WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

SPRING 2024

Job Skills Training • Personal Enrichment
3 WAYS TO REGISTER FOR CLASS

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

2. **BY MAIL**
   - To register by mail, complete the registration form in the inside back cover of this schedule.
   - Mail it along with your check or money order (payable to Prince George's Community College) to:
     - **Cashier’s Office**
     - Prince George’s Community College
     - 301 Largo Road
     - Largo, MD 20774
   - For best availability, mail your form and payment two weeks before the class is scheduled to begin.

3. **IN PERSON**
   - To register in person, visit the Office of Records and Registration, Bladen Hall, Room 126 at the Largo campus.
   - Monday–Friday
   - 8:30 a.m. – 6 p.m.

Questions?
Call 301-546-0159
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**NOTE FOR RETURNING PGCC STUDENTS**

If you have previously enrolled in a course at Prince George's Community College, you will be required to log in to Owl Link before you can register. Go to www.pgcc.edu and select Owl Link. Next, select the link for returning Continuing Education students. Log in and follow steps 8, 9, and 10 below. If you know your User ID and password information, select the Login prompt in the upper left corner. Then, follow steps 8, 9, and 10 below.

**Instructions for New PGCC Students**

1. Go to www.pgcc.edu and select Owl Link.
3. Click “Enroll and Register.”
4. Click on “Create Your Account.” Complete all the demographic information (required fields are noted by a red *) and check the box at the bottom of the page before hitting the SUBMIT button. You may skip the field marked social security number.
5. After receiving the confirmation email, make note of the User ID and temporary password.
6. Go back to the Owl Link welcome screen, click “Log In” and use the User ID and temporary password that you received by email.
7. Change your password to something you will remember and repeat steps 3-4; then click “Register for Courses.”
8. Find the field for Course Code Number and type in the course number. Be sure to add a dash between the letters and numbers (example: YTH-111).
9. Choose the section(s) you want and click SUBMIT.
10. Please print the confirmation page and keep it for your records.

**REGISTER EARLY. SPACES ARE LIMITED!**
## ONLINE COURSES

301-546-0463 or elearning@pgcc.edu

Online courses allow you to update your skills, discover a new talent, or chart a career path at your convenience using your computer. If your schedule makes it difficult to attend in-person classes, or if you just want to try something new, consider enrolling in our online or hybrid courses. Study, complete assignments, and communicate with your instructor and classmates from the convenience of your computer.

We offer hundreds of continuing education courses online! Browse this schedule to get started. Listed below are codes for the various methods used to teach remotely. If the code is not listed in the schedule with the course information, visit Owl Link to view which method is used for the course.

- CNVS = these courses use the Canvas delivery format.
- E2GO = these courses use the ed2go delivery format.
- GTM = these courses use the Gotomeeting platform.
- PTRN = these courses use the ProTrain delivery format.
- RMTT = these courses are offered remotely at a specific time; format to be determined.
- SKYP = these courses use the Skype platform.
- VRTL = these courses use a real time format, provided by a third party.
- ZOOM = these courses use the Zoom platform.

Canvas is the online course delivery system used by Prince George's Community College faculty. Instructions for registration and guidelines for the remote learning options are provided in the Online Courses area.

### WHAT ARE ONLINE COURSES?

The computer becomes the classroom!

Online courses are delivered via your computer rather than in person. You can work more independently and set your learning hours to fit your schedule. You'll communicate with your instructor and classmates via the internet in a password-protected classroom with access to course content, chat, discussion boards, and other course tools using your computer or device at home or work, or a computer at the College. Are you comfortable learning online with access to a computer and the internet? Consider online courses at Prince George's Community College!

**NOTE:** Most online courses are not self-paced. You will be required to complete course work during specific times.

### WHAT ARE HYBRID COURSES?

Hybrid courses combine in-person classroom meetings and online instruction. You'll come to campus at scheduled times during the semester to meet face-to-face with your instructor and fellow students. Other coursework, assignments, and discussions are completed via the internet. Our hybrid courses use the Canvas delivery format. Hybrid courses are offered at both the Largo and Laurel College Center locations. Look for these codes in this schedule:

- HYLAG = a hybrid course that meets on the Largo campus.
- HYLCC = a hybrid course that meets at the Laurel College Center.

### WHAT IF I'M NOT REALLY TECHNICAL?

PGCC eLearning Services offers technical assistance for online students to help you learn to log in to your online classroom and navigate your class. Technical assistance sessions can be conducted by phone (you must be connected to the internet while on the phone), or in-person, upon request. If you are interested, contact eLearning at 301-546-0463 or send an email to: eLearning@pgcc.edu.

To take most online courses, you'll need:

- Access to a PC or Mac computer with at least 1 GB of RAM.
- Broadband (DSL, Cable, FiOS) or internet access.
- An Internet Service Provider (ISP) and your own email address.
- A web browser (Firefox, Chrome, or Safari), depending on the course format.
- Microsoft Word (the College's standard for word processing software).
- Sound and microphone capabilities may be required in some courses.

### TO REGISTER FOR ED2GO CLASSES:

To register for online courses that use ed2go (courses with location E2GO in this schedule):

1. Find your course in this schedule, or go to www.ed2go.com/pgcc.
2. Browse the catalog by department or search for courses by keyword.
3. Select your course(s). You'll see a course description, start date, and price.
4. Click the “Add To Cart” button and complete the ed2go enrollment process.
5. Do not pay for the course at the ed2go website.
6. Make a note of the class section number.*

*If your course is NOT listed in Owl Link, then register and pay for the generic course EDG-300. Use Course Code Number 06218 for courses that meet beginning January 3 - April 30, 2024.

For problems with registration, payment, or locating the course on PGCC's Owl Link, email us at ed2go@pgcc.edu.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
To check hardware and software requirements:
2. Click the “Help” tab and then “Compatibility”, under “Technical Issues”.
3. Or, for a specific course, click on the course title, and then on “Requirements”.

To Start your Course:
2. Click on “My Classroom”.
3. Login to get started.

TO REGISTER FOR CANVAS CLASSES:

To register for online courses that use Canvas, use the link on our homepage (www.pgcc.edu).
1. Select your course(s) from this schedule.
2. Use the instructions on the inside front cover of this schedule to register and pay for your course.
3. Be sure to provide both a phone number and email when you register so that we can contact you with instructions.
4. Activate your Owl Link account; you will need this to access your Canvas course.

To check hardware and software requirements:
Take the “Browser Test” located at https://www.pgcconline.com/technical-support/.

To Start Your Canvas Course:
On the start date of your course, login at https://pgcconline.instructure.com.

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

TO REGISTER FOR PROTRAIN CLASSES:

To register for online courses that use ProTrain (courses with location PTRN in this schedule):
2. Select a program area and then a course. You’ll see a course description, hours, and price.
3. Do not enroll or pay for the course at the ProTrain website.
4. Call us for enrollment and payment instructions.
5. For Green and Renewable Energy or Tax Preparation courses, call 301-546-8340.
6. After you have registered and paid at PGCC, you will receive login instructions by email from ProTrain shortly before the course begins.

TIPS FOR A SEAMLESS TRANSITION TO REMOTE LEARNING
• Create a schedule and stick to it.
• Designate a place for studying.
• Take a break when you need one.
• Get motivated and stay motivated.
• Don’t be afraid to ask questions.

COMPUTER REQUIREMENTS
• Desktop computer, laptop, tablet, or mobile device.
• Internet connection.
• Speakers and headphones. Most devices have built-in speakers and microphones.

REMOTE ACCESS QUICK START GUIDE
Gotomeeting (www.joingotomeeting.com)
• Click the “Join” link provided in the email invitation.
• If prompted, click “Yes, Grant or Trust” to accept the download.
• If requested, enter the Meeting Password provided by your meeting organizer. You will be launched into the meeting.
• Seeking entry via the website: If download is not necessary, enter Meeting ID or Meeting Room and click Join. Enter password, if requested.

Skype (www.skype.com/download)
• Select desired version from the download options.

Zoom (www.zoom.us)
• Click the join link provided in the email invite.
• You will be prompted to launch the meeting or download the app.
• If requested, enter the Meeting password provided in the email invite. Before the meeting is launched, you will be asked to enter your name.
• Seeking entry via the website: If download is not necessary, click “Join a Meeting”. Enter Meeting ID and other meeting related information.
HOW TO USE THIS SCHEDULE

Health Care Support

PHLEBOTOMY TECHNICIAN

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

Prerequisites

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

Required Courses

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

How to Find Your Classroom

Largo Campus

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

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

You can find your Largo classroom in person by visiting Bladen Hall, Room 126 (Monday – Friday, 8:30 a.m. – 6 p.m.) or Bladen Hall, Room 221 (Saturday and Sunday, 8 a.m. – 4 p.m.).

Other Locations

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
**CLASS LOCATION ABBREVIATIONS (SEE CAMPUS MAP PAGE 104)**

These location codes are used in the class descriptions in this schedule. Addresses for these locations are at the back of this schedule.

**LARGO CAMPUS**
- AH : Accokeek Hall
- ANXC : Annex C
- AB : Auto Bay-Facilities Building
- BH : Bladen Hall
- CAC : Culinary Arts Center
- CAT : Center for Advanced Technology (Formerly High Technology Center)
- CE : Continuing Education Building
- CH : Chesapeake Hall
- CHS : Center for Health Studies
- LH : Lanham Hall
- CDSC : Charlene Dukes Student Center
- MH : Marlboro Hall
- NAT : Natatorium
- NH : Novak Field House
- CPA : Center for Performing Arts
- TBA : To Be Arranged

**EXTENSION CENTERS**
- AAFB : Andrews Air Force Base (JBA)
- LCC : Laurel College Center in Laurel
- LARL : Laurel College Center in Laurel
- UTC : University Town Center in Hyattsville

**OFF CAMPUS**
- AYT1 : AYTI Institute
- AYT3 : AYTI Clinic
- BLHS : Bladensburg High School
- CHCF : Cherry Hill Composting Facility
- CKAR : Community Development Corporation
- CRHS : Crossland High School
- ECOF : Eco City Farm
- GTSV : Greenbelt Travel Services
- HVSV : Hyattsville Vacuum Service

**ACCOUNTING**
konange@pgcc.edu

**MGT-343 Introduction to Business Analysis** 2.4 CEUs

This course is designed for individuals pursuing professional development in the business career field and provides instruction on techniques to improve your decision-making skills at work. Topics include analytical approaches you can use for making business decisions, probability concepts, mean and standard deviation, survey analysis, expected value, qualitative and quantitative forecasting, modeling and simulation.

12 sessions, $164* (includes a $85 lab fee)

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<th>End Date</th>
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**OFC-350 Accounting Fundamentals 1** 2.4 CEUs

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

12 sessions, $160* (includes a $85 lab fee)

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**OFC-354 Accounting Fundamentals: Part 2** 2.4 CEUs

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

12 sessions, $160* (includes a $85 lab fee)

<table>
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OFC-341 Accounting for Managers: Part 1 1.5 CEUs
An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision makers can use it. Topics will include income statement, owner’s equity, economic measurement, reality depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required.
5 sessions, $160*
04764 S 1/27-2/24 9 a.m.-12:45 p.m.

OFC-342 Accounting for Managers: Part 2 1.5 CEUs
An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision-makers can use it. Topics will include income statement, owner’s equity, economic measurement, reality depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required.
5 sessions, $160*
04765 S 3/2-4/6 9 a.m.-12:45 p.m.

OFC-343 Accounting for Managers: Part 3 1.5 CEUs
The last in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports. Topics include the cash flow statement, generally accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-342. Textbook required.
5 sessions, $160*
04766 S 4/13-5/11 9 a.m.-12:45 p.m.

OFC-328 Payroll Accounting 1.5 CEUs
This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. Textbook required.
5 sessions, $195*
04767 T 1/23-2/20 6-8:30 p.m.

OFC-344 QuickBooks: Part 2 1.5 CEUs
8 sessions, $190*
04769 MF 2/29-4/1 online CNVS

OFC-345 QuickBooks: Part 3 1.5 CEUs
10 sessions, $190*
04770 MF 4/5-5/6 online CNVS

OFC-326 Introduction to QuickBooks: Part 1 1.5 CEUs
Students will be shown how to establish a chart of accounts, enter typical transactions, and how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or QuickBooks: Part 2. Prerequisites: OFC-361 or OFC-341 or accounting experience. Students must have a basic understanding of key accounting and bookkeeping terms. Meets concurrently with credit course ACC-1070. Textbook required.
10 sessions, $190*
04768 MF 1/22-2/26 online CNVS

OFC-545 Introduction to Quickbooks Online 2.4 CEUs
Learn how to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. Gain hands-on experience as you learn all the ways this well-designed accounting program makes it a snap to manage your business’ finances-from recording income and expenses; entering checks and bank transfer entries; setting up a chart of accounts, reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports.
12 sessions, $164* (includes a $89 lab fee)
04754 WF 1/17-3/8 online E260
04755 WF 2/14-4/5 online E260
04756 WF 3/13-5/3 online E260
04759 WF 4/17-6/1 online E260

MGT-628 Supply Chain Management Fundamentals 2.4 CEUs
This course will help you succeed as a supply chain management professional. You will master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations, including the Certified in Production and Inventory Management (CPIM) exam.
12 sessions, $164* (includes a $89 lab fee)
04509 WF 1/17-3/8 online E260
04510 WF 2/14-4/5 online E260
04512 WF 3/13-5/3 online E260
04513 WF 4/17-6/1 online E260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-970 Intermediate Quickbooks 2019  2.4 CEUs
This continuing education course is designed for small business and business professional. Topics to be covered include working with and securing multiple files; editing and adding different types of items; using sales and purchase orders; pricing levels and discounts; mileage; customer balances; invoicing; petty cash; owner transactions and entering and tracking loans and budgets.
12 sessions, $174* (includes a $89 lab fee)

DPR-964 Introduction to Quickbooks 2019  2.4 CEUs
This Continuing Course is designed for those new to QuickBooks or those wanting a refresher with the latest version. Topics include the QuickBooks interface, chart of accounts, account transactions, fixed assets and depreciation, accounts payable and receivable, inventory and estimating, and generate reports.
12 sessions, $170* (includes a $85 lab fee)

AUTOMOTIVE

AUT-304 Auto Technician: Electrical Systems  1.8 CEUs
An in-depth, hands-on study of today’s automotive electrical systems. Topics include electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems: head and tail, parking, dash and courtesy, stop and hazard, turn signals and backup light, gauges warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Course based on Auto Service Excellence (ASE) content area testing information.
6 sessions, $280* (includes a $60 lab fee)

AUT-306 Auto Technician: Engine Performance  1.8 CEUs
This class provides in depth automotive technician theory in engine performance.
Course covers the basic principles of engine design and operations, ignition systems, emission controls and On-Board Diagnostics (OBDII) systems. Other topics include engine types/ construction/ support systems, diagnosing engine problems, fuel system construction/ operation/ maintenance, ignition system/ coils/ distributors/ wiring, testing equipment and troubleshooting.
Course based on Auto Service Excellence (ASE) content area testing information. Textbook discussed first day of class.
6 sessions, $280* (includes a $60 lab fee)

AUT-308 Auto Technician: Brake Systems  1.8 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved in operating a vehicle. This class provides students with in-depth knowledge of the latest brake theory, troubleshooting and hands-on experience in servicing and repairing today’s brake systems.
Shop safety regulations also addressed. Course based on Auto Service Excellence (ASE) content area testing information. Textbook discussed on the first day of class.
6 sessions, $280* (includes a $60 lab fee)

SMALL GAS ENGINE

AUT-320 Small Gas Engines  1.5 CEUs
This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains the why in engine design and operation fundamentals. Students supply their own materials.
5 sessions, $210* (includes a $50 lab fee)

AGRICULTURE

AGRICULTURE

AGR-322 Intensive Introduction to Urban Commercial Agriculture  3.0 CEUs
In this intensive course, you will be taught strategies for planning and designing an ecologically-sound urban farm, based on your needs, goals, and resources. Staring with the basic principles of sustainable farming, this course will touch on crop and soil science, composting, resource management and farm business planning. In addition, you will be taught food safety regulations and strategies needed to know to prepare produce for sale.
10 sessions, $583* (includes a $466 lab fee)

301-546-0062 or tdi@pgcc.edu
BUSINESS SKILLS

GENERAL BUSINESS
brownka1@pgcc.edu

OFC-346 Administrative Assistant Fundamentals 2.4 CEUs
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive workplace.
12 sessions, $160* (includes a $85 lab fee)

OFC-340 Administrative Assistant Applications 2.4 CEUs
Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect the administrative assistant’s responsibilities and activities. Explore key management functions such as planning, control and motivation; find out how marketing differs from sales and learn the basics of operations management.
12 sessions, $160* (includes a $85 lab fee)

OFC-322 Fundamentals of Supervision and Management: Part 1 2.4 CEUs
If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you’ll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, how to influence and direct other’s performance will also be covered.
12 sessions, $164* (includes a $89 lab fee)

OFC-323 Fundamentals of Supervision and Management, Part 2 2.4 CEUs
This course covers what a supervisor or a manager needs to know. Have you ever felt technically prepared for a supervisor’s role, yet defeated by all of the people issues that seem to arise? You are not alone; many people feel the same way. You will see why communication is essential in your quest to be a good manager or supervisor. Also covered will be personality traits in yourself and others and how they impact the ability to get the job done. You will also develop a plan to improve both your interpersonal skills and your work relationships.
12 sessions, $164* (includes a $89 lab fee)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Program information
Establish yourself as a globally-recognized human resources expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). These professional certifications can open doors for professional advancement, align standards with changing expectations and signal to employers advanced professional development. Ensure you're prepared with our course designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

Coursework
Students who successfully complete MGT-307 will receive a SHRM Certificate of Achievement and a PGCC Certificate.

Program requirements
Our certification preparation course is designed primarily for individuals seeking SHRM-CP or SHRM-SCP certification. To take our course and earn your SHRM certification(s) you must meet specific educational and work experience criteria at the time you submit your application to sit for the exam. For details on these requirements, visit www.shrmcertification.org/eligibility.

MGT-463 Developing Supervisory Skills 1.2 CEUs
This course is designed to provide participants with the skills needed to be an effective frontline supervisor. Participants are provided information on leadership and management and why the role of supervisors is so important to an organization. The development of the behaviors and skills that are needed to achieve the outcomes of their unit is the core content of this course. 4 sessions, $180*
04889 W 2/7-2/28 6:30-9:30 p.m. REMOTE

MGT-756 Assessing Employee Performance 1.2 CEUs
This course is designed to provide participants with the skills and knowledge on how to assess the performance of employees, whether they work for a large or small organization. Participants will learn the difference between performance appraisal and performance management and the work situations that favor one method as opposed to the other. 4 sessions, $180*
04890 W 3/6-4/3 6:30-9:30 p.m. REMOTE

MGT-757 Human Resources Management Skills for Supervisors 1.2 CEUs
This course is designed to provide participants with the skills and knowledge on how to effectively use the human resources department or the human resource individual to effectively manage their employees. The scope and responsibilities of human resources will be provided, whether they work for a large or small organization. Participants will learn how to maximize their departmental outcomes by effectively using the supports and information under the responsibilities of the human resources department or the individual that is responsible for the human resources function. 4 sessions, $180*
04891 W 4/10-5/1 6:30-9:30 p.m. REMOTE

HUMAN RESOURCES
konange@pgcc.edu

PGCC CERTIFICATE / NATIONAL CERTIFICATION
SHRM CERTIFIED PROFESSIONAL AND SHRM SENIOR CERTIFIED PROFESSIONAL

Program information
SHRM's recertification program provides a broad scope of eligible recertification activities, allowing you to determine your professional development needs based on your specific career path.

Program requirements
SHRM-CP or SHRM-SCP credential holders must:
• Earn 60 professional development credits within a 3-year recertification period that ends on the last day of their birth month; OR
• Retake the certification exam at the end of the 3-year recertification period. If you plan to retake the exam to renew your certification, please email certification@shrm.org for assistance.

For more information
Inquire about our new courses which have been approved for credit hours toward SHRM-CP and SHRM-SCP recertification. Please call 301-546-0032 for the program ID number on your recertification application form. For additional information on certification or recertification, please visit the SHRM website at www.shrm.org/certification.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Description</th>
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<tbody>
<tr>
<td>MGT-663</td>
<td>Essentials of Human Resource Management</td>
<td>1.8 CEUs</td>
<td>This SHRM course covers vast introductory HR topics and concepts. This is designed for people who are managing people, performing HR-related tasks as part of their many roles, and to keep abreast and updated in current HR professions. However, this can also be taken by people who are considering a career in Human Resources. Training materials must be picked up from Lanham Hall, Room 224N BY APPOINTMENT ONLY prior to the start date of class. Call the number above for more information.</td>
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<td>6 sessions, $580* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-728</td>
<td>Principles of Human Resource Management</td>
<td>1.2 CEUs</td>
<td>This course will examine the theoretical foundation of the human resource management field the evolution of human resource management planning, recruitment, training and development, performance management, and reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs of human resource management, theories and knowledge of human resource practices in organizations, and performance management issues and processes.</td>
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<td>4 sessions, $280* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-731</td>
<td>Human Resource Law</td>
<td>1.2 CEUs</td>
<td>This comprehensive course condenses the most critical legislation and or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics covered, with their associated impacts, include Title VII-Civil Rights Act, Children’s Health Act, ADA/Section 508, and Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Equal Pay Act, Portal to Portal Act and many other human resource laws.</td>
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<td>4 sessions, $280* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-668</td>
<td>Introduction to Employee Benefits</td>
<td>1.2 CEUs</td>
<td>This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered, as well as non-statutory benefits, preferred compensation plans, qualified and non-qualified deferred compensation plans, and methods and tools to develop, select, administer and evaluate benefit programs and ensure they are compliant with applicable federal, state, and local laws and regulations.</td>
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<td>4 sessions, $290* (includes a $55 lab fee)</td>
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<tr>
<td>MGT-667</td>
<td>Introduction to Compensation</td>
<td>1.2 CEUs</td>
<td>This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, and the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention.</td>
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<td>4 sessions, $280* (includes a $55 lab fee)</td>
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<tr>
<td>MGT-647</td>
<td>Managing HR's Role in Organizational Development and Change Management</td>
<td>0.9 CEU</td>
<td>This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change.</td>
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<td>3 sessions, $265* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-648</td>
<td>Successful Recruitment, Selection and Placement</td>
<td>0.9 CEU</td>
<td>This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management.</td>
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<td>1 session, $260* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-338</td>
<td>Managing Conflict: A Professional Approach</td>
<td>0.6 CEU</td>
<td>In this six-hour course, participants will start to appreciate the differences in opinions that your coworkers have without arguing about them. Discover how to have a healthy conflict without destroying your character, projecting the wrong image of the company, and losing your job. This training session is designed to teach you how to manage conflict effectively. Topics to be covered include how to turn the negatives into positives, how to identify your hot buttons and how to react professionally when conflict arises.</td>
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<td>1 session, $260* (includes a $45 lab fee)</td>
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<td>Course Code</td>
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<tr>
<td>MGT-564</td>
<td>Ethics in Human Resources</td>
<td>0.6</td>
<td>This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers. 1 session, $260* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-749</td>
<td>Diversity, Equity, and Inclusion</td>
<td>0.6</td>
<td>This course is designed for students employed in Human Resources who have the need for a better understanding of diversity and inclusion in the workplace. Topics will include tools to overcome implicit bias in the workplace, common pitfalls when implementing diversity initiatives, and recruitment strategies for ongoing organizational success. 2 sessions, $260* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-734</td>
<td>HR's Role in Creating a Positive Work Environment</td>
<td>0.6</td>
<td>This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback, effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner. 1 session, $260* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-720</td>
<td>Creative Thinking and Innovation Techniques</td>
<td>0.6</td>
<td>This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations, techniques to build and lead an innovation team, developing critical thinking, innovation and assertive communication methods and tools that can be applied to individual tasks and the entire organization, and methods to optimize every situation and bring out the best in others. 2 sessions, $260* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-492</td>
<td>Employment Law</td>
<td>2.4</td>
<td>Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional. 12 sessions, $160* (includes a $85 lab fee)</td>
</tr>
<tr>
<td>MGT-707</td>
<td>Understanding the Human Resources</td>
<td>2.4</td>
<td>No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. 12 sessions, $164* (includes a $89 lab fee)</td>
</tr>
<tr>
<td>MGT-761</td>
<td>Strategic Planning for Business Leaders</td>
<td>0.9</td>
<td>The course will discuss traditional processes towards planning a strategy: Formulation – identifying an action before plans are made. Execution – applying the generated plan into the process. Evaluation – management should follow up on the action plan. Finally, in this course we will highlight implementation strategies. Senior leaders should integrate these strategies for increased effectiveness with any organization. 3 sessions, $265* (includes a $45 lab fee)</td>
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</tbody>
</table>
**MGT-762 Emotional Intelligence in Human Resource Management**

This course will cover the difference between emotional intelligence & intelligence quotient, and the four domains of emotional intelligence. In addition, participants will discover what emotional intelligence is and why it is so important for your career. Furthermore, this course will show you how leaders can manage their emotions in the workplace, which will lead to compatible professional relationships. Finally, participants will examine models of emotional intelligence to recognize how basic human emotions can impact decision making capabilities.

3 sessions, $265* (includes a $45 lab fee)

![Course Schedule](image)

**MGT-307 HR Management Certification Preparation for SHRM-CP and SHRM-SCP**

This course prepares HR practitioners to take the SHRM-CP and SHRM-SCP Certification exams. SHRM’s Competency Model, this course includes real-world case studies, discussions and shared experiences of certified instructors. Participants need to attend 75% of classes, take all tests and exams, complete assignments, and score 80% or better on the online post-test or paper-and-pencil final (in-class) exam. This course does not guarantee success on the SHRM Exam; participants must attend class and complete all assignments to achieve success. Training materials must be picked up from Lanham Hall, Room 224N BY APPOINTMENT ONLY prior to the start of class. Call the number above for more information.

12 sessions, $1300* (includes a $600 lab fee)

![Course Schedule](image)

**PAYROLL**

konange@pgcc.edu

**NATIONAL CERTIFICATION PREPARATION**

**FUNDAMENTAL PAYROLL CERTIFICATION CERTIFIED PAYROLL PROFESSIONAL**

Program information

In cooperation with the American Payroll Association, Prince George’s Community College presents the PayTrain® College & University program for payroll professionals. This program is designed for all levels of payroll administration. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exam, or are new to the industry and need to learn the basics of payroll, this program will help you meet your goals.

**Coursework**

Students who successfully complete each course will be eligible to receive a PGCC certificate.

- MGT-763 PayTrain Fundamentals (must be taken first)
- MGT-764 PayTrain (preparation for the CPP exam)

**Program requirements**

No payroll experience is required to take the FPC exam. To be eligible to take the CPP exam, APA requires that candidates meet specific payroll experience or educational criteria. Visit www.americanpayroll.org/certification/certification-cppinfo/ for eligibility requirements.

For more information

Please see our contact information above.

![Course Schedule](image)

**MGT-763 PayTrain Fundamentals**

3.0 CEUs

The PayTrain Fundamentals course teaches fundamental payroll calculations, completion of forms, and applications providing students with the essential knowledge, skills and abilities required to maintain payroll for your organization’s compliance while preventing costly penalties. This course is ideal for new payroll professionals, who support the payroll industry, and are preparing for the FPC exam. PayTrain Fundamentals is a prerequisite for the PayTrain course.

5 sessions, $845* (includes a $400 lab fee)

![Course Schedule](image)

**MGT-764 PayTrain**

3.6 CEUs

The PayTrain is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors responsible for their organization’s compliance. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP exam preparation.

**Note:** PayTrain Fundamentals course is a prerequisite. For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals.

6 sessions, $910* (includes a $400 lab fee)

![Course Schedule](image)

**SMALL BUSINESS**

konange@pgcc.edu

**BUS-432 Virtual Assistant Business**

0.6 CEUs

Did you know that a Virtual Assistant is one of today’s hottest skills according to Success Magazine? A Virtual Assistant is a business owner who provides administrative, creative, and technical support solutions. Attend this course to find out more about this dynamic industry including: finding your niche, marketing your business, finding clients, setting your fees, and much more! Instructor: Monica Bounds. 2 sessions, $70*

![Course Schedule](image)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
BUS-355 Start and Operate Your Own Home-Based Business 2.4 CEUs
Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have.
12 sessions, $160* (includes a $85 lab fee)

04465 WF 1/17-3/8 online $260
04466 WF 2/14-4/5 online $260
04467 WF 3/13-5/3 online $260

BUS-438 Starting a Consulting Practice 2.4 CEUs
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, $160* (includes a $85 lab fee)

04469 WF 1/17-3/8 online $260
04470 WF 2/14-4/5 online $260
04471 WF 3/13-5/3 online $260
04472 WF 4/17-6/7 online $260

BUS-561 Small Business Marketing on a Shoestring 2.4 CEUs
As you build your own customized marketing plan step-by-step, you will discover how to attract your target audiences, entice customers to buy your product or service, and keep buyers coming back for more. In addition, you will find out how to generate the referrals that are crucial to your company’s success. You will get tips on evaluating your tactics, tracking your results, and fine-tuning your approach so it gets better every year. Best of all, the small business marketing strategies you’ll learn will fit into any budget—and some are even free! With the help of videos, spreadsheets, and hands-on activities, you will build your skills in each lesson. Master cost-effective strategies including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. Whether you are new to advertising or looking for a refresher, this course will make you a marketing pro. And by the time you are done, you will have a personalized plan of action for increasing your sales—all on a shoestring budget.
12 sessions, $160* (includes a $85 lab fee)

04473 WF 1/17-3/8 online $260
04474 WF 2/14-4/5 online $260
04475 WF 3/13-5/3 online $260
04476 WF 4/17-6/7 online $260

Your Passion. Your Path.

• Affordable In-County Tuition.
• Scholarships and Grants.
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• Student Loaner Device Program.
• All Classes Online.

Contact
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or admissions@pgcc.edu

pgcc.edu
BUSINESS SUCCESS SERIES- BOSS
brownka1@pgcc.edu

PGCC CERTIFICATE
BUSINESS OWNERS SUCCESS SERIES (BOSS)

Program information
Most business owners and prospective entrepreneurs have a common goal — success! Nobody ever said 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 program will help you develop new entrepreneur skills and strengthen existing ones.

Critical components of developing a thriving, successful business is branding and marketing. The Branding and Marketing program has been added to the BOSS series to provide students with an understanding of branding strategies to promote a business, extend a business brand, and build a business image. In addition, it provides an overview of the appropriate marketing communication channels for increasing profits, and building customer awareness, loyalty and satisfaction. Finally, students will learn about the power of networking, as well as creating a compelling elevator pitch, building stakeholder relationships, generating leads, and enhancing credibility.

Coursework
Students who successfully complete all ten courses will be eligible for the Business Owners Success Series (BOSS) Continuing Education Certificate of Completion. If you are just interested in the Marketing courses, complete BUS-600, CED-329, BUS-575, and BUS-546 to receive the Branding and Marketing Certificate of Completion.

- BUS-592 Let’s Do This! Moving from Business Idea to Execution
- BUS-418 Business Plan: Developing the Blueprint for Success
- BUS-411 Financial Aspects of Your Business
- BUS-435 Basic Federal Tax Information for Small Businesses
- BUS-427 Accounting and Recordkeeping for Small Business
- BUS-440 Marketing Strategies for Today and Tomorrow
- BUS-600 Branding Your Business for Success
- CED-329 Creating Visuals to Brand Your Business
- BUS-575 Social Media Strategy
- BUS-546 Networking Works!

For more information
Please see our contact information above.

BUS-592 Let’s Do This! Moving From Business Idea to Execution
Jump start your business with an action-oriented workshop on strategic planning. Complete exercises that help you go through the steps required to go from an idea to execution from an entrepreneur who has been there and done it. Learn to make smart goals and action steps to accomplish those goals as well as discovering your internal assets, service refinement, understanding and implementing best practices and engaging in SWOT analysis. Instructor: Karlene Sinclair-Robinson
1 session, $45

<table>
<thead>
<tr>
<th>BUS-592</th>
<th>Let’s Do This! Moving from Business Idea to Execution</th>
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<tbody>
<tr>
<td>05060 M</td>
<td>1/22-1/22 6:30-9:30 p.m. REMOTE</td>
</tr>
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</table>
BRANDING AND MARKETING
brownka1@pgcc.edu

PGCC CERTIFICATE
BRANDING AND MARKETING

Program information
This program was developed to provide participants with an understanding of branding strategies used to promote a business, extend a business brand, and build a business image.

In addition, provide an overview of the appropriate marketing communications channels for increasing profits, building customer awareness, loyalty and customer satisfaction.

Students who successfully complete all five courses are eligible for a Continuing Education Certificate.

- BUS-600 Branding Your Business for Success
- CED-314 Creating Visuals to Brand Your Business
- BUS-575 Social Media Strategies
- BUS-546 Networking Works

For more information
Please see our contact information above.

BUS-600 Branding Your Business for Success 0.3 CEU
This course will provide an overview on branding, how to develop and market your brand to your audience, creative strategies on how to package your business for success. It will help you determine your brand's identity and how to present it visually, i.e. logos, marketing materials and websites. It is not enough to have an idea but you must learn how to package it and this class will help you do just that! Instructor: Latoya Benson
1 session, $45
05066 W 3/6-3/6 6:30-9:30 p.m. REMOTE

CED-329 Creating Visuals to Brand Your Business
This course is designed to help small business owners identify and explore the components and process used to create an image for your business. This instructive and interactive course will help small business owners understand branding strategies used to promote a business, extend a business brand, and build a business image. Instructor: Stacey Brown
1 session, $70 (includes a $25 lab fee)
05067 S 3/9-3/9 9 a.m.-1 p.m. REMOTE

BUS-575 Social Media Strategy
Social media is here to stay. Find out which network is right for you and how to make it work for your business. Instructor: Robert Gatewood
1 session, $45
05068 M 3/18-3/18 6:30-9:30 p.m. REMOTE

BUS-546 Networking Works!
Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood
1 session, $45
05069 Th 3/21-3/21 6:30-9:30 p.m. REMOTE

DIGITAL MARKETING
brownka1@pgcc.edu

PGCC CERTIFICATE
DIGITAL MARKETING

Program information
Marketing is the practice of identifying and satisfying customer needs. This is important to business leaders and entrepreneurs as successful marketing efforts increase customer contacts, which can drive leads and sales conversions. Digital marketing, a relatively new practice, refers to any marketing methods conducted through electronic devices which utilize some form of a computer, including online marketing efforts conducted on the internet. In the process of conducting digital marketing, a business might leverage websites, search engines, blogs, social media, video, email and similar channels to reach customers, according to the American Marketing Association.

Prince George's Community College is pleased to offer a digital marketing certificate to introduce business leaders and small business owners to various digital marketing tools, the benefits of deploying digital marketing strategies, along with how to create and utilize digital marketing strategies to enhance business success. Marketing career opportunities utilizing these skills include, Marketing Manager, SEO Specialist, Content Strategist or Content Marketer, Social Media Manager, Digital Marketer, or an entry position as an assistant with hands-on training.

Coursework
Students who successfully complete all six courses will be eligible for the Digital Marketing Continuing Education Certificate of Completion.

Introduction to Marketing and Content Marketing:
- Social Media Marketing
- Google (Analytics and Paid Searches (PPC)
- Search Engine and Website Optimization
- Email Marketing
- Digital Marketing Strategies

For more information:
Please see our contact information above.
MKT-300 Introduction to Marketing and Content Marketing 0.5 CEU
This course introduces marketing fundamentals and how to apply them to the growth of a business. It covers the basics of identifying and targeting consumer audiences, and developing effective marketing strategies. The course also examines the impact of digital technology on marketing, as well as how to create and share valuable, relevant, and consistent content to attract and engage pertinent market segments. 2 sessions, $65*  
05070 1Th 3/26-3/28 6:30-9 p.m. REMOTE

MKT-301 Social Media Marketing 0.5 CEU
This course provides insight into the fundamentals of the various different social media platforms, methods for engaging with target audiences, creating and implementing successful strategies, analyzing social media metrics, exploring the latest trends, and developing an effective social media presence. 2 sessions, $65*  
05071 1Th 4/2-4/4 6:30-9 p.m. REMOTE

MKT-302 Google Analytics and Paid Searches (PPC) 0.5 CEU
Fast-track your data and analytics skills with this online short course. With a focus on career-ready learning, and delivered through a blend of essential reading and useful toolkits. This course will quickly make you familiar with the core principles and best practices in analytics and data management. 2 sessions, $65*  
05072 1Th 4/9-4/11 6:30-9 p.m. REMOTE

MKT-303 Search Engine and Website Optimization 0.5 CEU
This interactive short course teaches you the benefits of how your website content, mobile optimization and usability will improve your overall website performance. Discover how to build your SEO strategy and evaluate performance over time. 2 sessions, $65*  
05073 1Th 4/16-4/18 6:30-9 p.m. REMOTE

MKT-304 Email Marketing 0.5 CEU
This online course provides productive, job-ready abilities to take your email strategy to the next level. Discover creating and testing different email content, time management, data strategy, and critical concepts in marketing automation. As you learn email marketing, you will develop an in-depth insight into how to market a product or service. 2 sessions, $65*  
05074 1Th 4/23-4/25 6:30-9 p.m. REMOTE

MKT-305 Digital Marketing Strategies 0.5 CEU
Advance your knowledge of digital strategy essentials with this interactive course. This course will teach you how to place digital at the core of your business or career. This course will also teach you how to support your digital strategy with marketing concepts like customer personas, brand stories, and customer buying processes. 2 sessions, $65*  
05075 1Th 4/30-5/2 6:30-9 p.m. REMOTE

GOVERNMENT CONTRACTING
brownka1@pgcc.edu

PGCC CERTIFICATE GOVERNMENT CONTRACTING

Program information
This Government Contracting certificate provides you with the knowledge and understanding of the regulatory aspects associated with the management of government contracting. The program is designed to prepare those seeking careers in government contracting with the basic background in the federal contract process, types of government contracts, marketing to the government, an overview of the phases of the subcontracting process methods and procedures, and the proposal and evaluation process. The 30 continuing education hours earned for this program can contribute to hours needed to obtain a Certified Contract Management Associate™ (CCMA) credential or higher.

Coursework
Students who successfully complete all six courses are eligible for a Continuing Education Certificate of Completion.
- BUS-326 Types of Government Contracting
- BUS-505 Government Contracting: Methods & Procedures
- BUS-534 Writing Proposals for Government Contracts
- BUS-604 Government Contract Basics: Subcontracts
- BUS-461 Government Contracting: Marketing Business to Government
- BUS-330 Proposal Evaluation and Selection Process

For more information
Please see our contact information above.
BUS-603 Types of Government Contracts 0.6 CEU
This course introduces various types of contracts used by the Federal Government to obtain goods and services. How to determine which type of contract to use and the types of benefit and risk associated with each contract type will be discussed. Instructor: Pamela Jenkins. 2 sessions, $75*

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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: Dennis Smith. 2 sessions, $75*

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BUS-534 Writing Proposals for Government Contracts 0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. This course also covers Requests for Proposals (RFP), a method for purchasing goods and services from the private sector, and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $75*

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BUS-604 Government Contracts Basics — Subcontracts 0.5 CEU
This course provides a general overview of the phases of the subcontracting process (pre-award, award and post award) for a small business or independent consultant interested in performing as a subcontractor to a Federal Government (prime) contractor. This course will also provide a basic overview for individuals seeking a career in government contracts subcontract administration/management. The course provides a high-level overview of activities customarily included in the pre-award stage of a subcontract (e.g., identifying the solicitation, preparation of offer/proposal, offer submission), award stage (e.g., cost or price analyses, negotiations, source selection) and post award stage (e.g., subcontract administration/management and subcontract close-out). The continuing education hours earned for this course can contribute to hours needed to obtain a Certified Contract Management Associate credential or higher. Instructor: Pamela Jenkins. 2 sessions, $75*

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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, $75*

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BUS-330 The Proposal Evaluation and Selection Process
Gain an in-depth understanding of best practices used in the federal evaluation process to ensure objective and competitive source selections by focusing on: development of evaluation criteria and scoring plans, selection and briefing of evaluation panels on the do’s and don’ts of their tasks; and the considerations used by Contracting Officers as they complete the process through to contract award. Instructor: Dennis Smith. 1 session, $45

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NONPROFIT MANAGEMENT brownka1@pgcc.edu

PGCC CERTIFICATE NONPROFIT MANAGEMENT

Program information
This program provides an overview of the fundamental concepts in managing nonprofit organizations. The courses listed will meet the needs of those seeking a concentrated knowledge in order to prepare them for a career in the nonprofit sector.

Participants who successfully complete the following courses will receive a Continuing Education Certificate of Completion:
- BUS-605 Fundamentals of Nonprofit Organizations
- VOL-334 Public Relations and Communications
- VOL-335 Intro. to Nonprofit Organizations and Fundraising
- VOL-313 Writing Grant Proposals
- BUS-590 Best Practices for Nonprofits

Other courses are offered through Ed2go, but not required for the certificate of completion:
- MGT-649 Introduction to Nonprofit Management
- MGT-730 Starting a Nonprofit
- VOL-332 A to Z Grant Writing

For more information
Please see our contact information above

Prince George’s Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgc.edu
BUS-401 Non-Profit Business Basics 0.6 CEU
While for-profit organizations exist to earn and distribute taxable business earnings to shareholders, the nonprofit exists solely to provide programs and services that are of public benefit. Could that be you, but you’re not sure what’s involved? Come to this session to discuss start-up requirements and options, funding considerations, management strategies, and sources of information and assistance. Instructor: Kim Rhim
1 session, $45
05247 Th 2/22-2/29 6:30-9:30 p.m. REMOTE

VOL-334 Public Relations and Communications 0.6 CEU
This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsors, soliciting volunteers and getting to know your audience. Answer the question, "Who am I marketing to?" Instructor: Ivy Pendleton.
1 session, $75*
05248 S 3/2-3/2 9 a.m.-4 p.m. REMOTE

VOL-335 Introduction to Nonprofit Organizations and Fundraising 0.6 CEU
This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsors. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. Instructor: Ivy Pendleton.
1 session, $75*
05249 S 3/9-3/9 9 a.m.-4 p.m. REMOTE

VOL-313 Writing Grant Proposals 0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization’s capabilities and meet the needs of the funding organization. Instructor: Ivy Pendleton.
1 session, $75*
05250 S 3/23-3/23 9 a.m.-4 p.m. REMOTE

BUS-590 Best Practices for Nonprofits 0.6 CEU
When your message is not articulated clearly, it handicaps your organization’s ability to carry out your mission successfully. Discover the top practices that nonprofit leaders use to communicate well, build a strong reputation and maintain visibility among their target audiences. Instructor: Kim Rhim
1 session, $45
05251 Th 3/28-3/28 6:30-9:30 p.m. REMOTE

VOL-332 A to Z Grant Writing 2.4 CEUs
This informative course will equip you with the skills and tools you need to enter the exciting field of grant writing. You will be shown how to research and develop relationships with potential funding grant writing campaigns, and prepare proposals. This course speaks mainly to nonprofit organizations but many of the course elements also easily translate to the for-profit field.
12 sessions, $155* (includes a $80 lab fee)
04433 WF 1/17-3/8 online E2GO
04434 WF 2/14-4/5 online E2GO
04435 WF 3/13-5/3 online E2GO
04436 WF 4/17-6/7 online E2GO

VOL-337 Becoming a Grant Writing Consultant 2.4 CEUs
Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field.
12 sessions, $150* (includes a $75 lab fee)
04530 WF 1/17-3/8 online E2GO
04531 WF 2/14-4/5 online E2GO
04532 WF 3/13-5/3 online E2GO
04533 WF 4/17-6/7 online E2GO

PROJECT MANAGEMENT SERIES
brownkl@pgcc.edu

PGCC CERTIFICATE AND CERTIFICATION PREP PROJECT MANAGEMENT

Program information
Project management is a rapidly-growing profession. Research indicates that employers will need to fill nearly 2.2 million new project-oriented roles each year through 2027. Whether you’re starting or advancing your career, our project management series is an ideal way to gain new, in-demand professional skills, prepare for your PMP® certification, and maintain your credentials. Professional certification by the Project Management Institute (PMI) ensures that you’re ready to meet and exceed the demands of a professional career, complete complex project assignments, and ensure success for your employer.

Students who meet the Project Management Institute (PMI) guidelines can complete MGT-355 to prepare for the Project Management Professional (PMP®) exam through the Project Management Institute (PMI).

Eligibility requirements for PMP® exam:

Earning your PMP Certification is a commitment, and that’s why it is valuable. Do you have real-world project management experience that’s led to success? Great—you’ve finished the hardest part. Before you apply, make sure you meet one of the following sets of PMP Certification requirements:
• A four-year degree.
• 36 months leading projects.
• 35 hours of project management education/training or CAPM® Certification.
— OR —
• A high school diploma or an associate’s degree (or global equivalent).
• 60 months leading projects.
• 35 hours of project management education/training or CAPM® Certification.

For more information
Please see our contact information above. For an overview of PMP, visit https://www.pmi.org/certifications/project-management-pmp.
MGT-626 Project Management Fundamentals 2.4 CEUs
This online course provides those new to project management, with the essential information you’ll need to prepare for and complete your first project. Experienced project managers, will gain knowledge to increase your skills and competencies. This online course will help prepare you to take the Certified Associate in Project Management (CAPM®) and the Project Management Professional (PMP®) exams offered by the Project Management Institute (PMI®).
12 sessions, $164* (includes a $89 lab fee)

04518 WF 1/17-3/8 online E260
04519 WF 2/14-4/5 online E260
04520 WF 3/13-5/3 online E260
04521 WF 4/17-6/7 online E260

MGT-750 Principles of Project Management 1.2 CEUs
This course introduces the methods and techniques project managers use to effectively initiate, plan, execute, control, and report on their projects. Managers with limited experience learn project management concepts, terms, tools, and aspects of the project life cycle as described in the Project Management Body of Knowledge (PMBOK®) Guide.
6 sessions, $595* (includes a $416 lab fee)

04594 MW 1/22-2/7 6:30-8:30 p.m. REMOTE

MGT-355 PM Professionals PMP Exam Certification Prep 3.6 CEUs
MGT-355 includes a review of the required body of knowledge including project scope, life cycle, and management methodologies, from project inception and budgeting, schedule and risk management to program closure and quality assurance. Designed for today’s busy professional, this remote 12-session course offers support beyond the classroom with a weekly virtual study group, exam practice sessions and online access to class content. Registered participants have the option for a one-on-one instructor session for assistance completing the Project Management Professional (PMP® exam) application.
12 sessions, $2195* (includes a $1536 lab fee)

04895 MW 2/26-4/7 6-9 p.m. REMOTE

MGT-746 Project Management Fundamentals II 2.4 CEUs
The course will also discuss how to manage projects once the project’s execution phase begins. This course includes reporting project progress, anticipating and handling problems as they arise. You will also learn to turn the project over to your customer so you can close down the project and move on to your next assignment.
12 sessions, $150* (includes a $75 lab fee)

04526 WF 1/17-3/8 online E260
04527 WF 2/14-4/5 online E260
04528 WF 3/13-5/3 online E260
04529 WF 4/17-6/7 online E260

RESIDENTIAL PROPERTY MANAGEMENT
brownkal@pgcc.edu

RES-318 Maintenance and Residential Property Management 4.5CEUs
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 BPM-1020 when taken as a credit course. Prerequisite: RES-333, Introduction to Residential Property Management. Instructor: Raquel Phillips
15 sessions, $525* (includes a $200 lab fee)

05149 T 1/23-5/7 6-7:30 p.m.

PARALEGAL
konange@pgcc.edu

LAW-630 Workers’ Compensation 2.4 CEUs
A workers’ compensation case is one of the most common types of lawsuits in the United States. Paralegals are far more likely to be involved with workers’ compensation than criminal cases, business disputes, or intellectual property cases. This course will introduce you to workers’ compensation law and provide you with a skill set that will help you gain employment in this fast-growing legal field.
12 sessions, $160* (includes a $85 lab fee)

04728 WF 1/17-3/8 online E260
04729 WF 2/14-4/5 online E260
04730 WF 3/13-5/3 online E260
04731 WF 4/17-6/7 online E260

FINANCIAL SERVICES
konange@pgcc.edu

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

04828 S 1/20-3/2 9 a.m.-1 p.m.
COMMERCIAL DRIVER LICENSE: CLASS A & B
301-546-0062 or tdi@pgcc.edu

COMMERCIAL DRIVER LICENSE: CLASS A AND B (MD, DC OR VA)

Program information
Heavy and tractor-trailer truck drivers transport goods from one location to another. Most tractor-trailer drivers are long-haul drivers and operate trucks with a gross vehicle weight (GVW) capacity—that is, the combined weight of the vehicle, passengers, and cargo—exceeding 26,000 pounds. These drivers deliver goods over intercity routes, sometimes spanning several states. Bus drivers transport people between various places—including work, school, and shopping malls—and across state or national borders. Some drive regular routes, and others transport passengers on chartered trips or sightseeing tours. Median annual wages for these professions in 2021 were: tractor-trailer truck drivers, $48,310; school or special client bus drivers, $37,540; transit and intercity bus drivers, $51,310 (US Department of Labor, Occupational Outlook Handbook).

Coursework
We offer programs for both Class A (tractor-trailer) and Class B (straight trucks, passenger and school buses, dump and concrete mixer trucks, and utility vehicles) licensing. Courses include classroom instruction, hands-on training, license testing, and job placement assistance. All CDL students seeking a CDL license must complete the FMCSA Entry Level Driver Training requirement. PGCC offers this class (See CDL-328).

Program requirements
To register for the Class A program, participants must:
• Be at least 21 years of age.
• Possess a valid non-provisional Driver’s License from Maryland or Washington DC and pass Department of Transportation physical and drug screens.
• Obtain a CDL Class A learner’s permit from the state in which they are currently licensed.
To register for the Class B program, participants must:
• Be at least 18 years of age (or 21 for the District of Columbia).
• Possess a valid non-provisional driver’s license from Maryland, or Washington, D.C.
• Pass Department of Transportation physical and drug screens.
• Obtain a CDL Class B learner’s permit from the state in which they are currently licensed
Students are required to present a state-issued photo identification to the instructor in order to successfully complete the course.

For more information
Please see our contact information above.

CDL-328 Entry Level Driver Training Theory 10.0 CEUs
This course will satisfy the Federal Motor Carrier Safety Administrations (FMCSA) Entry Level Driver Training (ELDT) theory requirements for Commercial Vehicle operation. Student driver-trainees will become proficient in the following, general knowledge areas: basic vehicle operation, safe operating procedures, advanced operating procedures, vehicle systems, and hours of service and other non-driving activities.
20 sessions, $150* (includes a $95 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
CDL-301 Commercial Driver License: Class B  4.5 CEUs
This course is for those looking to drive Commercial Class-B Trucks and Passenger or School Buses. Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver’s License (CDL). Upon obtaining the Class-B CDL, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available. $1990* (includes a $1592 vehicle fee.) Please call 301-546-0062 or email TDI@pgcc.edu for prerequisites and schedule information.
19 sessions, $1990* (includes a $1592 lab fee)

CDL-324 Commercial Driver License (CDL), Class-A  5.0 CEUs
This course offers unlimited personalized training through the duration of your learners permit. “One on One” Instruction (instructor and student only, NO group training. Designed to train and give experience to student drivers for the Class-A, Commercial Driver’s License. Learning topics include: federal rules and regulations, hours of service logs, pre-trip vehicle inspection, automatic and manual transmission operation, backing and parking skills, on-road maneuvers, city and highway driving, coupling & uncoupling tractor and trailer, handling 28ft, 48ft and 53ft trailers, mock testing. A final MVA exam will be scheduled and a Class-A vehicle will be provided for license testing. $3950* (includes a $3500 vehicle fee) Please call 301-546-0062 or email tdi@pgcc.edu for schedule and prerequisite information.
25 sessions, $3950* (includes a $3500 lab fee)

COMMUNICATION AND WRITING

MGT-602 Grammar and Proofreading  1.8 CEUs
Take an in-depth look at the professional writing process and common writing problems. You will study basic parts of the sentence, a review of punctuation, spelling, verb usage and effective proofreading. This course is recommended but not required to take Business Writing Intensive. Instructor: Kym-Marie Clarke Hart  6 sessions, $255*

04892 Th 2/15-3/28 6:30-9:30 p.m.  REMOTE

MGT-434 Business Writing Intensive  1.8 CEUs
Students will be instructed in a five-step writing process that includes preparation, research, organization, writing a draft, and revision using real-world examples of correspondence, reports, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading or OFC-347: Grammar Refresher. Instructor: Kym-Marie Clarke Hart  6 sessions, $255*

04893 Th 4/4-5/9 6:30-9:30 p.m.  REMOTE

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, $150* (includes a $75 lab fee)

04477 WF 1/17-3/8 online E2G0
04478 WF 2/14-4/5 online E2G0
04479 WF 3/13-5/3 online E2G0
04480 WF 4/17-6/7 online E2G0

OFC-349 Keys to Effective Communication  2.4 CEUs
This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist.
12 sessions, $150* (includes a $75 lab fee)

04481 WF 1/17-3/8 online E2G0
04482 WF 2/14-4/5 online E2G0
04483 WF 3/13-5/3 online E2G0
04484 WF 4/17-6/7 online E2G0

OFC-321 Effective Business Writing  2.4 CEUs
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! If you communicate with others in writing, you need this course to help you identify and eliminate problem areas.
12 sessions, $164* (includes a $89 lab fee)

04485 WF 1/17-3/8 online E2G0
04486 WF 2/14-4/5 online E2G0
04487 WF 3/13-5/3 online E2G0
04489 WF 4/17-6/7 online E2G0

SKB-386 Keys to Effective Editing  2.4 CEUs
Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you’re already working as an editor, you’ll not only brush up on your skills, but also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have better-than-average spelling ability.
12 sessions, $160* (includes a $85 lab fee)

04517 WF 1/17-3/8 online E2G0
04516 WF 2/14-4/5 online E2G0
04515 WF 3/13-5/3 online E2G0
04517 WF 4/17-6/7 online E2G0
COM-508 Mastering Public Speaking 2.4 CEUs
You can become an effective public speaker! In these lessons, you’ll learn how to talk confidently and persuasively to both large audiences and small groups. You will master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.
12 sessions, $160* (includes a $85 lab fee)

OFC-358 Fundamentals of Technical Writing 2.4 CEUs
This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You’ll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer.
12 sessions, $164* (includes a $89 lab fee)

MICROSOFT-OFFICE
301-546-0873 or hawkincc@pgcc.edu

INDUSTRY CERTIFICATION
MICROSOFT OFFICE APPLICATIONS
INDUSTRY CERTIFICATIONS-MICROSOFT OFFICE SPECIALIST

Program information
Advance your career by passing Microsoft Office Specialist (MOS) exams. MOS credentials are recognized globally, and validate your knowledge and skills in Microsoft Office applications. As a PGCC student, you’ll be able to take your certification exams on campus as the College is a private Certiport testing center.

Coursework
Students who successfully complete this course are prepared for the Microsoft Office Specialist in Access 2019 exam:
- Introduction to Database Management

Students who successfully complete these courses are prepared for the Microsoft Office Specialist in Word 2019 exam:
- Microsoft Office Specialist (MOS) Word Preparation, Part 1
- Microsoft Office Specialist (MOS) Word Preparation, Part 2

Students who successfully complete this course are prepared for the Microsoft Office Specialist in Excel 2019 exam:
- MOS Excel Preparation

Program requirements
Students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to all class sessions.

For more information
To learn more about this and other MOS certifications, go to www.certiport.com.

TEC-532 Problem Solving With Spreadsheets: MOS Excel Preparation 4.5 CEUs
This is a comprehensive course in the use of electronic spreadsheet software to solve problems, analyze financial and other data, set and evaluate scenarios, and effectively present data from spreadsheets in charts. This course will prepare you for the Beginner and Intermediate Microsoft Office Certification (MOS) exams in Excel 2016. This course meets concurrently with credit course INT-2140.
28 sessions, $420* (includes a $150 lab fee)
HELP DESK  
301-546-0873 or hawkincc@pgcc.edu

PGCC CERTIFICATE  
HELP DESK TECHNOLOGY

Program information  
This program is designed to prepare you to support a client help desk, including performing basic help desk assessments and functions, productivity measurements, problem resolution, and asset management. Learn how support staff utilize these tools to maintain a competitive edge.

Coursework  
Students who successfully complete the following courses will be eligible to receive the certificate. Troubleshooting courses may be taken in any order.
- Help Desk Technology: Part 1
- Help Desk Technology: Part 2
- Troubleshooting Windows
- Troubleshooting MS-Word
- Troubleshooting MS-Access
- Troubleshooting Excel: Help Desk

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate. Certificates of completion are not issued for individual classes. CEUs will be awarded as noted in this schedule.

Program requirements  
Students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to all class sessions.

For more information  
Please see our contact information above.

TEC-656 AWS Cloud Computing Architecture  
5.6 CEUs

This AWS Academy curriculum is designed to help students develop technical expertise in cloud computing and prepare them for the AWS Certified Solutions Architect — Associate certification exam. The course is delivered through instructor-led classes, knowledge assessments, hands-on labs, and project work. Students have access to course manuals, online knowledge assessments, and hands-on labs.

29 sessions, $440* (includes a $140 lab fee)

05793: TTh 1/23-5/7 6-10 p.m.  REMOTE

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

TEC-661 AWS Cloud Practitioner  
3.5 CEUs

This course develops the knowledge and skills required to become an AWS Certified Cloud Practitioner. Students are introduced to cloud infrastructure and principles, cloud storage as well as core AWS services to include (vpc) environments, (ec2) instances, and (s3) buckets. Students utilize the AWS curriculum and become part of the AWS Academy which provides internships as well as access to cloud positions. This course helps students apply technical expertise in cloud computing and prepares them for the AWS Certified Cloud Practitioner Exam. Students may need to study beyond this course to adequately prepare for the AWS Certified Cloud Practitioner certification exam.

14 sessions, $420* (includes a $150 lab fee)

05790: MW 1/22-3/18 6-8:30 p.m.

TEC-531 Problem Solving with Microsoft Office  
5.3 CEUs

In this course, students will learn to create, manage, and modify databases using tables, queries, forms, and reports. Advanced features include the use of sub-forms, PivotTables, and macros. Using Microsoft Access, students construct a variety of tables, relationships, queries, forms, and reports to solve financial, statistical and logical problems. This course helps prepare students for Microsoft Office Specialist certification exam in Access.

14 sessions, $500* (includes a $200 lab fee)

05753: W 1/22-5/6 6-9:40 p.m.

05752: MW 1/22-5/6 10-11:40 a.m.  (29 sessions)

05751: MTThFSSu 3/19-5/6  online  CNVS

TEC-533 Fundamentals of Database Management-Oracle Certified Professional  
5.3 CEUs

In this course, students will be prepared to take Oracle’s MySQL Database Professional exam, 1ZO-888 (or current exam) to become an Oracle Certified Professional.

28 sessions, $420* (includes a $150 lab fee)

05756: MW 1/22-5/6 6-9:40 p.m.

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

PGCC CERTIFICATE
WEB DESIGN AND MANAGEMENT

Program information
Learn to build web pages that attract and retain visitors. Professionals who are skilled in this type of web design and development are in demand. In this program, you will be taught how to build, design, and maintain your own website using various coding frameworks to speed up development times and reduce errors and bugs in the code.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Web Design Part 1
- Web Design Part 2

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate. Certificates of completion are not issued for individual classes. CEUs will be awarded as noted in this schedule.

Program requirements
To register for these courses, 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. Students should bring a USB compatible flash drive to all class sessions. Required textbooks are available at the College bookstore (www.pgccbookstore.com).

For more information
Please see our contact information above.

TEC-576 Web Design Technology 4.5 CEUs
This course provides an overview of the major applications, relevant standards, and protocols for Web Design. Students will develop a website using storyboarding, HTML that conform to the WC3 standard, and Cascade style sheets. Students will also learn to use anchor link, image, list, text formatting, form tags in documents, text, code and HTML editor, and use File Protocol (FTP) to upload and download documents to a web server.
15 sessions, $325* (includes a $75 lab fee)

05759 MTWThFSSu 1/2/3/18 online ONVS

05758 MTWThFSSu 1/2/3/18 online ONVS

TEC-577 Web Design Technology Part II 4.5 CEUs
As a continuation of Web Design Technology Part 1, HTML/XHTML and Cascading Style Sheets (CSS) are used to design and create Web pages. These Web pages are further enhanced by including advanced elements of HTML, such as forms and frames and by adding multi-media elements, such as audio, video, and animation. JavaScript is further used to make HTML documents interactive. Other topics discussed include the Document Object Model, the Object-based features of JavaScript, and use of a debugger to debug JavaScript code.
7 sessions, $325* (includes a $75 lab fee)

05757 W 1/2/3/18 6-9 p.m. REMOTE

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pgcc.edu
INDUSTRY CERTIFICATION NATIONAL CERTIFICATION EXAM PREPARATION-INFORMATION SECURITY

Program information
PGCC offers preparation for different national certifications in information security.
Our choices include:

Certification: CompTIA Security+
- Vendor-neutral certification that employers require for entry-level employment.
- Prepares you for a job in IT security, including dealing with and securing network devices, network services, and network traffic.
- Exam Vouchers: Registered students may purchase exam vouchers at a significant discount, and may sit for the certification exam at PGCC.
- Visit www.comptia.org for more information.

Certification: EC-Council's Certified Ethical Hacker
- A Certified Ethical Hacker is a skilled professional who understands and knows how to look for weaknesses and vulnerabilities in target systems and uses the same knowledge and tools as a malicious hacker, but in a lawful and legitimate manner to assess the security posture of a target system(s).
- Coursework: Ethical Hacking and Networking Defense classes.
- Exam: EC-Council's Certified Ethical Hacker (CEH) exam (312-50).
- Visit www.eccouncil.org for more information.

Certification: Certified Information Systems Security Professional (CISSP)
- Coursework: Introduction to Cybersecurity Analyst.
- Exam: CISSP.
- Exam Vouchers: Registered students may purchase exam vouchers at a significant discount, and may sit for the certification exam at PGCC.
- Visit www.comptia.org for more information.

Program requirements
For all programs, students should have intermediate computer skills with experience in DOS, Windows, Unix and Linux Operating systems, and familiarity with A+ operating systems technologies. Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

For more information
Please see our contact information above.

TEC-706 Ethical Hacking and Certification Prep 6.0 CEUs
This course is designed for those interested in systems and application security or who want to take the latest EC-Council's Certified Ethical Hacker (CEH) exam. Students will learn the tools and methodologies used by ethical hackers and learn updated computer security resources that describe vulnerabilities and innovative methods to protect networks. Students will practice footprinting, scanning, enumeration, exploitation, and post-exploitation and learn about federal and state computer crime laws, and changes in penalties for illegal computer hacking. Note: This course does not require material textbooks or other learning resources for which students must pay.
18 sessions, $420* (includes a $150 lab fee)

05803  MTWThFSSu 1/22-5/6  online
05804  TTh 3/19-5/7  6-9:40 p.m. (15 sessions)

TEC-704 Security+ 4.6 CEUs
Topics include general security, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral Security+ exam. Successful completion of this exam is generally globally recognized as equivalent to an entry-level security specialist position. Prerequisites: Intermediate computer/pc skills with experience in the DOS, Windows, Unix and Linux operating systems and familiarity with the A+ operating systems technologies and GUI and Command Language Interface commands. This class meets concurrently with credit course INT-1620.
22 sessions, $420* (includes a $150 lab fee)

05801  MTWThFSSu 1/22-3/18  online
05799  MW 1/22-3/18  2-5:40 p.m. (14 sessions)
05797  MTWThFSSu 1/22-5/6  online
05798  TTh 3/19-5/7  6-9:40 p.m. (15 sessions)
05800  F 3/22-5/10  12-3:40 p.m. (8 sessions)
### TEC-705 CISSP Preparation 5.3 CEUs
This course explores and reviews all eight domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISC2). Meets concurrently with credit course INT-2690 for the entire semester.

14 sessions, $420* (includes a $150 lab fee)

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### TEC-651 Internet of Things Fundamentals 4.5 CEUs
This continuing education course explores how everyday devices are integrating with the Internet and data analytics to serve the needs of society. Topics include IoT architecture, network protocols, applications and technologies. The course also provides a high overview of cyber physical systems, sensor technologies, and technologies, cloud computing, data storage, data mining and business analytics, as well as security and privacy challenges associated with IoT.

28 sessions, $440* (includes a $140 lab fee)

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### TEC-613 Microsoft Azure Administration 5.3 CEUs
This course develops the knowledge and skills required for a Microsoft Azure Administrator. Students complete skill-based labs related to storage, configuring virtual machines, containers, monitoring, and backup and recovery. Labs prepare students to manage subscriptions, virtual networking, Azure objects and resources. This course helps prepare students for the Microsoft Azure Administrator Exam AZ-104 exam. This certification validates a learner’s knowledge of Azure Administration. Networking and Windows Server experience are recommended.

14 sessions, $420* (includes a $150 lab fee)

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### TEC-658 Cloud+ Preparation 5.3 CEUs
This course maps to the Cloud+ Certification exam, which validates the skills needed to maintain and optimize cloud infrastructure services. Students will learn how to implement, maintain, and deliver cloud technologies and to understand aspects of Information Technology (IT) security. Cloud+ is a good introductory course for students who want to explore cloud computing, as well as, those who feel they need extra preparation for Advanced Visualization courses like VMware, Citrix, and Amazon Web Service (AWS). Meets concurrently with credit course INT-2688.

15 sessions, $420* (includes a $150 lab fee)

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|   | 05795 | F  | 3/22-5/10 | 12-3:40 p.m. | REMOTE |

### TEC-707 Introduction to Cybersecurity Analyst 5.3 CEUs
In this course, students learn the fundamentals, deployment, integration, and management of cyber-analytics tools. Skills taught in this course include device registration, policy packages, shared objects, centralized logging and reporting, and troubleshooting. Learners explore system administration and management, register devices for log collection and centralization, perform forensic analysis of logs based on simulated network attacks, create reports, and explore solutions to common misconfiguration issues. The course objectives support the CompTIA CySA+ certification.

15 sessions, $440* (includes a $140 lab fee)

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### TEC-657 Starting Mobile App Development 4.6 CEUs
This course will walk students through the process of mobile application development. Projects will be developed using current programming language. Students taking this course will learn how to design user interfaces, memory management, performance issues and security on mobile devices. Students will gain knowledge of developing with the Android application program interface that can be transferred to other mobile devices like the Apple iOS. **Note:** This course does not require material textbooks or other learning resources for which students must pay.

14 sessions, $420* (includes a $150 lab fee)

|   | 05784 | M  | 1/22-5/6 | 6-9:40 p.m. | REMOTE |

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

Program information
PGCC offers preparation national certifications in computer networking. Our choices include:

CompTIA Network+ Certification
- This vendor-neutral certification prepares you for a job in networking, including network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.
- Coursework: Network+.
- Exam: CompTIA Network+.
- Exam vouchers: registered students may purchase exam vouchers at a significant discount, and may sit for the certification exam at PGCC.
- Visit comptia.org for more information.

Cisco Certified Network Associate (CCNA) Certification
- The CCNA exam is one of the industry's most widely recognized and respected associate-level certification. The three courses will cover a breadth of topics including network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.
- Coursework: CCNA 1, CCNA 2 and CCNA 3.

To register for these courses, students should have intermediate computer skills with experience in DOS, and networking experience. Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the College bookstore (www.pgccbookstore.com).

For more information
Please see our contact information above.
### TEC-602 CCNA 2: Switching, Routing and Wireless Essentials  5.7 CEUs
This is the second course in a three-course sequence preparing students for Cisco CCNA certification. This course includes the design, configuration, security and troubleshooting of medium to large networks. By the end of this course, students will be able to configure and troubleshoot the following on routers, switches or wireless access points; Virtual LANs (VLANs) and trunking; Inter-VLAN routing; Spanning Tree Protocol (STP) and EtherChannel, First hop redundancy protocol (FHRP); static routing; Dynamic Host Configuration Protocol (DHCPv4 and DHCPv6); LAN security and switch security concepts; Wireless LAN (WLAN) concept. Prerequisite: CCNA 1 with a passing grade. Course meets concurrently with INT 2450. 14 sessions, $660* (includes a $220 lab fee)

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### TEC-603 CCNA 3: Enterprise Networking, Security and Automation  5.7 CEUs
This is the final course in a three-course sequence preparing students for Cisco CCNA certification. This course introduces students to the design, configuration, security and troubleshooting of Enterprise Networks and the network technologies needed for implementing converged networks to meet the changing needs of today’s Networks. Upon completion of this course students will be able to configure Single-Area OSPFv2, IPv4 ACLs, IPv4 and IPv6 NAT, IPSec, WAN and Virtual Private Networks (VPNs). They will also be able to implement network monitoring and management using SNMP, Quality of Service (QoS), NTP, Syslog, CDP, LLDP and various networking trends like Software Defined Networking (SDN), cloud, virtualization and network automation. Students successfully completing this course should be prepared for Cisco CCNA certification. Prerequisite: CCNA 2 with a passing grade. Course meets concurrently with INT 2460. 15 sessions, $660* (includes a $220 lab fee)

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### TEC-611 Understanding Operating Systems  4.5 CEUs
This course provides working knowledge of computer operating system commands, functions and management using the DOS, Windows, Linux and Unix operating environments. Topics include memory management, process management, device management, file management, and operating systems tools. Class meets concurrently with credit course INT-1700. 15 sessions, $420* (includes a $150 lab fee)

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<td>05784</td>
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### TEC-610 Windows Server Administration  5.3 CEUs
Earning this certification qualifies you for a position as a network or computer systems administrator or as a computer network specialist, and it is the first step on your path to becoming a Microsoft Certified Solutions Associate (MCSA: Server 2016). Topic covered are installing a Nano server, creating, managing and deploying images, configuring disk and volumes and data duplication, Storage Spaces and Hyper - V containers. This course meets concurrently with INT 2310. 14 sessions, $430* (includes a $160 lab fee)

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### TEC-609 Windows Desktop Client  5.3 CEUs
Earning this certification will validate your fundamental knowledge and skills for installing configuring Windows services. It covers virtual machines, troubleshooting, installing and configuring devices, visualization with Hyper-V, application management using the Company Portal and the Windows Store. This course meets concurrently with INT 2300. 14 sessions, $430* (includes a $160 lab fee)

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</table>

### TEC-901 Introduction to CSS3 and HTML5  2.4 CEUs
This course is designed for individuals pursuing professional development training in web design and provides introductory level instruction on using CSS3 and HTML5. Topics include creating an HTML5 template, Cascading Style Sheets (CSS), backgrounds, CSS3 properties, styling text and photos, adding video and sound, inserting links, formatting tables and Web page layouts. 12 sessions, $160* (includes a $85 lab fee)

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<td>4/17-6/7</td>
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*The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu*
**TEC-652 Programming in Java** 5.0 CEUs
This course is designed for students whose job or career advancement requires them to obtain basic competency in programming Logic and Design and to apply them specifically to the Java programming language. Topics include object-oriented programming (classes/objects), control structures, methods, arrays, polymorphism, inheritance, recursion, exception handling, graphical user interfaces, file input/output.

28 sessions, $440* (includes a $140 lab fee)

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<td>6-9:40 p.m.</td>
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**TEC-654 Programming in C++** 7.0 CEUs
Using the C++ language, the course incorporates the concepts covered in Programming Logic and Design, and applies them specifically to the C++ programming language. Topics include basic C++ control structures, syntax, functions, arrays, pointers and classes/objects. Meets concurrently with INT-2130.

29 sessions, $440* (includes a $140 lab fee)

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**TEC-655 Introduction to Python** 5.3 CEUs
In this course, students learn the concepts, principles, techniques, and tools needed for developing scripts and programs in Python. Students who successfully complete the course are able to write Python programs using features such as loops, branching structures, lists, tuples, dictionaries, libraries, and object-oriented programming. Course projects include real-life applications.

15 sessions, $440* (includes a $140 lab fee)

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**ONLINE IT TRAINING**
301-546-0873 or hawkincc@pgcc.edu

**OFFICE BUSINESS**
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**PGCC CERTIFICATE**
**PROGRAMMING, NETWORKING AND WEB DESIGN SKILLS (ONLINE)**

**Program information**
Earn any of our 4 certificates in these IT areas with 100% online coursework! PGCC partners with the national training provider Ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. This series of courses is designed to give you an in-depth background in your field(s) of interest.

**Coursework**
Students who successfully complete the courses, and pass the course exams, will be eligible to receive the certificate shown:

- **Creating WordPress Websites Certificate**
  - Creating WordPress Websites
  - Creating WordPress Websites 2

- **Java Programming Certificate**
  - Java for the Beginner
  - Intermediate Java Programming

- **C# Programming Certificate**
  - Introduction to C# Programming
  - Intermediate C# Programming

- **Networking Certificate**
  - Introduction to Networking
  - Intermediate Networking

**Registration**
Follow instructions listed in the online courses section.

**Program requirements**
Participants must have internet access and an email account.

**For more information**
Please see our contact information above. To see a complete list of courses available online, visit www.ed2go.com/pgcc. Click on “Computer Applications” or “Technology” to get started.

---

**PGCC CERTIFICATE**
**MICROSOFT OFFICE 365 SKILLS**

**Program information**
Earn any of our 4 Microsoft certificates listed with 100% online coursework! PGCC partners with the national training provider Ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. This series of courses are designed to give you an in-depth course of study in your field of interest.

**Coursework**
Students who successfully complete the courses listed and pass the course exams, will be eligible to receive the certificate shown:

- **Microsoft Word Certificate**
  - Introduction to Microsoft Word 2019
  - Intermediate Microsoft Word 2019

- **Microsoft Excel Certificate**
  - Introduction to Microsoft Excel 2019
  - Intermediate Microsoft Excel 2019

- **Microsoft Access Certificate**
  - Introduction to Microsoft Access 2019
  - Intermediate Microsoft Access 2019

**Registration**
Follow instructions listed in the online courses section.

**Program requirements**
Participants must have internet access and an email account.

**For more information**
Please see our contact information above. For a complete list of courses available online, visit www.ed2go.com/pgcc. Click on “Computer Applications” or “Technology” to get started.
**TEC-915 Introduction to Artificial Intelligence** 2.4 CEUs
This course will introduce you to various forms of artificial intelligence (AI) and how consumers interact with it in applications like chatbots, recommendation engines, and provides analytics in business and consider industries that may be transformed or even disrupted by AI implementations. You will go under the hood to see how computers can "learn" using artificial neural networks and various forms of machine learning. Review AI applications such as natural language processing, forecasting, and robotics.

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**TEC-911 Python Data Analysis with JupyterLab** 2.4 CEUs
In this course, students will learn about JupyterLab & Jupyter notebooks, Markdown, the purpose of NumPy, one-dimensional & two-dimensional NumPy arrays, using Boolean arrays to create new arrays, the purpose of Pandas, series objects and one-dimensional data, DataFrame objects to two-dimensional data and creating plots with Matplotlib.

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**TEC-910 Advanced Python** 2.4 CEUs
In this course, students will learn about lambda functions, advanced list comprehensions, the collections module, mapping, filtering, and sorting sequences.

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**TEC-853 Keyboarding** 2.4 CEUs
Learn how to touch-type with Keyboarding Pro 5, a typing tutorial designed for personal computers. Students are taught computer and word processing basics, keyboard shortcuts, and posture tips. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, become more productive, touch-type letters, numbers, and symbols, create, save, and edit word processing documents, and take a timed writing test during a job interview.

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**TEC-885 Designing Effective Websites** 2.4 CEUs
Creating a Website is so easy almost anyone can do it. You need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

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**TEC-912 Understanding the Cloud** 2.4 CEUs
This continuing education course will explore how the cloud works, what drives its growth and how the student can use cloud services. Topics will include building blocks of clouds, different kinds of clouds, data centers and social networking. Describe the three categories of cloud services: infrastructure, platforms, and software. Examine the concept of big data. Explain how social networking has played an important role in the growth of cloud.

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</table>
TEC-896 Introduction to Networking  2.4 CEUs
This course is for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: basic knowledge of the PC and Windows.
Requirements: internet access, email, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows '95 or higher.
12 sessions, $160* (includes a $85 lab fee)
05284  WF  1/17-3/8  online  E260
05285  WF  2/14-4/5  online  E260
05286  WF  3/13-5/3  online  E260
05287  WF  4/17-6/7  online  E260

TEC-897 Intermediate Networking  2.4 CEUs
Topics include virtual private networks, security and internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification.
Requirements: internet access, email, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows '95 or higher and completion of Introduction to Networking.
12 sessions, $160* (includes a $85 lab fee)
05288  WF  1/17-3/8  online  E260
05289  WF  2/14-4/5  online  E260
05290  WF  3/13-5/3  online  E260
05291  WF  4/17-6/7  online  E260

TEC-851 Introduction to Windows 10  2.4 CEUs
This course introduces students to Windows 10 features. Windows 10 introduces what Microsoft described as a "universal" application architecture; expanding on Metro-style apps, these apps can be designed to run across multiple Microsoft product families with nearly identical code-including PCs, tablets, smartphones, embedded systems, Xbox One, Surface Hub and HoloLens.
12 sessions, $160* (includes a $85 lab fee)
04978  WF  1/17-3/8  online  E260
04979  WF  2/14-4/5  online  E260
04980  WF  3/13-5/3  online  E260
04981  WF  4/17-6/7  online  E260

TEC-917 LPI Linux Essentials Exam Prep  2.4 CEUs
The Linux Professional Institute (LPI) Linux Essentials exam is an industry standard that demonstrates to employers that you know the basics of the Linux operating system. In this course, you'll gain the support you need to study, prepare for, and pass the Linux Essentials exam.
12 sessions, $160* (includes a $85 lab fee)
05008  WF  1/17-3/8  online  E260
05009  WF  2/14-4/5  online  E260
05010  WF  3/13-5/3  online  E260
05011  WF  4/17-6/7  online  E260

TEC-852 Computer Skills for the Workplace  2.4 CEUs
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will be taught how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.
12 sessions, $160* (includes a $85 lab fee)
04982  WF  1/17-3/8  online  E260
04983  WF  2/14-4/5  online  E260
04984  WF  3/13-5/3  online  E260
04985  WF  4/17-6/7  online  E260

TEC-884 Introduction to Buying and Selling on eBay  2.4 CEUs
Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, you'll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items.
12 sessions, $150* (includes a $75 lab fee)
05086  WF  1/17-3/8  online  E260
05087  WF  2/14-4/5  online  E260
05088  WF  3/13-5/3  online  E260
05089  WF  4/17-6/7  online  E260

TEC-893 Responsive Web Design  2.4 CEUs
In this course you will be taught how to identify and address the following aspects of web design: scaling elements and adjusting page layout, adapting color schemes and implementing accessible forms design, building fully responsive websites optimized for smartphones, tablets, and laptop/desktop viewing environments. You will master how to use HTML5 linked to media queries in CSS3 to adapt content to fit your user’s viewport, and see how jQuery Mobile can help you to mobile sites.
12 sessions, $160* (includes a $85 lab fee)
05274  WF  1/17-3/8  online  E260
05275  WF  2/14-4/5  online  E260
05276  WF  3/13-5/3  online  E260
05277  WF  4/17-6/7  online  E260

TEC-857 Introduction to Microsoft Word 2016  2.4 CEUs
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.
12 sessions, $179* (includes a $89 lab fee)
04998  WF  1/17-3/8  online  E260
04999  WF  2/14-4/5  online  E260
05000  WF  3/13-5/3  online  E260
05001  WF  4/17-6/7  online  E260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
TEC-864 Introduction to Microsoft Word 2019 2.4 CEUs
This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write, create and edit text, format, and organize documents. By the time, you are done with these hands-on activities; you will be able to use Word confidently at home or on the job.
12 sessions, $179* (includes a $89 lab fee)

TEC-858 Intermediate Microsoft Word 2016 2.4 CEUs
In this course, you will learn how to automate Word 2016 using shortcuts to help you write more while typing less. From signs, newsletters, and greeting cards to long documents, use macros, shortcut keys, and templates, organize text in tables, mix graphics and text together to turn Word into a simple desktop publishing program, and merge spreadsheet and database data to create mailing labels and form letters.
12 sessions, $179* (includes a $89 lab fee)

TEC-865 Intermediate Microsoft Word 2019 2.4 CEUs
This course will introduce you on to use a number of shortcuts and time-saving techniques to create complex documents. By the end of the course, you will know how to create and organize tables, manipulate graphics, and merge spreadsheets, amongst other functions, to turn Word into a simple desktop publishing tool.
12 sessions, $179* (includes a $89 lab fee)

TEC-408 Microsoft Office Specialist (MOS) Word Preparation, Part 1 2.4 CEUs
An introductory course that emphasizes the effective use of word processing features to create, format and manage documents. Together with Microsoft Office Specialist (MOS) Word Preparation Part 2, this course prepares students for the Microsoft Office Certification exam in Word 2016. Students must purchase an exam voucher through www.certiport.com to take the exam.
14 sessions, $200* (includes a $50 lab fee)

TEC-870 Microsoft Excel 2016 2.4 CEUs
An introductory course that emphasizes the effective use of word processing features to create, format and manage documents using graphics and hyperlinks. Additional topics include coverage of document tracking and referencing. Together with Microsoft Office Specialist (MOS) Word Preparation Part 1, this course prepares students for the Microsoft Office Certification exam in Word 2016. Students must purchase an exam voucher through www.certiport.com to take the exam.
15 sessions, $200* (includes a $50 lab fee)

TEC-870 Microsoft Excel – Pivot Tables 2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros.
12 sessions, $179* (includes a $89 lab fee)

TEC-868 Introduction to Microsoft Excel 2019 2.4 CEUs
In this course, you will learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links, and creating macros and custom toolbar buttons. You will also be introduced Excel 2019’s powerful charting capabilities and features like Quick Analysis and Flash Fill.
When you finish the course, you will feel at ease creating worksheets and utilizing Excel’s many features.
12 sessions, $179* (includes a $89 lab fee)

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TEC-861 Intermediate Microsoft Excel 2016  2.4 CEUs
In this course, you will learn dozens of short-cuts and tricks for setting up fully formatted worksheets quickly and efficiently, secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons.
12 sessions, $179* (includes a $89 lab fee)

0504 WF 1/17-3/8 online E260
0505 WF 2/14-4/5 online E260
0506 WF 3/13-5/3 online E260
0507 WF 4/17-6/7 online E260

TEC-869 Intermediate Microsoft Excel 2019  2.4 CEUs
In this course, learn how to harness the power of Excel’s data analysis tools, AutoFilter commands, and macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems.
12 sessions, $179* (includes a $89 lab fee)

05042 WF 1/17-3/8 online E260
05043 WF 2/14-4/5 online E260
05044 WF 3/13-5/3 online E260
05045 WF 4/17-6/7 online E260

TEC-891 How to Get Started in Game Development  2.4 CEUs
Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences.
12 sessions, $160* (includes a $85 lab fee)

05332 WF 1/17-3/8 online E260
05333 WF 2/14-4/5 online E260
05334 WF 3/13-5/3 online E260
05335 WF 4/17-6/7 online E260

TEC-862 Introduction to Microsoft Access 2016  2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on Microsoft Access 2016. Topics include constructing a database, creating and customizing tables, building queries for customized reports and creating customized reports that can perform calculations from data.
12 sessions, $179* (includes a $89 lab fee)

05018 WF 1/17-3/8 online E260
05019 WF 2/14-4/5 online E260
05020 WF 3/13-5/3 online E260
05021 WF 4/17-6/7 online E260

TEC-871 Introduction to Microsoft Access 2019  2.4 CEUs
In this course, you will learn how to organize, store, and document their essential information. Data ranging from inventory and customer information to order details and vendors can be effectively organized with Microsoft’s long-standing software. If you work with databases of any kind, learning how to use Access 2019 will add a valuable skill set to your professional profile.
12 sessions, $179* (includes a $89 lab fee)

05050 WF 1/17-3/8 online E260
05051 WF 2/14-4/5 online E260
05052 WF 3/13-5/3 online E260
05053 WF 4/17-6/7 online E260

TEC-863 Intermediate Microsoft Access 2016  2.4 CEUs
In this course, you will master the more advanced techniques for this powerful database program and build an entire database project from scratch. You will start by importing customer and order information and use key fields to build relationships between the tables.
12 sessions, $179* (includes a $89 lab fee)

05022 WF 1/17-3/8 online E260
05023 WF 2/14-4/5 online E260
05024 WF 3/13-5/3 online E260
05025 WF 4/17-6/7 online E260

TEC-872 Intermediate Microsoft Access 2019  2.4 CEUs
This course will teach you advanced techniques for this powerful database program, including importing Excel spreadsheets as tables, creating query calculations to crunch numbers, and using Visual Basic to automate common tasks. From building reports to using conditional formatting, this course will teach you how to best present your data with Access 2019.
12 sessions, $179* (includes a $89 lab fee)

05078 WF 1/17-3/8 online E260
05079 WF 2/14-4/5 online E260
05080 WF 3/13-5/3 online E260
05081 WF 4/17-6/7 online E260

TEC-904 Introduction to SQL  2.4 CEUs
Topics include how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data, to reformat retrieved data with calculated fields and how to merge columns, create alternate names for columns, extracting data from multiple tables simultaneously using joins and sub queries. In addition, you’ll learn how to manipulate data using the INSERT, UPDATE, and DELETE statements. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience.
12 sessions, $160* (includes a $85 lab fee)

05319 WF 1/17-3/8 online E260
05320 WF 2/14-4/5 online E260
05321 WF 3/13-5/3 online E260
05322 WF 4/17-6/7 online E260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
TEC-905 Intermediate SQL 2.4 CEUs
In this course, you will learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. YOU WILL explore how to write and implement complex queries on multiple tables simultaneously, and discover advanced filtering, update, and insertion techniques. AND create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course:
12 sessions, $160* (includes a $85 lab fee)

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TEC-859 Introduction to Microsoft PowerPoint 2016 2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft PowerPoint 2016. Topics include presentation themes, slide layouts, outline view, spelling check, AutoCorrect, Thesaurus, Smart Lookup, charts and chart tools, animation and animation pane, presentation management and online sharing.
12 sessions, $179* (includes a $89 lab fee)

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TEC-867 Introduction to Microsoft PowerPoint 2019 2.4 CEUs
This in-depth course introduces PowerPoint's functions and will teach you how to plan and create professional-quality presentations. You will learn how to catch your audience's attention with PowerPoint's visual features like photo album. As you become acquainted to Office 365, you will learn how to utilize OneDrive and PowerPoint Online's cross-functionality-saving, editing, and sharing your presentations online.
12 sessions, $179* (includes a $89 lab fee)

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TEC-873 Introduction to Microsoft Project 2019 2.4 CEUs
In this course, you will discover how to effectively plan, implement, and control projects using Microsoft Project 2019. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress and revising your project plan, Microsoft Project can help you organize all your project's details. Armed with this information, you will avoid stalling or overloading your schedule. If you encounter trouble, you will know how to best utilize Project 2019 to get your project back on track.
12 sessions, $179* (includes a $89 lab fee)

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TEC-898 Introduction to Programming 2.4 CEUs
In this course, you will be shown how to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. As you explore the BASIC programming language, you will be taught how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging.
12 sessions, $160* (includes a $85 lab fee)

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- Construction, Energy and Transportation
- Education
- CNA Program Fund

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### TEC-899 Introduction to C# Programming  2.4 CEUs

See the fundamentals of computer programming with the C# programming language. Input/output operations, decision making, looping, and object-oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your very own Graphical User Interface (GUI) application. Requirements: Microsoft-Visual C#, Net Standard 2003, internet access and basic Personal Computers knowledge.

**12 sessions, $160* (includes a $85 lab fee)**

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### TEC-886 Creating Web Pages  2.4 CEUs

See how to create and post a website on the internet in this hands-on, six-week workshop. Learn the capabilities of the World Wide Web and see how to plan the content, structure and layout of a website, create pages of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine listings, and no-cost or low-cost web marketing strategies.

**12 sessions, $160* (includes a $85 lab fee)**

<table>
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### TEC-887 Advanced Web Pages  2.4 CEUs

In this course you will be taught to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You will also build forms that collect information and embed video that works in all browsing environments. Along the way, you will explore aesthetics, color scheming, and accessible Web page design.

**12 sessions, $160* (includes a $85 lab fee)**

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### TEC-891 Introduction to Google Analytics  2.4 CEUs

Learn how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left. The course guides you step by step, report by report, through the major parts of the Google Analytics interface.

**12 sessions, $150* (includes a $75 lab fee)**

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### TEC-919 Introduction to Google Workspace  2.4 CEUs

In this Google Workspace training course, you will learn about the many free apps (Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat) that Google makes available on the web and how to put them to work for business, hobbies, and personal projects. You will find out how to use each of the most popular Google apps and how they fit together to support each other and make things easier for you-from sending email messages to creating business and personal documents to sharing files and more.

**12 sessions, $175* (includes a $95 lab fee)**

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### VID-360 Introduction to Digital Scrapbooking  2.4 CEUs

In this class, learn to use digital editing techniques to show off your photos and memorabilia using Photoshop Elements 11, 12, or 13. This course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Topics include: building pages, use artistic journaling, and produce sophisticated illusions, clip art, create frames, develop multi-layer pages, draw and create your own art, and work with both color and black and white.

**12 sessions, $150* (includes a $75 lab fee)**

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
## Spring 2024

**Continuing Education**

### TEC-907 Java for the Beginner 2.4 CEUs

The course begins with the basics of programming and goes on to more advanced topics. You will be taught how to define what happens when a user clicks a button or presses a key and see how JavaScript enables your pages to make "if . . . then . . . else" decisions. Try out loops and timers to create animation effects. You'll get plenty of hands-on practice. And since no JavaScript course would be complete without a discussion of jQuery, we cover it as well. This course assumes students already know HTML and CSS (JavaScript is always used with these, not as an alternative to them.)

**12 sessions, $150* (includes a $75 lab fee)**

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### TEC-908 Intermediate Java Programming 2.4 CEUs

Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like menus, windows, buttons, text boxes, check boxes, scroll bars, and other GUI tools.

**12 sessions, $160* (includes a $85 lab fee)**

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### TEC-906 Introduction to PHP and MySQL 2.4 CEUs

See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web.

**12 sessions, $160* (includes a $85 lab fee)**

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### TEC-909 Introduction to Python 3 Programming 2.4 CEUs

This continuing education course is designed for professionals in the computer programming career field and provides instruction on Python 3 programming language. Topics include variables, string types and operators, expressions, lists and sequences, tuples, dictionaries, graphic elements, defining functions and error and exception handling.

**12 sessions, $160* (includes a $85 lab fee)**

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### TEC-913 Introduction to PC Security 2.4 CEUs

This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You’ll be taught the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.

**12 sessions, $160* (includes a $85 lab fee)**

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### TEC-900 Intermediate C# Programming 2.4 CEUs

This 6-week course covers application design and implementation using real-world examples. Topics will include: common GUI controls: buttons, labels, text boxes, check boxes and radio buttons; add menus and toolbars to programs and program interaction with sequential files, random access files and databases. Requirements: introductory experience with C# programming, MS-Visual C# 2008 Express Edition, Windows XP or higher. See /www.adobe.com/downloads for Adobe Flash and PDF plug-ins. No text required.

**12 sessions, $160* (includes a $85 lab fee)**

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Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
TEC-888 Introduction to Creating WordPress Websites  2.4 CEUs
WordPress is one of the world’s most popular Web design tools because it is free, it is easy to use, and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme.
12 sessions, $150* (includes a $75 lab fee)

0523 WF 1/17-3/8 online E260
0524 WF 2/14-4/5 online E260
0525 WF 3/13-5/3 online E260
0526 WF 4/17-6/7 online E260

TEC-889 Creating WordPress Websites 2  2.4 CEUs
Discover how to use WordPress, the world’s most popular Web page publisher, to create and manage dynamic websites and blogs without any technical coding! You will be taught everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. You will find out how to use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure.
12 sessions, $160* (includes a $85 lab fee)

0527 WF 1/17-3/8 online E260
0528 WF 2/14-4/5 online E260
0529 WF 3/13-5/3 online E260
0530 WF 4/17-6/7 online E260

TEC-890 Creating Mobile Apps with HTML  2.4 CEUs
The latest Web standards—particularly, HTML5 and CSS3—make it possible for you to create cross-platform mobile apps using skills you may already have. This course will show you how to build and optimize a Web app for almost any mobile device including Apple’s iOS, Android, Blackberry, and Windows Phone.
12 sessions, $160* (includes a $85 lab fee)

0531 WF 1/17-3/8 online E260
0532 WF 2/14-4/5 online E260
0533 WF 3/13-5/3 online E260
0534 WF 4/17-6/7 online E260

TEC-895 Introduction to InDesign CC  2.4 CEUs
The course is applicable to any version of InDesign CS4 or newer. In each lesson an important aspect of InDesign CC is covered to InDesign CC best practices.
12 sessions, $160* (includes a $85 lab fee)

0535 WF 1/17-3/8 online E260
0536 WF 2/14-4/5 online E260
0537 WF 3/13-5/3 online E260
0538 WF 4/17-6/7 online E260

TEC-916 Introduction to Cybersecurity  2.4 CEUs
In this video-based learning course, you will learn fundamentals of cybersecurity such as concepts, commands, and tools from an experienced professional through lectures and follow-along demonstrations. You will also learn about cloud computing, networking, cybersecurity policy, and frameworks, as well as risk management and security auditing in a 100% online, self-paced training format. After the completion of your course, you will have a firm understanding of cybersecurity foundations, including key concepts and best practices.
12 sessions, $150* (includes a $75 lab fee)

05504 WF 1/17-3/8 online E260
05505 WF 2/14-4/5 online E260
05506 WF 3/13-5/3 online E260
05507 WF 4/17-6/7 online E260

TEC-921 Introduction to XML  2.4 CEUs
In this course, you will learn to master the essentials of programming in XML and control formatting, display graphics, manage XML documents, and much more.
12 sessions, $160* (includes a $85 lab fee)

05544 WF 1/17-3/8 online E260
05545 WF 2/14-4/5 online E260
05546 WF 3/13-5/3 online E260
05547 WF 4/17-6/7 online E260

TEC-922 Introduction to Microsoft Publisher  2.4 CEUs
In this course, you will learn to create your own newsletters, calendars, brochures, greeting cards, and more with Publisher, the desktop publishing app is included in the Microsoft 365 suite.
12 sessions, $170* (includes a $95 lab fee)

05548 WF 1/17-3/8 online E260
05549 WF 2/14-4/5 online E260
05550 WF 3/13-5/3 online E260
05551 WF 4/17-6/7 online E260

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

**TEC-923 Introduction to Windows 11**  
2.4 CEUs  
In this course, you will learn to use Windows 11, a powerful new operating system, including customizing your desktop, managing files and folders, and navigating the web with the latest Microsoft Edge browser.  
12 sessions, $160* (includes a $85 lab fee)

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**TEC-924 Introduction to Vue.Js Training**  
2.4 CEUs  
In this course, you will learn how to build user interfaces with the Vue JavaScript framework. Vue is one of the most popular JavaScript frameworks for developers today. This course will you teach you to use Vue.js, so you can build out your developer tool kit and increase your employability.  
12 sessions, $174* (includes a $99 lab fee)

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## CONSTRUCTION MANAGEMENT

**PGCC CERTIFICATE CONSTRUCTION MANAGEMENT**

### Program Information

This 7-course program was developed by the nationally-recognized Construction Education Committee to meet the needs of the construction industry. The Construction Management program acquaints students with management/business operations and knowledge of the practices and procedures related to construction technologies.

### Coursework

Students who successfully complete the following courses will be eligible to receive the certificate:

- CST-335 Construction Management 1
- CST-345 Print Reading
- CST-382 Methods and Materials
- CST-354 Planning and Scheduling
- CST-383 Estimating
- Two elective courses from the full list of Construction Management courses.  

The first three may be taken in any order, then CST-354 before CST-383. Electives may be taken in any order.

### Program Requirements

To register for CST-383, participants must be competent in basic construction math, including a working understanding of basic computation skills using fractions, decimals, percentages, and conversions as they apply to the construction industry. For a math skills refresher, consider enrolling in CST-391, Construction Math (42 hours).

For more information, please see our contact information above.

### CST-335 Construction Management 1

3.8 CEUs  
This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Textbook required at first class.  
15 sessions, $450* (includes a $135 lab fee)

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### CST-336 Construction Management 2

3.8 CEUs  
This course introduces the student to the overall contracting requirements of the construction project. Topics include the required contract documents, scope of work, and terms and conditions between the client and constructor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CST-335.  
15 sessions, $450* (includes a $135 lab fee)

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### CST-345 Blueprint Reading

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

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### CST-346 Build Your Own House

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

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### CST-339 Construction Quality Control

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

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</table>
### CST-415 Mechanical and Electrical Systems in Construction 3.8 CEUs
An overview of the systems in a commercial building: plumbing, heating, ventilation, and air conditioning (HVAC), sprinkler, elevator, electrical (power, fire alarm, communications and security), and their controls. Explains each system and, more importantly, how they interconnect and interface with each other. The emphasis is on function and understanding more than nuts and bolts.
15 sessions, $425*

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### CONSTRUCTION SKILLED TRADES

#### BUILDING MAINTENANCE ENGINEER
301-546-0894 or truesdcd@pgcc.edu

**Program information**
General maintenance and repair workers are employed in almost every industry: in businesses, apartments, condominiums and other facilities. Building maintenance engineers 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.

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate:
- OCU-404 Building Maintenance Engineer, Level 1
- OCU-402 Building Maintenance Engineer, Level 2

**For more information**
Please see our contact information above.

#### OCU-404 Building Maintenance Engineer: Level 1 4.5 CEUs
Covers basic knowledge needed for entry level positions in building maintenance. Must be taken concurrently with OCU-402. Topics include safety and preventive maintenance procedures; basic math, hand and power tools; hardware and fasteners; floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils; and; general residential repair (e.g. locks, screens, blinds, window glass, as time allows). Textbook: Readers Digest New Fix It Yourself Manual.
10 sessions, $625* (includes a $50 lab fee)

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#### OCU-402 Building Maintenance Engineer: Level 2 4.5 CEUs
Provides hands-on training to coincide with the knowledge training provided in OCU-404. Must be taken concurrently with OCU-404. Textbook: Readers Digest New Fix It Yourself Manual.
10 sessions, $625* (includes a $50 lab fee)

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### CARPENTRY
301-546-0964 or westphalia@pgcc.edu

**Program information**
These courses are a prerequisite for all of our National Center for Construction Education and Research (NCCER) Level 1 training programs, including Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing. Topics covered include introduction to construction safety, math, hand and power tools, construction drawings, basic rigging, materials handling, employability and communication skills.

**Coursework**
Students who successfully complete either Option 1 or Option 2 will be eligible to register for our other NCCER programs (below). These course can also be taken concurrently with Level 1 NCCER courses.
- **Option 1**:
  - OCU-410 Core: Introductory Craft Skills
- **Option 2**:
  - OCU-408 Core: Introductory Craft Skills, Part 1
  - OCU-416 Core: Introductory Craft Skills, Part 2

**For more information**
Please see our contact information above.

#### CRP-302 Introduction to Carpentry: Part 2 4.8 CEUs
This is a continuation of the National Center for Construction Education and Research (NCCER) curriculum for carpentry students. Topics will include floor systems, framing walls, ceilings, and an introduction to concrete and reinforcing materials. Prerequisite: CRP-301 and OCU-410. Text, basic tools, and calculator required.
16 sessions, $630* (includes a $80 lab fee)

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**CONSTRUCTION CORE SKILLS**

#### CONSTRUCTION CORE SKILLS

**CONSTRUCTION CORE SKILLS**

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
OCU-410 Introductory Craft Skills (Core) 7.2 CEUs
A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, basic communication and employability skills. Required textbook and calculator: NCCER Core Curriculum (5th edition).
25 sessions, $995* (includes a $40 lab fee)
04898 TTh 1/9-4/9 6-9 p.m.

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. NCCER Electrical Level Book (9th edition), calculator and a copy of the 2020 edition of the National Electric Code (NEC) are required at the first class.
9 sessions, $392* (includes a $50 lab fee)
05103 TTh 1/23-2/20 6-9 p.m.

ELC-308 Residential Wiring 1: Part 1 2.7 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 1 book (9th edition) and electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics include an introduction to the 2020 National Electric Code book (NEC), device boxes, and hand bending. Prerequisite: ELC-301. Textbook and calculator required.
9 sessions, $434* (includes a $50 lab fee)
05104 TTh 2/27-4/2 6-9 p.m.

ELC-311 Residential Wiring, Level 1: Part 2 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 1 residential wiring curriculum for electrical students. Topics will include basic electrical construction drawings, residential electric services, and electrical test equipment. Textbook required. Prerequisite: ELC-308.
9 sessions, $434* (includes a $50 lab fee)
05105 TTh 4/9-5/7 6-9 p.m.

CST-453 NEC Update 2017 1.0 CEU
This course provides a review of significant areas of the National Electric Code (NEC). The focus will be on the application of changes made during the 2017 NEC update. This course is not limited master specific, but qualifies for ten hours of continuing education required to maintain a master’s license. Textbooks: Mike Holt's 2017 Changes to the National Electrical Code Textbook ISBN-13: 978-0-9863534-2-0 NFPA 70: National Electrical Code (NEC) Softbound, 2017 Edition ISBN-13: 978-1455912773
2 sessions, $250* (includes a $50 lab fee)
05117 F 3/22-3/22 5-9 p.m.
S 3/23-3/23 9 a.m.-4:15 p.m.

CONSTRUCTION ELECTRICAL
301-546-0964 or westphalia@pgcc.edu

PGCC CERTIFICATE ELECTRICITY & ADVANCED ELECTRICAL

Program information
This program provides the knowledge and hands-on training needed to prepare those interested in pursuing a career or building upon existing skills in the Electrical profession, using the National Center for Construction Education and Research (NCCER) curriculum. Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Construction Core Skills, Option 1 or Option 2 (above)
- ELC-301 Electrical: Level 1
- ELC-308 Residential Wiring 1: part 1
- ELC-311 Residential Wiring 1: part 2
- ELC-322 Residential Wiring 1: part 3
- ELC-312 Electrical: Level 2
- ELC-323 Construction Electricity: Level 2: Part 1
- ELC-324 Construction Electricity: Level 2: Part 2
- ELC-346 Electrical: Level 3, Part 1
- ELC-347 Electrical: Level 3, Part 2
- ELC-348 Electrical: Level 3, Part 3
- ELC-349 Electrical: Level 4, Part 1
- ELC-350 Electrical: Level 4, Part 2
- ELC-351 Electrical: Level 4, Part 3
- ELC-376 National electric code: Part 3, Journeyman Preparation
- ELC-321 Basic electronics and Motor Control
- ELC-330 Masters Electrical Exam Prep
- CST-437 NEC Update 2014

For more information
Please see our contact information above.
HVAC/R
301-546-0894 or truesdcd@pgcc.edu

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

Program information
Heating, Ventilation, and Air Conditioning (HVAC) systems are found in nearly all commercial, residential and industrial Buildings. These systems require skilled technicians for installation, diagnostics, repair and maintenance. Our curriculum, provided by the National Center for Construction Education and Research (NCCER), is designed to prepare HVAC/R students for entry into and advancement in this growing industry.

Coursework
Students who successfully complete the following courses will be eligible to receive the HVAC/R System 1 certificate:

Construction Core Skills, Option 1 or Option 2

Option 1:
• OCU-410 Core: Introductory Craft Skills

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

In addition to the following HVC courses are required:
• HVC 370 Level 1 Part 1
• HVC 371 Level 1 Part 2
• HVC 372 Level 1 Part 3
• HVC 373 Level 2 Part 1
• HVC 374 Level 2 Part 2
• HVC 375 Level 2 Part 3
• HVC 376 Level 2 Part 4

Courses are held at the Skilled Trades Center (6400 Old Branch Ave., Temple Hills) and Westphalia Training Center (9109 Westphalia Rd., Upper Marlboro).

For more information
Please see our contact information above.

HVC-371 HVAC/R
Level 1 Part 2 6.0 CEUs
This course is the second in a three-part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 1 HVAC. Topics include heating, cooling and air distribution systems. Textbook: NCCER HVAC Level 1 5th edition.
20 sessions, $830* (includes a $20 lab fee)
04899 1Th 1/9-3/21 6-9 p.m.

HVC-372 HVAC/R
Level 1 Part 3 3.3 CEUs
This course is the third of a three-part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 1 HVAC. Topics include basic copper and plastic piping practices, soldering and brazing, and basic carbon steel practices. Textbook: NCCER HVAC Level1 5th edition.
10 sessions, $455* (includes a $10 lab fee)
04900 1Th 4/2-5/2 5:45-9 p.m. REMOTE

HVC-376 HVAC/R
Level 2 Part 4 4.5 CEUs
This course is the fourth in a four-part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 2 HVAC. Topics include sheet metal duct systems, fiberglass and fabric duct systems, commercial airside systems and an introduction to hydronic systems.
15 sessions, $620* (includes a $20 lab fee)
05101 MW 1/29-3/27 6-9 p.m. ANXA

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
LOCKSMITHING
301-546-0964 or westphalia@pgcc.edu

PGCC CERTIFICATE
GENERAL LOCKSMITHING

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- KEY-300 Locksmithing 101
- KEY-301 Locksmithing 102
- KEY-305 Locksmithing 201
- KEY-304 Locksmithing 202

Courses are held at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro.

For more information
Please see our contact information above.

KEY-300 Locksmithing 101  4.9 CEUs
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, auto-lock, lock functions and finishes. Prerequisite: Locksmith Background Screening. Textbook required.
14 sessions, $686* (includes a $100 lab fee)
05107  MW  1/17-3/6  5:30-9 p.m.

KEY-301 Locksmithing 102  4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text required and tools second week.
14 sessions, $686* (includes a $100 lab fee)
05108  TT  1/23-3/7  5:30-9 p.m.

KEY-305 Locksmithing 201  4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required.
14 sessions, $686* (includes a $100 lab fee)
05109  TT  1/23-3/7  5:30-9 p.m.

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, and basic electricity and access control. Prerequisite: KEY-305.
14 sessions, $686* (includes a $100 lab fee)
05110  TT  3/19-5/2  5:30-9 p.m.

What careers are growing in the Washington, D.C., metropolitan region?

How much do people make in various jobs?

Will employers be hiring in my field when I graduate?

What degree do I need for the career I want?

CAREER COACH
www.pgcc.edu/go/careercoach

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

Prince George's Community College offers Career Coach, a self-guided web tool to start your career search. Go to www.pgcc.edu/go/careercoach and find the answers you seek.
**STATIONARY ENGINEERING**

301-546-0964 or westphalia@pgcc.edu

**OCU-359 Stationary Engineering I**  4.0 CEUs
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer’s (NIULPE) third-and fourth-class and the Maryland third and fourth class stationary engineer’s certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: 2019 Fifth Edition Low Pressure Boilers by Steingress and Walker. 12 sessions, $560*

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**WELDING**

301-546-0964 or westphalia@pgcc.edu

**WLD-300 Basic Arc Welding**  6.0 CEUs
This course is designed to provide the student with introductory knowledge and skills in welding. Topics to be covered include an occupational orientation to welding; safety and health of welders; drawing and welding symbol interpretation; shielded metal arc welding; thermal cutting process; welding prep procedures and flat, vertical and overhead techniques.

13 sessions, $1190* (includes a $350 lab fee)

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**WLD-301 Advanced Arc Welding**  6.0 CEUs
This course is designed to provide the student with advanced knowledge and skills in welding. Topics to be covered include welding safety, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), plasma arc cutting (PAC), air carbon arc cutting and gouging (CAC-A) welding and cutting processes. Welds will be performed in the flat, horizontal, vertical, and overhead positions. Additional topics include base metal, shielded metal arc welding electrodes, joint fit-up and alignment, groove welds with backing, and open V-groove welds.

13 sessions, $1190* (includes a $350 lab fee)

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**DRIVER EDUCATION CLASS C**

301-546-0062 or tdi@pgcc.edu

**MARYLAND CLASS C DRIVER’S LICENSE**

Program information
This 36-hour hybrid course, satisfies Maryland MVA Driver Education requirements. Students will attend 30-hours of online (virtual) training and 6-hours behind the wheel scheduled over several appointments. Driver Education Course is taught in partnership with our vendor, Linnel Driving School who will forward all completion information to MVA as required by Maryland statute.

12 sessions, $450* (includes a $360 lab fee)

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**TDL-511 Driver Education**  3.6 CEUs
This MVA certified 36-hour hybrid course, satisfies Maryland MVA Driver Education requirements. Students will attend 30-hours of online (virtual) training and 6-hours behind the wheel scheduled over several appointments. Driver Education Course is taught in partnership with our vendor, Linnel Driving School who will forward all completion information to MVA as required by Maryland statute.

For more information
Please see our contact information above.

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

Program information
Our child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education's Office of Child Care. Enroll in one of our certificate programs to earn the credentials you need to become a child care professional.

Coursework
We offer Lead Teacher certification in three different age group programs: Infant/Toddler (birth through age 2), Pre-school (ages 3-5) and School Age (ages 6-12, in a before/aftercare program). Students who successfully complete the courses below for each age group will be eligible to receive the certificate shown and qualify as a lead teacher in that child care setting. The first two courses under each age group represent the 90 Hour Certification.

Pre-School Certification
- DCR-303 Child Growth and Development
- DCR-531 Pre-school Curriculum/Activities
- DCR-573 Including All Children in and ADA
- DCR-455 Communication Skills for Child Care Providers

Infant/Toddler Certification
- DCR-303 Child Growth and Development
- DCR-315 Infant/Toddler Curriculum
- DCR-573 Including All Children in and ADA
- DCR-455 Communication Skills for Child Care Providers

School-Aged Certification
- DCR-303 Child Growth and Development
- DCR-456 School-Age Curriculum
- DCR-573 Including All Children in and ADA
- DCR-455 Communication Skills for Child Care Providers

In addition to our lead teacher certification programs, Prince George's Community College also offers the training needed to own and operate your own Family Child Care. If you are interested in opening a Family Child Care business, call the Office of Child Care at 301-333-6940 and attend their free orientation session. We offer the certification course needed for family child care: DCR 510: 24 Hours of Family Child Care Modules.

Please see our full listing of continuing education courses below.

Online course information
Online classes require the same prerequisites as traditional course counterparts. For this program, all online classes have at least one mandatory in-person visit.
Once you have registered for an online class, you will be contacted 3–5 days prior to the class start date with further logon instructions.

Program requirements
To register for this program, participants must:
- Speak, write, and understand standard American English at a functional level.
- Provide a valid email address.
- Obtain a score of 230 or above on the College’s reading comprehension placement test OR demonstrate successful college coursework (with a C or better); pick up a free placement test referral form in Bladen Hall Room 126.
- Purchase the required textbooks (available at the College bookstore, www.pgccbookstore.com, or online vendors) prior to class start date.

For more information
Please see our contact information above. For information regarding credentialing changes and specific educational requirements, contact the MSDE Office of Child Care, Regional Office for Prince George's County at 301-333-6940, or MSDE at 888-246-0016, or visit http://earlychildhood.marylandpublicschools.org/.
DCR-303 Child Growth and Development: 45 Hours 4.5 CEUs
Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include the social, emotional, physical, and intellectual development of children. Provides the first 45 hours of the 90 classroom hours needed to become a teacher in a child care program licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: students must successfully pass the reading comprehension placement test. $225*

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Session Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>05842 S</td>
<td>2/5-3/9</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>(6 sessions)</td>
</tr>
<tr>
<td>05841 MW</td>
<td>2/12-4/10</td>
<td>6:30-9:30 p.m.</td>
<td>(15 sessions)</td>
</tr>
<tr>
<td>05831 MS</td>
<td>2/12-3/31</td>
<td>online</td>
<td>CNVS</td>
</tr>
<tr>
<td>S</td>
<td>2/17-2/17</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>3/2-3/2</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>3/23-3/23</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>05832 MS</td>
<td>3/4-4/21</td>
<td>online</td>
<td>CNVS</td>
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<tr>
<td>S</td>
<td>3/9-3/9</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>3/23-3/23</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>4/13-4/13</td>
<td>10 a.m.-12 p.m.</td>
<td>(9 sessions)</td>
</tr>
</tbody>
</table>

DCR-531 Pre-School Curriculum/Activities 45 Hours 4.5 CEUs
Learn the principles of curriculum planning for programs serving children ages three through five. Activities and materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department of Education (MSDE) Office of Child Care (formerly DCR-304). Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. $225*

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
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<tr>
<td>05844 S</td>
<td>3/23-5/4</td>
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<td>(7 sessions)</td>
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<tr>
<td>05843 MW</td>
<td>4/22-6/12</td>
<td>6:30-9:30 p.m.</td>
<td>(15 sessions)</td>
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<tr>
<td>05839 MS</td>
<td>4/22-6/9</td>
<td>online</td>
<td>CNVS</td>
</tr>
<tr>
<td>S</td>
<td>4/27-4/27</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>5/18-5/18</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>6/1-6/1</td>
<td>10 a.m.-12 p.m.</td>
<td>(10 sessions)</td>
</tr>
</tbody>
</table>

DCR-455 Communication Skills for Child Care Professionals 0.9 CEU
Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. Course introduces the basic concepts of speaking, writing, interpersonal communication strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and directors in a child care setting. Core of Knowledge: Professionalism and Community. $115*

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Session Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>03981 MTh</td>
<td>1/22-2/17</td>
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<td>CNVS</td>
</tr>
<tr>
<td>05845 TThf</td>
<td>3/5-3/8</td>
<td>6:30-9:30 p.m.</td>
<td>(3 sessions)</td>
</tr>
<tr>
<td>05834 MTh</td>
<td>4/7-4/11</td>
<td>online</td>
<td>CNVS</td>
</tr>
</tbody>
</table>

DCR-315 Infant and Toddler: 45 Hours 4.5 CEUs
Introduces the philosophy of infant and toddler education focusing on how very young children (birth to age three) grow physically, emotionally, socially and intellectually. Topics also include curriculum planning, goal setting, and selection of age appropriate materials and methods. Shaken Baby Syndrome and Sudden Infant Death Syndrome are also included in this class. Course satisfies the Maryland State Department Education (MSDE) curriculum requirement of 45 hours of infant/toddler training for group and family child care settings. Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care qualifying score on the reading comprehension placement test. $225*

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<tr>
<th>Course</th>
<th>Days</th>
<th>Session Dates</th>
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</thead>
<tbody>
<tr>
<td>05840 MS</td>
<td>4/22-6/9</td>
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<td>CNVS</td>
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<tr>
<td>S</td>
<td>4/27-4/27</td>
<td>1-3 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>5/18-5/18</td>
<td>1-3 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>6/1-6/1</td>
<td>1-3 p.m.</td>
<td>(10 sessions)</td>
</tr>
</tbody>
</table>

DCR-456 School-Age Curriculum Development: 45 Hours 4.5 CEUs
Discuss curriculum development for school-age children. This course provides 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after-school setting. Prerequisites: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and a qualifying score on the reading comprehension placement test. Perfect attendance is required. $225*

<table>
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<tr>
<th>Course</th>
<th>Days</th>
<th>Session Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>05838 MS</td>
<td>4/1-5/12</td>
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<td>CNVS</td>
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<tr>
<td>S</td>
<td>4/6-4/6</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>4/20-4/20</td>
<td>10 a.m.-12 p.m.</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>5/4-5/4</td>
<td>10 a.m.-12 p.m.</td>
<td>(10 sessions)</td>
</tr>
</tbody>
</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DCR-466 Child Care Administration for Directors 4.5 CEUs
Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department of Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisites: qualifying score on the reading comprehension placement test and completion of the 90-hour certificate. Perfect attendance is required. 7 sessions, $225*

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Format</th>
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<tbody>
<tr>
<td>05837</td>
<td>4/29-6/16</td>
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<tr>
<td>S</td>
<td>5/4-5/4</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>5/18-5/18</td>
<td>ZOOM</td>
</tr>
<tr>
<td>S</td>
<td>6/1-6/1</td>
<td>ZOOM</td>
</tr>
</tbody>
</table>

DCR-573 Including All Children and the ADA 0.3 CEU
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. Review of national standards and best practices, and highlight local, state, and national resources. MSDE Core of Knowledge: SN 3 hrs. 1 session, $40*

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Format</th>
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</thead>
<tbody>
<tr>
<td>03983</td>
<td>1/8-1/14</td>
<td>online</td>
</tr>
<tr>
<td>05835</td>
<td>2/12-2/18</td>
<td>online</td>
</tr>
<tr>
<td>05836</td>
<td>4/1-4/7</td>
<td>online</td>
</tr>
</tbody>
</table>

DCR-510 Family Child Care Pre-Service 2.4 CEUs
This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four hour-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. 6 sessions, $220*

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Format</th>
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<tbody>
<tr>
<td>05833</td>
<td>2/5-2/26</td>
<td>online</td>
</tr>
<tr>
<td>05835</td>
<td>3/4-3/4</td>
<td>ZOOM</td>
</tr>
<tr>
<td>05836</td>
<td>4/1-4/1</td>
<td>ZOOM</td>
</tr>
</tbody>
</table>

DCR-550 Medication Administration 0.6 CEU
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. (HSN) Health, Safety and Nutrition. 1 session, $100* (includes a $55 lab fee)

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>05830</td>
<td>4/20-4/20</td>
<td>9 a.m.-3:30 p.m.</td>
<td>LARL 205</td>
</tr>
</tbody>
</table>

Your Passion.
Your Path.

• Affordable In-County Tuition.
• Scholarships and Grants.
• Credits Transfer to Most Four-Year Universities.
• Student Loaner Device Program.
• All Classes Online.

Contact
301-546-PGCC (7422)
or admissions@pgcc.edu

pgcc.edu
ESL CAREER PATHWAY
CERTIFICATION PROGRAM
301-546-8350 OR email adulteducation@pgcc.edu;
https://www.pgcc.edu/go/esl/certificateprogramsesl/

ESL CAREER PATHWAYS CERTIFICATE PROGRAMS

Program information
Courses are online or hybrid. They are free. They are grant funded.
ESL Career Pathways classes are for you if:

• You are an intermediate or advanced English language learner.
• You want to develop English language skills for employment.
• You want to obtain introductory certificates in: Childcare, Healthcare, Culinary Arts or Construction. These certificates are nationally recognized and industry specific.

Prerequisite coursework
ESL English in America – students take this class first. Students will learn to write a resume and practice interview skills, and learn about the American workplace, health care system, government and schools.

Childcare
• Childcare 1: Childhood Growth and Development
• Childcare 1: Preschool Aged Children
• Childcare 2: School Aged Children
• Childcare 2: Infants and Toddlers
• Childcare Family Business
• Childcare Communication

Our Childcare courses meet the Maryland Childcare Credential requirements established by the Maryland State Department of Education’s Office of Child Care. Receive 6 certificates for the above 6 classes.

• Childcare Writing Portfolio – Create a portfolio to prepare for a Childcare Development Associates (CDA) Certificate.

Health care
• Certified Nursing Assistant – earn a Certified Nursing Assistant Certificate from the Maryland Board of Nursing.
• Community Health Worker 1
• Community Health Worker 2
• Complete CHW 1 and 2 and earn your Community Health Worker Certificate from the Maryland Department of Health

Culinary arts
• Baking – earn a ServSafe Managers Certificate.
• Culinary Arts – earn a ServSafe Managers Certificate

Construction
• Core Construction Skills – earn a certificate from the National Center for Construction Education and Research (NCCER)

Program requirements
To register for this program, participants must:
• Be at least 18 years of age and a Maryland resident.
• Have a high school diploma.
• Be eligible to work in the United States.
• Have an intermediate or advanced level of English skills.

For more information:
Please see our contact information above.

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

INDUSTRY CREDENTIAL
FACILITY MANAGEMENT

Program information
Prince George’s Community College partners with the Chesapeake Chapter of the International Facility Management Association to offer courses leading to the Facility Management Professional (FMP®) credential. These courses help you earn the knowledge and skills demanded by today’s global FM employers, and prepare to earn the FMP® credential. Chesapeake Chapter members receive discounted tuition.

Coursework
Students who successfully complete the following courses and exam will be eligible to receive the FMP® credential (the credential exam is included):

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

For more information
Please see our contact information above.

MGT-710 Facility Management Professional 6.0 CEUs
This continuing education course prepares students for the Facility Management Professional credential. Topics include operations and maintenance, project management, finance and business, and leadership and strategy.

8 sessions, $2568* (includes a $1200 lab fee)

05118 FS 1/26-4/26 8:30 a.m.-4:30 p.m.
INDUSTRY CERTIFICATION
OSHA FORKLIFT

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

Coursework
Students who successfully complete HEO-305 will be eligible to receive an Industrial Lift truck certificate and wallet card.

Program requirements
To register for this program, participants must:
• Be at least 18 years of age.
• Present a state-issued photo identification to the instructor at the first class.

For more information
Please see our contact information above.

TDL-520 OSHA
Forklift Certification 0.7 CEU
This course is designed for operators of a powered industrial lift truck and provides the classroom and simulated practical training required for OSHA certification. Topics will include safe operation of the industrial powered, sit down rider lift truck; simulated hands-on operation and pre-shift inspection. Upon successful completion of these parts, the student must also be evaluated in the workplace and graded by a supervisor in order to complete the certification.

1 session, $200* (includes a $160 lab fee)

04458 Th 2/15-2/15 8 a.m.-3:30 p.m.
04459 Th 4/4-4/4 8 a.m.-3:30 p.m.

SKID STEER OPERATOR
301-546-0062 or tdi@pgcc.edu

COMING SOON!!
INDUSTRY CERTIFICATION
SKID STEER OPERATOR

Program information
Skid steers are highly versatile units that are widely used in construction, mining, oil, and agriculture. Due to their power and wide range of functions, operators must be trained in safe and efficient practices. This program provides aspiring operators with a solid foundation in safety standards, maintenance procedures, and best operating practices. Our training consists of classroom-based learning, operational theory, written testing, and hands-on experience. Content is delivered through multimedia presentations, class discussions, and instructor demonstrations.

For more information
Please call 301-546-0062 or email us at tdi@pgcc.edu, for class dates and times.

MILITARY STRONG
AT PRINCE GEORGE’S COMMUNITY COLLEGE

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

Explore the possibilities with certifications in Information Technology, Health Care and Real Estate. For more information, contact 301-546-0159.
GED, HIGH SCHOOL DIPLOMA AND ADULT BASIC SKILLS

GED® AND HIGH SCHOOL DIPLOMA OPTIONS

Program information
The Adult Education Program offers two options for adults and young adults who are seeking to earn a Maryland High School Diploma: preparation for the GED® exam, and the National External Diploma Program.

GED® OPTION
The Adult Education Program offers classes to help individuals prepare for the General Educational Development (GED®) Test. The GED® Test is a national exam given at testing centers around the state. The Adult Education Program does not give the GED® Test, but does offer preparation classes for the test. The GED® option is a good choice for adults and young adults who prefer studying for and taking an exam. The test is challenging, and preparation is highly recommended. GED® preparation courses are available at locations around the county, with morning, evening, and Saturday schedule options. There is no tuition for these classes; students purchase their textbooks. An online GED® preparation class is available for qualified individuals.

Program requirements
To qualify for the GED® preparation program, participants must:
• Be at least 18 years of age and a Maryland resident.
• Be officially withdrawn from high school.
• Take a placement test at a scheduled registration.

For more information
Please contact us at 301-546-0891, 301-546-8350, ged@pgcc.edu, or visit us at www.pgcc.edu/go/ged.

NEDP OPTION
The National External Diploma Program (NEDP) is an alternate Maryland state-approved path for adults to earn a high school diploma. The NEDP allows adults who have acquired or enhanced their high school-level abilities through work, family, and community experience to demonstrate their skills in real-life situations. Participants work toward a Maryland high school diploma by demonstrating reading, writing, speaking, math, problem-solving, and critical thinking skills in the context of real-life tasks. The programs are in a web-based format. The program is self-paced, confidential, and conducted through a combination of take-home assignments and weekly one-on-one appointments with a trained assessor.

Program requirements
To qualify for the NEDP program, participants must:
• Be at least 18 years of age and a Maryland resident.
• Be officially withdrawn from high school.
• Have a verifiable job skill, full-time or part-time, or have proof of volunteer activities.
• Have basic computer skills.
• Obtain qualifying scores on math and reading screening tests.
• Write a qualifying sample essay.

For more information or to sign up for an orientation
Please contact us at 301-546-0891, 301-546-8350, or nedp@pgcc.edu, or visit us at www.pgcc.edu/go/ged.

ADULT LITERACY / BASIC SKILLS

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

Program requirements
To qualify, participants must:
• Be at least 18 years of age and a Maryland resident.
• Be officially withdrawn from high school.
• Obtain qualifying scores on a diagnostic test.

For more information
Please contact us at the number above or email Jill Hall at halljf@pgcc.edu.

LITERACY VOLUNTEERS

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

For more information
Please contact us at 301-546-8482.

FOLLOW US!
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@PGCCNews
Prince George's Community College
HEALTH CARE SUPPORT

ASSISTED LIVING
301-546-0795 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE
ASSISTED LIVING MANAGER

Program information
This 80 course-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene's Office of Health Care Quality for those who:
• Want a competitive advantage when starting a new career or upgrading skills.
• Seeking to be an Assisted Living Manager or Alternate Assisted Living Manager in an Assisted Living Facility with five or more beds.
• Desire a competitive advantage to define your Assisted Living Business.

Coursework
Students who successfully complete HES-486, 487, 488, 489 and 490 (Assisted Living Manager Modules 1-5) will be eligible to receive the certificate.

Related courses
HES-497: Assisted Living Manager Refresher. This course meets the Maryland Department of Health and Mental Hygiene's Office of Health Care Quality requirement for refresher training. Refresher training is required every two years following completion of the 80-hour program in order to maintain your certification.

HES-559: How to Start an Assisted Living Business. This course is for those interested in starting a business.

Program requirements
To complete this program, participants must have 100% attendance.

Scholarship information
For information on Professional Education Scholarships for students in Continuing Education Health Care programs, please visit our website (above).

For more information
Please see our contact information above.

ALM-300 Assisted Living Manager
8.3 CEUs
The Assisted Living Manager program provides training in supportive services, supervision, personalized assistance, or health-related services to meet the needs of residents who cannot perform or need assistance in activities-of-daily living. This program enhances the skills of assisted living managers to monitor the day-to-day operations of an assisted living facility. Students that complete the program will have the knowledge, skills, and abilities to advance in this gratifying career and manage the day-to-day operations of an assisted living facility.

11 sessions, $1181* (includes a $431 lab fee)
05213 TF 2/6-3/8 9 a.m.-4:30 p.m.
S 3/2-3/2 9 a.m.-4:30 p.m.
TF 2/13-3/5 online CNVS

REGISTERED NURSE TRAINING
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE
REGISTERED NURSING IN ASSISTED LIVING

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

Coursework
Students who successfully complete HES-326 will be eligible to receive the certificate; successful completion will be certified to the Maryland Board of Nursing.

Program requirements
To register for this program, participants must hold a current active Maryland RN license in good standing.

For more information
Please see our contact information above.
HES-326 Registered Nurse Case Manager and Delegating Nurse: Asst. Living 1.6 CEUs
This course, approved by the Maryland Board of Nursing, is required for case managers and delegating nurses who work with or train medication technicians (formerly known as medication administration assistants). Registered nurses will review the basic foundations for the nursing practice of the Registered Nurse (RN) who delegates nursing functions in the assisted living setting, including medication administration.

3 sessions, $315* (includes a $100 lab fee)

HES-570 Principles of Adult Education: Train the Trainer 1.6 CEUs
This course is designed for nurses and other healthcare providers who are responsible for certified nursing assistant training, patient and community education, in-service education, etc. This course meets the Maryland Board of Nursing requirement for instructors of the Certified Nursing Assistant course. Participants will be taught teaching strategies, adult learner characteristics, planning learning environments, lesson planning, writing behavioral objectives and facilitating learning.

4 sessions, $310* (includes a $15 lab fee)

COMMITTY HEALTH WORKERS
301-546-0795 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE COMMUNITY HEALTH WORKER

Program information
Join the healthcare team as a Community Health Worker! Community Health Workers (CHW) are frontline health workers who understand the community they serve and act as an advocate and liaison among health agencies, social service agencies and community based organizations. CHWs facilitate access to essential services to reduce health disparities by increasing health knowledge and self-sufficiency through outreach, community education, informal counseling, and social support.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:

- HES-696 Community Health Worker Part 1
- HES-697 Community Health Worker Part 2

Students are required to register for Parts 1 and 2 simultaneously.

Program requirements
To register for this program, participants must:

- Have a high school diploma or equivalent.
- Obtain a score of 243 or above on the College’s reading placement test OR demonstrate completion of college English 101.
- Attend and be punctual for 100% of class hours.

For more information
Please see our contact information above.

HES-696 Community Health Worker, Part 1 6.0 CEUs
Build healthier communities as a Community Health Worker (CHW). This comprehensive program provides the skills needed to work in diverse areas such as nonprofit, social service organizations, health and clinical practices. Outreach, CHW roles, capacity-building, public health concepts, communication, care coordination, and health navigation are covered. 23 sessions, $851*

05173 MTWTh 1/29-3/7 6-8:30 p.m. CHS 2229

HES-697 Community Health Worker, Part 2 6.0 CEUs
This course is a continuation of the community health worker (CHW) program. Topics include cultural competency and mediation, health education, behavior modification, integrative medicine, prevention and management of health and chronic disease, behavioral health integration, health care systems, client and community assessment, and motivational interviewing. A certificate of completion will be awarded for successful program completion. 24 sessions, $851*

05174 MTWTh 3/18-4/25 6-8:30 p.m. CHS 2229

HES-731 Community Health Worker Practicum 4.0 CEUs
This practicum course is designed to provide students the outpatient/field experience, prepare students to observe trained health professionals and apply the skills and knowledge as a community health worker. A preceptor will be assigned by the facility to monitor and evaluate the student's knowledge and skills. After successfully completing this practicum course and stated core competencies, students are eligible to receive the Maryland Department of Health Community Health Worker (CHW) Certification.

10 sessions, $250* (includes a $100 lab fee)

05175 MTWThF 4/29-6/7 OFF CAMPUS
PGCC CERTIFICATE
DENTAL ASSISTING

Program information
Make someone smile with a career as a dental assistant! According to the U.S Department of Labor’s 2020-2031 Occupational Outlook Handbook, dental assistants are highly skilled professionals who work closely with dentists to provide patient care, take X-rays, maintain records and schedule appointments, typically on a full-time basis. According to the Bureau of Labor Statistics, employment is expected to grow much faster than the average for all occupations with median annual earnings of $46,447 in Prince George’s County, MD (Career Coach).

Coursework
Students who successfully complete the following courses will be eligible to receive a certificate of completion:
- HES-690 Introduction to Dental Assisting: Part 1 OR equivalent; see below
- HES-708 Introduction to Dental Assisting: Part 2 (Radiology)
- HES-344 CPR (AHA BLS Health Provider)
- HES-727 Dental Office Administration
- HES-728 Dental Assisting Internship-Optional (Clinical Placement will be assigned by the clinical coordinator)

Program requirements
To register for Introduction to Dental Assisting: Part 1, participants must:
- Speak, read and understand standard American English.
- Purchase the required textbooks (available at the College bookstore, www.pgccbookstore.com).
- Read chapters 1 and 2, and complete workbook assignments, and Module O in Canvas, and read the Dental Assisting handbook prior to the first class.
- Uniform requirement: solid color scrubs (no navy blue) and medical footwear (no heels/sandals).
- Provide proof of reading proficiency by achieving a score of 237+ on Accuplacer test or college transcripts.
- Have access to a computer with internet access.
- Sign and submit a Student Uniformed Consent and Waiver and Release Form.
- Have health insurance, be COVID 19 vaccinated, immunized, and AHA CPR Basic Life Support (BLS) certified.
- Register with Castlebranch and complete the comprehensive health screening.
- Before registration, email wdcehealthcare@pgcc.edu for program participation details.

To register for Dental Assisting Part 2- Radiology, students must:
- Successfully complete Dental Assisting Part 1.
- Minimum 18 years of age and have a high school diploma or equivalent.
- Be CPR (AHA/BLS) certified.
- Be Castlebranch compliant.

To register for Dental Office Administration, students must:
- Successfully complete Dental Assisting Part 2-Radiology.

To register for Dental Internship (Optional), students must:
- Successfully complete Dental Assisting Parts One and Two.
- Successfully complete Dental Office Administration.
- Follow all school and clinical site guidelines.
- Have health insurance, and be COVID 19 vaccinated.
- Be Castlebranch compliant.
- Wear appropriate attire (scrubs) and footwear during clinicals.
- Have reliable transportation (clinical placements will be assigned by the clinical coordinator).
- Report absences and all circumstances impacting your progress to the preceptor, clinical coordinator, and program coordinator/department chair.
- Submit clinical completion documentation to clinical coordinator.

For more information or to take the placement tests:
Please contact us. Accuplacer placement testing is free of charge. Visit our website at www.pgcc.edu/go/dental.
### DEN-300 Introduction to Dental Assisting Part 1  
**4.8 CEUs**  
This course is first in a series of three courses designed to prepare students for an entry-level dental assistant position. Topics include basic dental theory, terminology, four-handed dental assisting, sterilization techniques, impressions, model trimmings and more. Lab practice conducted onsite. Prerequisites: HS Diploma or GED, reading proficiency, COVID vaccinations, textbook and scrubs required.  
16 sessions, $800* (includes a $275 lab fee)  
05354 TTh 1/16-3/7  
9:30 a.m.-12:30 p.m. CHS 203

### DEN-301 Introduction to Dental Assisting Part 2-Radiology  
**4.2 CEUs**  
This course is second in a series of courses to provide essential knowledge and skills to perform a variety of dental radiologic procedures. Students will be taught to apply these principles to clinical radiography in preparation for the Dental Radiation Health and Safety Certification (DNAB) exam. Topics include ionizing radiation, principles of X-ray generation, dental X-ray machine, image formation, biologic effects, Personal Protective measures, film processing, infection control, disease, and certification test preparation. CPR (AHA BLS), Castlebranch compliance, textbook, and scrubs required. Prerequisite: DEN-300 or DEN-340.  
14 sessions, $1000* (includes a $345 lab fee)  
05355 TTh 3/19-5/2  
9:30 a.m.-12:30 p.m. CHS 203

### DEN-341 Introduction to Dental Assisting Part 2  
**4.2 CEUs**  
This hybrid course is second in a series of courses designed to provide essential knowledge and skills to perform a variety of dental radiologic procedures. In online lectures and on-site lab practice, students will be taught to apply these principles to clinical radiography in preparation for the Dental Radiation Health and Safety Certification (DANB) exam. Topics include ionizing radiation, principles of X-Ray generation, Dental X-Ray machine, image formation, biologic effects, Personal Protective measures, film processing, infection control, disease, and certification test preparation. Prerequisites: DEN-340 or DEN-300, CPR/AHA BLS, Castlebranch compliance, textbook, and scrubs required.  
14 sessions, $1000* (includes a $345 lab fee)  
05373 M 3/18-4/29 5-8 p.m.  
S 3/25-5/4  
9:30 a.m.-12:30 p.m.

### DEN-303 Dental Assisting Internship  
**5.0 CEUs**  
This course is designed to provide 50 hours of practical dental assisting clinical experience at a local dental practice. Scrubs, health insurance, Castlebranch compliance, professionalism and reliable transportation required. Prerequisites: Students must successfully complete Introduction to Dental Assisting, Parts one and two, and Dental Office Administration. A dental assisting program certificate of completion will be awarded upon successful completion.  
36 sessions, $150*  
05357 MTWThFS 4/24-6/5 OFF CAMPUS  
05358 MTWThFS 4/26-6/7 OFF CAMPUS

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**TeamBuilders Academy**  
TeamBuilders Academy is a Workforce Development Program designed to create access to training and certifications for Prince George’s County residents who are unemployed and underemployed. Students will be prepared to meet today’s demands by combining employment readiness skills with occupational and technical training.  
16-week course  
M-F • 9 a.m.-3:30 p.m.  
301-546-0964

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

Program information
This program prepares participants to perform pharmacy technician duties in a variety of healthcare settings. The state of Maryland requires that pharmacy technicians be certified. This five-month training program and exam, approved by the Maryland Board of Pharmacy and VA-approved, includes in-class and online instruction and 160 hours of on-site pharmacy clinical training. The program also prepares students for the National Pharmacy Technician Certification Exam.

Coursework
Students who successfully complete the following courses and pass a background check will be eligible to register with the Maryland Board of Pharmacy (must be taken in this order):

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

The clinical coordinator will assist each student with placement.

Program requirements
Prior to participation, participants must:

- Be at least 18 years of age.
- Have a high school diploma or equivalent.
- Have a valid social security number.
- Have a computer, access to the internet and a working email address.
- Have a college Owl Link account (contact the Help Desk at Servicedesk@pgcc.edu or call 301-546-0637).
- Obtain a score of 243 or above on the College's reading placement test OR demonstrate completion of college English 101.
- Obtain a score of 276 or above on the College's arithmetic math placement test OR demonstrate earned college credits in math within the last two years OR demonstrate completion of HES-577, Medical Math, with a final grade of at least 75%.
- Purchase the required TOPHAT textbooks (available at the College bookstore, www.pgccbookstore.com). Read chapters 1 and 2 and complete the exercises prior to the first class. Also:
  - Read Pharmacy Technician Handbook.
  - Follow all school and clinical site guidelines.
  - Complete Background and drug screening.
  - Have health insurance, and be COVID 19 vaccinated.
  - Castlebranch compliance required for clinical participation.
  - No criminal background, misdemeanors, or drug use permitted.
  - Wear appropriate attire (lab coat) and footwear during clinicals.
  - Sign and submit a Student Unformed Consent and Waiver and Release Form.
  - Must have reliable transportation (clinical placements will be assigned by the clinical coordinator).
  - Report absences and all circumstances impacting your progress to the preceptor, clinical coordinator, and program coordinator/department chair.
  - Submit clinical completion documentation to clinical coordinator.

To receive your Pharmacy Technician Certification Exam (PTCE) voucher:
Notify the program coordinator/department chair one month in advance of Pharmacy Technician Certification Exam scheduling, and test within 90 business days after course end or clinical completion. Two weeks written notice required to change testing appointment.

For more information about Castlebranch clinical requirements, scholarships, or to take the placement test:
Please see our contact information above and visit www.pgcc.edu/go/pharmtek.

HES-332 Pharmacy Technician 9.0 CEUs
The Pharmacy Technician program trains students for state and national certification. Approved by the Maryland Board of Pharmacy, the program includes classroom, online, and 160 hours of clinical practice. Topics include drug regulation and control, terminology, calculations, routes and formulations, compounding, inventory, aseptic techniques, and pharmacology. Prerequisites: before registration, students must provide HS diploma/ GED, and acceptable math, and reading scores. Reliable transportation, lab coat and proof of health insurance required. Before class, read Chapter 1.
30 sessions, $1450* (includes a $300 lab fee)
05394  TTh  2/6-5/23  6:30-9:30 p.m.  CHS 2101

HES-529 Pharmacy Technician Clinical: Part 1 8.0 CEUs
This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Register for courses at the same time.
20 sessions, $137*
03324  MTWThF  1/8-2/17  online  CNVS

HES-530 Pharmacy Technician Clinical: Part 2 8.0 CEUs
Continuation of Pharmacy Technician Clinical Part 1. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification.
20 sessions, $137*
03325  MTWThF  1/8-2/17  online  CNVS

FOLLOW US!
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Prince George's Community College
CERTIFIED NURSING ASSISTANT
301-546-0745 or wdcehealthcare@pgcc.edu

MARYLAND CERTIFICATION + PGCC CERTIFICATE
CERTIFIED NURSING ASSISTANT /
GERIATRIC NURSING ASSISTANT

Program information
Prepare for a career as a nursing assistant. Work in a variety of health care settings. This 136 course-hour program is approved by the Maryland Board of Nursing. Complete quality CNA/GNA training in as little as 8 weeks and become eligible for the GNA state exam. Part-time, day or evenings available. Three locations: Largo, Hyattsville, and Laurel.

Coursework
Complete the following courses to be eligible to receive a certificate and to sit for the Board of Nursing’s GNA exam:
- HES-544 CNA Theory
- HES-417 CNA Clinical

Program registration requirements
- 18 years of age.
- Score of 230 or above on the reading comprehension placement test.
- Computer literate with internet access.
- Speak and understand American English at a functional level.
- Textbook and workbook required.

Before clinicals you must obtain:
- A criminal background check.
- CPR for Health Professionals certification (HES-344).
- A negative TB skin test (PPD) or chest x-ray and present documentation of immunizations.

For more information
Please see our contact information above.

NRC-300 Certified Nursing Assistant: Theory 8.4 CEUs
Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing assistant (GNA) examination. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the clinical portion. 14 sessions, $1000* (includes a $100 lab fee)

HES-666 Medicine Aide Theory 4.8 CEUs
This course is designed to provide upgrade training to geriatric nursing assistants to prepare them for Maryland State certification as Certified Medicine Aides. Topics include: medicine aide roles, drug administration and classification, rights of medication administration, parenteral and non-parenteral medications and disorders medications. 12 sessions, $630* (includes a $50 lab fee)

NRC-301 Certified Nursing Assistant: Clinical 4.9 CEUs
This class will provide practical clinical experience conducted in Prince George's County nursing homes. The 52 hours of clinical must be taken with HES-544 to complete the program. 5 sessions, $600*

HES-667 Medicine Aide Clinical 3.2 CEUs
This course is designed to provide practical clinical experience to Medicine Aide students in Prince George’s County nursing homes. This course must be taken with Medicine Aide Theory (HES-666) to complete the program. 4 sessions, $450*

NRC-303 Nursing Home Medicine Aide Update 0.8 CEU
This course provides the continuing education update required by the State of Maryland for renewal of the medicine aide certificate. Students may only register up to two months before or one month after their birthday. Students must be listed on the Maryland Board of Nursing registry as “Active” and, when registering, must have a letter from the Director of Nursing which shows proof of 100 hours of employment as a Certified Medicine Aide (CMA) within the last two years, and eight hours as a Geriatric Nursing Assistant (GNA). 1 session, $105*

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### PATIENT CARE TECHNICIAN
301-546-0745 or wdcehealthcare@pgcc.edu

### NATIONAL CERTIFICATION + PGCC CERTIFICATE
### PATIENT CARE TECHNICIAN

**Program information**
Certified Nursing Assistants will learn advanced skills training and basic knowledge in the maintenance of the ill or long-term patient in this 88 course-hour program. Complete quality PCT training in as little as 12 weeks. Part-time, day or evening schedules are available. This program prepares students to work in a hospital setting.

**Coursework**
Students who successfully complete HES-584 will be eligible to receive the certificate and to sit for the National Healthcareer Association’s PCT national exam.

**Program requirements**
To register for this program, participants must:

- Be a Certified Nursing Assistant in good standing on the Maryland registry.
- Have worked or trained as a CNA in the last two years.
- Have valid CPR for Healthcare Providers certification.
- Purchase the required textbook and workbook (available at the College bookstore, www.pgccbookstore.com).
- Be computer literate and have internet access.
- Be at least 18 years of age.
- Obtain a score of 236 or above on the College’s reading comprehension placement test.

For more information
Please see our contact information above.

### PATIENT CARE TECHNICIAN

<table>
<thead>
<tr>
<th>HES-706 Patient Care Technician Part 1</th>
<th>3.8 CEUs</th>
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<tbody>
<tr>
<td>This course is part 1 of the Patient Care Technician Program and is designed to advance the skills of the certified nursing assistants (CNAs) working in acute or long-term care facilities. Topics include advancing and developing patient care skills, safety, procedural techniques, sterile and non-sterile techniques, caring for intravenous therapies.</td>
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<tr>
<td>6 sessions, $525* (includes a $75 lab fee)</td>
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<td>04623 TTh 2/20-3/7 9 a.m.-4:30 p.m.</td>
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<thead>
<tr>
<th>HES-707 Patient Care Technician Part 2</th>
<th>5.0 CEUs</th>
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<tbody>
<tr>
<td>This course is Part 2 of the Patient Care Technician Program and is designed to provide CNAs with lab skills training in EKG Monitoring, phlebotomy and advanced patient care skills.</td>
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<tr>
<td>8 sessions, $625* (includes a $100 lab fee)</td>
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<td>04664 TTh 3/19-4/11 9 a.m.-4:30 p.m.</td>
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<tr>
<th>HES-729 Patient Care Technician Apprenticeship</th>
<th>9.1 CEUs</th>
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<tbody>
<tr>
<td>This course will provide theoretical knowledge by the role and practice of the patient care technician. The patient care technician is eligible for employment in a variety of healthcare settings including hospitals.</td>
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<tr>
<td>The 91-hours of instruction is the required pre-requisite to the 35-hours of clinical.</td>
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<tr>
<td>8 sessions, $525* (includes a $75 lab fee)</td>
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<td>04697 TTh 1/23-2/15 9 a.m.-4 p.m.</td>
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### EKG FOR HEALTH PROFESSIONALS
301-546-0795 or wdcehealthcare@pgcc.edu

### NATIONAL CERTIFICATION + PGCC CERTIFICATE
### EKG FOR HEALTH PROFESSIONALS

**Program information**
Have you always wanted to work in a healthcare environment? Maybe the EKG technician program is for you. EKG techs perform diagnostic tests to help doctors identify and treat cardiovascular problems in patients. They attach electrodes to a patient’s body, ensure the machine is attached properly and in working order and monitor the readings. This 50 course-hour program prepares students to work as an EKG technician in a healthcare setting. Complete quality EKG training in as little as 10 weeks. Weekend classes are available.

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate and to sit for the National Healthcareer Association's EKG national exam:

- HES-663 EKG for Health Professionals
- HES-691 EKG for Health Professionals Part 2

**Program requirements**
To register for this program, participants must:

- Have a high school diploma, GED certificate, or healthcare professional license.
- Obtain a score of 240 or above on the College’s reading comprehension placement test.
- Hold active CPR certification.
- Speak and understand standard American English at a functional level.
- Purchase the required textbook (available at the College bookstore, www.pgccbookstore.com).
- Also register for HES-691, EKG Part 2, in addition to HES-663 (*This is a two-part course).

For more information
Please see our contact information above.
**MEDICAL BILLING**

301-546-0795 or wdcehealthcare@pgcc.edu

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**PGCC CERTIFICATE / NATIONAL CERTIFICATION**

**MEDICAL BILLING SPECIALIST**

Program information

The Medical Billing Specialist certificate introduces students to the billing and reimbursement methodologies for health insurance and the health industry. In this program, students will learn medical terminology, data entry into practice management systems, claim preparation, submission and adjudication of claims, the processing of payments and receipts within the legal and regulatory guidelines as a biller in an outpatient setting, physician's office, or medical clinic. An overview of medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Students will be trained as physician's office personnel.

Coursework

Students who successfully complete the following courses will receive a PGCC certificate and will be eligible to take the AAPC Certified Professional Biller exam:

- **HES-357 Basic Medical Terminology**
- **HMB-304 Medical Billing 1**
- **HMB-305 Medical Billing 2**

To register for this program, participants must:

- Obtain a score of 243 or above on the College's reading comprehension placement test OR provide proof of college credits.
- Have strong computer and word processing skills.
- Purchase the required textbook (available at the College bookstore, www.pgccbookstore.com) before the start of class.

For more information

Please see our contact information above.

For information on a career in medical coding, contact the Academic Health Sciences office at 301-546-0733 to ask about the Health Information Management Medical Coder/Billing Specialist Program.

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**HMB-305 Medical Billing Part 2**

2.1 CEUs

Students in this course will learn the coding principles related to ICD-10-CM, CPT, and HCPCS in the healthcare setting. Student will use coding manuals and select the correct code related to the patient scenario and corresponding characters, abbreviations, and coding conventions. Students will utilize CMS forms to practice coding. Additional topics covered include coding compliance programs, the purpose of clinical documentation improvement related to coding and the adjudication of claims related reimbursement. 7 sessions, $610* (includes a $20 lab fee)

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<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>04988</td>
<td>W</td>
<td>1/24-3/6</td>
<td>5:30-8:30 p.m.</td>
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**HES-357 Basic Medical Terminology**

2.4 CEUs

Effectively communicate, write, and interpret medical terms in the workplace. Topics include organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Textbook (required at first class).

8 sessions, $335*

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<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>05179</td>
<td>MTWThF</td>
<td>1/29-3/25</td>
<td>CNWS</td>
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<td>05180</td>
<td>MTWThF</td>
<td>4/10-5/29</td>
<td>CNWS</td>
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</tbody>
</table>

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MEDICAL OFFICE ASSISTANT
301-546-0795 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE + NATIONAL CERTIFICATION MEDICAL OFFICE ASSISTANT

Program information
Want to work in a physician’s office? Learn the administrative and basic clinical duties performed in a physician’s office, clinic or similar health care setting. Gain the skills you need to sit for the National Healthcareer Association certification exam to become a certified Medical Administrative Assistant!

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion, and to take the National Healthcareer Association Medical Administrative Assistant certification exam and the Certified Electronic Health Record Specialist exam:

- HES-357 Basic Medical Terminology (online)
- HES-586 Professionalism in Healthcare
- HES-396 Medical Administrative Assistant
- HES-698 Electronic Health Records

Program requirements
To register for this program, participants must:
- Obtain a score of 243 or above on the College’s reading placement test OR provide proof of college credits.

For more information
Please see our contact information above.

MOA-301 Professionalism in Healthcare 2.0 CEUs
This course is designed for prospective or current professionals in the healthcare field and provides instruction on the key elements of professionalism. Professionalism in a healthcare setting is explored through discussions, activities, presentations, and assignments. Topics include HIPAA, work ethics and performance, written and verbal communication, personal traits and behaviors, accountability, and career development.

10 sessions, $400* (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>MOA-301 Professionalism in Healthcare</th>
<th>2.0 CEUs</th>
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<tbody>
<tr>
<td>0617 MTWThF 1/29-4/12</td>
<td>CNVS</td>
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<tr>
<td>0624 T 2/6-4/16</td>
<td>CHS 229</td>
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</table>

MOA-300 Medical Administrative Assistant 6.6 CEUs
This is a hybrid course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 243 or higher on the reading comprehension placement test; (3) access to the Internet and an Owl Link account; and (4) strong computer skills. Please contact our Help Desk at 301-546-0637 for assistance setting up the account. Textbook (required at first class).

22 sessions, $1125* (includes a $200 lab fee)

<table>
<thead>
<tr>
<th>MOA-300 Medical Administrative Assistant</th>
<th>6.6 CEUs</th>
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<tr>
<td>0617 TTh 1/23-4/11</td>
<td>6-9 p.m.</td>
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ELECTRONIC HEALTH RECORDS
301-546-0795 or wdcehealthcare@pgcc.edu

NATIONAL CERTIFICATION ELECTRONIC HEALTH RECORDS

Program information
This program is for healthcare professionals (Medical Office Assistant or Medical Assistant) who are interested in increasing their proficiency with electronic health records. Students learn the components of an electronic health record, laws and regulations, and meaningful use standards. This is a hands-on electronic health records software.

Coursework
Students who successfully complete this training are prepared for the National Healthcareer Association's Electronic Health Records Specialist Certification exam, with the potential to earn the Certified Electronic Health Records Specialist (CEHRS™) credential.

- HES-692 Electronic Health Records

Program requirements
To register for this program, participants must:

- Obtain a score of 65 or above on the College’s reading placement test OR provide proof of college credits and strong computer and word processing skills.
- Have successfully completed a Medical Office Assistant program OR have a minimum of one year work experience in a healthcare setting and approval from the program coordinator.
- Purchase the required textbook (available at the College bookstore, www.pgccbookstore.com).
- Have access to a computer and a 4GB flash drive.

For more information
Please see our contact information above.

EHR-300 Electronic Health Records 2.1 CEUs
This course is designed to enable the student to learn the fundamentals of electronic health records (EHR). Topics include: integration of technology into the healthcare industry, clinical standards compliance, health care data management concepts, and EHR challenges.

7 sessions, $440* (includes a $150 lab fee)

<table>
<thead>
<tr>
<th>EHR-300 Electronic Health Records</th>
<th>2.1 CEUs</th>
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<td>0517 T 4/17-5/29</td>
<td>6-9 p.m.</td>
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PGCC CERTIFICATE + NATIONAL CERTIFICATION
PHLEBOTOMY TECHNICIAN

Program information
This program includes theory, skills training, and 120 hours of clinical practice in a blood-drawing facility to meet certification requirements and to acquaint students with employment opportunities. Skills training will include using a practice arm and drawing on each other. Gain the skills you need to sit for the National Phlebotomy Association certification exam and become a certified Phlebotomy Technician.

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion, and to sit for the National Phlebotomy Association certification exam, for which there is a separate fee:

- HES-418 Phlebotomy Technician
- HES-344 CPR for Health Professionals
- HES-469 Phlebotomy Technician Clinical
- HES-486 Professionalism in Healthcare

Program requirements
To register for this program, participants must:

- Obtain a score of 243 or above on the College's reading placement test OR provide proof of college credits.
- CPR/AED certification card.
- Create a CastleBranch myCB account at https://pgcc.castlebranch.com/PJ51 and upload all immunization requirements, and CPR certification card prior to the start of HES-418.

For more information
Please see our contact information above.

PHE-300 Phlebotomy Technician 8.0 CEUs
This course prepares individuals to collect blood samples using proper techniques and procedures. Course topics include quality assurance, infection control pertaining to federal and state regulations, basic medical terminology, anatomy and physiology, point-of-care, and legal and ethical considerations associated with venipuncture. Phlebotomy laboratory includes safety procedures and quality performance in the lab under instructor supervision. Immunization record (PPD, MMR, Hepatitis B) must be provided. Textbook required at first class.
25 sessions, $1120* (includes a $160 lab fee)
05244 MW 1/29-5/1 6-9 p.m. CHS 2229

HES-469 Phlebotomy Technician Clinical: Part 1 6.0 CEUs
This course fulfills 80 hours of on-site clinical experience required for certification. Students must be available to work a full-time day shift. Prerequisites: successful completion of HES 418: Phlebotomy Technician, provide proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.
10 sessions, $210* (includes a $75 lab fee)
05863 MTWThF 1/22-3/22 OFF CAMPUS

LANGUAGES & COMMUNICATION
sekelilc@pgcc.edu

PGCC CERTIFICATE CONVERSATIONAL LANGUAGES

Program information
I speak English, why should I learn another language? Over four-fifths of the world’s population does not speak English. As globalization, mobility, and communication technologies bring world citizens together, there is a growing urgency for Americans to become multilingual. Whether you want to learn a language for an upcoming vacation trip, do business, or delve into another country, knowing a foreign language gives you direct access to great thoughts, experiences, and cultures that would otherwise be out of reach. If you’re interested in a thoroughly enriching language experience and in truly learning about the life and culture of other people, PGCC has courses into which you can dip a toe or jump full-force.

Our language courses are geared to beginners with little or no previous knowledge of the language. Classes are often taught by native speakers and emphasize speaking, vocabulary acquisition, and cultural understanding. Reading, writing, and grammar are used as a vehicle for verbal skills. All you need is a passion for the full benefit of diversity through language!

Coursework
Students who successfully complete 60 hours of coursework in this area, including ASL or other language courses, will be eligible to receive the certificate.

For more information
Please see our contact information above.
### AMERICAN SIGN LANGUAGE

**sekelilc@pgcc.edu**

**PGCC CERTIFICATE AMERICAN SIGN LANGUAGE**

**Program information**

ASL is a complete, complex language that employs signs made by moving the hands combined with facial expressions and postures of the body. It is the primary language of many North Americans who are deaf and is one of several communication options used by people who are hearing-impaired.

PGCC has a robust program in American Sign Language, including levels 1-5 and beyond. Our courses are appropriate for a broad range of community applications, from personal interaction to public communication, and in the workplace.

As diversity in our community grows, ASL skills are a great benefit in many settings, including education, health care, and faith-based organizations. PGCC is a great place to start exploring, expanding or practicing ASL skills – from beginners with no exposure to those with advanced vocabularies and fluent ASL conversational skills.

**Coursework**

Students who successfully complete 60 hours of coursework in this area, including ASL or other language courses, will be eligible to receive a certificate.

**For more information**

Please see our contact information above.

**COM-536 Discover Sign Language II** 2.4 CEUs

This continuing education course is designed to expand on basic knowledge needed to communicate with deaf people. Topics to include: basic conversation skills, ASL grammar, role-shifting, and noun-verb pairs.

**12 sessions, $160* (includes a $85 lab fee)**

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**SPANISH LANGUAGE**

**sekelilc@pgcc.edu**

**LGE-521 Group “Speed” Spanish 1** 2.4 CEUs

If you’re in a hurry to learn Spanish, this course gets results pronto. You’ll focus on the vocabulary you need in real life - while traveling, at restaurants, on the phone, in emergencies. Then, you’ll learn six easy recipes for gluing Spanish words together to form basic sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and communicate! ¡Qué Bueno! Starts each month upon request.

**12 sessions, $154* (includes a $79 lab fee)**

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**LGE-522 Speed Spanish 2** 2.4 CEUs

Would you like to be able to have an actual adult conversation Spanish-speaking people? You will expand your vocabulary by hearing new words pronounced properly and have opportunities to practice your own pronunciation. You’ll learn new recipes to help you glue words together into sentences, complete thoughts, and finally into a whole conversation. You’ll see an immediate improvement in fluency from the very first lesson.

**12 sessions, $154* (includes a $79 lab fee)**

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**LGE-523 Speed Spanish 3** 2.4 CEUs

Master your ability to speak, understand, and read Spanish by taking the final installment in this series. In this advanced-level course, you’ll learn the final recipes that serve as templates to create almost any sentence. Guided practice will include new vocabulary, pronunciation, grammar, and speed drills. This series has not just taught you how to speak Spanish, but to speak Spanish spontaneously!

**12 sessions, $154* (includes a $79 lab fee)**

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MOTORCYCLE

MOTORCYCLE MECHANICS & REPAIR
301-546-0062 or tdi@pgcc.edu

Program information
Our program will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today’s motorcycles and their components. Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:

- OCC-354 Basic Motorcycle Maintenance
- OCC-376 Motorcycle Mechanics and Repair

Program requirements
To register for this program, participants must be 16 years of age or older.

For more information
Please see our contact information above.

MOT-300 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The course will help the beginner understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble-free riding. Topics include pre-ride safety inspection, maintenance schedules, record keeping, basic tools, cleaning, storing and winterizing, performing an oil change, checking wheels, tire pressure and brakes, chain and cable adjustment, fluid levels, the owner’s manual, changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class.

2 sessions, $85 (includes a $35 lab fee)

04595 WTh 4/17-4/18 6-9 p.m. CONT 124

MOT-301 Motorcycle Mechanics & Repair 2.4 CEUs
This is an entry level, motorcycle technician course designed to teach students the fundamentals of motorcycle maintenance and repair. Students will be shown how to inspect a motorcycle and conduct light repairs such as replacing head bearings, wheel bearings, chains and clutch. Also, lubrication and coolant system service, tire replacement and electrical diagnoses and repair.

8 sessions, $340* (includes a $60 lab fee)

04596 MW 4/8-5/1 6-9 p.m. ANX C002

MOTORCYCLE SAFETY & CLASS M LICENSING
301-546-0062 or tdi@pgcc.edu

Program information
Quality training for over 35 years! Our Class-M license program is designed for beginner or experienced riders. Instructors are trained and certified by Maryland Motor Vehicle Administration and the Motorcycle Safety Foundation.

Coursework
Maryland licensed drivers who successfully complete either one of the following courses will receive an MVA completion card completion card and a Class-M endorsement on their driver’s license.

- OCC-361 Basic Rider Course
- OCC-584 Basic Rider Course 2-LW (Formally, Alternate Basic Rider Course)

Ask about our scooter classes coming soon in summer or fall of 2023.

D.C. residents will receive the MVA completion card and must pass the D.C. motorcycle knowledge exam to obtain the license.

Program requirements
To successfully complete the program, participants must:

- Complete a Motorcycle Safety Foundation online course (information will be provided on the first day of class).
- Provide a valid email address at registration.
- Present state-issued photo identification to the instructor.
- Report to all classes on time. Failure to do so will result in dismissal from the program without refund.
- If under the age of 18, have completed a 36 hour Driver Education course (see SKB-600). Parental permission may be required.

Per College policy, no refunds are issued after a class starts. Those counseled out of the class who wish to re-take it may do so at a reduced fee.

Related Coursework
To get the maximum benefit from our Motorcycle Safety program, sign up for our Basic Motorcycle Maintenance (OCC-354) and Motorcycle Mechanics and Repair (OCC-376) classes.

For more information
Please see our contact information above.
### MOT-304 Basic Rider Course  
**1.8 CEUs**

A beginner licensing course for those 16 ½ years of age and older. Under age 18 requires a parent or guardian, signed waiver. Students provide their own DOT certified helmet that covers ears, eye protection, and gloves. College provides training motorcycles. Course Objectives: clutch and throttle control, starting and stopping the motorcycle, turning, and crash avoidance skills. Riders must complete an MVA required e-Course and pass the riding and knowledge test. Participants must achieve minimum performance standards in order to continue in the course. Actual class times may vary.  
**3 sessions, $300* (includes a $50 lab fee)**

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### MOT-315 Introduction to Motorcycle Riding

Have you ever wanted to learn to ride a motorcycle? This FREE class allows you to spend a morning with our experienced motorcycle instructors and learn what it takes to get your license. Who is this event designed for? A licensed-age person who is curious about whether riding a motorcycle is something they want to do. This design of the class is for people who have never been around motorcycles or have been away from motorcycles for some time.  
**1 session**

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### MOT-306 Basic Rider Course 2-LW  
**1.0 CEU**

BRC2U-LW is for riders with current, on-street riding experience needing a motorcycle license. Students must currently own a motorcycle or have street riding experience within the last year. Students provide their own DOT certified helmet that covers ears, eye protection and gloves. To earn a license, riders must complete an MVA e-Course and pass all exams. e-Course information will be given on first night of class. For ages 18 and over.  
**2 sessions, $225* (includes a $50 lab fee)**

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### MOT-316 Scooter Basic Rider Course

This course is ideal for those wanting to learn to ride a motor scooter. The best place to start once you’ve made the decision to ride. The course teaches the skills and knowledge needed to ride a motor scooter. Covers the basics of operating a motor scooter and safety-oriented mental strategies. Motor scooters are provided for your use. Successful completion of this course is your best path to an M-class endorsement for motor scooters 51 cc and above. Students provide their own DOT certified helmet that covers ears, eye protection, and gloves. College provides training scooters.  
**3 sessions, $300* (includes a $50 lab fee)**

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### MOT-317 Basic Rider Course for Women  
**1.8 CEUs**

This continuing education course is designed for women only who want to learn to ride a motorcycle and obtain a license. The course includes classroom and riding instruction to provide the new female motorcycle rider with the basic skills needed to operate a motorcycle. Ample supervised riding time allow for the practice of controlling the clutch/throttle, stopping, turning, shifting, and avoiding crashes. Course content is approved by the MD Motor Vehicle Administration and meets or exceeds Motorcycle Safety Foundation standards. Instructors are MVA and MSS certified. Topics include responsible riding, proper gear, basic skills, defensive riding strategies, and how to handle various riding situations.  
**3 sessions, $300* (includes a $50 lab fee)**

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Take the Brakes off and Jump-Start Your Career Today!  
**Transportation, Distribution, and Logistics Open House Saturday April 13, 2024**  
10 a.m. – 1 p.m.  
Annex C, Room 002  
Come and learn about our CDL, Automotive and Motorcycle Mechanics, Drivers Education, Motorcycle Rider, Forklift and Drones Programs.  
**RSVP to tdi@pgcc.edu**
NOTARY PUBLIC
brownka1@pgcc.edu

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

NEW!!
Prince George’s Community College Offers 2 Courses of Study for NEW and RENEWING Notaries Required by the Maryland Secretary of State Office. See “Steps to Take to Become a New Notary Public or Renew Notary Public Commission” below.

Program Information
Today’s Notaries Public are guarantors of trust and on the front line of defense against fraud. Notaries witness signatures and perform other acts required by state law. Consequently, Notaries Public must be solidly grounded in the education needed to understand their role, be able to perform both basic and challenging notarial duties, learn new skills, and acquire certifications in order to provide accurate and superior notarial services. Becoming a notary can enhance your job skills, add value to your resume, and allow you to open a mobile notary business. With proper credentials, you can operate a notary signing agent business earning additional income by assisting in mortgage closings and taking advantage of other opportunities.

Coursework
Students who successfully complete the following core courses will be eligible to receive a certificate of course completion from Prince Georges Community College:

- GEN-307 Notary Public Procedures
- GEN-339 Applied Notary Practices and Procedures
- GEN-363 Advanced Notarial Procedures

Additional post-certificate courses are available to help build, market, and grow your own notarial business. Classes fill quickly; registering for all three core courses early can guarantee your seat.

Qualifications to become a Notary Public
To be appointed as a notary public, an individual must:

1. Be at least 18 years old.
2. Be of good moral character and integrity.
3. Be a resident of the state; or have a place of employment or practice in the State.
4. If living in the State, must be appointed by the senator representing the district in which you live; and if living outside the State, be a resident of a state that allows Maryland residents working in that state to serve as notaries public in that state.

Steps to become a new Notary Public or renew your Notary Public Commission
1. Effective October 1, 2021, the Maryland Secretary of State requires all NEW notary applicants to complete a course of study and pass an examination. All RENEWING applicants are required to complete a course of study; no examination is required.

2. Complete either Becoming a Notary Public, or Renewing Your Notary Commission classes and obtain your certificates of completion, now being offered at the College.

3. After completing the course of study requirements, then APPLY to become a Notary Public or RENEW your notary commission ONLINE at https://wwwegov.maryland.gov/sos/notary/#/home. Note: You must have the certificates referenced in Step #1 to apply to become a Notary or RENEW your notary commission.

For more information
Please see our contact information above.

GEN-519 Becoming a Notary Public 0.5 CEU
Notaries Public are responsible for performing notarial duties properly and accurately. New Notaries Public are required to take a course of study and pass an exam before applying to become a Notary Public. This course of study provides guidance for Notaries Public on the scope of duties and responsibilities associated with the performance of notarial acts. This course is for informational purposes only. It is not intended to provide legal advice. Upon successful completion of the course and exam, you will receive a Certificate of Completion and upon passing the exam you will receive a Certificate of Passing. Instructors: Elaine Wright Harris and Frederick Harris.

3 sessions, $75* (includes a $35 lab fee)

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GEN-520 Renewing Your Notary Commission 0.4 CEU
Notaries Public are responsible for performing notarial duties properly and accurately. Renewing Notaries Public whose commission has not expired are required to take a course of study before applying for renewal of the notary public commission. This course of study provides guidance for Notaries Public on the scope of duties and responsibilities associated with the performance of notarial acts. A notary whose commission has expired must take the “Becoming A Notary” Course and Examination. This course is for informational purposes only. It is not intended to provide legal advice. This is a three-day online self-paced course on Canvas. Upon completion of the course (no exam), you will receive a Certificate of Completion. Instructors: Elaine Wright Harris and Frederick Harris.

3 sessions, $75* (includes a $35 lab fee)

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GEN-307 Notary Public Procedures 0.5 CEU
CORE COURSE: For both prospective and present notaries, this course will demonstrate how to prevent fraud when documents are notarized properly and legally. Topics will also include how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructors: Elaine Wright Harris, Frederick Harris 2 sessions, $75*
04668 WTh 1/17-1/28 6:30-9 p.m. REMOTE
04672 W 2/21-2/28 6:30-9 p.m. REMOTE
04676 W 3/20-3/27 6:30-9 p.m. REMOTE

GEN-339 Applied Notary Practices and Procedures 0.5 CEU
CORE COURSE: This course reviews notary practices and procedures for performing proper notarizations. Students will have an opportunity to sharpen their notarial knowledge through exercises in completing notarial certificates, administering verbal declarations, documenting journal entries, and spotting fake IDs. Instructors: Elaine Wright Harris, Frederick Harris. Prerequisite: GEN-307. 2 sessions, $75*
04670 W 1/31-2/7 6:30-9 p.m. REMOTE
04674 WTh 3/6-3/7 6:30-9 p.m. REMOTE
04677 W 4/3-4/10 6:30-9 p.m. REMOTE

GEN-363 Advanced Notarial Procedures 0.5 CEU
CORE COURSE: This course provides notaries with advanced notarial procedures for handling challenging situations with confidence and ease. Learn to perform all notarial requests properly and accurately and how to respond to Apostille and Medallion Signature requests. This is a self-paced, online course with 14 days to complete the assigned work. Instructor: Elaine Wright Harris. Prerequisites: GEN-307 and 339 5 sessions, $75*
04703 TTh 2/13-2/27 online CNS
04706 TTh 3/19-4/2 online CNS
04709 TTh 4/16-4/30 online CNS

GEN-369 21st Century Notary: Information Technology for the Mobile Notary
Run your home-based business like a big company with multiple smart devices, i.e. smart phone, tablets, and computers. Learn about Information Technology (IT) applications that utilize smart phones, cloud-based software that protects Non-public Personal Information (NPI) and how to synchronize data files and pictures across multiple devices. Instructor: Donnell Smith 1 session, $45
04673 S 2/24-2/24 10 a.m.-1 p.m. REMOTE
04680 S 4/27-4/27 10 a.m.-1 p.m. REMOTE

GEN-371 Notaries Public Protect Client Info (NPPI) 0.3 CEU
Notaries Public can avoid potential penalties by protecting their client’s Non-Public Personal Information (NPPI). Penalties may include commission suspension, fines, or criminal charges. Learn how to assess risks and determine preventative measures. Develop a plan to protect NPPI and effectively execute notarized duties in accordance with legal and professional requirements and standards. Instructor: Wanda Moore 1 session, $45
04671 S 2/10-2/10 10 a.m.-1 p.m. REMOTE
04678 S 4/6-4/6 10 a.m.-1 p.m. REMOTE

GEN-372 Traditional vs. the Remote Notary
New laws and technology permit notary public professionals to provide notarial services to the general public, businesses, and government traditionally, face-to-face utilizing pen and paper, or remotely via audiovisual products and online services. Learn to execute each method while preserving core principles for deterring fraud. Notary public professionals can now choose to provide services as a traditional, remote, or dual notary. Instructors: Wanda Moore and Elaine Wright Harris. 1 session, $45
04669 S 1/20-1/20 10 a.m.-1 p.m. REMOTE
04675 S 3/9-3/9 10 a.m.-1 p.m. REMOTE

PERSONAL ENRICHMENTS

CAREER & PERSONAL FINANCES
brownka1@pgcc.edu

JCL-359 Resume Writing 2.4 CEUs
Create an effective resume or transform the one you have into a powerful tool to market YOU. Topics include resume formats on paper and online, employment objectives, maximizing your work experience, what to (and what not to) reveal, overcoming work history gaps and age discrimination, how to use references. With skills like these, you might decide to write resumes for profit. 12 sessions, $150* (includes a $75 lab fee)
04497 WF 1/17-3/8 online E2GO
04498 WF 2/14-4/5 online E2GO
04499 WF 3/13-5/3 online E2GO
04500 WF 4/17-6/7 online E2GO

FIN-345 Introduction to Stock Options 2.4 CEUs
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. 12 sessions, $160* (includes a $85 lab fee)
04760 WF 1/17-3/8 online E2GO
04761 WF 2/14-4/5 online E2GO
04762 WF 3/13-5/3 online E2GO
04763 WF 4/17-6/7 online E2GO

FIN-361 The Analysis and Valuation of Stock 2.4 CEUs
This comprehensive course is designed to show you how to research and value stocks. Topics covered in the course include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
12 sessions, $160* (includes a $85 lab fee)

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ENR-616 Becoming a Virtuous Women
In this Bible-based, interactive, personal enrichment course, you will explore the life of the virtuous woman (then and now) in a resourceful and practical way. There will be opportunity to reflect on your own life as you learn and apply achievable action steps to realize the transformation you desire. But, first you'll want to be privy to the secrets the virtuous woman has tucked away in her heart in order to be most effective in her home, workplace, ministry, her community and the world! Are you ready to be that woman?
12 sessions, $50

LIFESTYLE
brownka1@pgcc.edu

PHOTOGRAPHY
301-546-0873 or hawkincc@pgcc.edu

PHO-358 Secrets of Better Photography 2.4 CEUs
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life.
12 sessions, $154* (includes a $79 lab fee)

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PHO-325 Mastering Your Digital SLR Camera 2.4 CEUs
In this course, you will be taught how to take control of your digital SLR camera. Learn about the many features, controls, and lenses for this kind of photography. You will also be taught about metering, exposure compensation, managing aperture, shutter speed, and ISO 180.
12 sessions, $150* (includes a $75 lab fee)

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PHO-304 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.
12 sessions, $160* (includes a $85 lab fee)

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PHO-351 Photographing Nature with Your Digital Camera 2.4 CEUs
This course provides instruction photography and you will work to identify appropriate equipment, processes, and techniques to accomplish professional output of wildlife art. Explore telephotography and macro photography and select appropriate lens for both. Examine composition and lighting issues and take pictures of landscapes, flowers, trees, and water. Topics include using light, lines, and circles, understanding aperture settings and focal points, working with shutter speeds, and composition and processing.
12 sessions, $150* (includes a $75 lab fee)

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PHO-352 Photographing People with your Digital Camera 2.4 CEUs
This course is designed to assist students seeking to pursue a career in photography. Focus is on shooting people of all ages. Topics include understanding exposure, using light (indoors and outdoors), composing photos, posing and arranging individuals and groups, working with children and babies, handling action photography, exploring macro and abstract photos, shooting at formal events and weddings, photo editing techniques and exploring the business of photography.
12 sessions, $150* (includes a $75 lab fee)

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PHO-353 Photoshop Elements: Digital Photograph I 2.4 CEUs
This course will show you how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements. As you explore the program’s many tools and features, you’ll gain control of Photoshop Elements and create results that you never imagined possible. Master techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for online use, and organizing your images.
12 sessions, $160* (includes a $85 lab fee)

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PHO-354 Photoshop Elements: Digital Photograph II 2.4 CEUs
In this course, you will gain ability and confidence as you master the advanced features of this software. Photoshop Elements gives you room to grow while allowing you to create exciting effects right from the beginning. Because it offers you more features and tools than you will find in simpler programs, it broadens the options available to you as an amateur photographer. With the learned techniques, you will be able to edit and enhance your photos with ease, and have the power to transform any shot from “okay” to “wow!”.
12 sessions, $150* (includes a $75 lab fee)

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PHO-355 Discover Digital Photography 2.4 CEUs
This course is designed for the novice photographer with no previous experience with digital cameras. You will learn about digital cameras, from DSLRs to smart phone cameras and what different equipment is used for. You will learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. And if you have old slides, negatives, or prints, this course will also teach you how to scan those “old school” photo assets.
12 sessions, $150* (includes a $75 lab fee)

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MARYLAND CERTIFICATION
POLICE ACADEMY

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

Program requirements
To be a candidate for this program, participants must:
• Be at least 21 years old upon graduation from the academy.
• Be a U.S. citizen.
• Be a high school graduate or equivalent recognized by the State of Maryland.
• Be of good moral character and have a police record clear of felony or serious misdemeanor convictions.
• Have a driving record with no more than three points and no serious or repeated traffic offenses.
• Pass a physical examination and a drug screening test.
• Authorize a complete background investigation.
• Present three letters of reference.

In addition, the candidate must be able to:
• pay a $190 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $4,675
• successfully complete all physical training requirements
• attend the academy program in its entirety

Financial aid
Financial aid may be available for qualified applicants. The academy is approved for veterans’ benefits.

PGCC CERTIFICATE
SECURITY OFFICER TRAINING

Program information
This intensive 80 course-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, gang violence, and training specific to particular career fields. One-on-one counseling will be provided as needed.

Program requirements
To register for this program, participants must:
• Be at least 18 years of age.
• Authorize a criminal record check.
• Provide a copy of birth certificate or naturalization papers or Employment Authorization Card (as applicable).
• Provide copies of Social Security Card and of photo ID.

For more information
Please see our contact information above.
REAL ESTATE
brownka1@pgcc.edu

CERTIFICATION PREPARATION
REAL ESTATE LICENSURE

Program Information
Prince George's Community College
60-hour course meets the Maryland Real Estate Commission's requirement for those who want to earn a Maryland real estate sales license. For more information visit the Maryland Real Estate Commission's website at www.dllr.state.md.us/license/mrec. The College does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination through PSI Examination Services. Download the candidate guide at www.psiexams.com.

Coursework
• Students who successfully complete RES-305, Real Estate Principles and Practices for Salespersons, which includes meeting the 60 hour seat requirement, and passing the final exam with a score of 75% or higher, will be eligible to sit for the Maryland Real Estate Salesperson licensing exam.
• The Maryland Real Estate Commission requires students to attend 100% of each commission-approved course. A student who arrives late, leaves early or misses a session will be required to make up the time in 3 hour time slots; no exceptions. Only two classes can be made up in a single semester.

Program Requirements
To successfully complete this program, participants must:
• Be at least 18 years of age.
• Obtain the required textbooks:
• Instructors: Peggy Wilson (Sat. class) and Trinity Jennings (TTh class).

For more information
Please see our contact information above.
SAGE
301-546-0923 or sage@pgcc.edu
Lanham Hall, Suite 224

SAGE SENIORS PROGRAM

Program information
SAGE is Seasoned Adults Growing Educationally, a tuition-free program of stimulating courses for Maryland residents aged 60 and older. Classes take place in convenient, community-based venues throughout Prince George’s County, as well as virtually via Zoom.

Courses
SAGE classes are designed to help you keep both mind and body active and engaged. Our creative, competent and caring faculty enrich your classroom experience and the camaraderie of like-minded peers is both stimulating and supportive. SAGE courses can include art, creative writing, literature, Tai Chi, yoga, aerobics, weights, ballroom dancing, American history, Spanish, Italian, American Sign Language, music appreciation, current issues, computers, design and production of crafts, therapeutic aquatic exercise and French.

The reasonable fee structure makes it financially possible to schedule the classes you desire; a $40 per class registration fee is charged per trimester for Maryland residents who are 60 and above.

Program requirements
Upon registration, tuition for SAGE courses is waived for Maryland residents who are 60 years old or older at the start of the credit semester. Prince George’s County residents under 60 years old and others who are not eligible for the tuition waiver may register for any SAGE class by paying the tuition, unless the class is held at a site with age restrictions.

To see our options and to register
Check out our current class schedule at www.pgcc.edu. To register, go to www.pgcc.edu and select Owl Link. Questions? Email sage@pgcc.edu.

TRANSPORTATION & DISTRIBUTION
301-546-0062 or tdi@pgcc.edu

COMING SOON!

INDUSTRY CERTIFICATION DRONE OPERATOR

Program information
Have you ever wanted to learn to fly a drone? Spend a morning with our experienced drone pilot and enjoy learning about the emergence of unmanned aerial systems (UAS), or “drones,” and their implications for the national and international stage today and in the future. Discuss their history, types, characteristics, and uses as well as current issues such as privacy and safety.

This free class will fill up fast so register today!

For more information
Please call 301-546-0062 or email us at tdi@pgcc.edu, for class dates and times.

OCC-592 Manufacturing Applications 2.4 CEUs
In this online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You’ll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you’ll learn about the elements of a logistics system, including warehousing and receiving.

12 sessions, $160* (includes a $85 lab fee)

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OCC-591 Distribution and Logistics Management 2.4 CEUs
In this course, all elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).

12 sessions, $164* (includes a $89 lab fee)

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Owl Scholars Summer Camp

Camp Offerings
Academics (Language Arts and Math)
Art
Culinary
Enrichment
Music
Science and Technology

Registration Opens March 1, 2024

www.pgcc.edu/summercamp/
Phone: 301-546-0120
Email: barinodm1@pgcc.edu

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Prince George’s County Promise Scholarship 2024–2025

Scholarship Opportunity for Recent High School Graduates

Apply Now!

Earn a TUITION-FREE Associate Degree or Certificate/License

Requirements for all students:
• Recent graduate of a Prince George’s County public school, private school or home school (2023 or 2024).
• Resident of Prince George’s County.
• First-time college student.

For more information visit
www.pgcc.edu/go/promisescholarship/
Or contact scholarships@pgcc.edu | 301-546-7588

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GENERAL INFORMATION

ELIGIBILITY

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

CANCELLATION OF CLASSES

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

ROOM ASSIGNMENTS AND CHANGES

Classes without specific rooms listed in this schedule will be assigned before classes begin. Classrooms may be changed to accommodate class sizes or special needs. Room assignments and changes are available on Owl Link as soon as they are made. Check the link prior to the start of your class for the latest room assignment.

Find your Largo classroom in person by visiting Bladen Hall, Room 126, Monday to Friday, 8:30 a.m.–6 p.m. or Bladen Hall, Room 221, Saturday, 8:30 a.m.–4:30 p.m. and Sunday, 12 p.m.–5 p.m. (when credit classes are in session).

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

HOLIDAYS

Courses will not be scheduled on the following dates:
- Jan. 15: Martin Luther King Jr. Day
- Feb. 19: Presidents Day
- March 11–17: Spring Break
- May 27: Memorial Day

COLLEGE CLOSINGS

Students may receive direct notification of closures and other emergency information by text message or by email by signing up for Owl Alert. This is a free service. Go to www.pgcc.edu/go/owlalert to subscribe.

It is the practice of the College to hold all regular classes on all days scheduled on the College calendar. Should an emergency arise that requires the cancellation of classes and activities, please check the College’s website at www.pgcc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

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

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

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

NONDISCRIMINATION INFORMATION

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran or Vietnam-era veteran, shall be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. This policy is consistent with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; Title II of the Americans with Disabilities Act; and other applicable laws and regulations. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the College president, or both. B. J. Brooks, 301-546-0041, coordinates the College’s program of nondiscrimination.

TITLE IX

Prince George’s Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is College policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the College. Indeed, the College actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran’s status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations.

Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to Shaudricka Ranel, Senior Director of Policy, Room 133, Kent Hall, 301-546-7011.

STUDENT RIGHT TO KNOW ACT

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

ANNUAL SECURITY REPORT

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

Relative to the Campus Security Act of 1990, PGCC provides information regarding the safety and security of college community members. This information can be obtained from the College Police Substation located in Bladen Hall or on the web at www.pgcc.edu. Scroll to the bottom of the page to College Police and Emergency Management, then select Annual Security Reports.

FERPA

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

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, rights with respect to your education records. They are:
1. The right to inspect and review the education records within 45 days of the day Prince George's Community College receives your request for access. You must submit to the Office of Records and Registration, a written request that identifies the record(s) you wish to inspect.
   There will be arrangements made for access and inspection of the records. If the records are not maintained by the Office of Records and Registration, you will be provided name of the College official to whom the request should be addressed.
2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the College official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.
   If the College decides not to amend the record as requested, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.
3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.
   A school official has a legitimate educa-
tional 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, email address, place of birth, dates of attendance, degrees earned, and previous colleges attended. While the College does not routinely release such information to anyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. You may refuse to permit such disclosure without your written consent by notifying the director of admissions and records in writing of your wish to be excluded from such a release of information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. FERPA is administered by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Prince George’s Community College has been identified by the American Association of Community Colleges as a Servicemembers Opportunity College (SOC) providing educational assistance to active-duty service members. Call 301-546-0820 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 ODAA identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program.

For more information, call 301-546-0845.

Alumni Association

The Prince George’s Community College Alumni Association is open to all persons who have attended Prince George’s Community College and attained 15 credit hours or completed four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discounted use of the Natatorium. Alumni Association members are welcome to use Career Services.

Call 301-546-0858 for more information.

Disabled Students

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

Accessible Transportation

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

Complaints

Individuals may file a complaint with the College via the Student Complaint Form link at the bottom of the College’s home page at www.pgcc.edu.

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.
**CAMPUS SERVICES DIRECTORY**

**Academic Advising**
301-546-0829  
Bladen Hall, Room 124
Academic advising, placement test interpretation  
You must be present 30 minutes before closing for full service.

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

**Recruitment and Admissions**
301-546-0864  
Bladen Hall, Room 125
Credit student applications.  
You must be in the office 15 minutes before closing to process your application.

Mon.–Fri.: 8:30 a.m.–6 p.m.

**Bookstores**
The PGCC Bookstores offer textbooks for rent or purchase. Textbooks can also be purchased or rented online at www.pgccbookstore.com and can be picked up in store, shipped via FedEx, USPS, or sent via PGCC campus courier to University Town Center or Laurel College Center. The PGCC Bookstore accepts cash, check, Visa, MasterCard, and Discover.

**LARGO BOOKSTORE**
301-546-0912 or 301-546-0913  
Charlene Dukes Student Center, 1st floor
The Largo Bookstore offers textbooks for rent or purchase, a wide selection of school supplies, electronics, collegiate merchandise, drinks, snacks and more.

Largo store hours are subject to change and may be extended at the beginning and end of each credit semester. Current store hours are posted in-store and online. Normal hours are:

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

**UNIVERSITY TOWN CENTER (UTC)**
301-546-0150  
Lower Level, UTC
The UTC Bookstore offers textbooks for rent or purchase for UTC courses only. The store also offers school supplies, electronics, and collegiate merchandise.

Visit www.pgccbookstore.com for UTC store hours.

**Career/Job Services**
Lanham Hall, Room 101  
301-546-0136
Career Advising and Job Placement
Mon.–Thurs.: 8:30 a.m.–6 p.m.  
Fri.: 8:30 a.m.–5 p.m.  
(1st and 3rd Friday, hours are 2 p.m.–6 p.m.)

**Cashier**
301-546-0691  
Bladen Hall, Room 120
Bill payment: cash, check, company voucher, Visa, MasterCard, and Discover.

Mon.–Thurs.: 8:30 a.m.–6 p.m.  
Fri.: 8:30 a.m.–6 p.m.

**College Life Services**
301-546-0853  
Largo Student Center, Room 149
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

**Continuing Education Office**
301-546-0159  
Lanham Hall, Room 224
Mon.–Fri.: 9 a.m.–4:30 p.m.

To view courses and schedules, visit www.pgcc.edu and click on Programs and Courses.

**Disability Support Services**
301-546-0838  
301-546-0122 (TTY/TDD)
Lanham Hall, Room 101A
Assistance for students with disabilities.

Mon.–Fri.: 8:30 a.m.–4:30 p.m.

**Financial Aid**
301-546-0822  
Bladen Hall, Room 121
You must be inside the office 30 minutes before closing. Hours are subject to change.

Mon.–Thurs.: 8:30 a.m.–6 p.m.  
Fri.: 12 p.m.–6 p.m.

**General Information/Directory Assistance**
301-546-7422
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.  
Sat.: 9 a.m.–1 p.m.

**Help Desk (Owl Link)**
301-546-0637  
Lanham Hall, Room 106
Mon.–Fri.: 8 a.m.–8 p.m.
Sat.: 10 a.m.–3 p.m.

**Library**
301-546-0476  
Accokeek Hall
Mon.–Thurs.: 8 a.m.–8 p.m.  
Fri.: 8 a.m.–5 p.m.  
Sat.: Closed

**Lost and Found**
301-546-0853  
Largo Student Center, Room 149
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

**Online Registration**
Owl Link.pgcc.edu
Mon.–Sun.: 7 a.m.–midnight  
Also available weekends and holidays.

**Police (College)**
301-546-0666  
Bladen Hall, Sub-station
Available by phone 24 hours: 7 days a week.

**Records and Registration**
301-546-7422  
Bladen Hall, Room 126
Transcripts and in-person registration for Continuing Education and credit and courses. You must be present 15 minutes before closing for full service.

Mon.–Thurs.: 8:30 a.m.–6 p.m.  
Fri.: 8:30 a.m.–6 p.m.

**Student Accounting**
301-546-0688  
Bladen Hall, Room 120
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

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

Mon.–Thurs.: 8:30 a.m.–7 p.m.  
Fri.: 8:30 a.m.–4 p.m.  
Saturday (Fall and Spring): 9 a.m.–3 p.m.

**Veteran Services**
301-546-5282  
Lanham Hall, 1st floor
Certification of educational benefits.

Mon.–Thurs.: 9 a.m.–7 p.m.  
Fri.: 9 a.m.–5 p.m.
CAMPUS LOCATIONS AND EXTENSION CENTERS

Prince George’s Community College’s degree and extension centers bring education closer to your neighborhood by offering courses at locations throughout the county.

**Largo Campus**
301 Largo Road
Largo, MD 20774
301-546-PGCC

**Joint Base Andrews**
1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
301-546-8700

**Laurel College Center**
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
For course listings, see page 80.

**University Town Center**
6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8360
For course listings, see page 81.

**Skilled Trades Center**
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-0894
For course listings, see page 81. Registration and advising are not available at this location.

**Westphalia Training Center**
9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500
For course listings, see page 81-82. Registration and advising are not available at this location.

**Law Library, Upper Marlboro**
Prince George’s County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
301-546-0785

**Prince George’s Dealer School**
7100 Oxon Hill Road
Oxon Hill MD 20745
warewd@pgcc.edu

For all other locations listed in this schedule, see page 83.

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

2. Annex A

3. Annex B
   Human Resources and Organizational Development

4. Annex C

5. Auto Bay

6. Bladen Hall (north)
   Cashier
   Records and Registration
   Student Academic Planning and Career Readiness
   Student Financial Aid Office
   Recruitment and Admissions
   Welcome Center
   Wellness Center (nurse)

7. Bladen Hall (south)
   College Police Substation
   College Lab Services (computer labs)
   Testing Center

8. Center for Advanced Technology
   College Lab Services (computer labs)

9. Center for Health Studies

10. Center for Performing Arts
    Grand Theater
    Proscenium Theater
    Black Box Theater
    Conference Center
    Encore Cafe

11. Chesapeake Hall

12. Continuing Education Building
    Classrooms

13. Culinary Arts Center

14. Facilities Management Building
    College Police
    Auto Bay

15. Kent Hall
    Administration

16. Lanham Hall
    Academy of Health Sciences
    Counseling Services
    Continuing Education Offices
    Honors Program and Academy
    Student Support Center
    Disability Support Services (DSS)
    Diverse Male Student Initiative (DMSI)
    Student Support Services (TRiO)
    Vocational Support Services (VSS)
    Women of Wisdom
    Tutoring and Writing Centers

17. Dr. Charlene Mickens Dukes Student Center
    Campus Dining
    College Store (Bookstore)
    Community Rooms A, B, C
    Rennie Forum
    Student Engagement and Leadership
    Student Governance

18. Marlboro Hall
    Closed for renovations

19. Novak Field House
    Owl's Home Basketball Arena

20. Picnic Grove

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

22. Steel Arts Building

23. Temporary Building

24. Temporary Building

25. Warehouse

ATHLETICS FACILITIES

S1. Track/Practice Soccer Field
S2. Golf Range
S3. Tennis Courts
S4. Racquetball Courts
S5. Baseball Diamond
S6. Softball Diamond
S7. Main Soccer Field
### CLASS LOCATIONS: EXTENSION CENTERS

#### LAUREL COLLEGE CENTER

www.laurelcollegecenter.org
A Partnership of Prince George’s and Howard Community Colleges

A Maryland Regional Higher Education Center

312 Marshall Avenue
Laurel, MD 20707
1-866-228-6110 or 443-518-4162

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

The Laurel College Center (LCC) is a unique joint partnership between Prince George’s Community College and Howard Community College, designed to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. Conveniently located in downtown Laurel, LCC offers over 100 credit and 100 continuing education classes each semester, with day, evening, and weekend classes. LCC offers a wide range of services including placement testing, academic advising, registration and bill payment.

#### REGISTRATION FOR CLASSES AT LAUREL

For registration instructions, see the inside front cover of this schedule.

Additional registration options for Laurel:
- 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 PGCC Largo or at Howard Community College during their regular registration hours.

#### PAYMENT FOR CLASSES AT LAUREL

For payment information, see the back page of this schedule.

### UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8000

Office Hours
Mon.–Thurs.: 8:30 a.m.–7:30 p.m.
Fri.: 8:30 a.m.–4:30 p.m.

Just a short walk from the Prince George’s Plaza Station on Metrorail’s Green Line, Prince George’s Community College at University Town Center (UTC) offers students a convenient location for college credit and workforce development courses. The center opened in August 2000, and now serves approximately 1,500 credit and continuing education students each semester. The center offers approximately 150 credit/noncredit classes each fall and spring semesters, about 60 in the summer, and a full range of services.

### Agriculture, Page 8

AGR-322 Intensive Introduction to Urban Commercial Agriculture

### Computer Programming, Page 30

TEC-653 Programming Logic and Design

### Certified Nursing Assistant, Page 57

NRC-300 Certified Nursing Assistant: Theory
NRC-301 Certified Nursing Assistant: Clinical

### HVAC/R, Page 43

HVC-376 HVAC/R Level 2 Part 4

Additional payment information for Laurel, if you live in Prince George’s County, or anywhere other than Howard County, you should:
- Use the PGCC syn numbers for your course when you register.
- Submit payment to PGCC Largo or Laurel College Center.

**NOTE:** Non-Prince George's County residents are charged an additional fee when they register through PGCC:
- An additional $5 per course for residents of other Maryland counties.
- An additional $10 per course for DC or out-of-state residents.

**REFUND POLICY FOR LAUREL**

In the event you need to withdraw from a continuing education course, check with the College where you registered to determine its specific refund policy and procedures.

**GENERAL INFORMATION FOR LAUREL**

Room Locations at Laurel

Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

Parking at Laurel

During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to 312 Marshall Avenue. Parking passes are not needed. Parking is free.

**TEXTBOOK INFORMATION FOR LAUREL**

You can order textbooks online at www.pgccbookstore.com. You also may call 301-546-0912 to order textbooks. Have the syn number of the course ready when you call or access the website. Online or phone purchase requires a credit card.

You can request to have your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-546-0912 for bookstore information.

These courses are offered at Laurel for the spring 2024 semester. To locate the class description and schedule, see the index on page 1 of this schedule.

**LIST OF LAUREL CLASSES/LARL**

Agriculture, Page 8
AGR-322 Intensive Introduction to Urban Commercial Agriculture

Computer Programming, Page 30
TEC-653 Programming Logic and Design

Certified Nursing Assistant, Page 57
NRC-300 Certified Nursing Assistant: Theory
NRC-301 Certified Nursing Assistant: Clinical

HVAC/R, Page 43
HVC-376 HVAC/R Level 2 Part 4
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Robert I. Bickford Natatorium

Pool Hours
Mon, Wed, Fri  8:30 a.m.–8:30 p.m.
Tue & Thu   1:30 p.m.–8:30 p.m.
Saturdays   8:30 a.m.-1:15 p.m.
Sundays     Closed

Daily Admission Prices
Adults: $6
Children: $5
Seniors (60+): $4
College Community (with a valid ID): $2.50

For full details, go to pgcc.edu/go/swim/

We Are Hiring!
- On-call lifeguards
- Part-time lifeguards
- On-call desk attendants
- Other positions

APPLY at: pgcc.peopleadmin.com
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
</table>
| BLHS—Bladensburg High School | 4200 57th Ave.  
Bladensburg, MD 20710 |
| CRHS—Crossland High School | 6901 Temple Hills Road  
Temple Hills, MD 20748 |
| CKAR—Community Development Corp. | 6801 Kenilworth Ave., Suite 203  
Riverdale, MD 20737 |
| ECOF—ECO City Farms | 4913 Crittenden Street  
Edmonston, MD 20781 |
| LCC—Laurel College Center | 312 Marshall Avenue  
Laurel, MD 20707 |
| LDS—Linnel Driving School | 1811 Bright Seat Road  
Landover, MD 20785 |
| Northwestern High School | 7000 Adelphi Road  
Hyattsville, MD 20782 |
| SHS—Suitland High School | 5200 Silver Hill Road  
District Heights, MD 20747 |
| UTC—University Town Center | 6505 Belcrest Road  
Hyattsville, MD 20782 |

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
TUITION (SUBJECT TO CHANGE)

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

TUITION WAIVER

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

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

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

NOTE: Lab fees, textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Records and Registration, 301-546-7422.

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

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

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

NOTE: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Records and Registration, 301-546-7422.

FEES (SUBJECT TO CHANGE)

Registration Fees
Students age 60 and older and Maryland Disabled Persons will pay a $40 registration fee per course for those marked with an asterisk (*) next to the cost of the course. If there is no asterisk (*), the student will pay $25 registration fee per course.

Students younger than 60 will pay a $25 registration fee per section for all courses, state-funded and not state-funded.

If a course is canceled, the fee will be refunded.

Registration fees are nonrefundable. If, however, the College cancels all of the courses in which you are enrolled during a given term, the registration fee will be automatically refunded to you.

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

EMPLOYER-PAID TUITION/ PURCHASE ORDERS

If your employer is paying your tuition:

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

Step 2: Register in person at the Office of Records and Registration in Bladen Hall, Room 126 between 9 a.m. and 4 p.m., Monday–Friday, and present the purchase order (two copies), tuition assistance form or letter of intent at the time you pay your tuition to the Cashier’s Office.

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

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

RETURNED CHECKS

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

If the College receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition.

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

DROPPING A COURSE/REFUNDS

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

Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash the refund will be sent by check to the student’s address of record. If payment was made by a third party, the refund will go to that party. It may take up to 14 business days to process a refund.

If you choose to drop a course after the refund period, it must be done in person at the Office of Records and Registration or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.
# Workforce Development and Continuing Education

## Continuing Education Student Registration

**Send check to:**

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

**PLEASE PRINT CLEARLY**

**Student ID** (if known)
________________________

**Date**
Month / Day / Year

**Semester**
Year: ________

**Name**
Last: __________________________
First: __________________________
Middle Init.: ________

**Address**
Zip: __________________________
Number & Street: __________________________

**Telephone**
Home: __________________________
Cell: __________________________
Work: __________________________

**Date of Birth** (required)
Month / Day / Year

**Ethnicity/Gender**
Native American
Black/African American
White
Multiple
Male
Asian
Hispanic
Pacific Islander
Other
Female

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You MUST complete all of the information above to be properly registered. Missing information may cause your grade to be delayed.

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**Course**
(Letter)

**Synonym #**
(Number)

**Start Date**
(mm) (dd)

**Course Name**

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The registration fee is $25 per course. Maryland residents 60 and over pay $40 per course for those courses with an asterisk (*) next to the price. 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. See the Schedule of Continuing Education Courses for details.

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I certify under penalties of perjury that the information recorded on this application is correct.

I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

**OFFICE USE ONLY**

Date __________________________
Processed by __________________________

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**Student Signature**

________________________

**Email**

________________________

**Date**

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Take the Brakes off and Jump-Start Your Career Today!

Transportation, Distribution, and Logistics Open House

Saturday, April 13, 2024
10 a.m.–1 p.m.
Annex C, Room 002

Come to learn about our programs for CDL, Automotive and Motorcycle Mechanics, Drivers Education, Motorcycle Safety and Licensing, Forklift Certification, and Drone Technology.

RSVP today to tdi@pgcc.edu