Industrial and Commercial Construction
- Building Maintenance Engineer
- Carpentry
- Masonry
- Electricity and Residential Wiring
- Heating, Ventilation, Air Conditioning (HVAC/R)
- Locksmithing
- Plumbing
- Stationary Engineering
- Welding

“Expanding opportunities for students to achieve the highest level of training enables students to quickly reach their goal of obtaining the licensure and certification agreements required for in-demand jobs,” said Ricky Godbolt, program director of the Construction and Energy Institute.

Green/Renewable Energy

By 2020, the world's green economy will be worth approximately $3 trillion, according to the United Nations Environmental Program. Green jobs play a major part in boosting the country's economic recovery. The new green economy has revolutionized every sector in the workplace from car manufacturing and commercial and residential construction to chemical cleaning supplies and the agriculture and food industry. Classroom training in green/renewable energy includes:

- Weatherization
- Green Construction

Landscaping courses include:

- Arborist Training
- Tree Care for Landscapers
- Online Green Courses

Prince George's Community College offers a large selection of online green courses through its partner, ProTrain. For course descriptions and to begin the registration process for any of the online courses, visit http://theknowledgebase.org/pgcc and click on "Programs and Courses."

For a complete list of courses and descriptions of programs offered at Prince George's Community College, please go to www.pgcc.edu.
Prepare for a new career. Sharpen your job skills. Enrich your life!

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

As a Maryland Regional Higher Education Center, Laurel College Center features seven colleges and universities offering 14 degrees and more than 100 courses right in your own back yard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including the traditional classroom, online, and evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including

- Business and Entrepreneurship
- Computers and Information Technology
- Child Care
- Government Contracting
- Arts, Crafts & Hobbies

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

Contact Laurel College Center today!

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

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.
## Noncredit Student Registration

### Student ID (if known)

### Application Date

### Student ID (if known)  Application Date  

**Semester**

**Year:**  
- Fall  
- Spring  
- Summer

**Name**

**Last:**  
- **First:**  
- **Middle Init.:**

**Address**

**Zip:**  
- **Street:**

**Telephone**

**Home:**  
- **Cell:**  
- **Work:**

**Identification #s**

**Soc. Sec. No.: (opt)  
- **D.O.B.: (req)  
- **Ethnicity/Gender**

**Native American  
- Black/African American  
- White  
- Multiple  
- Gender (M/F)

**Asian  
- Hispanic  
- Pacific Islander  
- Other

**Student Type**

- Standard, No Exemptions (**STAND**)  
- College Employee (**EMPL**)  
- Active Military In-county (**ADMLC**)  
- Active Military In-state (**ADMLS**)  
- Retired & Disabled (**REDIS**)  
- Employee Dependant (**DEP**)  
- Resident Status

- Prince George's County (**PGCO**)  
- Out of County in MD (**OUTCO**)  
- Out of State (**OUTST**)  

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A registration fee of $7 will be assessed to every standard student each term. The fee will allow the individual to register for one or more noncredit courses during the term. The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County or Maryland residents. Additional course fees may be required. Please see the Schedule of Noncredit Classes for details.

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

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**Student Signature**  

**Date**  

**E-mail**
Thinking about starting your own business or have you already made the decision and need some expert advice on what to do next? We have a series of courses designed with you in mind! We are proudly celebrating 25 years of helping new business owners to develop the entrepreneurial skills needed to be successful. Prince George's Community College has a team of experts waiting to help you!

Current B.O.S.S. course listing—see also page 17:
- Accounting and Recordkeeping for Small Business
- Legal Issues That Face Business Owners: Your Business and the Law
- Basic Federal Tax Information for Small Business
- Business Plan: Developing the Blueprint for Success
- Financial Aspects of Your Business
- Marketing Strategies for Today and Tomorrow

For more information, call Mary Jane Shearer at 301-322-0797 or visit www.pgcc.edu.