1. **ONLINE**

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

pqcc.edu

2. **BY MAIL**

To register by mail, complete the registration form in the inside back cover of this schedule. Mail it along with your check or money order (payable to Prince George's Community College) to:

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

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

3. **IN PERSON**

To register in person, visit the Office of Admissions and Records, Bladen Hall, Room 126 at the Largo campus:

Monday–Thursday 8:30AM–8PM
Friday 8:30AM–5PM

Questions?
Call 301-546-0159
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Registration Information</th>
<th>Online Classes</th>
<th>Off-Campus Class Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 ways to register ........................................</td>
<td>Courses available online ................................</td>
<td>Class locations in the community ...................</td>
</tr>
<tr>
<td>How to Use this Schedule</td>
<td>General Information</td>
<td>Payment Information</td>
</tr>
<tr>
<td>Find your class, register, and find your classroom ................</td>
<td>Services, resources and policies ....................</td>
<td>How to pay for your classes ........................</td>
</tr>
<tr>
<td>Summer 2019 classes</td>
<td>Campus Services Directory</td>
<td>Registration Form</td>
</tr>
<tr>
<td>Class descriptions and schedules ................................</td>
<td>College offices and services ..........................</td>
<td>To register by mail ....................................</td>
</tr>
<tr>
<td></td>
<td>Class Locations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Largo campus map, extension centers ..................</td>
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</tbody>
</table>

# INDEX OF COURSES

| Arts ...................................................... | Creative Writing ........................................ | Music and Performing/Arts ............................ |
| American Sign Language (ASL) ................................ | Culinary Arts .......................................... | Networking (Computer Networking) .................... |
| Apartment Maintenance Technician ................................ | Database Design ........................................ | Non Profit Management ................................|
| Assisted Living Management .................................... | Dental Assisting ...................................... | Notary Public ......................................... |
| Automotive Technology .................................... | Driver Education ...................................... | Nursing Training ...................................... |
| Autobody Repair .......................................... | Early Childhood Education ................................ | Online IT/Computer Courses ........................ ..|
| Business Owners Success Series (BOSS) ........................ | EKG For Health Professionals .......................... | Patient Care Tech ..................................... |
| Building Maintenance Engineer ................................ | Electrical for Construction .......................... | Paytrain Certification ................................|
| Business Skills ......................................... | Event Planning .......................................... | Payroll Human Resources ............................. |
| Career and Personal Finances .................................. | Facility Management .................................... | Personal Enrichment .................................. |
| Carpenter ................................................ | Family Community ........................................ | Personal Trainer ....................................... |
| Casino ................................................... | Fine Arts ................................................ | Pharmacy Technician ..................................
| Certified Medicine Aide ..................................... | Facility Management .................................... | Phlebotomy Technician ................................ |
| Certified Nursing Assistant (CNA/GNA) ........................ | Family Community ........................................ | Photography ............................................. |
| Child Care ............................................... | Fine Arts ................................................ | Physical Therapy Aide ..................................|
| Children's Developmental Clinic ................................ | Fine Arts ................................................ | Police Academy .........................................|
| CISCO Certified Network Associate ................................ | Fine Arts ................................................ | Refuge  ................................................|
| Commercial Driver License A and B .............................. | Fine Arts ................................................ | Residential Maintenance ................................ |
| Communication and Writing .................................. | Fine Arts ................................................ | SAGE (Senior Programing) ............................ |
| Comp TIA A+ ............................................ | Fine Arts ................................................ | Security Officer ...................................... |
| Computer Aided Drafting (AUTOCAD) ............................ | Fine Arts ................................................ | Small Business Skills ................................ |
| Computer Basics ........................................ | Fine Arts ................................................ | Small Gas Engines .....................................|
| Computer Hardware .......................................... | Fine Arts ................................................ | Spanish Language ......................................|
| Computer Networking ........................................ | Fine Arts ................................................ | Teacher Training .......................................|
| Computer Programing ....................................... | Fine Arts ................................................ | Travel Service ..........................................|
| Computer Security ........................................ | Fine Arts ................................................ | Veterinary Assisting ..................................|
| Computer Skills for Business ................................ | Fine Arts ................................................ | Videography ............................................|
| Computers and Information Technology ........................ | Fine Arts ................................................ | Web Design and Management .......................... |
| Construction Core Skills .................................... | Fine Arts ................................................ | Welding ..................................................|
| Construction Electrical ..................................... | Fine Arts ................................................ | Wellness Body/Mind/Spirit ............................|
| Construction Management ..................................... | Fine Arts ................................................ | Youth Program .........................................|
| Conversational Languages .................................... | Fine Arts ................................................ |                                                  |
| CPR (Cardiopulmonary Resuscitation) .......................... | Fine Arts ................................................ |                                                  |

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

Area of study or career field
Program of study or specialization within a career field

HEALTH CARE SUPPORT
PHLEBOTOMY TECHNICIAN
301-546-0878 or 301-546-0796

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

HES-418 Phlebotomy Technician
8.0 CEUs

This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations. Text required at first class. 26 sessions, $880* (includes a $160 lab fee)

89131 MW 1/26–4/29 6:15–9:15 p.m. CHS–2229
87009 S 1/31–5/2 (13 sessions) 9 a.m.–4:30 p.m. CHS–2229

LARGO CAMPUS
Class locations on the Largo campus will be posted online a few days before the class is scheduled to begin. To find your location:
1. Go to www.pgcc.edu and click on “Owl Link”.
2. Click on “Workforce Development & Cont. Ed. Students” and then on “Search Cont. Ed. Classes”.
3. In the Course Code Number box, enter the course number and SYN # for your section (e.g., HES-418 89131).
4. Click “SUBMIT” to see your building and classroom information.

You can find your Largo classroom in person by visiting Bladen Hall, Room 126 (Monday–Thursday 8:30 a.m.–8 p.m., or Friday 8:30 a.m.–5 p.m.) or Marlboro Hall, Room 1095 (Saturday 8 a.m.–4 p.m.).

OTHER LOCATIONS
Class locations at extension centers and other locations will be posted at your site by the site coordinator.
ONLINE COURSES
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! Check below, or browse this schedule to get started. Look for online below course descriptions, and for these codes to tell you which format the course uses:

- E2GO = these courses use the ed2go delivery format
- PTRN = these courses use the ProTrain delivery format
- BLDN = these courses use the Blackboard delivery format

See below for information on registering for classes in each format.

Other scheduling options
Our ed2go online courses can begin any month of the year! If you see an ed2go course that you would like to take, but you would rather start the class in a different month, no problem! At your request, we can set up a class section for you that begins in the month of your choice. Just:

- Go to ed2go.com/pgcc
- Search for your desired course
- Click the ‘Add to Cart’ button
- Choose the month you want to begin the course

For more information
The eLearning Services department can help you access and succeed in our online courses and programs. Please visit us at www.pgconline.com, or contact us at the number or e-mail above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### SUMMER 2019

#### CONTINUING EDUCATION

**SKB-492 Write Fiction Like a Pro** 2.4 CEUs

What's the single biggest difference between professional authors and novices? Professionals know how to structure novels and stories for maximum dramatic effect. This course helps you develop the same story structuring skills the pros use. You will understand how your passion, theme, premise, and characters help you create the structure of your story, and discover how viewpoint, dialogue, pacing, and other techniques are used to build scenes and move your story from beginning to end.

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

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**SKB-307 The Craft of Magazine Writing** 2.4 CEUs

Turn your creativity into bylines as a magazine writer. It’s fun and can generate extra income without a degree. You’ll learn brainstorming techniques to originate ideas for consumer topics, informational pieces, question-and-answer formats, how-to articles and more. While there is a quick review of grammar and language, more importantly, you’ll learn how to research topics, interview the experts, and self-edit your own work. That’s the polish that turns OK writing into publishable words.

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

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**SKB-367 Writing Your Life’s Story** 2.4 CEUs

Has anyone ever told you that you have an incredible life? Do your family and friends really know your heritage and life-altering events that shaped you? This course walks you step-by-step through the process of writing your life story. You will have the opportunity to tell history your way, through your eyes. You may even find a lucrative market for your story. It’s a story only you can tell!

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

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**SKB-403 Travel Writing** 2.4 CEUs

Pack your sense of adventure and organize your determination. You’re going on a trip, and you’ll learn how to translate what you see, hear, taste, touch, and feel into a publishable piece! Not everyone has the time or resources to travel, but you can show it to them. Topics include popular types and trends in travel writing; refreshers on writing styles, skills and grammar; and you’ll learn how to break into the publishers’ world.

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

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**SKB-393 Beginner’s Guide to Getting Published** 2.4 CEUs

Why are some manuscripts instantly rejected without being read? How do format and submit a manuscript to the right decision-maker? Do you know which markets best fit your style? Taught by a successful author, this course will give you instant access to information most writers don’t discover for years. After this step-by-step course, no editor will ever surprise you with buzz words like “on spec” or “kill fee.” You’ll get published – again and again.

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

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**SKB-382 Internet Writing Markets** 2.4 CEUs

The Internet provides unlimited opportunities for writers. Whether fact or fiction, from DIY instructions to sharing experiences, the online market is much broader than traditional publishing. This class explores opportunities from paying publications to setting up a passive income earning stream. We’ll go from the familiar, like online magazines, to the lesser known freelance market. By the end of the course, you’ll have a publishing plan to launch your writing on the Internet!

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

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**SKB-465 Writing Young Adult Fiction** 2.4 CEUs

Teens have discovered the excitement and passion of stories written just for them. Students will learn to master dialogue that resonates with this age group and how imagery makes your story sparkle. You’ll learn about conflict and suspense to grab and hold your readers’ attention. Finally get expert advice on publishing and marketing. You’ll learn how to find an agent, write a synopsis, enter literary contests and discover why on-demand publishing is right for you.

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

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**SKB-722 Beginning Writer’s Workshop** 2.4 CEUs

If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece.

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

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**SKB-724 A Writer’s Guide to Descriptive Settings** 2.4 CEUs

This practical course is filled with hands-on exercises that will help you create fascinating and truly unique works of fiction or nonfiction. You will begin by learning how to improve your powers of observation and description. Then, you will become skilled at gathering and organizing important facts about the people, places, foods, customs, and events in your community. Next, you’ll find out how to incorporate the physical, historical, spiritual, and other characteristics of your present location into your writing to give it a realistic sense of place. By the time you finish this course, you will be well-prepared to convert your everyday observations and experiences into believable characters, memorable settings, and vivid descriptions.

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

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SKB-463 Creativity Training for Writers 2.4 CEUs
What writer doesn’t fear the blank page? Transform your vision into the written word and become writerific! Whether writing a novel or nonfiction, you’ll learn lots of tricks from published writers: Finding the right time and place to write, how to overcome obstacles and build confidence, tips on evaluating, sharing and launching your work. If you’ve ever dreamed of hearing your writer’s voice on the printed page, this class will make it happen! 12 sessions, $150* (includes a $75 lab fee)

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

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

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SKB-409 Advanced Fiction Writing 2.4 CEUs
Do you have a story idea or manuscript you’d like to prepare for publication? Or are you a published author who wants to polish your writing skills? In this course, you’ll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published.

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

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SKB-468 Romance Writing 2.4 CEUs
Romance is the #1 selling genre in mass-market fiction, and readers are clamoring for more! Learn what makes the genre romance and why you fell in love with your favorites. You’ll explore crafting three-dimensional characters and a plot that grabs interest from the first to the last page. Develop a mastery of setting, point of view, tone and pace to make your reader finish with that “Ahh” of satisfaction.

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

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SKB-486 Mystery Writing 2.4 CEUs
From Dan Brown to Dennis Lehane, mysteries are hot on best-seller lists. Beginning with the structure of a mystery, this course will show you how to propel the action to a climax, use special techniques including crime scene description and red herrings. You’ll also get a chance to experiment with viewpoints and see which one works best you. Then, a catharsis in which your readers feel the release of tension for a great finish.

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

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FINE & GRAPHIC ARTS

ART-345 Drawing for the Absolute Beginner 2.4 CEUs
Are you interested in drawing, but don’t know how to get started? Is a studio class too intimidating without having proven your talent? This introduction to art and illustration will give you a creative foundation while you learn about the many tools available to artists — paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, and volume. Get in touch with your creative right brain.

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

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MUSIC & PERFORMANCE ARTS

COM-347 Voice-Overs: Now is Your Time
Use YOUR voice for commercials, videos and more! Given today’s exploding technology, you’ll learn a unique way a lucrative career — Voice Acting! Running a business on your own time and with practically no overhead could be the game changer you’ve been looking for! Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several ADDY Awards and nominations. Instructor: Dan Levine, Such a Voice.

1 session, $59 (includes a $40 lab fee)

47861 S 6/22-6/22 10 a.m.-12 p.m. LCC-205
AUTUMN 2019

CONTINUING EDUCATION

PGCC CERTIFICATE
AUTOMOTIVE TECHNOLOGY

Program Information
Drive your career to new heights! Our courses provide the basic knowledge and skills to start a rewarding career as an entry-level service technician in the high-demand automotive service and repair industry.

Coursework
Courses focus on ASE certification content areas and are designed for both beginner and advanced students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 40 years of experience. Students are eligible to receive a certificate at the successful completion of each course.

Courses include:
- OCC-301 Auto Technician: Basic Theory
- OCC-324 Auto Technician: Brake Systems
- OCC-336 Auto Technician: Engine Performance
- OCC-400 Auto Technician: Electrical Systems
- OCC-437 Auto Technician: Diesel Engine Theory and Maintenance

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.

OCC-301 Auto Technician:
Basic Theory 4.0 CEUs
A hands-on study of the construction, operation and function of all major automotive units. Topics include engine fundamentals, emission control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Textbook required (discussed on the first day of class). Instructor: Toyd Green.
12 sessions, $560* (includes a $60 lab fee)
4919 T 5/7-7/23 6-9:30 p.m. WIC

OCC-324 Auto Technician:
Brake Systems 2.1 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved in operating a vehicle. This class provides students with in-depth knowledge of the latest brake theory, 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 required (discussed on first day of class). Instructor: Toyd Green.
6 sessions, $300* (includes a $30 lab fee)
49183 MW 5/6-5/22 6-9:30 p.m. WTC

OCC-336 Auto Technician:
Engine Performance 1.8 CEUs
This class provides in depth automotive technician theory and hands-on experience in engine performance. Covers engine design and operations, ignition systems, emission controls and On Board Diagnostics (OBDII) systems. Other topics include engine types/construction/support systems, diagnosing engine problems, fuel system construction/operation/maintenance, ignition system/coils/distributors/wiring, testing equipment and troubleshooting. Course based on Auto Service Excellence (ASE) content area testing information. Textbook required (discussed first day of class). Instructor: Toyd Green.
5 sessions, $250* (includes a $30 lab fee)
49184 MW 5/29-6/12 6-9:30 p.m. WTC

OCC-400 Auto Technician:
Electrical Systems 1.8 CEUs
An in-depth, hands-on study of today's automotive electrical systems. Topics include electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems: head and tail, parking, dash and courtesy, stop and hazard, turn signals and backup light, gauges warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Course based on Auto Service Excellence (ASE) content area testing information. Instructor: Toyd Green.
5 sessions, $250* (includes a $30 lab fee)
49186 MW 6/17-7/1 6-9:30 p.m. WTC

OCC-437 Auto Technician:
Diesel Engine Theory & Maintenance 3.5 CEUs
This course prepares for ASE H2, S2 and T2 diesel engine certification exams. Learn about the construction of a diesel engine and its theory of operation. Other topics include common failures of diesel engines and how to diagnose such failures, routine maintenance, cooling and lubrication system, etc. Text required (discussed first day of class). Instructor: Carlos Smith.
10 sessions, $490* (includes a $60 lab fee)
49078 Th 7/25-8/27 6-9:30 p.m. WTC

AUTO BODY REPAIR

PGCC CERTIFICATE
AUTO BODY REPAIR AND REFINISHING I-CAR AUTO COLLISION - NON-STRUCTURAL PL1 CERTIFICATION

Program Information
This program provides both classroom style learning and hands-on practice of the concepts covered. Students will also have the opportunity to learn what skills prospective employers will be looking for, different careers in the Collision Repair Industry, and assistance with preparing a resume to submit to prospective employers. All students will be expected to participate in all activities – both in-class and hands-on. Each student will need to provide and wear steel toed non-slip work boots for all hands-on activities, no loose-fitting or flowing clothing, long hair will need to be tied back and general safety practices will have to be followed. Saturday classes will allow a 30 minute lunch break. The program concludes with the exam necessary to obtain the Non-Structural Platinum Level 1 Technician Designation.

Program requirements
To register for this program, participants must be 16 years of age or older.
OCC-408 I-Car Auto Collision - Non-Structural 9.7 CEUs
This course utilizes the industry-wide accepted I-CAR Curriculum covering all of the areas of the Non-Structural Platinum Level 1 series of training. Topics covered are personal safety, collision theory, exterior part replacement, cosmetic straightening of steel, plastic repair, automotive foams, accessing OEM Repair Procedures, identifying areas of damage, disassembly and reassembly of basic vehicle parts, restoring factory corrosion protection, and an overview of the collision repair process.
20 sessions, $1275* (includes a $850 lab fee)

SMALL ENGINE

OCC-316 Small Gas Engine 2.4 CEUs
This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains the why in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green.
7 sessions, $340* (includes a $40 lab fee)

MAKEUP
301-546-0121 or barinodml@pgcc.edu

MAKEUP ARTISTRY

PGCC CERTIFICATE MAKEUP ARTISTRY
Program information
If you’re looking for a business where you can make your own schedule, becoming a make-up artist may be the one for you.

This program is designed for personal use, aspiring makeup artists, beauty consultants and sales representatives, and will provide individual coaching, demonstration, lecture and hands-on practice for makeup application.

Coursework
Students who successfully complete 18 hours or more of coursework in this area will be eligible to receive the certificate. Our courses include:
- OCU-422 Introduction to Makeup Artistry
- OCU-427 Polished Daytime Makeup
- OCU-423 Advanced Makeup Artistry
- OCU-437 Advanced Professional Makeup
- OCU-436 Bridal and Special Occasion Makeup

Certification
There is currently no license required to become a braider in Maryland. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

For more information
Please see our contact information above.

OCU-437 Advanced Professional Makeup
If you are seeking an advanced makeup class, this is it! Instructor Andi Bradshaw, with over 30 years’ experience, will build on information covered in Professional Makeup for Beginners, including covering blemishes and tattoos, camouflaging birthmarks or pimples, types of primers, and using highlighters and contours. Bring a photo of a look you like, along with your makeup kit (including false lash strips), and learn how you can reproduce it. Practice advanced techniques used by professionals. Prerequisite: Professional Makeup for Beginners or the ability to apply full-face makeup in 30 minutes or less.
2 sessions, $99* (includes a $50 lab fee)

OCU-427 Polished Daytime Makeup
Learn new, flattering application tips for wearing everyday makeup. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the makeup you currently own and recommend additional products (not brands) that will enhance your everyday appearance. Learn the basics of good skin care and the colors that work best for you. Please bring the makeup and skin care products you use to class.
1 session, $69 (includes a $50 lab fee)

OCU-436 Bridal and Special Occasion Makeup
Attending a wedding or other special event encourages you to take your makeup to the next level. With over 30 years of experience in the cosmetology field, Andi Bradshaw will help you achieve a natural, glam appearance. Learn about skin care and practice creating a sophisticated look for that special occasion.
1 session, $69 (includes a $50 lab fee)
OCU-439 Personal Makeup for Beginners

Bring your own clean brushes, skin care lotions and makeup to learn which products (not brands) are best for your skin type, face and eye shape. Discussion will center on “why you need them, what they do and how to use them.” Learn to correct blemishes, create brow shapes, cover dark circles, and produce a false lash look with your own lashes. Every item you need to achieve the flattering look you want - soft and natural or dramatic - will be discussed. Have fun learning how easy it is to apply your own makeup that will last all day and into the evening.
1 session, $69 (includes a $50 lab fee)
4661 1 session 6/29-6/29 9:30 a.m.-12:30 p.m. LCC-205

BUSINESS SKILLS

HUMAN RESOURCES
301-546-0032 or konange@pgcc.edu

PGCC CERTIFICATE HUMAN RESOURCE MANAGEMENT

Program information
Prepare for an entry-level position in Human Resources by obtaining a certificate in Human Resource Management. This program provides a general overview of the dynamic and growing field of HR Management. Core courses address HR fundamentals and provide practical techniques that can immediately be applied to the work setting. Elective courses give you the opportunity to focus on specialized areas, enhance particular skills, and explore emerging trends in the HR management field. Individual courses may be taken without pursuing the overall program certificate.

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

- MGT 728 Principles of Human Resource Management
- MGT 731 Human Resource Law
- MGT 668 Introduction to Employee Benefits
- MGT 667 Introduction to Compensation
- MGT 648 Successful Recruitment, Selection and Placement
- MGT 727 Human Resources’ Role in Organizational Development and Change Management
- MGT 647 Managing Employee Performance
- MGT-663 Essentials of Human Resource Management OR
- 2-3 elective courses (listed below) for a total of 18 course-hours

Courses may be taken in any order. Not all courses are offered every semester. Letters of Completion are awarded for each course completed. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements
To earn the certificate, participants must attend at least 80% of the scheduled class hours for each course.

For more information
Please see our contact information above.

MGT-728 Principles of Human Resource Management 1.2 CEUs
This course will examine the theoretical foundation of the human resource management field the evolution of human resource management planning, recruitment, training and development, performance management, and reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs of human resource management, theories and knowledge of human resource practices in organizations, and performance management issues and processes.
4 sessions, $280* (includes a $45 lab fee)

MGT-731 Human Resource Law 1.2 CEUs
This comprehensive course condenses the most critical legislation and or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics covered, with their associated impacts, include Title VII-Civil Rights Act, PPACA Patient Protection and Affordable Care Act-2010 FMLA (Family and Medical Leave Act) FLSA (Fair Labor Standards Act), Equal Pay Act, Portal to Portal Act and many other human resource laws.
4 sessions, $280* (includes a $45 lab fee)

MGT-667 Introduction to Compensation 1.2 CEUs
This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, and the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention.
4 sessions, $280* (includes a $45 lab fee)

Please see our contact information above.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>MGT-648</td>
<td>Successful Recruitment, Selection and Placement</td>
<td>0.9 CEU</td>
<td>This course is a comprehensive overview of the recruitment function. Participants will study the fundamental principles of workforce development, develop a recruitment strategy, review recruitment methods and identify alternative staffing options, develop and implement selection procedures, (including applicant tracking, interviewing and testing), develop employment offers and conduct negotiations, and evaluate retention strategies and practices. 3 sessions, $265* (includes a $45 lab fee)</td>
<td>48313</td>
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<td>6/12-6/26</td>
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<td>MGT-727</td>
<td>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. 3 sessions, $265* (includes a $45 lab fee)</td>
<td>48314</td>
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<td>8/12-8/15</td>
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<tr>
<td>MGT-735</td>
<td>Managing Generational Diversity in the 21st Century Workplace</td>
<td>0.6 CEU</td>
<td>This course will cover ways for managers to understand roles and challenges associated with the unique values and characteristics of four generations of employees working side by side. Examine each generation based on its management needs and ability to attain organizational goals and objectives. Topics include strategies for talent maximization, the impact of generational differences on today’s work environment, and communication essentials. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models. 1 session, $260* (includes a $45 lab fee)</td>
<td>48307</td>
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<td>MGT-734</td>
<td>HR's Role in Creating a Positive Work Environment</td>
<td>0.6 CEU</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>
<td>48304</td>
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**PAYROLL**

301-546-0032 or 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-693 PayTrain Level 1 (must be taken first) (preparation for the FPC exam)
- MGT-694 PayTrain Level 2 (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.
**MGT-635 PayTrain Level 1 ** 
3.0 CEUs
The PayTrain Level 1 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 paying costly penalties. This course is ideal for new payroll professionals, who support the payroll industry, and are preparing for the FPC exam. PayTrain Level 1 is a prerequisite for the PayTrain Level 2 course. 
5 sessions, $845* (includes a $400 lab fee)

**MGT-694 PayTrain Level 2 ** 
3.6 CEUs
The PayTrain Level 2 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. Please note that the PayTrain Level 1 course is a prerequisite for success on the CPP exam, this course should be taken after completing PayTrain Level 1. 
6 sessions, $910* (includes a $400 lab fee)

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

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

**BUS-540 Start Your Own Small Business ** 
2.4 CEUs
Learn how to take your dream of starting a business and put it into action. In this class, you'll be taught everything you need to know about starting a business including start-up options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones. 
12 sessions, $150* (includes a $75 lab fee)

**BUS-535 Creating a Successful Business Plan ** 
2.4 CEUs
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan increases not only your chances of obtaining financing, but also of keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success. 
12 sessions, $150* (includes a $75 lab fee)
**PGCC CERTIFICATE**

**SMALL BUSINESS SAFETY**

**Program information**
This program offers risk identification and employee safety training to help give companies a competitive edge in the construction industry. By maintaining good risk management and safety controls, businesses can prevent personal and financial losses that affect the business owner's bottom line.

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate:
- Safety Roundtable Discussions (no charge; call 301-546-8233 to register)
- CED-300 SmallBiz Safety CEO
- CST-422 OSHA 10
- OCU-610 OSHA 30

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

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**BUSINESS OWNERS SUCCESS SERIES (BOSS)**

301-546-8233 or sgorham56584@pgcc.edu

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**PGCC CERTIFICATE**

**BUSINESS OWNERS SUCCESS SERIES (BOSS)**

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

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate:
- BUS-427 Accounting and Recordkeeping for Small Business
- BUS-414 Legal Issues that Face Business Owners: Your Business and the Law
- BUS-435 Basic Federal Tax Information for Small Business
- BUS-418 Business Plan: Developing the Blueprint for Success
- BUS-411 Financial Aspects of Your Business
- BUS-440 Marketing Strategies for Today and Tomorrow
- BUS-328 Is Entrepreneurship Really for You?
- BUS-592 Let's do This! Moving from Business Idea to Execution

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

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**CST-422 OSHA 10** 1.0 CEU

This OSHA 10-hour course is designed for construction workers, supervisors, safety coordinators, and others involved in the construction industry. Topics include an introduction to OSHA, general safety and health provisions, fall protection, protective and lifesaving equipment, materials handling safety, tool safety, and equipment safety. Upon completion of this course, students should be able to recognize the basics of occupational safety and health, utilize best practices in identifying, reducing and reporting hazards, and utilize their Department of Labor course completion card to obtain employment.

2 sessions, $185* (includes a $85 lab fee)

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<th>49271</th>
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**BUS-592 Let's Do This! Moving From Business Idea to Execution**

Jumpstart 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 and external resources that will help fund and grow your business. Complete exercises that identify critical elements of your business and discuss elements of the business plan and the many categories of business ventures by examining the many factors that affect your business.

1 session, $40

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<td>8/12-8/12</td>
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**BUS-418 Business Plan: Blueprint for Success** 0.6 CEU

Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Workbooks available for $10 each payable to instructor; Karlene Sinclair-Robinson. 1 session, $70*

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<th>48984</th>
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**BUS-411 Financial Aspects of Your Business** 0.6 CEU

Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and understand the difference between conventional loans and Small Business Administration (SBA) loans. Workbooks available payable to instructor: Thomas Scurllock. 1 session, $70*

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<td>9 a.m.-4 p.m.</td>
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</table>
BUS-427 Accounting and Recordkeeping for Small Business 0.6 CEU
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Thomas Scurlock, CPA. 1 session, $70*
47816 S 5/11-5/11 9 a.m.-4 p.m. LCC-205
47817 S 6/15-6/15 9 a.m.-4 p.m. LCC-205

BUS-435 Basic Federal Tax Information for Small Businesses 0.6 CEU
This course provides guidelines for new or prospective business owners on their rights and obligations under our nation’s tax system. Topics will include types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) who specializes in start-up businesses. Instructor: Thomas Scurlock. 1 session, $70*
47818 S 6/1-6/1 9 a.m.-4 p.m. LCC-205
47819 S 7/13-7/13 9 a.m.-4 p.m. LCC-205

BUS-440 Marketing Strategies for Today and Tomorrow 0.6 CEU
Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood. 1 session, $70*
47793 S 6/1-6/1 9 a.m.-4 p.m. Largo
47805 S 6/8-6/8 9 a.m.-4 p.m. LCC-205
47802 S 6/22-6/22 9 a.m.-4 p.m. Largo
47809 S 7/27-7/27 9 a.m.-4 p.m. LCC-205
47807 S 8/10-8/10 9 a.m.-4 p.m. Largo

BRANDING AND MARKETING 301-546-8233 or sgorham56584@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. The program also provides an overview of appropriate marketing communications channels for increasing profits and building customer awareness, loyalty and satisfaction.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• BUS-548 From Vision to Market Place
• CED-314 Creating Visuals to Brand Your Business
• BUS-538 Marketing Your Business on the Internet
• BUS-575 Social Media Strategies
• BUS-546 Networking Works

For more information
Please see our contact information above.

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 interactive and intensive course will help small business owners understand branding strategies used to promote a business, extend a business brand, and build a business image.
1 session, $50 (includes a $25 lab fee)
48982 S 6/6-6/8 9 a.m.-1 p.m. UTC
48983 S 8/3-8/3 9 a.m.-1 p.m. UTC

BUS-538 Marketing Your Business on the Internet 2.4 CEUs
Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an internet presence and build an online brand identity. You’ll learn how to search engine optimization (SEO) works and how to track your site’s performance using Web analytics. You’ll understand how to use online advertising, e-mail marketing, and social media (including blogs) to drive business to your website. Finally, you’ll learn how to keep your visitors coming back again and again! Throughout the course, you’ll learn to think strategically about marketing your website, products, and services using Internet technologies. You’ll explore how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you’ll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.
12 sessions, $150* (includes a $75 lab fee)
49006 WF 5/7-5/7 online E2GO
49007 WF 6/2-6/2 online E2GO
49008 WF 7/17-7/17 online E2GO
49009 WF 8/14-8/14 online E2GO

GOVERNMENT

BUS-526 Types of Government Contracts 0.5 CEUs
This course provides an introduction to the various types of contracts used by the Federal Government to obtain goods and services. How to determine which type of contract to use and the types of benefit and risk associated with each type will be discussed. Instructor: Pamala Jenkins. 2 sessions, $70*

Prince George's Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
NON-PROFIT MANAGEMENT

BUS-590 Best Practices for Nonprofits
When your message is not articulated clearly, it handicaps your organization’s ability to carry out your mission successfully. Discover the top practices that nonprofit leaders use to communicate well, build a strong reputation and maintain visibility among their target audiences. Instructor: Karen Cheeks.
12 sessions, $150* (includes a $75 lab fee)
Nonprofits are the backbone of communities and the key to bettering the lives of people. In this class, you will learn how to build and maintain visibility among your target audience to become an integral part of one of America’s fastest growing service sectors. This class will cover a wide range of topics for starting and running a nonprofit. "We want to get your message out!" Instructor: Karen Cheeks.
1 session, $40

MGT-649 Introduction to Nonprofit Management 2.4 CEUs
Develop the skills and strategies you need to become an effective leader in the nonprofit arena. This course will show you how to transform your good intentions into a professional plan of action. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit management field. You will learn 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, $150* (includes a $75 lab fee)
MGT-730 Starting a Nonprofit 2.4 CEUs
Do you dream of starting and running your own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots.
12 sessions, $150* (includes a $75 lab fee)

MGM-313 Mini Baccarat Dealer 4.8 CEUs
This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Mini Baccarat 16 sessions, $280*
MGM-314 Roulette I 4.8 CEUs
This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Roulette 1. 16 sessions, $265*
MGM-316 Poker 8.6 CEUs
This continuing education course is for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of poker dealing. 18 sessions, $450*

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, $150* (includes a $75 lab fee)
CASINO TRAINING
warewd@pgcc.edu

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
COMMERCIAL DRIVER LICENSE
443-518-4172 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—ex-
ceeding 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 May 2016 were: tractor-trailer truck drivers, $41,340; school or special client bus
drivers, $30,150; transit and intercity bus drivers, $39,790 (US Department of Labor,

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.

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, Washington DC
  or Virginia
• pass Department of Transportation physical and drug screens
• obtain a CDL Class A learner’s permit
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, Virginia,
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-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 & un-coupling 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
443-518-4172 or e-mail tdi@pgcc.edu for schedule and prerequisite information.

25 sessions, $3950* (includes a $3500 lab fee)
Note: Please call 443-518-4172 or e-mail tdi@pgcc.edu for schedule and prerequisite
information.

CDL-315 Commercial Driver License: Learner’s Permit Preparation 0.7 CEU
This course will prepare students for the Maryland MVA, CDL Class: A or B Com-
mercial Driver License Knowledge permit test. The seven hour course will cover the fol-
lowing topics, general knowledge, air brakes, transporting passengers, school bus and
combination vehicles. It is recommended that students get a Commercial Driver License
Manual at the local Motor Vehicle Admin-istration (MVA) office and read sections 1-6
& 10 prior to start of class. Instructor: Aaron Moore. 2 sessions, $100*

47784 MW 6/17-6/19 6-9:30 p.m. LCC-205
47785 MW 8/19-8/21 6-9:30 p.m. LCC-205

Prince George’s Community College • Transforming Lives • 301-546-PGCC (7422) • 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 443-518-4172 or e-mail TDI@pgcc.edu for prerequisites and schedule information.

**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 effectivity, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.

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

49486 WF 6/24-8/2 online $260

49484 WF 8/14-10/4 online $260

**PGCC CERTIFICATE COMPUTER SKILLS FOR BUSINESS APPLICATIONS**

**Program information**

This six-course certificate program is designed to recognize a student’s achievement in the use of a personal computer for general business applications using the Microsoft Office Suite, including applications for word processing, spreadsheet, and data management. This program will help you gain computer skills that can help you find employment and sharpen your skills in Microsoft Office Suite programs, in a world in which 95% of all jobs require the use of computers.

**Coursework**

Students who successfully complete the following courses will be eligible to receive the certificate. Courses may be taken in any order:

- DPR-841 Introduction to Personal Computers OR Introduction to Windows
- DPR-833 Introduction to Microsoft Word: Level 1
- DPR-830 Introduction to Microsoft Excel: Level 1
- DPR-852 Introduction to Access
- DPR-831 Introduction to PowerPoint
- DPR-832 Advanced PowerPoint

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 bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgcebookstore.com).

For more information

Please see our contact information above.
## COMPUTERS & INFORMATION TECHNOLOGY
301-546-0873 or itcerts@pgcc.edu

### COMPUTER/BASIC

**DPR-841 Introduction to Personal Computers with Windows 10**  
1.2 CEUs  
This course is designed to teach the student the most basic computer skills needed for daily computer operation in a workplace setting in Windows 10. Topics include mouse and keyboarding techniques, navigating around the desktop and within programs, demonstrating the different types of programs most commonly used in a work setting, and basic techniques for opening, creating, editing and saving documents. This class will also present basic information on graphics and the Internet.  
4 sessions, $195* (includes a $95 lab fee)

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<th>End Date</th>
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## MICROSOFT OFFICE
301-546-0873 or itcerts@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 2016 exam:  
• DPR-871 Introduction to Database Management

Students who successfully complete these courses are prepared for the Microsoft Office Specialist in Word 2016 exam:  
• DPR-872 Microsoft Office Specialist (MOS) Word Preparation, Part 1  
• DPR-873 Microsoft Office Specialist (MOS) Word Preparation, Part 2

Students who successfully complete this course are prepared for the Microsoft Office Specialist in Excel 2016 exam:  
• DPR-874 Problem Solving with Spreadsheets: 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

### DPR-920 Introduction to Microsoft Word 2019  
1.7 CEUs  
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Word 2019. Topics include the Microsoft Word 2019 interface, adding, editing and modifying of text in documents; using the default page settings, page breaks, and cover pages.  
3 sessions, $270* (includes a $95 lab fee)

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### DPR-919 Introduction to Microsoft Excel 2019  
1.7 CEUs  
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2019. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros.  
3 sessions, $270* (includes a $95 lab fee)

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Show your team spirit by attending one of our many athletic activities.

- men’s and women’s basketball
- men’s and women’s soccer
- men’s baseball and women’s softball
- men’s and women’s indoor track
- men’s and women’s outdoor track
- men’s and women’s cross-country
DPR-874 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. 30 sessions, $420* (includes a $150 lab fee)

DPR-911 MOS and ICS Certification Testing
This is the actual exam to take the Microsoft Office Specialist Exam (MOS) for word, excel or access or the Internet and Computing Core (IC3) exam. Students must purchase the voucher at certiport.com before they come for the exam. Each registration is for one specialty exam. On the day of the exam, students must bring their voucher and a photo of identification. 1 session

DPR-833 Introduction to Microsoft Word 2016 1.8 CEUs
This introductory course is designed for students currently in the workforce that need Microsoft Word 2016 knowledge in order to qualify for advancement. Topics will include how to create and modify documents, manipulating text, and printing your documents. Additional topics include creating and saving a document, file management, editing techniques, multiple page, and merging documents. 6 sessions, $270* (includes a $95 lab fee)

DPR-880 Introduction to Microsoft Excel 2016 1.8 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, using macros, charts and graphs, utilizing functions to determine formulas and statistics. 6 sessions, $270* (includes a $95 lab fee)

DPR-852 Introduction to MS Access 2016 1.8 CEUs
This course introduces the Microsoft Access 2016 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data. 6 sessions, $270* (includes a $95 lab fee)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ENTRY-LEVEL ADMINISTRATIVE
301-546-0873 or itcerts@pgcc.edu

PGCC CERTIFICATE
ENTRY-LEVEL ADMINISTRATIVE ASSISTANT

Program information
This program is designed to recognize a student’s achievement in both Microsoft Office Suite and office procedures and practices. Skills include providing support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Tech-savvy administrative assistants are in great demand, and typically have higher-level responsibilities than secretaries and office clerks. Almost half a million secretarial and administrative jobs will be added to the labor market through 2020, according to U.S. Bureau of Labor Statistics projections.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate. Courses may be taken in any order:

- DPR-778 Applied Office Skills
- DPR-833 Introduction to Microsoft Word: Level 1
- DPR-830 Introduction to Microsoft Excel: Level 1
- DPR-852 Introduction to Access
- DPR-831 Introduction to PowerPoint

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, participants 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.

HELP DESK
301-546-0873 or itcerts@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.

- DPR-535 Help Desk Technology: Part 1
- DPR-536 Help Desk Technology: Part 2
- DPR-846 Troubleshooting Windows
- DPR-809 Troubleshooting MS-Word
- DPR-810 Troubleshooting MS-Access
- DPR-811 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.

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

3 sessions, $150* (includes a $30 lab fee)

48719 MW 6/17-6/24 6:30-9:30 p.m. CE-113
48720 MW 7/29-8/5 6:30-9:30 p.m. CE-113
47823 TTh 5/6-5/13 6:30-9:30 p.m. LCC-205
DPR-535 Help Desk Technology: Part 1 0.6 CEU
This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: basic understanding of the personal computer, the network environment and Windows (any version).
2 sessions, $110* (includes a $50 lab fee)
48909 TTh 5/7-5/9 6:30-9:30 p.m. CAT-135
47830 MW 6/3-6/5 6:30-9:30 p.m. LCC-205

DPR-536 Help Desk Technology: Part 2 0.6 CEU
This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version).
2 sessions, $110* (includes a $50 lab fee)
48910 TTh 5/21-5/23 6:30-9:30 p.m. CAT-135
47827 MW 6/17-6/19 6:30-9:30 p.m. LCC-205

DPR-846 Troubleshooting MS Windows-10 0.9 CEU
In this nine-hour course, the student will review common error messages within the MS-Windows product and practice to resolve them. They will also learn how to resolve other problems to keep the personal computer operating at its peak capacity.
3 sessions, $150* (includes a $50 lab fee)
48912 TTh 6/25-7/2 6:30-9:30 p.m. CAT-135
47824 MW 7/15-7/22 6:30-9:30 p.m. LCC-205

DPR-809 Troubleshooting MS-Word for Help Desk Technology 0.9 CEU
In this hands-on class, students will explore typical Windows and Microsoft Word error messages and see how to resolve them as well as other ways to keep the personal computer operating at its peak capacity.
3 sessions, $150* (includes a $50 lab fee)
48911 TTh 6/4-6/11 6:30-9:30 p.m. CAT-135
47828 MW 6/24-7/1 6:30-9:30 p.m. LCC-205

DPR-889 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, $150* (includes a $75 lab fee)
49138 WF 5/15-7/5 online E250
49193 WF 6/12-8/2 online E250
49140 WF 7/17-9/6 online E250
49141 WF 8/14-10/4 online E250

DPR-880 Oracle Database SQL 2.4 CEUs
In this course you will learn the fundamentals of SQL using Oracle Database Technology. The course provides knowledge and skills in manipulating, restricting, and sorting data; using single, group and conversion functions; using set operators; using subqueries; controlling user access; managing schema objects; and many more. This course will prepare you for the Oracle Database SQL 1Z0-071 exam to earn Oracle Database SQL Certified Associate certification, which is a first step to other Oracle certifications.
8 sessions, $336* (includes a $100 lab fee)
47820 M 6/3-7/22 6:30-9:30 p.m. LCC-205
**Web Design & Management**

301-546-0873 or itcerts@pgcc.edu

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**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:

- **DPR-892** Responsive Web Design 1
- **DPR-894** Responsive Web Design 2
- **DPR-895** Responsive Web Design 3
- 3 additional “DPR” and/or “VID” courses as listed in the schedule of classes (please note that not all courses are offered every term)

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.

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**DPR-892 Responsive Web Design I** 1.5 CEUs

This first course in the series covers the latest in HTML, CSS and JavaScript techniques. Take your skills to the next level by learning to style and design beautiful mobile-responsive websites with the Bootstrap framework. Implement easy drag-and-drop techniques to create websites that scale to fit any mobile device screen for greater engagement with your target audience. Learn the basics of web layout without coding. Please bring a USB drive to the first class.

5 sessions, $240* (includes a $100 lab fee)

| 48704 | MW | 5/6-5/20 | 6-9 p.m. | CAT-135 |

**DPR-894 Responsive Web Design II** 1.5 CEUs

Take your web design skills up a notch! Learn how to use Coffee Cup built-in tools to manage elements and modify components, including how to change layouts, modify font properties and appearances in minutes. Expand your knowledge of responsive design by going deeper into using Cascading Style Sheets (CSS) class selectors, columns, grids, font icons and glyphs, and embedded multimedia objects like video, interactive elements and more. Please bring a USB drive to the first class.

5 sessions, $240* (includes a $100 lab fee)

| 48705 | MW | 6/3-6/17 | 6-9 p.m. | CAT-135 |

**DPR-895 Responsive Web Design III** 1.5 CEUs

Learn advanced responsive design techniques for creating engaging front pages that use background video and carousels to excite and attract attention. Dive deeper into design and typography tools for creating stunning website layouts, including flexbox and other advanced elements. Please bring a USB drive to the first class.

5 sessions, $240* (includes a $100 lab fee)

| 48706 | MW | 7/8-7/22 | 6-9 p.m. | CAT-135 |

**ILIFE**

**APP-432 iPad: The Basics** 0.3 CEU

This course provides hands-on training in basic skills to efficiently operate an iPad for personal use. Students will discover how to properly care for their iPad, navigate the settings menu, and download apps onto their device. Basic device set ups will also be discussed.

1 session, $60

| 49448 | S | 6/15-6/15 | 9:30 a.m.-12:30 p.m. | CAT-135 |

| 49449 | S | 7/27-7/27 | 9:30 a.m.-12:30 p.m. | CAT-135 |
QUICK GUIDE USING MAC

APP-300 Quick Guide: Using the Mac: Part 1  0.6 CEU
Explore the new features of the latest Mac OS to make routine tasks easier. In addition, you will discover functions of many desktop components, Control Panel, Dock, locate lost files, improve your file management style, connect to WIFI devices, and perform keyboard short cuts in any application and more. Includes discussions on online safety and security tips using any Apple device, and the importance of the Time Machine. Lastly, demonstration of ways Disk Utility’s First Aid to resolve a few computer issues.
2 sessions, $80* (includes a $35 lab fee)

48698  S  6/22-6/29  9:30 a.m.-12:30 p.m.  CAT-137

APP-301 Quick Guide: Using the Mac: Part 2  0.6 CEU
This course is a continuation of using your Mac OS. Discover how to use built-in apps Mac bundle Contacts, Calendar, and Reminder to sync with your mobile devices. Discuss safer and more secure practices to use while surfing the web, including Incognito and Do Not Track. Learn iCloud keychain to securely store passwords. Understand how Cloud based applications work. Get tips on using the System Preferences and Disk Utilities to keep your computer running smoothly.
2 sessions, $80* (includes a $35 lab fee)

48699  S  7/13-7/20  9:30 a.m.-12:30 p.m.  CAT-137

GRAPHIC ART/DESIGN

DPR-779 Intro to Illustrator CS6  2.4 CEUs
If you want to get a job as a graphic artist, you need to learn Adobe Illustrator. In this course, you will see how Adobe Illustrator CS6 can give you the power to design, draw, and color images quickly and easily. From drawing objects with the shape tools to mastering the all-important Pen tool to working with shape gradients, you will gain the techniques you need to produce stunning vector graphics. You will be shown how to apply and work with color, create shading effects and painterly brushstrokes, and add special effects such as 3D to your drawings that will set your work apart. You can also easily move designs back and forth between Photoshop and Illustrator to take advantage of the strengths of both programs.
12 sessions, $150* (includes a $75 lab fee)

49012  WF  5/15-7/5  online  E2GO
49013  WF  6/12-8/2  online  E2GO
49014  WF  7/17-9/6  online  E2GO
49015  WF  8/14-10/4  online  E2GO

DPR-808 Real World Graphic Design  1.8 CEUs
Real life, real-time graphic and web design projects using Adobe Photoshop and Adobe Illustrator. This course is a series of projects aimed at solving the “real world” problems ordinary people and graphic designers face in their day-to-day life as designers and business owners. The projects offer practical demonstrations of how to use Photoshop, Illustrator & InDesign software. These practical examples of the type of work one might encounter is also fun, are impressive examples of what you can achieve with this powerful software. Dive right in you’ll be creating graphics within 2 class sessions!
6 sessions, $270* (includes a $95 lab fee)

48668  Th  7/8-7/24  6-9 p.m.  CAT-103

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

48669  S  6/1-6/29  9 a.m.-3:30 p.m.  CAT-103
COMPUTER SECURITY
NATIONAL CERTIFICATION EXAM PREPARATION-INFORMATION SECURITY

Program information
PGCC offers preparation for three 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.
- Coursework: DPR-702 Computer Security/Security+
- 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: CISSP Preparation classes
- Exam: CISSP exam or Systems Security Certified Practitioner (SSCP) exam
- Visit www.isc2.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.

Show your team spirit by attending one of our many athletic activities.
- men's and women's basketball
- men's and women's soccer
- men's baseball and women's softball
- men's and women's indoor track
- men's and women's outdoor track
- men's and women's cross-country
America’s Promise Securing the Cloud at PGCC offers three certification opportunities, IT Fundamentals, Net+ and AWS Academy Cloud Foundations, with cohorts running continuously through 2020. This tuition free program will open the door for students from a variety of backgrounds to take advantage of intensive technology training, provide them with the tools needed to align their skills with 21st century technology needs, and prepare for high-demand, emerging technology workforce opportunities.

Coursework:

**CompTIA IT Fundamentals**
Learn essential IT skills and concepts, developing a broader understanding of IT essential to perform tasks required of the advanced end-user and entry-level IT professional.

**CompTIA Network+**
Gain an understanding of local area networks including installation and operation of a computer network from the physical as well as the software and user perspective. Students will design, build and test working networks and associated wiring. Emphasis will be placed on LAN hardware, software, standards and protocols.

**AWS Academy Cloud Foundations**
AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

Program Requirements
- Securing the Cloud candidates must be:
  - Maryland State Resident
  - Unemployed, underemployed / Technology worker seeking skills development
  - Possess a high school diploma/GED and /or some college experience
  - Current IT worker or possess relevant IT experience and an ability to excel in IT
  - Veteran of the Armed Services are encouraged to apply
- Students should have taken INT-1010, Network+ or equivalent knowledge, a positive attitude and willingness to fully participate in a demanding course of study and dedicate the time required to complete coursework and take certification exams per the cohort schedule.

For more information
Please contact Janet Andrews at andrewjx@pgcc.edu

**DPR-912 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.

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

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**DPR-882 Ethical Hacking Certification Prep** 4.5 CEUs
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. This course is designed for those interested in systems and application security or who want to take the EC-Council’s Certified Ethical Hacker (CEH) exam (312-50).

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

| 49284 | MTWThF 6/3-7/25 | 6:30 a.m.-9 p.m. | online | ONLN |

**DPR-849 Security+ Certification Preparation Bootcamp** 3.8 CEUs
This course, designed for information assurance and cyber security professionals, provides instruction to prepare for the Security+ certification exam. Topics include network security, compliance and operational security, threats and vulnerabilities, application, data and host security access control and monitoring and responding to network attacks. This course is a great review for those who have taken Security+ and need additional assistance in preparing for the exam.


5 sessions, $450* (includes a $150 lab fee)

| 48672 | MTW 6/3-6/14 | 6:30 p.m. | CAT-107 |

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
NETWORKING
301-546-0873 or itcerts@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: DPR-735 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
- This certificate validates a professional’s ability to understand, configure, operate, and troubleshoot medium-level switched and routed networks; also includes verification and implementation of connections via remote sites using WAN
- Coursework: CCNA 1, CCNA 2, CCNA 3 and CCNA 4. This in-depth series prepares you to test for Cisco Certified Network Associate Routing and Switching (CCNA R&S) certification through the Cisco Networking Academy. Individuals holding this certification are qualified to design, operate, and maintain networking systems using switches and routers.
- Exam: CCNA Routing and Switching
- Visit http://www.cisco.com for more information

Cisco CCENT Certification
- This certificate validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security.
- Coursework: CCNA 1 and CCNA 2
- Exam: CCENT: Interconnecting Cisco Networking Devices Part 1 100-105 ICND1
- Visit http://www.cisco.com for more information

Program requirements
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
COMPUTER PROGRAMMING

DPR-883 Programming in Java 7.5 CEUs
This course will teach students programming Logic and Design, and applies 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.
30 sessions, $440* (includes a $140 lab fee)
49176 MT WTh 6/3-7/3 8-11:55 a.m. CAT-215

HARDWARE
301-546-0873 or itcerts@pgcc.edu

DPR-320 Repair and Maintenance of Personal Computers 1.2 CEUs
Learn how to differentiate between hardware and software-related problems. Topics will include basic safety tips and the care and feeding of the hard disk drive. Prerequisites: Introductory-level knowledge of MS-DOS or Windows. Required textbook. A tool kit is included in the price of the course.
4 sessions, $210* (includes a $55 lab fee)
49422 F 6/7-6/29 6-9 p.m. ANX-043

NATIONAL CERTIFICATION

COMPTIA A+
Program information
A+ certification demonstrates understanding of the most common hardware and software technologies in business and certifies the skills necessary to support complex IT infrastructures. A+ certified professionals have mastered the technologies found in today’s extensive and varied IT environments, from mobile to traditional devices and operating systems.
Coursework
Students who successfully complete the following courses will gain the expertise needed to work as a computer service technician, troubleshooting and repairing PC’s, and be prepared to sit for the CompTIA A+ 220-901 and 220-902 exam:
- DPR-697 CompTIA A+ Certification Preparation: Part 1
- DPR-698 CompTIA A+ Certification Preparation: Part 2

Program requirements
Both programs require intermediate computer skills with experience in DOS. Students should bring a USB compatible flash drive to all class sessions.
For more information
Please see our contact information above.

DPR-697 CompTIA A+ Certification Preparation: Part 1 6.0 CEUs
This course is the first of a two part series designed to train those who want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field.
20 sessions, $670* (includes a $150 lab fee)
49420 MWTTh 5/20-7/5 6-9:45 p.m. ANX-043

DPR-698 CompTIA A+ Certification Preparation: Part 2 6.0 CEUs
This course is the second of a two part series designed to train those who want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Prerequisite: successful completion of CompTIA A+ Certification Preparation Part 1. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field.
20 sessions, $670* (includes a $150 lab fee)
49421 MWT 7/8-8/22 6-9:45 p.m. ANX-043
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**ONLINE TRAINING**
301-546-0873 or itcerts@pgcc.edu

**ONLINE IT TRAINING**
PGCC partners with national training provider ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. To see a complete list of courses available online, please visit www.ed2go.com/pgcc. Click on Computer Applications or Technology to get started.

**Registration**
To register for these courses, please follow the instructions in the elearning section at the back of this schedule.

**Program requirements**
To register for these courses, participants must have Internet access and an e-mail account.

**For more information**
Please see our contact information above.
DPR-431 Introduction to Networking 2.4 CEUs
This course is for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: basic knowledge of the PC and Windows. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows ’95 or higher. 12 sessions, $150* (includes a $75 lab fee)

48820 WF 5/5-7/5 online E260
48822 WF 6/12-8/2 online E260
48823 WF 7/17-9/6 online E260
48825 WF 8/14-10/4 online E260

DPR-591 Intermediate Networking 2.4 CEUs
Topics include virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows ’95 or higher and completion of Introduction to Networking. 12 sessions, $150* (includes a $75 lab fee)

48878 WF 5/5-7/5 online E260
48879 WF 6/12-8/2 online E260
48880 WF 7/17-9/6 online E260
48881 WF 8/14-10/4 online E260

DPR-840 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, $150* (includes a $75 lab fee)

49100 WF 5/5-7/5 online E260
49101 WF 6/12-8/2 online E260
49102 WF 7/17-9/6 online E260
49104 WF 8/14-10/4 online E260

DPR-824 Introduction to Microsoft Word 2013 2.4 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include how to create, edit, format, and print a document using the basic features of Word. 12 sessions, $150* (includes a $75 lab fee)

49076 WF 5/5-7/5 online E260
49077 WF 6/12-8/2 online E260
49078 WF 7/17-9/6 online E260
49079 WF 8/14-10/4 online E260

DPR-827 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, $150* (includes a $75 lab fee)

49080 WF 5/5-7/5 online E260
49081 WF 6/12-8/2 online E260
49082 WF 7/17-9/6 online E260
49083 WF 8/14-10/4 online E260

DPR-451 Computer Skills for the Workplace 2.4 CEUs
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will 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, $150* (includes a $75 lab fee)

48847 WF 5/5-7/5 online E260
48850 WF 6/12-8/2 online E260
48851 WF 7/17-9/6 online E260
48852 WF 8/14-10/4 online E260

DPR-394 Introduction to Buying and Selling on eBay 2.4 CEUs
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. 12 sessions, $150* (includes a $75 lab fee)

48818 WF 5/5-7/5 online E260
48814 WF 6/12-8/2 online E260
48816 WF 7/17-9/6 online E260
48817 WF 8/14-10/4 online E260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### DPR-819 Advanced CSS3 and HTML5 2.4 CEUs
This course will teach you how to take advantage of HTML5 “semantic” tags that make page design far more intuitive. Learn to use HTML5 to provide video that works in any environment, how to wield new CSS3 features essential for fast-loading, exciting, and interactive websites, especially mobile sites. You will create complex gradient blend backgrounds for pages and page elements, without using image files.

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

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

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

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### PGCC CERTIFICATE MICROSOFT OFFICE 365 SKILLS (ONLINE)

#### Program information
Earn any of our 4 certificates in these essential skills with 100% online coursework! PGCC partners with 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 for each certificate below, and pass the course exams, will be eligible to receive the certificate shown:

- **Microsoft Word 2016 Certificate**
  - DPR-843 Introduction to Microsoft Word 2016
  - DPR-866 Intermediate Microsoft Word 2016

- **Microsoft Excel 2016 Certificate**
  - DPR-836 Introduction to Microsoft Excel 2016
  - DPR-867 Intermediate Microsoft Excel 2016

- **Microsoft Access 2016 Certificate**
  - DPR-838 Introduction to Microsoft Access 2016

#### Registration
To register for these courses, please follow the instructions in the e-learning section at the back of this schedule.

#### Program requirements
To register for these courses, participants must have Internet access and an e-mail account.

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

### DPR-843 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, $170* (includes a $80 lab fee)**

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### DPR-866 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, $170* (includes a $80 lab fee)**

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### DPR-709 Introduction to Microsoft Excel 2013

2.4 CEUs  
These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.  
12 sessions, $150* (includes a $75 lab fee)

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### DPR-887 Microsoft Excel – Pivot Tables

2.4 CEUs  
This course is intended for professionals who want to improve their data analytic skills to more effectively and efficiently aggregate and analyze business data. It provides instruction on the reporting, analysis and statistical features in Microsoft Excel which allow individuals to efficiently and effectively analyze business and operational data. Topics include pivot table concepts and use, data analytics and statistical concepts, and application of these concepts to sample data and case studies.  
12 sessions, $150* (includes a $75 lab fee)

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### DPR-836 Introduction to Microsoft Excel 2016

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

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### DPR-867 Intermediate Microsoft Excel 2016

2.4 CEUs  
In this course, you will learn dozens of shortcuts 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, $170* (includes a $80 lab fee)

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### DPR-723 How to Get Started in Game Development

2.4 CEUs  
Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences.  
12 sessions, $150* (includes a $75 lab fee)

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### DPR-708 Introduction to Microsoft Access 2013

2.4 CEUs  
This course will help you master Access and put it to creative and confident use and take control of your data! You will be shown how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records. You will develop not only strong Access skills, but a solid understanding of good database design concepts.  
12 sessions, $150* (includes a $75 lab fee)

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### DPR-838 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, $170* (includes a $80 lab fee)

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DPR-868 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, $150* (includes a $75 lab fee)

DPR-463 Introduction to SQL 2.4 CEUs
Topics include how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data, to reformat retrieved data with calculated fields and how to merge columns, create alternate names for columns, extracting data from multiple tables simultaneously using joins and sub queries. In addition, you'll learn how to manipulate data using the INSERT, UPDATE, and DELETE statements. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience.
12 sessions, $150* (includes a $75 lab fee)

DPR-759 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, $150* (includes a $75 lab fee)

DPR-812 Introduction to Microsoft PowerPoint 2013 2.4 CEUs
Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you will learn how to use Microsoft PowerPoint 2013 or PowerPoint 365 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish. You will be taught how to plan a presentation for your audience, format it with themes and color, and use slide and layout masters to make global changes. You will embellish your slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and learn to add multimedia effects to create animated presentations.
12 sessions, $150* (includes a $75 lab fee)

DPR-835 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, $170* (includes a $80 lab fee)
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 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 listed for each certificate below, and pass the course exams, will be eligible to receive the certificate shown:

Creating Wordpress Websites Certificate
• DPR-741 Creating WordPress Websites
• DPR 765-Intermediate WordPress Websites

Java Programming Certificate
• DPR-329 Java for the Beginner
• DPR-651 Intermediate Java Programming

C# Programming Certificate
• DPR-435 Introduction to C# Programming
• DPR-636 Intermediate C# Programming

Networking Certificate
• DPR-431 Introduction to Networking
• DPR-591 Intermediate Networking

Registration
To register for these courses, please follow the instructions in the e-learning section at the back of this schedule.

Program requirements
To register for these courses, participants must have Internet access and an e-mail account.

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

DPR-479 C++ for the Absolute Beginner 2.4 CEUs
See how to program in C++, even if you have no prior programming experience. Explore ways to create programs for Microsoft Windows using Borland C++ Builder, and Object-Oriented techniques. Explore ways to create windows and forms, and how to program in a step-by-step manner. Requirement: Borland C++ Builder, standard edition of 5.0 is preferred, Internet access and basic PC knowledge.

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

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DPR-792 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 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, $150* (includes a $75 lab fee)

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

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

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

12 sessions, $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
DPR-762 Advanced Web Pages  2.4 CEUs
In this course you will be taught to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You will also build forms that collect information and embed video that works in all browsing environments. Along the way, you will explore aesthetics, color scheming, and accessible Web page design.
12 sessions, $150* (includes a $75 lab fee)

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DPR-724 Introduction to Google Analytics  2.4 CEUs
Learn how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left. The course guides you step by step, report by report, through the major parts of the Google Analytics interface.
12 sessions, $150* (includes a $75 lab fee)

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DPR-717 Introduction to Dreamweaver CS6  2.4 CEUs
In this course, you will be taught how to use Dreamweaver’s intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. You will be shown how to work with images, and build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies.
12 sessions, $150* (includes a $75 lab fee)

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DPR-781 Introduction to JavaScript  2.4 CEUs
The course begins with the basics of and moves 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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DPR-329 Java for the Beginner  2.4 CEUs
Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. We’ll also use BlueJ, a graphical development environment designed especially for students. Both are free open-source products, and you can download them. By the time we’re done, you’ll be comfortable with Java programming and ready for more.
12 sessions, $150* (includes a $75 lab fee)

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DPR-651 Intermediate Java Programming  2.4 CEUs
Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java’s class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools.
12 sessions, $150* (includes a $75 lab fee)

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DPR-540 Introduction to PHP and MySQL  2.4 CEUs
See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web.
12 sessions, $150* (includes a $75 lab fee)

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</table>

DPR-844 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 for 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, $150* (includes a $75 lab fee)

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<thead>
<tr>
<th>Course Code</th>
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</table>
**DPR-670 Introduction to PC Security** 2.4 CEUs

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

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

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<tr>
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</table>

**DPR-636 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, $150* (includes a $75 lab fee)

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

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

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

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</tbody>
</table>

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

Discover how to use WordPress, the world’s most popular Web page publisher, to create and manage dynamic websites and blogs without any technical coding! You will be taught everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. You will find out how to use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure.

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

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</table>

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

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

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

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<tr>
<th>Course Code</th>
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**DPR-707 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 as you prepare a range of print and online products for a fictional company. You will discover how the program features relate to producing actual usable documents and explore the best ways to create different types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices.

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

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</table>

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**MILITARY STRONG**

**AT PRINCE GEORGE’S COMMUNITY COLLEGE**

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

Explore the possibilities with certifications in Information Technology, Health Care, and Real Estate. For more information, contact 301-546-0159

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### DPR-780 Introduction to InDesign CS6

<table>
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</table>

2.4 CEUs

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

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

### CONSTRUCTION

301-546-0964 or westphalia@pgcc.edu

### 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-391 Construction Math

4.2 CEUs

This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. 14 sessions, $425*

<table>
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<tr>
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### NATIONAL CERTIFICATION APARTMENT MAINTENANCE TECHNICIAN

**Program Information**

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

**Coursework and credential requirements**

Students who successfully complete OCU-611 and the following requirements will be eligible to earn the CAMT credential:

- Complete one year of apartment or rental housing maintenance experience
- Meet all examination requirements within 24 months of declaring candidacy for CAMT

**For more information**

Please see our contact information above. For information on certification, please visit [http://stg.naahq.org/learn/education/certification-for-apartment-maintenance-technicians](http://stg.naahq.org/learn/education/certification-for-apartment-maintenance-technicians).
OCU-611 Apartment Maintenance Technician Program 9.0 CEUs
This 90-hour course provides the knowledge and hands-on training for building and apartment maintenance careers. Topics will include interior and exterior maintenance and repair, electrical maintenance and repair, plumbing maintenance and repair, heating, ventilation, and air conditioning maintenance and repair, and appliance maintenance and repair.
26 sessions, $995* (includes a $275 lab fee)
4793 1 Th 5/2-7/2 4:30-9:30 p.m. WTC

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

PGCC CERTIFICATE BUILDING MAINTENANCE ENGINEER
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 4.5 CEUs
• OCU-402 Building Maintenance Engineer: Level 2 4.5 CEUs

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. Should be taken concurrently with OCU-402. Topics include safety and preventive maintenance procedures; basic math, hand and power tools; general residential repair (e.g., locks, screens, blinds, window glass); hardware and fasteners; roofing, floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook: Readers Digest New Fix it Yourself Manual.
15 sessions, $575* (includes a $25 lab fee)
48784 S 8/3-1/9 8:30-11:30 a.m. STC

OCU-402 Building Maintenance Engineer: Level 2 4.5 CEUs
Provides hands-on training to coincide with the knowledge training provided in OCU-404. Should be taken concurrently with OCU-404. Textbook: Readers Digest New Fix it Yourself Manual.
15 sessions, $575* (includes a $25 lab fee)
48786 S 8/3-1/9 12-3 p.m. STC

CARPENTRY

CRP-301 Introduction to Carpentry: Part 1 4.8 CEUs
This is the first level of the National Center for Construction Education and Research (NCCER) curriculum for carpentry students. Topics will include: an orientation to the trade, basic safety, building materials, fasteners and adhesives, hand and power tool usage, and blueprint reading. Text, basic tools, and calculator required. Prerequisite: OCU-410. Note: Due to scheduling, required OCU-410: Introductory Craft Skills (Core) may be completed concurrently.
24 sessions, $630* (includes a $80 lab fee)
48068 MW 5/6-7/1 6-9 p.m. WTC

COMPUTER-AIDED DRAFTING (AUTOCAD)

INDUSTRY CERTIFICATIONS
COMPUTER AIDED-DRAFTING (AUTOCAD)
Program information
Computer-Aided Drafting provides students with the background required to obtain entry-level employment in the computer-aided drafting (CAD) field. Students will learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• CST-440 AutoCAD Revit Architecture and BIM. This course covers the topics for the Revit Architecture (Imperial) Exam.
• CST-441 Introduction to Computer Aided Drafting with AutoCAD. This course covers topics for the AutoCAD Certified Professional Exam.

Information on the exam can be found by going to www.certiport.com and search on Autodesk Certified Professional.

Program requirements
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.

CST-441 Introduction to CAD with AutoCAD 4.2 CEUs
This course covers the basic concepts of computer-aided drafting using the latest version of AutoCAD to produce basic engineering and architectural drawings. This course covers the topics for the Revit Architecture (Imperial) exam. Meets concurrently with credit course ENT-1600.
14 sessions, $440* (includes a $140 lab fee)
49764 1 Th 6/4-7/23 6-9:30 p.m. Largo, CAT-315

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

CONSTRUCTION CORE SKILLS
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.

OCU-408 CORE: Introductory Craft Skills: Part 1
3.9 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, basic communication skills and employability skills. Textbook required: NCCER Core Curriculum (5th edition).
13 sessions, $520* (includes a $20 lab fee)
48057 MW 5/6-7/1 6-9 p.m. WTC
48797 MW 6/24-8/5 6-9 p.m. STC

OCU-416 CORE: Introductory Craft Skills: Part 2
3.6 CEUs
This is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include hand and power tools, construction drawings, and materials handling. Textbook (required at first class): NCCER Core Curriculum, (5th edition).
12 sessions, $485* (includes a $20 lab fee)
48798 MW 8/19-9/25 6-9 p.m. STC

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-323 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-350 Electrical: Level 4, Part 1
- 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.
<table>
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<td>ELC-308</td>
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<td>CST-437</td>
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<td>HVC-340</td>
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### Program Information

#### Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)

**INTRODUCTION**

HVAC/R 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 (above)
- HVC 332 HVAC/R Level 1 Part 1
- HVC 331 HVAC/R Level 1 Part 2

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.

---

**HVAC/R**

301-546-0964 or westphalia@pgcc.edu

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**PGCC CERTIFICATE**

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

**Program Information**

HVAC/R 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 (above)
- HVC 332 HVAC/R Level 1 Part 1
- HVC 331 HVAC/R Level 1 Part 2

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-336 HVAC/R Level 2: Part 3  5.3 CEUs
This course is part of the NCCER HVAC/R Level 2 curriculum for HVAC/R students. Topics include troubleshooting basic maintenance, chimney and vent flues, sheet metal duct work. Prerequisite: HVC-335: HVAC/R Level 2: Part 2. Textbook required.
14 sessions, $615* (includes a $125 lab fee)

48792  MW  8/7-9/25  6-9:30 p.m.  STC

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

PGCC CERTIFICATE GENERAL LOCKSMITHING

Program Information
This program offers comprehensive hands-on lab and lecture training for individuals interested in locksmithing. At the conclusion of the program, students will be familiar with the tools and techniques used by professional locksmiths.

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)

47922  MW  5/6-6/24  5:30-9 p.m.  WTC

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

47923  MW  6/26-8/12  5:30-9 p.m.  WTC

KEY-305 Locksmithing 201  4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. 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)

47924  Th  5/7-6/20  5:30-9 p.m.  WTC

KEY-304 Locksmithing 202  4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305.
14 sessions, $686* (includes a $100 lab fee)

47994  Th  6/25-7/13  5:30-9 p.m.  WTC

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.

Please see our contact information above.

For more information
Please see our contact information above.

Program Information
This program offers comprehensive hands-on lab and lecture training for individuals interested in locksmithing. At the conclusion of the program, students will be familiar with the tools and techniques used by professional locksmiths.

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)
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.

RESIDENTIAL MAINTENANCE

OCU-329 Electrical Repair: Basic Skills 1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include safety, replacing switches and light fixtures, troubleshooting, electrical tool usage, wire connections and diagrams. Textbook: Step by Step Guide Book on Home Wiring. Instructor: Janaina Rocha.
4 sessions, $200* (includes a $25 lab fee)

OCU-330 Plumbing Repair: Basic Skills 1.2 CEUs
This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Textbook: Step by Step Guide Book on Home Plumbing. Instructor: Janaina Rocha.
4 sessions, $175* (includes a $20 lab fee)

WELDING

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 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 are base metal, shielded metal arc welding electrodes, joint fit-up and alignment, groove welds with backing, and open V-groove welds.
15 sessions, $1190* (includes a $350 lab fee)

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 are base metal, shielded metal arc welding electrodes, joint fit-up and alignment, groove welds with backing, and open V-groove welds.
15 sessions, $1190* (includes a $350 lab fee)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MARYLAND CLASS C DRIVER’S LICENSE

Program Information
This 36 course-hour program is designed for beginning drivers who wish to obtain a Maryland Class C Driver’s License. Students learn from professional, Motor Vehicle Administration-certified instructors who patiently and courteously coach the new driver. Schedules are flexible and include day and evening classes. Drivers are trained in late model, specially equipped vehicles which are easy to maneuver in traffic and parking situations.

Coursework
Students who successfully complete SKB-600 will satisfy the Maryland Motor Vehicle Administration’s Driver Education requirements.

Program requirements
Students should have basic driving skills before taking the behind-the-wheel portion of the course. The Maryland MVA allows up to 18 weeks for completion of the driver education program. Students attending courses leading to a state, government, industry, or federal certification are required to present a state-issued photo identification to the instructor in order to successfully complete the course.

For more information
Please see our contact information above.

SKB-600 Driver Education
NEW Courses taught at UTC Campus in Spanish/English** The 36-hour Driver Education program is designed for beginning drivers seeking a Maryland Class-C driver’s license. Course includes 30 hours classroom instruction and six hours behind-the-wheel training scheduled over several appointments. Behind-the-wheel lessons start and end at PGCC. Students learn from Motor Vehicle Administration (MVA) certified instructors provided by Linnel Driving School, (LDS) and Mr. George’s Driving School (Spanish, UTC Campus) an MVA Certified provider that utilizes the college as a branch location. Linnel and Mr. George’s Driving Schools will forward completion information and other records to the MVA as required by Maryland statute. Flexible day or evening classes.
10 sessions, $350* (includes a $288 lab fee)

49340 MThWf 5/6-5/17 8:30-11:45 a.m. UTC-249
49339 MThWf 5/6-5/17 6-9:15 p.m. UTC-249
49350 MThWf 5/13-5/24 6-9:15 p.m. Largo, ANXC-002
49349 MThWf 5/13-5/24 8:45 a.m.-12 p.m. LDS
49352 MThWf/S 5/28-6/8 6-9:15 p.m. LDS
49351 MThWf/S 5/28-6/8 8:45 a.m.-12 p.m. Largo, ANXC-002
49342 MThWf 6/3-6/14 8:30-11:45 a.m. UTC-249
49341 MThWf 6/3-6/14 6-9:15 p.m. UTC-249
49373 MThWf 6/10-6/21 6-9:15 p.m. Largo, ANXC-002
49372 MThWf 6/10-6/21 8:45 a.m.-12 p.m. LDS
49375 MThWf/S 6/24-7/6 6-9:15 p.m. LDS
49374 MThWf/S 6/24-7/6 8:45 a.m.-12 p.m. Largo, ANXC-002
49382 MThWf 7/8-7/19 6-9:15 p.m. Largo, ANXC-002
49381 MThWf 7/8-7/19 8:45 a.m.-12 p.m. LDS
49344 MThWf 7/8-7/19 8:30-11:45 a.m. UTC-49
49343 MThWf 7/8-7/19 6-9:15 p.m. UTC-249
49344 MThWf 7/22-8/2 6-9:15 p.m. LDS
49383 MThWf 7/22-8/2 8:45 a.m.-12 p.m. Largo, ANXC-002
49386 MThWf 8/5-8/16 6-9:15 p.m. Largo, ANXC-002
49385 MThWf 8/5-8/16 8:45 a.m.-12 p.m. LDS
49346 MThWf 8/5-8/16 8:30-11:45 a.m. UTC-249
49345 MThWf 8/5-8/16 6-9:15 p.m. UTC-249
49388 MThWf 8/19-8/30 6-9:15 p.m. LDS
49387 MThWf 8/19-8/30 8:45 a.m.-12 p.m. Largo, ANXC-002
49385 MThWf 8/5-8/16 8:45 a.m.-12 p.m. Largo, ANXC-002
49386 MThWf 8/5-8/16 6-9:15 p.m. UTC-249
49388 MThWf 8/19-8/30 6-9:15 p.m. LDS
49387 MThWf 8/19-8/30 8:45 a.m.-12 p.m. Largo, ANXC-002
EARLY CHILDHOOD EDUCATION
301-546-7545 or www.pgcc.edu/go/childcare

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:

90-Hour 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

90-Hour 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

90-Hour 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 online 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. All online classes have at least one mandatory campus visit. Once you have registered for an online class, you will be contacted 3–5 days prior to the class start date with your password and login for the Blackboard System.

Program requirements
To register for this program, participants must:
- speak, write, and understand standard American English at a functional level
- provide a valid e-mail address
- obtain a score of 45 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 Kent Hall Room 207 or 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 childcare programs licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: students must pass the reading comprehension placement test. $220*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>6/3-7/14</td>
<td>12:01-12:02 a.m.</td>
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<td>6/22-6/29</td>
<td>9 a.m.-12 p.m.</td>
<td>LCC-205</td>
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<td>49047</td>
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<td>8:30 a.m.-4:30 p.m.</td>
<td>UTC</td>
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<td>49169</td>
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<td>BLBD, 1</td>
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<td>S</td>
<td>6/29-6/29</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>LCC-205</td>
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## 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. $220*

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<th>Course Code</th>
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<td>49041</td>
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<td>7/20-8/24</td>
<td>8:30 a.m.-4:30 p.m.</td>
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<td></td>
<td>S</td>
<td>8/17-8/17</td>
<td>9 a.m.-12 p.m.</td>
<td>LCC-205</td>
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<td>49040</td>
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<td>7/27-8/31</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>UTC</td>
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## 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 provides an introduction to the basic concepts of speaking, writing, interpersonal communications strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. $115*

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
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<tr>
<td>49044</td>
<td>TTh</td>
<td>7/16-7/19</td>
<td>6:30-9:30 p.m.</td>
<td>Largo</td>
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## 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 book-keeping, 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, $220*

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<tr>
<th>Course Code</th>
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<tr>
<td>49168</td>
<td>M</td>
<td>7/22-9/1</td>
<td>Online</td>
<td>BLBD</td>
</tr>
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</table>
DCR-S73 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, $30*

49036 M 6/17-6/23 online BLBD
49037 M 8/12-8/18 online BLBD

DCR-S71 Conflict Resolution 0.6 CEU
This course is designed to provide child care professionals insight on conflict resolution techniques, and the important role clear communication plays in the child care setting. Topics to include using children's literature as a tool teaching conflict resolution, importance of clear communication between staff and children, strategies evaluating teaching and learning materials for cooperative values.
1 session, $85*

43079 S 5/4-5/4 9 a.m.-3:30 p.m. Largo
49046 S 6/29-6/29 9 a.m.-3:30 p.m. Largo

DCR-S10 Family Child Care Pre-Service 2.4 CEUs
This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community.
6 sessions, $220*

49034 Mff 7/29-8/18 online BLBD

DCR-S50 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, $145* (includes a $55 lab fee)

49045 S 7/20-7/20 9 a.m.-3:30 p.m. Largo

DCR-S575 High Functioning Autism: Strategies for Success 0.6 CEU
This course is for professionals in the education or childcare career fields, will provide information, strategies, and resources for understanding children living with high functioning Autism. Topics highlighted will include Learning Styles vs. Thinking Styles, brain development, and characteristics of Asperger's.
1 session, $80*

49036 S 8/17-8/17 9 a.m.-3:30 p.m. LCC-205

DCR-S29 Teaching Pre-School: A Year of Inspiring Lessons 2.4 CEUs
This course is designed for those who are teaching or want to teach preschoolers. This course will provide you with solid lesson plan templates and many interchangeable activities to choose from- plenty of inspiration to take you and your students from September to May! You will be provided with 100 circle-discussion, art, literacy, fine and large motor skills science and music activities that you can take into your classroom right away! 12 sessions, $150* (includes a $75 lab fee)

48676 WF 5/15-7/5 online E250
48677 WF 6/12-8/2 online E250
48678 WF 7/17-9/6 online E250
48679 WF 8/14-10/4 online E250

SKB-473 Praxis Core Preparation 2.4 CEUs
Are you a perspective teacher who needs to pass the Praxis Core Exam? This course will develop all the skills you need for the test as we review and prepare for everything it includes. Become familiar with different types of questions that appear on the reading and writing test, and master the many areas of math that you’ll be tested on. You will also learn test-taking strategies and get plenty of practice questions similar to those on the Praxis Core Exam. 12 sessions, $150* (includes a $75 lab fee)

48680 WF 5/15-7/5 12:02-12:02 a.m. E250, 1
48681 WF 6/12-8/2 12:02-12:02 a.m. E250, 1
48687 WF 7/17-9/6 12:02-12:02 a.m. E250, 1
48689 WF 8/14-10/4 12:02-12:02 a.m. E250, 1

SKB-416 Survival Kit New Teachers 2.4 CEUs
This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom. 12 sessions, $150* (includes a $75 lab fee)

48726 WF 5/15-7/5 online E250
48727 WF 6/12-8/2 online E250
48728 WF 7/17-9/6 online E250
48729 WF 8/14-10/4 online E250
SKB-431 Strategies for Teaching Students with Autism 2.4 CEUs
Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuron-typical peers. Reaching and teaching these students requires a delicate balancing act, including understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.
12 sessions, $150* (includes a $75 lab fee)

SKB-433 Reading Strategies That Work 2.4 CEUs
This course will cover intervention strategies for struggling readers in the classroom. Topics include how to help students with phonics, fluency, vocabulary mastery, comprehension, and writing. These intervention strategies tackle the toughest literacy problems with flexibility and creativity.
12 sessions, $150* (includes a $75 lab fee)

SKB-475 Creating the Inclusive Classroom 2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face every day and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success.
12 sessions, $150* (includes a $75 lab fee)

SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD) 2.4 CEUs
This course is designed for individuals pursuing professional development in education and provides practical strategies to help students with Attention Deficit/Hyperactivity Disorder (ADHD) control their behavior and succeed in school. Learn relatively simple adaptations in space, structure, rules and expectations for dealing with students with ADHD.
12 sessions, $150* (includes a $75 lab fee)

SKB-568 Teaching Adult Learners 2.4 CEUs
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom. You’ll discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition you’ll be taught dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effectively.
12 sessions, $150* (includes a $75 lab fee)
ESL TEACHER TRAINING

PGCC CERTIFICATE
ESL TEACHER TRAINING

Program information
This new four-course certificate program is for people who are interested in teaching adult English Language Learners (ELLs), are currently teaching adult ELLs and want to improve their skills and become more marketable, or for instructors from other content areas who would like to better serve the adult ELLs in their classes. You will be taught how to incorporate dynamic and interactive teaching methods into your lesson plans, how adults acquire a second or other language, the characteristics of English language learners in the U.S., and teaching best practices. (Bachelor's degree recommended)

All four courses are blended and included face-to-face as well as online components. Each course may include readings, research, essays, group projects, classroom observations and practice teaching in an ESL class at PGCC.

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

• ESL 392 Getting Started in ESL (must be taken first in the sequence)
• ESL 391 Second Language Acquisition
• ESL 628 Know Your English Language Learners
• ESL 629 Evidence-Based Best Practices for ESL

For more information
E-mail greenbsd@pgcc.edu, or visit www.pgcc.edu/go/eslteachertraining

ESL-392 Getting Started in ESL 2.6 CEUs
This course will explore methods for teaching listening, speaking, reading and writing skills and adapting activities for the levels and needs of your English Language Learners. Learn the basics of preparing an engaging and effective lesson, and assessing learning on an ongoing basis. You will design a practice teaching activity implemented for your classmates, and you will be assigned a mentor teacher to observe. 6 sessions, $195*

47834  S  8/17-10/19  9 a.m.-1:30 p.m.  UTC-181

REFUGEE AND ASYLEE ESL PROGRAM

Program information
The Refugee and Asylee ESL Program is for you if: you’ve been granted refugee, asylee, or SIV status within the last 5 years, and you need to develop your English language skills for employment

Coursework
We offer literacy, beginning, low-intermediate, and high-intermediate and advanced English classes, with instruction and practice in speaking and understanding workplace English.

Classes are available in Hyattsville and Largo. Classes are free; textbooks and class supplies are provided.

Program requirements
To register for this program, participants must:

• have been granted refugee, asylee, or SIV status within the last 5 years
• bring your passport and I-94, or proof of status, and proof of residency, i.e. lease agreement or a utility bill, to a scheduled registration

For more information
Call 301-546-8350, e-mail marsdr@pgcc.edu, or visit www.pgcc.edu/go/refugeeprogram for registration dates.

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 Financial and Business Essentials for FMP
• MGT-633 Leadership and Strategy Essentials for FMP
• MGT-312 Sustainability Facility Professional

For more information
Please see our contact information above.

MGT-631 Operations and Maintenance for FMP 15 CEUs
This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Please contact 301-546-8514 to register for this course.

2 sessions, $642* (includes a $300 lab fee)
47914  FS  5/10-5/11  8:30 a.m.-5 p.m.  WTC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MGT-632 Project Management for FMP 1.6 CEUs
This is the second of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to project management. You will be taught how to define, plan, manage, oversee, and close projects. Please contact 301-546-8514 to register for this course. 
2 sessions, $642* (includes a $300 lab fee)

MGT-633 Finance and Business Essentials for FMP 1.6 CEUs
This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and manage finances in the facility organization. Please contact 301-546-8514 to register for this course. 
2 sessions, $642* (includes a $300 lab fee)

MGT-634 Leadership and Strategy Essentials for FMP 1.6 CEUs
This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leadership to the entire organization. Please contact 301-546-8514 to register for this course. 
2 sessions, $642* (includes a $300 lab fee)

FORKLIFT/HEAVY EQUIPMENT
301-546-0650 or tdi@pgcc.edu

INDUSTRY CERTIFICATION OSHA FORKLIFT
Program Information
A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, 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(J)(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-307 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 in formation
Please see our contact information above.

HEO-305 OSHA Forklift Operator Certification
The Occupational Safety and Health Administration (OSHA) requires that lift-truck operators be trained under specified guidelines. Students must be 18 years of age or older. This one-day class includes both classroom training, including videos, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck and practical training including hands-on operation, demonstrations and pre-shift inspections. Students will operate the lift truck in a simulated and controlled work environment. Student will be issued an OSHA certificate and wallet card at the successful completion of the class.
1 session, $125* (includes a $85 lab fee)

HEO-310 Backhoe Operator Basics 0.6 CU
This course introduces students to the fundamentals of safely operating a backhoe loader vehicle. Topics include introduction to backhoe vehicle, general safety precautions, safe operating procedures, handling emergencies and driver evaluations. Students will learn to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and digging. Note: A) Must be 18 years or older B) Students are required to wear steel toe shoe or boot.
1 session, $290* (includes a $255 lab fee)

Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
### National Safety Council CPR & AED Program

**First Aid & CPR**
301-546-0796 or barkerdm@pgcc.edu

**Healthcare Support**

#### Program Information
Prince George's Community College is privileged to use instructional materials from the American Heart Association and the National Safety Council to administer its First Aid and CPR courses. Both nationally-recognized programs maintain the highest standards of emergency health and safety training.

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

#### Coursework
We offer several options for certification; select the program that best suits your personal and professional needs. Students who successfully complete any one of the following courses will be eligible to receive a course completion card valid for two years.

- **HES 573** Pediatric First Aid, CPR & AED
- **HES 669** HeartCode BLS for the Healthcare Provider
- **HES 344** CPR for Health Professionals
- **HES 379** First Aid
- **HES 574** National Safety Council CPR & AED
- **HES 659** Spanish Heartsaver First Aid CPR AED
- **HES 660** Spanish Heartsaver First Aid

CPR cards will be mailed to participants following proof of textbook and successful course completion.

**Program requirements**
Participants must:
- Attend and be on time for 100% of class hours
- Have the required textbook (available at the college bookstore) before, during and after the course, per American Heart Association rules
- Wear appropriate (comfortable) clothing

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

### Course Offerings

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-344</td>
<td>CPR for Health Professionals</td>
<td>This American Heart Association (AHA) course is recommended for allied Health, emergency personnel, nurses, physicians, and students enrolled in health technology programs. Adults and Child one- and two-rescuer Cardiopulmonary Resuscitation (CPR), relief of Foreign Body Airway Obstructions (FBAO), and barrier devices is covered. 100% course attendance required. Successful completion earns AHA card valid for two years (issued within 20 days). Required textbook: <em>BLS for Health Care Providers</em>. Students must bring text to class. <em><em>1 session, $90</em> (includes a $10 lab fee)</em>*</td>
<td>0.7 CEU</td>
</tr>
<tr>
<td>HES-379</td>
<td>First Aid</td>
<td>This course is designed to train the public how to respond appropriately in emergencies. Topics will include injury prevention, victim assessment, shock treatment, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for two years. Textbook (required at first class): <em>NSC First Aid CPR &amp; AED</em> workbook. <em><em>1 session, $68</em>)</em>*</td>
<td>0.4 CEU</td>
</tr>
</tbody>
</table>

*Prices include a $10 lab fee.*

**Contact Information:**

301-546-0796 or barkerdm@pgcc.edu

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-574 National Safety Council CPR & AED  3.5 CEUs
This life-saving course teaches how to respond in choking, breathing and cardiac emergencies, and how to use an automated external defibrillation (AED) unit in conjunction with CPR. Topics include victim assessment, basic life support, airway management, breathing and circulation and more. Successful completion earns a National Safety Council (NSC) card valid for two years.
1 session, $44* (includes a $10 lab fee)

HES-350 CPR Renewal
This course is for health care professionals and emergency personnel who hold a current health care provider card in Cardio-Pulmonary Resuscitation (CPR) and want to be recognized for another two years. Course must be taken before the current card expires. Students must bring current card and textbook to class. 100% course attendance required. Required textbook: BLS for Health Care Providers.
1 session, $75* (includes a $5 lab fee)

ASSISTED LIVING
301-546-0796 or barkerdm@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
• delegate nursing functions and teach medication administration in an assisted living setting
• are an Assisted Living Manager employed by an assisted living facility with five or more beds
• are a caregiver to a family member living at home

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  1.0 CEU
Assisted living facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing.
2 sessions, $190* (includes a $45 lab fee)

HES-497 Assisted Living Manager Refresher  2.1 CEUs
This 20-hour refresher satisfies the requirements of the Office of Health Care Quality for assisted living managers. It reviews and updates students on nutrition, assessment, clinical management, emergency and service planning and behavior management.
3 sessions, $280* (includes a $45 lab fee)

REGISTERED NURSING TRAINING
301-546-5215 or hammonvj@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.
DENTAL ASSISTING
301-546-0795 or crowellam@pgcc.edu

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 2014-2024 Occupational Outlook Handbook, dental assistants are highly skilled professionals who work closely with dentists to provide patient care, take X-rays, maintain records and schedule appointments, typically on a full time basis. Employment is expected to grow much faster than the average for all occupations with median annual earnings of $35,980.

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

- HES-690 Introduction to Dental Assisting: Part 1 OR equivalent; see below
- HES-519 Introduction to Dental Assisting: Part 2
- HES-344 CPR for Health Professionals

Program requirements
To register for HES-690, participants must:

- obtain a score of 243 or above on the college's reading placement test
- have a high school diploma or equivalent
- 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 prior to the first class

To continue to HES-519, students must:

- be at least 18 years of age
- have successfully completed HES-690 and HES-344
- purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

To register for HES-519, students who have not completed HES-690 must:

- obtain a score of 243 or above on the college's reading placement test
- have a high school diploma or equivalent
- Per state requirements, have 3 months (300 hours) full-time employment in a clinical setting in a dental office (Pathway 1) OR
- be employed in a dental office for direct clinical supervision (Pathway 2)
- provide an Employer Work Experience Statement signed by the employing dentist verifying employment and a commitment to your direct clinical supervision
- provide proof of completion of a basic dental assisting course
- have a working knowledge of basic oral anatomy, basic infection control and basic dental terminology
- purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

For more information or to take the placement tests:
Please see our contact information above. Placement tests are free of charge. Pick up a Placement Test Referral Form in the Center for Health Studies, Room 2401, or at Bladen Hall, Room 126. Please contact us for uniform requirements.
HES-491 Dental Assistant Externship  
6.0 CEUs  
This course provides dental assisting students with 60 hours of hands-on experience in a dental office working under the supervision of a dentist. Students will apply the knowledge and skills gained in the dental assisting training program and clinical skills lab. Topics include infection control procedures, four-handed dentistry, radiology techniques, effective communication skills, and preparing patients for treatment.  
20 sessions, $150* (includes a $75 lab fee)  
48138 MTWThFS 6/3-7/15  12:01-12:01 a.m.  TBA

HES-702 Expanded Functions – General Chairside Assistant  
3.6 CEUs  
Learn the skills necessary to advance to general chairside dental assisting expanded functions. This 36-hour course meets Maryland State Dental Board requirements to prepare students to take the Maryland State Board of Dental Examiners General Expanded Functions exam administered by the Dental Assisting National Board (DANB). Students should have a strong working knowledge of basic oral anatomy, dental terminology, infection control, and clinical experience. Radiation certification is preferred, textbook and scrubs are required.  
12 sessions, $505* (includes a $100 lab fee)  
48137 MW 5/29-6/15  5:30-8:30 p.m.  CHS-203

Go Owls!
PHARMACY TECHNICIAN
301-546-0795 or crowellam@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
To register for this program, participants must:
• be at least 18 years of age
• not have a criminal background
• have a high school diploma or equivalent
• have a valid social security number or passport
• have access to the Internet and a working e-mail address
• have a college Owl Link account (visit the Help Desk in Bladen Hall Room 106 or call 301-546-0637)
• obtain a score of 65 or above on the college's reading placement test OR demonstrate completion of college English 101
• obtain a score of 82 or above on the college's algebraic 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 textbooks (available at the college bookstore, www.pgccbookstore.com), read chapters 1 and 2 and complete the exercises prior to the first class
• complete background check and drug screening ten days prior to starting the clinical class.

For more information or to take the placement test:
Please see our contact information above. Placement tests are free of charge. Pick up a Placement Test Referral Form in the Center for Health Studies, Room 2401, or at Bladen Hall, Room 126. For information on the National Pharmacy Technician Certification Exam, visit www.ptcb.org.

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

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

HES-492 Become a Physical Therapy Aide 2.4 CEUs
Take your place on the healthcare team as a physical therapy aide. If you are seeking a rewarding career as a physical therapist, this course is the first step to achieving your dream. This online course provides instruction on the function of the rehabilitation team, human body systems; specific disorders; infection control and body mechanics; treatment plans; physical therapy terminology; communication skills; and legal and ethical issues. Students must achieve a passing score of 75% on the first attempt.

12 sessions, $150* (includes a $75 lab fee)
**NURSING ASSISTANT**
301-546-5215 or hammonvj@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 to sit for the Maryland GNA state exam. Part-time, day or evenings schedules are available. Choose from 3 locations for your convenience: Largo, Hyattsville, and Laurel.

**Coursework**
Students who successful complete the following courses will be eligible to receive the certificate and to sit for the Maryland Board of Nursing’s GNA exam:

- **HES-544** Certified Nursing Assistant Theory
- **HES-417** Certified Nursing Assistant Clinical

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

- be at least 18 years of age
- obtain a score of 45 or above on the college’s reading comprehension placement test
- be computer literate and have access to the Internet
- be able to speak and understand standard American English at a functional level
- purchase the required textbook and workbook (available at the college bookstore, www.pgccbookstore.com)

Before attending the clinical portion of the class, individuals must also:

- obtain a criminal background check
- obtain CPR for Health Professionals certification (course HES-344 is available at PGCC)
- have a negative TB skin test (PPD) or chest x-ray
- present documentation of immunizations or titer tests (blood test for proof of immunizations)

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

**HES-493 Physical Therapy Aide Clinical**

6.2 CEUs

This course prepares students for clinical placement. It provides instruction to facilitate the transition from student to professional in the physical therapy field. Topics include roles and responsibilities, career development, interviewing skills, confidentiality, and effective communication in patient care.

Prerequisites: Pass HES-492 (apply within 6 months of completion), reading test score of 65%, (Pre/Post test Prep Available), current CPR Healthcare Provider card, 18 years old, HS diploma or GED. Possess current immunizations, provide proof of health insurance, valid social security number or passport, and background and drug screening required for clinical placement.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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</tbody>
</table>
### HES-544 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. A test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the clinical portion.  
21 sessions, $900* (includes a $50 lab fee)  

<table>
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<th>Code</th>
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<td>47904</td>
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<td>6/4-8/15</td>
<td>9 a.m.-4 p.m.</td>
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### HES-417 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.  
6 sessions, $450*  

<table>
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<tr>
<th>Code</th>
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### 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.  
13 sessions, $630* (includes a $50 lab fee)  

<table>
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<tr>
<th>Code</th>
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<th>End Date</th>
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<td>MW</td>
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<td>9 a.m.-1 p.m.</td>
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</table>

### 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*  

<table>
<thead>
<tr>
<th>Code</th>
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### MARYLAND CERTIFICATION + PGCC CERTIFICATE  
CERTIFIED MEDICINE AIDE  

#### Program Information  
In this 80 course-hour program, geriatric nursing assistants learn advanced skills to prepare for work as a Certified Medicine Aide in Maryland. Learn to recognize, prepare, administer and chart specific medications to clients in Maryland long-term care facilities. Complete quality CMA training in as little as 8 weeks. Part-time, day or evening schedules are available.  

#### Coursework  
Students who successful complete the following courses will be eligible to receive the certificate and be listed on the Maryland Board of Nursing’s registry as a CMA:  
- HES-666  Medicine Aide Theory  
- HES-667  Medicine Aide Clinical  

#### Program requirements  
To register for this program, participants must:  
- present a letter of recommendation from current Director of Nursing (employment in an agency does not meet this requirement)  
- be in good standing with Maryland Board of Nursing  

Before attending the clinical portion of the class, individuals must also:  
- obtain a criminal background check  
- obtain CPR for Health Professionals certification (course HES-544 is available at PGCC)  
- have a negative TB skin test (PPD) or chest x-ray  
- present documentation of immunizations (titer tests; blood test for proof of immunizations)  

**Note:** This program is not for Medication Technicians.  

For more information  
Please see our contact information above.
PATIENT CARE TECHNICIAN
301-546-5215 or hammonvj@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 2 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 access to the Internet
• be at least 18 years of age
• obtain a score of 55 or above on the college’s reading comprehension placement test

For more information
Please see our contact information above.

HES-584 Patient Care Technician 8.8 CEUs
This course is designed to advance the skills of certified nursing assistants working in hospitals or other health care settings. Topics include legal and ethical issues, patient safety, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, oxygen therapy and trach care, basic wound care and more. Students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program.

22 sessions, $1150* (includes a $100 lab fee)

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<tr>
<th>Course</th>
<th>Start Date</th>
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<tr>
<td>HES-584</td>
<td>5/14-8/13</td>
<td>9 a.m.-4:45 p.m.</td>
<td>CHS-2211</td>
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<td>(14 sessions)</td>
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42895 TTh 5/28-8/13 5:30-9:30 p.m. CHS-2211

EKG
301-546-5215 or hammonvj@pgcc.edu

NATIONAL CERTIFICATION + PGCC
CERTIFICATE
EKG FOR HEALTH PROFESSIONALS

Program information
Have you always wanted to work in a health care 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 60 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)

For more information
Please see our contact information above.
HES-663 EKG for Health Professionals  3.5 CEUs
This course is designed to provide the knowledge and skills necessary to become an EKG technician. Topics include cardiac anatomy and physiology, patient preparation, lead placement, patient confidentiality, cardiac modalities, pharmacology, stress tests, Holter monitors, pacemakers, and identification of various arrhythmias and irregularities of the heart.
7 sessions, $500* (includes a $100 lab fee)
42892 5 6/1-7/13 8:30 a.m.-2 p.m.  CHS-2215

HES-691 EKG for Health Professionals, Part 2  1.5 CEUs
This second part of the EKG for Health Professionals course provides extensive lab skills training. Topics include EKG waves, equipment, lead placement, and electrodes.
3 sessions, $200* (includes a $50 lab fee)
42893 S 7/20-8/3 8:30 a.m.-2 p.m.  CHS-2215

MEDICAL BILLING
301-546-0796 or barkerdm@pgcc.edu

PGCC CERTIFICATE / NATIONAL CERTIFICATION MEDICAL BILLING SPECIALIST
Program Information
This program includes an overview of medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training prepare students as physician's office personnel.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate and to take the AAPC Certified Professional Biller exam:
- HES-357 OR HES-354 Medical Terminology
- HES-554 Basic Human Anatomy and Physiology
- HES-409 Introduction to Medical Billing
- HES-553 Computerized Medical Billing
- HES-321 Physician Office Billing
- HES-563 Advanced Medical Billing

Courses should be taken in the order listed. HES-409 and HES-553 should be taken during the same semester. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements
To register for this program, participants must:
- Obtain a score of 65 or above on the college's reading comprehension placement test OR provide proof of proof of college credits and 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.
HES-409 Introduction to Medical Billing 1.5 CEUs
This course provides an overview of medical billing and computerized patient accounting. Textbook (required at first class).
5 sessions, $210*
- 49789 MW 5/20-6/5 6:30-9:30 p.m. CHS-1233
- 49790 TTh 6/4-6/7 9 a.m.-12 p.m. CHS-1233

HES-553 Computerized Medical Billing 4.2 CEUs
This course is designed for physician's office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: successfully completion of HES-409 and strong computer and word processing skills.
14 sessions, $610* (includes a $20 lab fee)
- 49791 MW 6/10-7/24 6:30-9:30 p.m. CHS-1233
- 49792 TTh 6/20-8/6 9 a.m.-12 p.m. CHS-1233

HES-321 Physician Office Billing 4.2 CEUs
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology, access to the internet, and basic computer and word processing skills. Meets concurrently with credit course HIM-1940. Required text: multiple, approx. $300). Those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.
14 sessions, $440* (includes a $20 lab fee)
- 49793 TTh 6/6-7/29 6-9 p.m. CHS-1233

HES-684 Advanced Medical Billing 4.2 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also learn how to reconcile their daily work, accounts receivable processing, and the basics of financial reporting.
14 sessions, $610* (includes a $20 lab fee)
- 49794 TTh 7/31-8/30 6:30-9 p.m. CHS-1233

HES-354 Medical Terminology: Word Association Approach 2.4 CEUs
This course teaches medical terminology according to body systems. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course.
12 sessions, $150* (includes a $75 lab fee)
- 49394 WF 5/15-7/5 online E260
- 49395 WF 6/12-8/2 online E260
- 49396 WF 7/17-9/6 online E260
- 49397 WF 8/14-10/4 online E260

HES-449 How to Start a Home-Based Medical Billing Business
Designed for students who have successfully completed medical billing training and want to learn how to operate a medical billing company from home. Learn about tax deductions for a home office. This course will answer many questions: Can I deduct home business expenses on my taxes? Should I operate my company as a corporation or sole proprietor? Learn medical billing advertising and marketing skills. Prerequisite: strong computer skills and previous medical billing training. 8 sessions, $290*
- 48694 TTh 6/4-6/27 6:30-9:30 p.m. Largo

MEDICAL OFFICE ASSISTANT
301-546-0796 or barkerdm@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:
- HES-357 Basic Medical Terminology OR
- HES-354 Medical Terminology a Word Association Approach (online)
- HES-586 Healthcare Professionalism in
- HES-396 Medical Administrative Assistant
- HES-344 CPR for Health Professionals American Heart Association
- HES-322 Medical Office Assistant: Practical Applications

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.

For more information
Please see our contact information above.

Show your team spirit by attending one of our many athletic activities.
- men's and women's basketball
- men's and women's soccer
- men's baseball and women's softball
- men's and women's indoor track
- men's and women's outdoor track
- men's and women's cross-country

Prince George's Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

HES-599 Explore a Career in Medical Transcription  2.4 CEUs
This course is designed for individuals pursuing entry-level career training in medical transcription and provides instruction on transcribing common medical records. Topics include a review of grammar, nine main report types, formatting requirements, how reports are used in the medical setting and hands-on exercises.

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

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<td>49391</td>
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<td>49392</td>
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<td>7/17-9/6</td>
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PHLEBOTOMY

PGCC CERTIFICATE + NATIONAL CERTIFICATION PHLEBOTOMY TECHNICIAN

Program Information
This 200 course-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 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 of $130):

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

Program requirements
To register for this program, participants must:

- be a health care professional or have permission from the program coordinator
- obtain a score of 65 or above on the college's reading placement test OR provide proof of college credits
- CPR/AED certification card
- provide proof of immunizations prior to participating in clinical course

For more information
Please see our contact information above.

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

26 sessions, $1120* (includes a $160 lab fee)

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<td>5/21-8/20</td>
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<td>CHS-229</td>
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HES-469 Phlebotomy Technician Clinical: Part 1  6.0 CEUs
This course fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.

15 sessions, $135*

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<td>49823</td>
<td>MTWFH</td>
<td>7/22-8/31</td>
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HES-470 Phlebotomy Technician Clinical: Part 2  6.0 CEUs
Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: successful completion of HES-418, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.

15 sessions, $135*

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<td>49825</td>
<td>MTWFH</td>
<td>7/22-8/31</td>
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**HES-468 Phlebotomy Technician Refresher**
This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and for those who have taken a structured phlebotomy course but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular phlebotomy course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical. 10 sessions, $470* (includes a $50 lab fee)

49300 2 sessions, $150* store at 301-546-0912 for more information.

**HOSPITALITY**
301-546-7596 or warewd@pgcc.edu

**CULINARY ARTS**

**CUL-305 Kitchen Cook Certification** 2.0 CEUs
This certification recognizes the skills and knowledge needed to succeed as a food preparation professional. Students will receive fundamental cooking knowledge. 5 sessions, $200* (includes a $50 lab fee)

49294 MTWThF 5/13-5/17 5:30-9:45 p.m. Largo
49295 MTWThF 6/10-6/14 5:30-9:45 p.m. Largo
49297 MTWThF 7/15-7/19 5:30-9:45 p.m. CAC-103

**CUL-306 Grilling Basics** 1.0 CEU
Grilling basics for the master griller in you. This fundamental course outlines the proper way of grilling various meats and seafood. Basic grilling sauces do's and don'ts will be discussed. 2 sessions, $140 (includes a $45 lab fee)

49298 SSu 5/18-5/19 9 a.m.-2:15 p.m. Largo
49299 SSu 6/15-6/16 9 a.m.-2:15 p.m. Largo
49300 SSu 7/13-7/14 9 a.m.-2:15 p.m. Largo

**CUL-307 Desserts, Desserts and Dessert** 0.4 CEU
Students will be introduced to making some American favorites. Cobblers, Crisps, Shortcakes, and Pies. 2 sessions, $225 (includes a $50 lab fee)

49301 $ 5/18-5/25 11 a.m.-3 p.m. Largo
49304 $ 6/22-6/29 11 a.m.-3 p.m. Largo

**CUL-310 Cooking and Single**
This course is geared to get the single person you. This fundamental course outlines the proper way of grilling various meats and seafood. Basic grilling sauces do's and don'ts will be discussed. 2 sessions, $140 (includes a $45 lab fee)

49298 SSu 5/18-5/19 9 a.m.-2:15 p.m. Largo
49299 SSu 6/15-6/16 9 a.m.-2:15 p.m. Largo
49300 SSu 7/13-7/14 9 a.m.-2:15 p.m. Largo

**HSM-655 ServSafe**
This course provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Meets concurrently with credit course HSM-1550. Required textbook: ServSafe Essentials (7th edition) with exam, English. Please call Prince George’s Community College bookstore at 301-546-0912 for more information. 2 sessions, $150* 49321 $ 5/4-5/11 8:30 a.m.-5 p.m. Largo
49322 $ 6/22-6/29 8:30 a.m.-5 p.m. Largo
49323 $ 7/13-7/20 8:30 a.m.-5 p.m. Largo
49324 $ 8/3-8/10 8:30 a.m.-5 p.m. Largo

**EVENT PLANNING**

**PGCC CERTIFICATE EVENT PLANNING**
**Program:**
The Event Planners certificate program consist of nine sessions which requires students to take Part I & II of the Event Planning Certificate course. The course is design for event planners, owners and independent contractors that seek additional knowledge skills that will assist them in planning a successful event. Any event you plan and stage is a reflection on you from the initial invitation to onsite operations. Whether you are planning a product launch, conference, sales meeting, an incentive event or a gala fundraiser, remember that the magic of a truly memorable event is in the details.

**Coursework:**
The course will give you a blueprint on planning and executing special events with flair and without unexpected surprises and expenses. Upon completion of the 2 part series, students will have workable knowledge in how to start your meeting planning company, creating RFP’s working with hotels, savings of food and beverage cost. In the second series portion, we will tour venues and hotels, cover audiovisual concept for meeting planners. We will learn legal issues that face event planners and what to do with yourself after you have learned all the techniques to become an event planner.

**Program requirements:**
This is a pre-requisite course. Student must complete both Part I and Part II series which consist of 36 hours, to receive a certificate from PGCC.

For more information: Contact: warewd@pgcc.edu
EVT-300 Event Planning Certificate, Part 1  
1.4 CEUs
This course is designed for Event Planners looking to get a certificate and to obtain fundamental skills in planning social, associations, corporate and government organization events. Students are required to take both Part 1 and 2 in order to receive certification. Upon completion of this course, students will have workable crash course knowledge in event planning. This six week course will highlight industry expectations and working with clients. Student will also have site tours to various locations throughout the six week course. 4 sessions, $245*

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<th>Session</th>
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EVT-301 Event Planning Certificate, Part 2  
1.4 CEUs
This course is designed for Event Planners looking to get a certificate and to obtain fundamental skills in planning socials, associations, corporate and government organization events. Students are required to take both Part 1 and 2 in order to receive certificate of completion. Upon successful completion of this course, the students will have workable knowledge in food and beverage cost, audio-visual concept for planners, and legal issues. 4 sessions, $245*

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<td>7/8-7/15 6:30-9:30 p.m.</td>
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EVT-302 Event Planner-Unexpected  
1.0 CEU
The life of an event planner is never the same. This course is design to assist planners in planning for events when disasters occurs. Dealing with emergencies will affect the event and having the proper tools to assist your clients are essential. Upon completion of this course, the student should be able to have a fundamental understanding or properly using the skills and ingenuity to coordinate events successfully in emergency and crises situations. 2 sessions, $95*

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<td>7/13-7/13 10 a.m.-3 p.m.</td>
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BUS-422 Conference Planning Management  
0.6 CEU
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger, C.M. 1 session, $75*

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<td>48006</td>
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<td>48054</td>
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<td>8/10-8/10 9 a.m.-4 p.m.</td>
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BUS-460 Site Selection/Unique Venues  
Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. 1 session, $45

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BUS-461 Starting Your Meeting Planning Company  
0.6 CEU
Have you ever thought of starting your own meeting management company but didn’t know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger. 1 session, $75*

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<td>48009</td>
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<td>6/29-6/29 9 a.m.-4 p.m.</td>
<td>LCC-205</td>
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</table>

BUS-467 Creating an RFP  
0.6 CEU
A Request for Proposal (referred to an RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information, the company history and the company’s offer, including the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. 1 session, $75*

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<td>5/18-5/18 9 a.m.-4 p.m.</td>
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BUS-576 Party Planning in a Pinch  
If you need to plan a party but you don’t have a clue where to begin and you don’t have much time or a big budget, then this course is for you. Learn basic tips and tricks on how to put together birthday parties, retirement parties, anniversaries parties, bridal and baby showers, receptions, sweet sixteens’ and family reunions. You can save time and money while executing a great event in a pinch. 1 session, $45

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<tr>
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<td>49011</td>
<td>Th</td>
<td>8/8-8/8 6:30-9:30 p.m.</td>
<td>Largo</td>
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</table>
BUS-525 Etiquette Do’s and Dont’s for Event Planner
A comparative look at ways of implementing traditional tabletop rules in our modern society. This course will cover the basics of table etiquette from linens to china, silver, crystal and table decor. This course will also give you a few etiquette points that may come in handy at your next dinner event.
1 session, $45

BUS-558 Wow What a Great Event! 2.4 CEUs
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.
12 sessions, $150 (includes a $75 lab fee)

BUS-573 Intro to Social Media for Event Planners
This course is meant to help you understand the fundamentals of cultivating an audience, get the needed marketing for your event, and start and maintain a positive marketing campaign on the internet. It will focus on what social media is, how to use social networking sites, and what tools to use to keep abreast of it all. Learn the tricks of the trade and other professional marketing tools.
1 session, $45

BUS-597 Legal Issues That Face Meeting Managers
This course will review legal issues from the perspective of a meeting manager, but not meant as legal advice. The problem topics to be discussed include music performance licensing fees, attrition, cancellation clauses, force majeure, union issues, ADA requirements and other pitfalls to avoid. Remember to always consult an attorney with legal questions. Instructor: Beverly Litsinger.
1 session, $45

BUS-598 Beginner’s Backdrops – Pipe and Drape
This course will teach you the necessary Backdrop – Pipe and Drape techniques to start or expand your business in the event decorating industry. You will develop a keen eye for detail and spot flaws and get better at utilizing spaces with the best decoration techniques. With over 15 years of experience in the events field, Lily Whittaker will help you achieve the “upscale” look for a great event. Have fun transforming event venues into beautiful spaces. $25 materials fee payable to the instructor: Lilly Whittaker.
1 session, $45

LANGUAGES
richeljl@pgcc.edu

ASL

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM-349</td>
<td>Discover Sign Language</td>
<td>2.4</td>
<td>Building toward the advanced level, students will continue to expand the grammatical features of American Sign Language with its own rules for pronunciation, word order, and complex grammar. Emphasis will be placed on increasing vocabulary, conversational skills, and the nuances of interaction with the deaf community. 8 sessions, $196*</td>
</tr>
<tr>
<td>COM-331</td>
<td>Sign Language</td>
<td>2.4</td>
<td>This course will introduce students to the graceful, expressive language to communicate with deaf people. Students will learn to create the signs for numbers and the alphabet to finger spell proper names. Develop signing skills to sign phrases and expand to complete sentences. Topics include lip reading, baby signs, and the career of interpreting. 12 sessions, $150* (includes a $75 lab fee)</td>
</tr>
<tr>
<td>COM-325</td>
<td>Sign Language 1</td>
<td>2.4</td>
<td>This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. 8 sessions, $196*</td>
</tr>
<tr>
<td>COM-330</td>
<td>Sign Language 2</td>
<td>2.4</td>
<td>This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. 8 sessions, $196*</td>
</tr>
<tr>
<td>COM-326</td>
<td>Sign Language 3</td>
<td>2.4</td>
<td>The course emphasizes conversation with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48 hours of previous instruction. 8 sessions, $196*</td>
</tr>
<tr>
<td>SPN-300</td>
<td>Spanish, Level 1</td>
<td>2.4</td>
<td>Upon completion of this introductory level, students will be able to understand and use familiar everyday expressions and very basic phrases aimed at concrete topics and needs. They will have the tools to introduce themselves and others and to ask and answer questions about personal details: such as where one lives, people they know and things they do. 8 sessions, $196*</td>
</tr>
<tr>
<td>SPN-302</td>
<td>Spanish, Level 3</td>
<td>2.4</td>
<td>In this third course in the series, students will learn further language structures, vocabulary, and idioms to help increase comprehension and speaking ability. While students are still likely to have to &quot;translate&quot; internally and will make errors in grammar and word choice, they will be able to conduct a structured exchange on a range of subjects. Through continued practice, students will be able to produce simple connected text on topics that describe events and experiences and give brief explanations for opinions and plans. 8 sessions, $196*</td>
</tr>
<tr>
<td>SPN-301</td>
<td>Spanish, Level 2</td>
<td>2.4</td>
<td>This level focuses on increasing Spanish vocabulary and comprehension through interactive dialogue and role-play. Students that finish this level will be able to understand sentences and frequently used expressions, such as basic personal and family information, shopping, local geography and employment. They will be able to communicate through direct exchange of information on routine matters using simple terms and to describe matters of immediate need. 8 sessions, $196*</td>
</tr>
<tr>
<td>LGE-521</td>
<td>Group “Speed” Spanish 1</td>
<td>2.4</td>
<td>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, $150* (includes a $75 lab fee)</td>
</tr>
<tr>
<td>LGE-522</td>
<td>Speed Spanish 2</td>
<td>2.4</td>
<td>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, $150* (includes a $75 lab fee)</td>
</tr>
</tbody>
</table>
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, $150* (includes a $75 lab fee)

49437  WF  7/17-9/6  online  $260
49438  WF  8/14-10/4  online  $260

LGE-517 Discover Japanese  2.4 CEUs
Whether you want to learn conversational Japanese for travel or just for fun, you will find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. You will practice drills, interactive exercises, and conversational phrases to a specific area of travel. By the end of this course, you will have acquired basic conversational skills that enable you to travel around the country easily.
12 sessions, $150* (includes a $75 lab fee)

49453  WF  6/12-8/2  online  $260
49459  WF  8/14-10/4  online  $260

LGE-307 Discover French
Parlez Français! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Textbook required.
12 sessions, $150* (includes a $75 lab fee)

49431  WF  5/15-7/5  online  $260
49449  WF  7/17-9/6  online  $260

PGCC CERTIFICATE
CONVERSATIONAL LANGUAGES
Program information
I speak English, why should I learn another language? Well over four-fifths of the world’s population does NOT speak English. As globalization, mobility and communication technologies are bringing world citizens closer together, there is growing urgency for Americans to become multi-lingual. Whether you want to learn a language for a vacation trip, to do business or to serve in another country, knowing a foreign language gives you a direct access to great thoughts, experiences, and cultures that would otherwise be out of reach. If you’re interested in a fully enriching language experience and in truly learning about the life and culture of other peoples, PGCC has courses into which you can dip a toe or jump full-force.
Our language courses are geared to the beginner, 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.

LGE-390 Beginning Conversational French  2.4 CEUs
Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you’ll be able to hear and practice the language with little more than a click of your mouse! You’ll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations.
12 sessions, $125* (includes a $60 lab fee)

49432  WF  6/12-8/2  online  $260
49458  WF  8/14-10/4  online  $260

LGE-519 Discover Italian  2.4 CEUs
This dynamic course makes learning Italian fun and surprisingly easy. You will learn how to ask directions, book a room, order a meal, and much more in Italian! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and it promises to enrich your experiences while traveling in Italy. Benissimo!
12 sessions, $150* (includes a $75 lab fee)

49434  WF  5/15-7/5  online  $260
49450  WF  7/17-9/6  online  $260
MOTORCYCLE SAFETY AND CLASS-M LICENSING

Program Information
Quality training for over 30 years! Our Class-M license program is designed for beginner or experienced riders. Instructors are trained and certified by Maryland Motor Vehicle Administration and the Motorcycle Safety Foundation.

Coursework
Maryland licensed drivers who successfully complete either one of the following courses will receive an MVA certificate and completion card:
• OCC-361 Basic Rider Course OR
• OCC-419 Alternate Basic Rider Course
Maryland residents should take the certificate to the MVA to get the M Endorsement (MVA fees apply) in order to legally ride on public roads. 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 e-mail 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.

PGCC CERTIFICATE MOTORCYCLE MECHANICS AND REPAIR

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.

OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The course will help the beginner understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include pre-ride safety inspection, maintenance schedules, record keeping, basic tools, cleaning; storing and winterizing, performing an oil change, checking wheels, tire pressure and brakes, chain and cable adjustment, fluid levels, the owner’s manual, changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class.

2 sessions, $85*

49182 WTh 5/29-5/30 6-9 p.m. CE-124
### OCC-376 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 clutches. Also, lubrication and coolant system service, tire replacement and electrical diagnoses and repair. Required textbook: *Modern Motorcycle Technology*, (3rd edition). Edward Abdo ISBN-13: 978-1-305-49745-0 (See instructor on first day of class).

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<td>6/17-6/17</td>
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<td>9/3-9/3</td>
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### OCC-361 Basic Rider Course (BRC)
A beginner licensing course for those 16 years of age and older. Under age 18 requires a parent or guardian, signed waiver. Equipment and Motorcycle is provided by the college. Students learn: clutch-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 time may vary.

3 sessions, $275* (includes a $35 lab fee)

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<td>5/28-5/28</td>
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### OCC-419 Motorcycle Alternate Basic Rider Course
0.7 CEU
The MSF BRC2U-LW is intended for Riders with current on-street riding experience who are looking to get licensed. A student must currently own a motorcycle or owned one in the previous calendar year, and has ridden on the street in the same time frame. Dirt Bike or off-road riding does not count as acceptable experience. Students are encouraged to use their own Motorcycle but can elect to use the colleges Training Motorcycles. Riders must complete an MVA required e-Course and pass the riding and knowledge test. E-Course information will be given on first night of class. Riders personal motorcycles must be legally transported to the training site for this course. Personal motorcycles must pass a safety evaluation prior to class. During range activities instructors evaluate the student’s skills, including clutch and throttle control, safe stopping, turns, shifting, and ability to reach a speed of 25 mph. Riders who cannot demonstrate these skills will not be allowed to continue in the class. Those under 18 must take OCC-361. Actual class time may vary. 1 session, $225* (includes a $35 lab fee)

1 session, $225* (includes a $35 lab fee)

### OCC-365 Experienced Rider Course (BRC2-SP)
This 6-Hr. course is for licensed motorcyclists who want to improve or refresh their skills. Riders use their own street legal motorcycles which must be in good operating condition. Riders use their own street legal motorcycles which must be in good operating condition. Riders provide their own gear including: a DOT certified helmet that fully covers the ears, eye protection, long sleeve shirt or jacket, gloves, long leg pants and sturdy over-the-ankle footwear. Riders who successfully complete the skills test will receive a Maryland Motorcycle Safety Program, Completion Card. Actual class time may vary.

1 session, $150* (includes a $20 lab fee)
### Program Information

Today’s Notary Public is on the front line of defense against fraud. Notaries act as “trust agents” to affirm and acknowledge the authentication of the many documents required for commercial and/or personal use before they can be used or officially recorded for any legal effect. 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, and learn new skills and certifications in preparation for new opportunities. Becoming a notary can enhance your job skills and add value to your resume, or allow you to open a mobile notary or notary signing agent business as an independent contractor, earning money by handling mortgage signings, notarizing trust documents and performing many other tasks.

#### Coursework

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

- **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; please register for all 3 core courses early to guarantee a seat.

#### Program Requirements

To qualify for this program, participants must:

- be at least 18 years of age
- live or work in Maryland
- be known to be of good character, integrity, and abilities

#### For more information

Please see our contact information above.

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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. 1 session, $72*

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<th>Time</th>
<th>Location</th>
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<td>49424</td>
<td>7/27-7/27</td>
<td>10 a.m.-4 p.m.</td>
<td>Largo</td>
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</table>

**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. GEN-307 recommended. 1 session, $72*

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<td>49426</td>
<td>8/10-8/10</td>
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**GEN-363 Advanced Notarial Procedures** 0.5 CEU  
**Core Course:** This course provides Notaries Public 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. GEN-339 recommended. 1 session, $72*

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<tr>
<td>49427</td>
<td>8/20-8/29</td>
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**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 notarial duties in accordance with legal and professional requirements and standards. Instructor: Wanda Moore (1 session, 3 hours) 1 session, $42

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<tr>
<th>Session Code</th>
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<td>49428</td>
<td>7/13-7/13</td>
<td>10 a.m.-1 p.m.</td>
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**GEN-372 Notary Electronic Journaling Simplified**  
Today’s technology now provides “electronic” journaling through the app, NotaryAct, which runs on computers and most smart devices. NotaryAct affords Notaries Public with legal protection while safeguarding the public’s trust that important documents are executed properly. Notarizations are performed in a legally compliant and secure manner by quickly capturing critical evidence of each transaction. NotaryAct is affordable. It includes features of the paper journal, while providing expanded and quicker data entry and retrieval. Instructor: Elaine Wright Harris. Classroom delivery, 1 session, 3 hours 1 session, $42

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*Prices may vary and are subject to change without notice.*

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at [www.pgcc.edu](http://www.pgcc.edu)
PERSONAL ENRICHMENT
301-546-0159

CAREER & PERSONAL FINANCES

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)

FIN-340 Key to Successful Money Management  2.4 CEUs
If you’re interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you’ll need to succeed. 12 sessions, $150 (includes a $75 lab fee)

FIN-348 Investing in Real Estate  2.4 CEUs
In today’s dynamic economic climate, investing/divesting in real estate might be financially wise. How do you know, and where do you start? In this course, you’ll explore how to identify, finance and negotiate a deal and how to take advantage of lease options, foreclosures, quick flips, rehabs and mobile homes. You need a specific game plan, tailored to your individual goals to find your next investment. 12 sessions, $150* (includes a $75 lab fee)

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

FIN-341 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, $150* (includes a $75 lab fee)

FIN-347 Stocks, Bonds and Investing  2.4 CEUs
Beginning with the fundamentals, this course will walk you through the stock market, 401k plans, retirement planning, and the personal financial issues that are often ignored, but absolutely essential to your success. Concepts will be explained in detail so you will understand how and why investments work now and what to expect in the future. Increase your independence and confidence so you can make your own investment decisions. 12 sessions, $150* (includes a $75 lab fee)

FIN-361 Genealogy Basics  2.4 CEUs
Who will you discover? What new branch of your family will you find? If you’re a newcomer or an amateur genealogist, this course will help guide you to the most useful websites where you can search for family names. Tracing your family’s history is a fascinating journey, as you will see through hands-on examples that help you dig deeper into your family’s past. The course explains in simple terms where to look, who to contact, and how to make your family history come alive. 12 sessions, $150* (includes a $75 lab fee)

ENR-542 Genealogy Basics  2.4 CEUs
Who will you discover? What new branch of your family will you find? If you’re a newcomer or an amateur genealogist, this course will help guide you to the most useful websites where you can search for family names. Tracing your family’s history is a fascinating journey, as you will see through hands-on examples that help you dig deeper into your family’s past. The course explains in simple terms where to look, who to contact, and how to make your family history come alive. 12 sessions, $150* (includes a $75 lab fee)
HOME INTERIOR

ENR-541 Introduction to Interior Design  2.4 CEUs
Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. Interior decorating and design takes training as well as talent. You'll delve into color theory, industry trends, spatial arrangements, floor plans and traditional and modern interior design ideas so you can explore a range of careers. 12 sessions, $150* (includes a $75 lab fee)

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PERSONAL TRAINER

HES-451 Certified Personal Trainer  3.6 CEUs
This 30-hour course includes 15 hours of lecture, 15 hours of hands-on practical training and a 30-hour internship. Topics include: biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills & knowledge.

6 sessions, $798* (includes a $499 lab fee)

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PHOTOGRAPHY

PHO-315 Digital Photography: The Basics
PHO-316 Lighting—The Essence of Photography
PHO-336 Using Lighting to Create Spectacular Portraits
PHO-341 Introduction to Photoshop
PHO-345 Photographing Portraits
PHO-347 Advanced Photoshop Elements

PGCC CERTIFICATE

DIGITAL PHOTOGRAPHY

Program Information
This program is designed to cover the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building technical skills and enhancing your creativity.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- PHO-300 Digital Photography: The Basics
- PHO-346 and PHO-347 Adobe Photoshop Elements 15: Part 1 and Part 2 (PC users) OR
- PHO-343 and PHO-344 Introduction to Photoshop CC and Advanced Photoshop CC (MAC users)
- PHO-315 Light—The Essence of Photography
- PHO-316 Using Lighting to Create Spectacular Portraits
- PHO-317 Presentation and Display Techniques for Photographs

For more information
Please see our contact information above.
PHO-350 Photoshop Cc for the Digital Photographer II  2.4 CEUs
Adobe’s Photoshop CC is the industry standard professional photo editing software for digital photographers and graphic artists, now available through the Creative Cloud. If you already know the basics of this powerful program and want to build upon your skills that you potentially took in the level I course, this course will teach you advanced techniques that include layering, working with multiple selections, applying type masks and special effects as well as using filters to enhance images.
12 sessions, $150* (includes a $75 lab fee)

PHO-300 Digital Photography: the Basics  1.8 CEUs
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. $20 fee for printed materials (payable to the instructor).
6 sessions, $270* (includes a $135 lab fee)

PHO-326 Digital Photography: Beyond the Basics  1.8 CEUs
This continuation class is designed for digital SLR camera owners who have started using the manual modes (aperture priority, shutter priority or manual) and who want to learn more and take their photography a step further. You will be shown how to fine tune exposure and focus, and introduced to the more advanced settings to get the most out of your camera and grow your photography.
6 sessions, $260* (includes a $130 lab fee)

PHO-346 Adobe Photoshop Elements 15, Part 1  1.5 CEUs
This is the first of a three-part series, that provides an understanding of how to create extraordinary photos and share your memories in online albums or print unique creations. You will be shown how to easily organize and protect all your photo and video clips. Students should have basic PC and Windows skills.
5 sessions, $240* (includes a $100 lab fee)

PHO-347 Adobe Photoshop Elements 15, Part 2  1.5 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 15, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of this software, including layers and masks.
5 sessions, $240* (includes a $100 lab fee)

CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16.
1 session, $100* (includes a $15 lab fee)

CRE-343 Digital Camera Basics: Workshop for Teens  0.6 CEU
Start from the very beginning! Learn digital camera operation, photographic principles, and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual, and a bag lunch with you. Enroll early; class size is limited.
1 session, $90 (includes a $10 lab fee)

CRE-349 Exploring Digital Photography: An Online Class  2.4 CEUs
This course provides an introduction to the technology that revolutionized the photographic world. Topics will include the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. No tuition assistance is available for this class. Registration for this class is not complete until the student registers and pays at www.pgcc.edu and also completes the online course orientation/registration at www.ed2go.com/pgcc.
12 sessions, $150* (includes a $75 lab fee)
CRE-363 Secrets of Better Photography  2.4 CEUs
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portrait, landscape, macro and still life. 12 sessions, $150* (includes a $75 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, $150* (includes a $75 lab fee)

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

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

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

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

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TVL-300 Travel and Tourism Certificate, Part 1  0.8 CEU
Students will have a working knowledge of expectations to get into the travel industry, working with hotels, airlines, cruises and other industry partners. Students will learn the fundamentals of geography for travel agents, using online techniques for travel. This course will include visits to venues such as hotels, travel and tourism agencies within the region. Students must successfully complete Parts 1 and 2 to receive a certificate.

4 sessions, $245*

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TVL-301 Travel and Tourism Certificate, Part 2 0.8 CEU
The Travel and Tourism certificate introduces students to the world of travel and the steps to becoming a travel agent. Student will have a working knowledge of expectations to get into the travel industry, working with hotels, airlines, cruises and other industry partners. Students will learn the fundamentals of sales and marketing techniques for travel, packaging your tours and cruises. This course will include offsite visits to venues such as hotels, travel and tourism agencies within the region. Successful completion of Parts 1 and 2 are required to receive a certificate.
4 sessions, $245*
49200 T 7/2-7/30 6:30-9:30 p.m. Largo
5 7/13-7/13 10 a.m.-3 p.m. Largo

VETERINARY ASSISTING
301-546-0878 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE VETERINARY ASSISTANT
Program Information
If you love working with animals, take the next step towards a new career. This four-month program includes five courses and 44 hours of clinical training with live animals. This program will prepare you to work in an entry-level position in a veterinary hospital, zoo, etc. Our Veterinary Assistant training program has been reviewed and supported by the Maryland Veterinary Medical Association.

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion:
• VET 315 Basic Skills Veterinary Assistant Training
• VET-300 Veterinary Assistant I: Outpatient Care
• VET-301 Veterinary Assistant II: Diagnostics and Pharmacy
• VET-310 Veterinary Assistant III: Patient Care and Treatment
• VET-311 Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care
• VET 316 Veterinary Assistant Clinical

Program requirements
To register for this program, participants must:
• be 18 years of age before the start of the program
• obtain a score of 243 or above on the college reading comprehension placement test OR provide proof of college credits

Additional note
The Veterinary Assistant program uses live animals for teaching purposes. Prince George’s Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George’s Community College does not provide medical insurance for any injury sustained.

For more information
Please see our contact information above.

VET-312 Animal First Aid and CPR 0.4 CEU
Animal first aid is the immediate care given to an injured or suddenly ill pet until competent veterinary care is available. This course provides pet owners and others with information on caring for dogs and cats as well as guidance to determine when pets need professional treatment. Topics include initial assessment, restraint application, basic emergency, CPR, common illnesses and injuries, and medication administration.
1 session, $75*
48892 S 6/22-6/22 9 a.m.-1:15 p.m. CE-104

VIDEOGRAPHY
301-546-0873 or itcerts@pgcc.edu

PGCC CERTIFICATE VIDEOGRAPHY
Program information
Document your achievement in producing videos. This program includes the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (software) skills. As technology advances and prices fall into more affordable ranges, video presentations are becoming more popular in many professions, including teaching, government, traditional photography, real estate, marketing, medicine, and the ministry. For work, for fun, or for home videos, this program can help enhance your skills.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• VID-308 Videography: Part 1
• VID-329 Videography: Part 2
• Any Final Cut Pro, Motion 5 or Adobe Premiere Pro course

Program requirements
Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

For more information
Please see our contact information above.
VID-338 Digital Storytelling Part 2  1.8 CEUs
The second part of this course is for those seeking to dig deeper into their narrative and produce films to share with others. Students learn the phases of production, scripting, mixing pictures and video to music and narration in addition to uploading their movies on social media. This course goes into the heart of a story, by writing a script, editing a short film and ultimately producing their own videos.
6 sessions, $240* (includes a $80 lab fee)
46636  MW  5/6-5/22  6-9 p.m.  CAT-103

VID-308 Videography: Part 1  2.1 CEUs
This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills.
7 sessions, $285* (includes a $75 lab fee)
48707  M  5/20-7/8  6-9:45 p.m.  CAT-137

VID-329 Videography: Part 2  2.1 CEUs
In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308.
7 sessions, $285* (includes a $75 lab fee)
48709  W  7/8-8/19  6-9:45 p.m.  CAT-137
48708  M  7/8-8/19  6-9:45 p.m.  CAT-137

VID-332 Video Production Techniques  2.8 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, to production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Text required: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. (3rd edition). Ascher & Edward Pincus.
7 sessions, $285* (includes a $75 lab fee)
48710  W  7/10-8/21  6-9:45 p.m.  CAT-137

APP-406 Introduction to Motion 5  3.0 CEUs
Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control.
12 sessions, $605* (includes a $150 lab fee)
49417  TTh  5/21-6/27  6:30-9:30 p.m.  CAT-137

DPR-722 Adobe Premiere Pro  3.6 CEUs
This course will discuss producing and editing video for multimedia or web productions. Adobe Premiere Pro is a timeline-based video editing software application. It is part of the Adobe Creative Cloud, which includes video editing, graphic design, and web development programs. This course Emphasizes capture, editing and outputting of video using a desktop digital workstation.
12 sessions, $605* (includes a $150 lab fee)
49416  TTh  7/9-8/15  6:30-9:30 p.m.  CAT-137

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
WELLNESS
301-546-0159

MEDITATION AND WELLNESS

WLM-308 Mindfulness Meditation
We often think happiness is dependent on external factors. We suffer from the “if only” disease, looking for the next big thing that will finally make us happy. Mindfulness meditation gives you tools to create lasting happiness that does not rely on others. Explore how clinging to your attitudes and possessions creates dissatisfaction and how loving kindness, generosity and gratitude can help alter your outlook on life. No previous meditation experience is necessary to attend this course. Instructor: Jerry Hartman.
1 session, $59 (includes a $40 lab fee)

WELLNESS BODY

WLB-304 Healing Environments for Body, Mind
The design of your home, public facilities, and health care services can contribute greatly to the well-being of individuals on physical, social, psychological, and spiritual levels. You’ll learn how to create environments that foster healing using color, light, sound, art, and nature while providing a sense of connection and reducing emotional stress in a sustainable, healing manner. 9 sessions, $106 (includes a $75 lab fee)

WLB-306 Holistic Health, Part 1
The concepts of alternative, holistic, and integrative medicine have their roots in the healing traditions of the past and are gaining attention today as more practitioners recognize the benefits of combining traditional Western medicine with the nonphysical exploration of healing. Part 1 covers holistic stress management, the healing effects of physical activity and movement, nutrition, and place and space healing environments. 4 sessions, $94 (includes a $64 lab fee)

SAGE
301-546-0923 or sage@pgcc.edu

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 over 24 convenient, community-based venues throughout Prince George’s County.

Coursework
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; an $85 registration fee is charged per trimester for Maryland residents who are 60 and above. The registration fee covers an unlimited number of classes which are state-approved and have no time conflicts. Other fees, e.g. lab, computer and supplies are not covered by the registration fee.

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, or see our contact information above to request a hard copy of the schedule. To register, please visit us at www.pgcc.edu/sage.
CHILDREN WITH SPECIAL NEEDS
301-546-0519 or www.pgcc.edu/go/cdc

PGCC CERTIFICATE
WORKING WITH CHILDREN WITH SPECIAL NEEDS

Program information
Enrich your life and the life of a child! Earn community service hours by spending Saturday mornings working with children with developmental disabilities or delays in a fun and playful atmosphere. Enhance your resume by participating in a nationally-known children's program. Explore career fields in the areas of motor development, speech/language development, physical therapy and reading; meet great people and gain insights from industry professionals. Experience all this at no cost for registration, and still be home in time for lunch!

Program locations
The program is offered at two locations: Prince George's Community College, Largo campus, and the University of Maryland, College Park campus.

Coursework
Students who successfully complete the following courses will receive a PGCC certificate verifying 40.0 hours of volunteer training (community service hours) and 4.0 CEU's:
- OCC-334 Children's Developmental Clinic: Clinician Pre-clinic Training
- OCC-327 Children's Developmental Clinic: Clinician Training

Program requirements
To register for this program, participants must:
- Be at least 16 years of age
- Have a valid driver's license or government-issued identification
- Complete fingerprinting and pass a criminal background check during OCC-324 (a parent/legal guardian must be present to sign consent for any student under the age of 18)

For more information or to register
Please see our contact information above.

Show your team spirit by attending one of our many athletic activities.
- men’s and women’s basketball
- men's and women's soccer
- men’s baseball and women's softball
- men's and women's indoor track
- men’s and women’s outdoor track
- men’s and women’s cross-country

Go Owls!
YOUTH SUMMER PROGRAMS

CHILDREN’S DEVELOPMENTAL CLINIC (BIRTH - 12 YEARS OF AGE)

Program information
The Children’s Developmental Clinic is a community service program conducted by the Workforce Development and Continuing Education division at Prince George’s Community College. The clinic provides services to children who are experiencing various developmental difficulties, including motor delays, language delays, emotional issues or orthopedic challenges. During the sessions, children participate in one-to-one, individualized motor development training. If additional assistance is needed, children can be enrolled in a language program at the clinic.

The five week summer session is held only at the Largo campus for children 6 months through age 12. Children are scheduled to attend one and one-half hour sessions, two days per week. Two schedule options are offered: Mondays and Wednesdays or Tuesdays and Thursdays. A mandatory Parent Education Program runs in conjunction with the children’s sessions.

Choice of weekdays:
- Mon. & Wed. June 24-July 24, 2019
- Tues. & Thurs. June 25-July 25, 2019*

Choice of times:
- 8:30 a.m.-10:00 a.m.
- 10:15 a.m.-11:45 a.m.
- 12:00 p.m.-1:30 p.m.

The cost for a child and his/her parent to attend the five-week session (including registration fees) is $265 for Prince George’s County residents, $270 for out-of-county residents and $275 for out-of-state residents. To register additional children, the fee is $185 per child for in-county residents. For more information and registration forms for the summer session, please visit our website at www.pgcc.edu/go/cdc. Print out all forms for correct information.

*No class Thursday, July 4; Make up day Friday, July 5th.

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. Coupling employment readiness skills with occupational and technical training, students are prepared to meet today’s workforce demands.

TBA current offerings include:
- Professional Development Series
- Administrative Services (Microsoft Office Specialist/HR Generalist/Notary)
- Automotive (Service Technicians, Diagnostics, Vehicle Inspection)
- Construction and Energy (NCCER – Carpentry/Concrete, Electrical, HVAC)
- Hospitality Services
- Information Technology (Helpdesk Technician - A+)
- Developmental Disability Services (DDA)

16 week course
M-F • 9 a.m.-3:30 p.m.
301-546-0964
Owl Scholars Camps

Activities for Grades 2-11
Register the campers for the highest grade they have completed

Make summer memorable. Enroll Today!

www.pgcc.edu    301-546-0120

PRINCE GEORGE'S COMMUNITY COLLEGE
### Session I: July 1–July 12

**JULY 1–12**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30–11:30 a.m.</td>
<td>Language Arts: Elementary</td>
<td>Grade 2</td>
<td>43861</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Elementary</td>
<td>Grade 3</td>
<td>43865</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Elementary</td>
<td>Grade 4</td>
<td>43897</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Elementary</td>
<td>Grade 5</td>
<td>43900</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Middle</td>
<td>Grade 6</td>
<td>43902</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Middle</td>
<td>Grade 7/8</td>
<td>43904</td>
</tr>
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</table>

**11:30 a.m.–12:30 p.m.**

- Lunch

**JULY 1–5**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30–3:30 p.m.</td>
<td>*Baking Fund Elementary</td>
<td>Grades 2-5</td>
<td>43752</td>
</tr>
<tr>
<td></td>
<td>Adventures in STEAM</td>
<td>Grades 2-5</td>
<td>46821</td>
</tr>
<tr>
<td></td>
<td>Cartooning</td>
<td>Grades 2-4</td>
<td>43775</td>
</tr>
<tr>
<td></td>
<td>Robotics 101 (2 weeks)</td>
<td>Grades 5-8</td>
<td>46820</td>
</tr>
<tr>
<td></td>
<td>Ready, Set Goal, Save</td>
<td>Grades 5-8</td>
<td>43776</td>
</tr>
<tr>
<td></td>
<td>*Junior Chef</td>
<td>Grades 6-8</td>
<td>43754</td>
</tr>
<tr>
<td></td>
<td>Braiding</td>
<td>Grades 5-8</td>
<td>43772</td>
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</table>

**JULY 8–12**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>12:30–3:30 p.m.</td>
<td>Cartooning</td>
<td>Grades 2-5</td>
<td>43855</td>
</tr>
<tr>
<td></td>
<td>*Junior Chef Elementary</td>
<td>Grades 2-5</td>
<td>43758</td>
</tr>
<tr>
<td></td>
<td>Minecraft for Kids</td>
<td>Grades 2-4</td>
<td>46824</td>
</tr>
<tr>
<td></td>
<td>Robotics 101 (2 weeks)</td>
<td>Grades 5-8</td>
<td>46820</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*Baking Fund</td>
<td>Grades 6-8</td>
<td>43755</td>
</tr>
<tr>
<td></td>
<td>Braiding, Level II</td>
<td>Grades 5-8</td>
<td>46823</td>
</tr>
</tbody>
</table>

### Session II: July 15–July 26

**JULY 15–26**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30–11:30 a.m.</td>
<td>Math: Elementary</td>
<td>Grade 2</td>
<td>44056</td>
</tr>
<tr>
<td></td>
<td>Math: Elementary</td>
<td>Grades 3</td>
<td>44057</td>
</tr>
<tr>
<td></td>
<td>Math: Elementary</td>
<td>Grade 4</td>
<td>44058</td>
</tr>
<tr>
<td></td>
<td>Math: Elementary</td>
<td>Grades 5</td>
<td>44059</td>
</tr>
<tr>
<td></td>
<td>Math: Basic Math</td>
<td>Grades 6/7</td>
<td>44060</td>
</tr>
<tr>
<td></td>
<td>Math: Pre-Algebra</td>
<td>Grades 6-8</td>
<td>44062</td>
</tr>
</tbody>
</table>

**11:30 a.m.–12:30 p.m.**

- Lunch

**JULY 15–19**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30–3:30 p.m.</td>
<td>Cartooning</td>
<td>Grades 2-5</td>
<td>44050</td>
</tr>
<tr>
<td></td>
<td>*Junior Chef Elementary</td>
<td>Grades 2-5</td>
<td>44063</td>
</tr>
<tr>
<td></td>
<td>Minecraft for Kids</td>
<td>Grades 2-4</td>
<td>46825</td>
</tr>
<tr>
<td></td>
<td>*Baking Fund</td>
<td>Grades 6-8</td>
<td>43919</td>
</tr>
<tr>
<td></td>
<td>Adventures in STEAM</td>
<td>Grades 6-8</td>
<td>46822</td>
</tr>
<tr>
<td></td>
<td>Upcycling/Fashion Art</td>
<td>Grades 5-8</td>
<td>44053</td>
</tr>
<tr>
<td></td>
<td>Digital Storytelling (2 weeks)</td>
<td>Grades 5-8</td>
<td>44048</td>
</tr>
</tbody>
</table>

**JULY 22–26**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30–3:30 p.m.</td>
<td>Minecraft Missions</td>
<td>Grades 2-4</td>
<td>46826</td>
</tr>
<tr>
<td></td>
<td>*Baking Fund for Kids</td>
<td>Grades 2-5</td>
<td>46806</td>
</tr>
<tr>
<td></td>
<td>*Junior Chef</td>
<td>Grades 6-8</td>
<td>43917</td>
</tr>
<tr>
<td></td>
<td>Digital Storytelling (2 weeks)</td>
<td>Grades 5-8</td>
<td>44048</td>
</tr>
</tbody>
</table>

Registered students will receive details on the **Culinary Showcase**  
that will take place on July 26, 2019 from 4:00–5:00 p.m.

### July 2–13

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30–6 p.m.</td>
<td>Extended Day: Wind Down</td>
<td>Grades 2-8</td>
<td>43857</td>
</tr>
</tbody>
</table>

### July 16–27

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30–6 p.m.</td>
<td>Extended Day: Wind Down</td>
<td>Grades 2-8</td>
<td>44054</td>
</tr>
</tbody>
</table>

*CAN ONLY BE TAKEN with Language Arts or Math Class during the same session.*
### Culinary Camp—Grades 2-11
All cooking and culinary classes will take place in our Culinary Arts Building
Register the campers for the highest grade they have completed

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYC-300</td>
<td>Fundamentals of Culinary Arts</td>
<td>This is an introductory food production camp for youth interested in the culinary food production industry. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices and table etiquette. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Students will participate in a field trip during the camp and be expected to perform a community service project as part of the camp in November.</td>
<td>$375 (includes $175 lab fee)</td>
</tr>
<tr>
<td>YTH-492</td>
<td>Baking Fundamental for Kids</td>
<td>Students will discover the joys of baking as they learn to make easy-to-prepare desserts. They will learn to bake using fresh ingredients. Basic equipment, safety, shopping and survival skills will also be explored in this hands-on, tasty workshop. Bring an apron and an appetite.</td>
<td>$120 (includes a $70 lab fee)</td>
</tr>
</tbody>
</table>

### Prince George's Science and Math Enrichment—Grades 2-8
These courses are offered by Prince George’s Math and Science Enrichment Program (PGMSE). Call 301-249-7771 for additional information.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH-501</td>
<td>GMSE: PARCC Preparation Science and Math</td>
<td>This six-week camp gives students the opportunities to investigate different ways to improve their skills to achieve a higher performance level on the PARCC Test. Students will develop strategies and skills to improve overall test taking abilities. Technology, peer teaching and group presentations are some of the skills practiced to achieve a higher performance level. Students must also pay a one-time Lab fee of $150.00 which covers the cost of afternoon field trips, all day Friday field trips, t-shirt, materials, etc. Register for (YTH-502 - SYN #43746)</td>
<td>$45 (includes a $35 fee)</td>
</tr>
</tbody>
</table>

### YTH-489 Culinary: Junior Chef Elementary
Learn fundamental cooking preparation techniques for poultry, vegetables and smoothies and table etiquette. Students will receive both classroom and lab hours with trained culinary professionals. | $120 (includes a $70 lab fee) |

### YTH-490 Culinary: Junior Chef
Topics include basic knife skills, how to prepare stocks, soups, sauces, beef, pork and poultry items and table etiquette. Students will receive both classroom and lab hours with trained culinary professionals. Students will participate in a field trip during the camp and be expected to perform a community service project as part of the camp in November. | $120 (includes a $70 lab fee) |

### YTH-498 Extended Day/Before and After Care
$45 (includes a $35 fee)
SESSION III

**YTH-495 Mechanical Dissection**

Campers will be introduced to the “ins and outs” of assembly and disassembly. Mechanical Dissection is reverse engineering and is an approach to teaching campers about engineering concepts and design principles. This exploration involves having campers working in small teams to disassemble and reassemble basic household products (lamps, desks, tables). This exploration leads to insight on materials, function, design alternatives, human factors and manufacturing. $180 (includes $50 lab fee)

46143  M-F  June 24-28  9 a.m.-3 p.m.  (Grades 3-8)

**YTH-496 Doors, Floors & Chores**

Doors provide entry into buildings, homes and many of other structures. Chores are the bedrocks to keep homes, buildings and work places, cleaner, safer, healthier and peaceful. Campers will engage in games and activities around chores including but not limited to making beds, cleaning rooms and understanding its value and importance. Campers will be introduced to the basics of door hardware; how to install and remove a basic door from its hinges and basic types of keys/function as it relates to doors. Further, campers will engage in activities that empower them to understand the layout of floors, measuring square footage, calculating formulas and performing estimations. Every camper will complete a take home building project and increase their understanding of how math functions relate to life through games, assignments and activities. $170 (includes $45 lab fee)

46291  M-F  July 1-5  9 a.m.-3 p.m.  (Grades 3-8)

**YTH- Kidtrepreneurship and Small Projects**

In this course campers will learn the basics of how to establish and run a business, design/ engineer a small project, create a cost structure and sell their projects. Campers will meet with business owners and professionals who are builders and business owners and discuss how they began in business. $180 (includes $50 lab fee)

46479  M-F  July 15-19  9 a.m.-3 p.m.  (Grades 3-8)

**YTH-497 Construction, Transportation and Travel**

In this course campers will learn why transportation is necessary and why it is an essential part of the travel of people and goods. Additionally, campers will play a role in constructing bridges and working with professionals in the transportation industry to understand travel and transporting people. Students will also have an opportunity to work on bicycles as a means of transportation and learn to perform basic repairs on a bicycle. $180 (includes $50 lab fee)

46151  M-F  July 29-August 2  9 a.m.-3 p.m.  (Grades 3-8)

**Extended Day/Before and After Care**

7:45-9:00 a.m. (AM) - $40 (includes $20 fee)
3:00-5:00 p.m. (PM) - $60 (includes $20 fee)

46812  M-F  June 24-28  7:45-9 a.m.
46816  M-F  June 24-28  3-5 p.m.
46813  M-F  July 1-5  7:45-9 a.m.
46817  M-F  July 1-5  3-5 p.m.
46814  M-F  July 15-19  7:45-9 a.m.
46818  M-F  July 15-19  3-5 p.m.
46815  M-F  July 29-August 2  7:45-9 a.m.
46819  M-F  July 29-August 2  3-5 p.m.
Summer Course Information and Descriptions

Grades 2-11

Register the campers for the highest grade they have completed.

EDUCATIONAL CAMPS FOR KIDS
If your child can self-manage, is self-motivated — We help them reach their full potential and put the fun back in learning!

REQUIRED PRE-ASSESSMENT (LANGUAGE ARTS AND MATH)
A pre-assessment is required for 2nd through 8th grade Language Arts and Math campers. The pre-assessment helps us to ensure our students receive the appropriate level of instruction. Parents will receive an invitation to sign-up for the in-person assessment in March. In addition, you will receive an email invitation from Owl Scholars/campdoc to complete required forms. Mandated forms not completed by June 17th will cause the camper to be withdrawn from ALL classes.

EAT LUNCH WITH US
If your child attends a full-day camp, send the child to us with a bag lunch and juice from home. Refrigeration is not provided so pack food that is safe to store at room temperature. Lunches should be ready-to-eat as children may not have access to a microwave or vending machines. All students will eat in the PGCC Hollow Tree where they will be supervised by college staff.

REGISTRATION – IN PERSON
For each child attending, please complete the Course Registration Form and submit payment to:

Admissions Office, Bladen Hall, Room 126
Prince George’s Community College,
301 Largo Rd.,
Largo, MD 20774

Open for registration Monday–Thursday, 8:30am–7:30pm and Friday, 8:30am–4:30pm

REGISTRATION - ONLINE OR IN PERSON
REGISTRATION OPENS FEBRUARY 1, 2019

Space is limited! Avoid disappointment by registering your child EARLY.

LATE FEES
A $1.00 late fee is charged per minute. Cash payment is due at time of pick up.

REFUND POLICY
Refunds will be issued if students are dropped two days prior to course start date. No refund will be given after the camp begins. If a course is canceled due to insufficient enrollment, a refund will be automatically mailed/credited within 7 days.

Owl Scholars Courses
2019 Camp Descriptions

These courses are designed for students who have completed grades 2-8 during the current school year. All camps meet MTWThF. The College is closed July 4th in honor of Independence Day. Continuing Education’s enrichment courses offer intellectually challenging and stimulating opportunities for campers who can self-manage and are self-motivated in a college setting combined with fun, interest-based activities. REGISTER THE CAMPER FOR THE HIGHEST GRADE THEY HAVE COMPLETED. REGISTER CAMPER USING THEIR DEMOGRAPHIC INFORMATION.

YTH- 506 Adventures in STEAM
Learn about physical and life sciences in this STEAM class. Use recycled paper to make useful everyday items; Discuss gravity, the laws of physics and kinetic energy, plan and construct structures and design a simple machine. If you are a Middle Schooler, you will learn anatomy and dissect a specimen. $100 (includes a $40 lab fee)

YTH- 314 Art: Cartooning
Have fun as you learn the basic steps of cartooning. Apply drawing techniques as you create your own cartoon characters. $90 (includes a $40 lab fee)

YTH-491 Hair Braiding
Beginners are welcome in this course that will teach the students the fundamentals of braiding and braiding styles. Bring a mannequin or a large doll, rattail and large-toothed comb. $90 (includes a $40 lab fee)

YTH-507 Hair Braiding, Level 2
For campers who attended the braiding course last summer or those who have just completed the hair braiding this summer. This course will allow you to build on the skills you learned in the Hair Braiding course. $90 (includes a $40 lab fee)

YTH-483 Computer: Digital Storytelling
Explore the power of technology to communicate and tell stories. The Digital Storytelling Summer Camp allows campers to use multimedia tools to make their stories come to life. Campers will develop their ideas into a storyboard and use digital cameras, mobile devices, tablets and computers to create their stories. Campers will learn how to use photographs, video, animation, graphics, narration, music, sound effects and text to produce and edit their digital stories using iMovie on the Mac. The camp begins with sessions on Adobe Photoshop and iMovie basics, then transitions into time to create, at your own pace, your own original narrative digital storytelling project. (2 weeks) $180 (includes a $65 lab fee)

YTH-492 Baking Fundamental for Kids
Students will discover the joys of baking as they learn to make easy-to-prepare desserts. They will learn to bake using fresh ingredients. Basic equipment, safety, shopping and survival skills will also be explored in this hands-on, tasty workshop. Bring an apron and an appetite. $120 (includes a $70 lab fee)
YTH-489 Culinary: Junior Chef Elementary
Learn fundamental cooking preparation techniques for poultry, vegetables and smoothies and table etiquette. Students will receive both classroom and lab hours with trained culinary professionals.
$120 (includes a $70 lab fee)

YTH-490 Culinary: Junior Chef
Topics include basic knife skills, how to prepare stocks, soups, sauces, beef, pork and poultry items and table etiquette. Students will receive both classroom and lab hours with trained culinary professionals. Students will participate in a field trip during the camp and be expected to perform a community service project as part of the camp in November.
$120 (includes a $70 lab fee)

YTH-400 Finance: Ready, Set Goal, Save
You know that money doesn’t grow on trees. And, you know it won’t grow that much inside your piggy bank or under your mattress. You have some money in the bank, but not enough to add up to gazillions of dollars in your lifetime. You think that the money you get from allowance, gifts, jobs or incentives for earning good grades is just too small to grow into big bucks. In this course, you learn what the difference between savings deposits and investments is, and how small amounts of money can turn into gazillions of dollars through compounding. The materials have been provided through Financial Fitness for Life® series for middle school students with the cooperation of Maryland Council on Economic Education.
$90 (includes a $40 lab fee)

YTH-434 Language Arts Elementary
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topic will include capitalization, punctuation, and language mechanics, sentence structure, language usage, spelling, vocabulary and comprehension.
$160 (includes a $75 lab fee)

YTH-443 Language Arts Middle
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: Inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes/suffixes, multiple meaning words, capitalization, spelling, punctuation, usage.
$160 (includes a $75 lab fee)

YTH-432 Math Elementary
This camp will focus on reviewing concepts learned during the previous school year. Topics may include: Patterns, problem solving of addition, subtraction, money, time, fractions, measurement and multiplication.
$170 (includes a $75 lab fee)

YTH-448 Math: Basic Math
This camp will focus on reviewing concepts learned during the previous school year. Topics may include: Place value, comparing and ordering numbers, addition, and subtraction facts, estimation, one and two digit divisors and multipliers, geometric figures, decimals, fraction and percentages.
$170 (includes a $75 lab fee)

YTH-449 Math: Pre-Algebra/Algebra
This camp will focus on reviewing concepts learned during the previous school year. It reinforces arithmetic skills, developing the pre-algebra concepts of variable recognition, signed numbers, formulas and single variable equations. Topics may include algebraic symbolism, simplifying expressions, solutions to elementary equations, and the graphic representations associated with variables.
$170 (includes a $75 lab fee)

YTH-508 Minecraft 4 Kids
Experience the wonderful world of Pocket Edition Minecraft. Build your own virtual reality in a sandbox-like environment by using computers to challenge your mind and create your own adventures. This fun and engaging camp will spark interests, foster creativity and help you maximize your learning potential. No prior experience with Minecraft necessary. All skill levels welcome.
$140 (includes a $100 lab fee)

YTH-509 Minecraft 4 Kids II
Created for those who want to discover more about the amazing game of Minecraft. This camp is designed as a follow up program for campers who have already taken “Minecraft 4 Kids” and are ready for new and complex challenges Step-by-step instructions and best practices on how to build and develop game spaces on the PC. Basic PC skills (using a mouse and keyboard) may be covered in class, as needed. Prerequisite: Minecraft 4 Kids.
$140 (includes a $100 lab fee)

YTH-510 Minecraft Missions
Are you up for an adventure? In this multi-player environment. Use your imagination and collaborate with your team to design and build a large-scale Minecraft Missions project. Each summer Minecraft Missions changes its missions and in 2019 expect the most exciting missions yet. Creativity, critical thinking and communication will be your keys to success! Previous experience with Minecraft is recommended.
$140 (includes a $100 lab fee)

YTH-505 Robotics 101
Explore the exciting world of Robotics! Learn how to design and build a robot using LEGO® MINDSTORMS®. Program your robot to perform project-oriented tasks and challenges. For novices, start with the basics of construction and programming. For the more experienced, develop sophisticated programming and engineering skills. This camp is for beginners and intermediate campers. Each camp runs for 1 week. No prior experience with LEGO® Mindstorms necessary. All skill levels welcome.
$275 (includes a $200 lab fee)

YTH-465 Trendy Fashion Art: Upcycling
Did you know that duct tape can be used to make anything from a wallet to a purse? Or that you can take an old article of clothing and make it brand new? This course will show you how to do these things and more. And to top of it all off make jewelry to complement your new look!
$75 (includes $30 lab fee)

YTH-301 Wind Down – Extended Day
Students enrolled in full-day camps can end the day by creating arts and craft projects, playing board and word games or watching a video.
$100 (includes a $50 lab fee)
10 Simple Steps for Registering Online

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. 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 e-mail, 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 e-mail.
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 space 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!

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

A. Q. \( \text{What degree do I need for the career I want?} \)

A. Q. \( \text{Will employers be hiring in my field when I graduate?} \)

How much do people make in various jobs?

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.
ONLINE COURSES
301-546-0463 or elearning@pgcc.edu

CONTINUING EDUCATION COURSES ONLINE
Online courses allow you to update your skills, discover a new talent, or chart a career path at your convenience using your computer. If your schedule makes it difficult to attend in-person classes, or if you just want to try something new, consider enrolling in our online or hybrid courses. Save the time and expense of getting to class; gain flexibility in time, location, and pace of study. Study, complete assignments, and communicate with your instructor and classmates from the convenience of your computer.

We offer hundreds of continuing education courses online! Check this section or browse the schedule to get started. Look for “online” in the blue sections below course descriptions, and these codes to tell you which format the course uses:

- E2GO = these courses use the ed2go delivery format
- PTRN = these courses use the ProTrain delivery format
- BLBD = these courses use the Blackboard delivery format
- SKYP = this indicates real-time consultation with the instructor

See below for information on registering for classes in each format.

Other scheduling options
Our ed2go online courses can begin any month of the year! If you see an ed2go course that you would like to take, but you would rather start the class in a different month, no problem! At your request, we can set up a class section for you that begins in the month of your choice. Just:

2. Search for your desired course.
3. Click the “Add To Cart” button.
4. Choose the month you want to begin the course.

For more information
The eLearning Services department at Prince George’s Community College can help you access and succeed in our online courses and programs. Please visit us at www.pgcconline.com, or contact us at the number or e-mail above.

WHAT ARE ONLINE COURSES?
Online courses are delivered via your computer, rather than in-person: the computer becomes the classroom! You can work more independently and set your learning hours to fit your schedule. You’ll communicate with your instructor and classmates via the Internet in 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 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 course work, assignments, and discussions are completed via the Internet. Our hybrid courses use the Blackboard 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 login 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 e-mail to e-learning@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) (highly recommended)
- An Internet Service Provider (ISP) and your own e-mail address
- A Web browser (Firefox, Chrome, Internet Explorer, or Safari), depending on the course format
- Microsoft Word (the college’s standard for word processing software)
- Multimedia (speakers and sound card) may be required in some courses

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*

To register and pay for your course:
1. Follow the instructions on the inside front cover of this schedule to register and pay.
2. If your course is NOT listed in Owl Link, then register and pay for the generic course EDG-300. Use Course Code Number 46771 for courses that meet beginning January 4-April 30, 2019.

For problems with registration, payment, and/or locating the course on PGCC’s Owl Link, e-mail us at ed2go@pgcc.edu.

To check hardware and software requirements:
1. Go to www.ed2go.com/pgcc
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:
1. Go to www.ed2go.com/pgcc
2. Click on “My Classroom”
3. Login to get started.
TO REGISTER FOR BLACKBOARD CLASSES:

To register for online courses that use Blackboard (courses with location BLBD in this schedule):
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 e-mail when you register so that we can contact you with instructions.
4. Activate your Owl Link account; you will need this to access your Blackboard course.

NOTE: A SKYP-formatted class indicates a real-time online consultation with the instructor on those days listed in the schedule. Meeting information on Owl Link may indicate the time to meet online. For example, ENR-591 has a “SKYP” (i.e. Skype-type) component and will meet in an online real-time (synchronous) format on Saturdays.

To check hardware and software requirements:
Take the “Browser Test” located at http://pgcconline.blackboard.com.

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

NOTE: There is no “www” in the Blackboard 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 e-mail from ProTrain shortly before the course begins.

MORE ONLINE E2GO COURSES: SPRING 2019

SO MANY ONLINE COURSES, WE COULDN’T LIST THEM ALL:
To view the entire online ed2go course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc and click “View Catalog.”

You can look at the entire list of courses or search for a topic that interests you. See descriptions of the courses, including their start dates and prices.

Here are just some of the additional online courses that may interest you. We’ve got something to interest everyone!

ACCOUNTING AND FINANCE
Advanced Microsoft Excel 2010
Intermediate Microsoft Excel 2010
Intermediate QuickBooks 2014
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Performing Payroll in QuickBooks 2013
Personal Finance
QuickBooks for Contractors 2014

BUSINESS
Becoming a Grant Writing Consultant
Business Finance for Non-Finance Personnel
Fundamentals of Supervision and Management II
High Speed Project Management
Intermediate Microsoft Access 2010
Intermediate Microsoft Word 2010
Introduction to Business Analysis
Introduction to Microsoft PowerPoint 2010
Introduction to Microsoft Word 2007
Manufacturing Applications
Marketing Your Nonprofit
Professional Sales Skills
Six Sigma: Total Quality Applications
Start Your Own Arts and Crafts Business
Supply Chain Management Fundamentals
Writing Effective Grant Proposals

COLLEGE READINESS
Introduction to Algebra
Introduction to Statistics
SAT/ACT Prep Course - Part 2

COMPUTER APPLICATIONS
Intermediate Photoshop CS5
Introduction to Digital Scrapbooking
Introduction to Lightroom CC
Photoshop Elements 13 for the Digital Photographer

DESIGN AND COMPOSITION
Intermediate CSS and XHTML
Photographing People With Your Digital Camera

HEALTHCARE AND MEDICAL
Explore a Career in Medical Writing

LANGUAGE AND ARTS
An Introduction to Teaching ESL/EFL
Easy English 1
Grammar for ESL
Spanish for Law Enforcement
Speed Spanish
Speed Spanish III
Teaching ESL/EFL Vocabulary
Writing for ESL

LAW AND LEGAL
Real Estate Law

PERSONAL DEVELOPMENT
Content Literacy: Grades 6-12
Merrill Ream Speed Reading
Singapore Math Strategies: Model Drawing for Grades 1-6
Teaching Writing: Grades K-3

TEACHING AND EDUCATION
Differentiated Instruction in the Classroom
Guided Reading: Strategies for the Differentiated Classroom
Teaching High School Students
Teaching Writing: Grades 4-6
Using the Internet in the Classroom

TECHNOLOGY
Intermediate Oracle
Introduction to ASP.NET
Introduction to Python 3 Programming
Wireless Networking

TECHNOLOGY
Write and Publish Your Nonfiction Book
GENERAL INFORMATION

ELIGIBILITY

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

CANCELLATION OF CLASSES

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

Cancellations may be viewed online on Owl Link as soon as they occur.

ROOM ASSIGNMENTS AND CHANGES

Classes without specific rooms listed in this schedule will be assigned before classes begin. Classrooms may be changed to accommodate class sizes or special needs. Room assignments and changes are available on Owl Link as soon as they are made. Check the 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 through Thursday 8:30 a.m.–7 p.m., Friday 8:30 a.m.–4 p.m., or Marlboro Hall, Room 1095, Saturday 8 a.m.–4 p.m.

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

HOLIDAYS

Courses will not be scheduled on the following dates:

- May 25–27: Memorial Day
- July 4: Independence Day
- Aug. 31–Sept. 2: Labor Day

COLLEGE CLOSINGS

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

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

In case of hazardous weather, classes at local public school locations will be 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/staff.

SMOKE AND TOBACCO-FREE CAMPUS

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

Nondiscrimination Information

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. 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 individuals to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. Alonia C. Sharps, Room 130, Kent Hall, 301-546-0170, coordinates the college’s program of nondiscrimination.

TITLE IX

Prince George’s Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. Indeed, the college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran’s status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to Alonia C. Sharps, chief of staff, Room 130, Kent Hall, 301-546-0170.

STUDENT RIGHT TO KNOW ACT

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

ANNUAL SECURITY REPORT

At Prince George’s Community College every effort is made to increase students’ awareness of issues involving their safety and security. While the college is located in an attractive suburban environment, it is within the proximity of two metropolitan areas and not isolated from safety issues of society in general.
Relative to the Campus Security Act of 1990, 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 director of admissions and records a written request that identifies the record(s) you wish to inspect. The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

**Elementary and Secondary Schools**

The rights under FERPA described herein, are limited to the following types of education records:

- Student directory information - Name, address, telephone number, e-mail address, dates of attendance, major (subject), degree earned, and birthdate.

- Student education records - Grades, attendance, test scores, and academic honors and awards.

**Directory Information**

Directory information may be released to the public without the student's consent, unless the student has signed a written form which designates the categories of directory information that may be released.

**Amending Education Records**

The right to request the amendment of education records, the right to inspect and review the education records, and 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 are established in the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**Disability Documentation Required**

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.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Academic Advising
301-546-0151
Bladen Hall, Room 124
Academic advising, placement test interpretation
You must be present 30 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Admissions
301-546-7422
Bladen Hall, Room 126
Credit student applications.
You must be in the office 15 minutes before closing to process your application.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

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

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

Hours
Largo store hours are subject to change and may be extended at the beginning and end of each credit semester. Current store hours are posted in-store and online. Normal hours are:
Mon.–Wed. 8:30 a.m.–7 p.m.
Thurs. 8:30 a.m.–5 p.m.
Fri. 8:30 a.m.–4 p.m.
Sat. 10 a.m.–4 p.m.
Sun. Closed

UNIVERSITY TOWN CENTER (UTC)
301-546-8150
Lower Level, UTC
The UTC Bookstore offers textbooks for rent or purchase for UTC courses only. The store also offers school supplies, electronics and collegiate merchandise.

Hours
Visit www.pgccccbookstore.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.–8 p.m.
Fri.: 8:30 a.m.–5 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.–8 p.m.
Fri.: 8:30 a.m.–5 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.pgcccc.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 in the office 30 minutes before closing.
Hours are subject to change.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

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

Help Desk (Owl Link)
301-546-0637
Bladen 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.–7 p.m.
Fri.: 8 a.m.–4:30 p.m.
Sat.–Sun.: 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
owllink.pgccc.edu
Mon.–Sun.: 7 a.m.–midnight
Also available weekends and holidays.

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

Records/Registration
301-546-7422
Bladen Hall, Room 126

Students Records
Transcripts and in-person registration for Continuing Education and credit and courses. You must be present 15 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Student Accounting
301-546-0691
Bladen Hall, Room 120
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

Testing Center
301-546-0147
Bladen Hall, Room 100
You must be in the Testing Center two hours before closing to complete placement tests.
Mon.–Thurs.: 8:30 a.m.–7 p.m.
Fri.: 8:30 a.m.–4 p.m.

Veteran Services
301-546-5282
Marlboro Hall, Room 2102
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
301-546-0778 or 301-981-5949

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 114.

University Town Center
6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8360
For course listings, see page 116.

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-0894
For course listings, see page 115.
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 117.
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
warewl@pgcc.edu

For all other locations listed in this schedule, see page 94.

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

2. Annex A

3. Annex B

4. Annex C

5. Auto Bay

6. Bladen Hall (north)
   Cashier
   Enrollment Services
   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
   Marvelous Market

10. Center for Performing Arts
    Closed for Renovations

11. Chesapeake Hall

12. Continuing Education Building
    Classrooms

13. Culinary Arts Center

14. Facilities Management Building
    College Police

15. Kent Hall
    Administration
    Human Resources

16. Lanham Hall
    Academy of Health Sciences
    Counseling Services
    International Education Center
    Student Support Center
    Disability Support Services (DSS)
    Diverse Male Student Institute (DMSI)
    PGCC Cares
    Student Support Services (TRiO)
    Vocational Support Services (VSS)
    Women of Wisdom
    Tutoring and Writing Centers
    Workforce Development and Continuing Education Offices

17. Largo Student Center
    Bookstore
    Campus Dining
    Community Rooms A, B, C
    Rennie Forum
    Student Engagement and Leadership

18. Marlboro Hall
    Marlboro Gallery
    Veterans Services

19. Novak Field House

20. Picnic Grove

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

22. Steel Art Building

23. Storage (T1, T2)

24. Temporary Building (T3)

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
These courses are offered at laurel for the Summer 2019 semester. To locate the class description and schedule, see the index on page 1 of this schedule.

LIST OF LAUREL CLASSES/LARL

Music & Performance Arts, Page 5
COM-347 Voice-Overs: Now is Your Time
OCU-437 Advanced Professional Makeup
OCU-427 Polished Daytime Makeup
OCU-439 Personal Makeup for Beginners

Business Owners Success Series
(Boss), Page 11
BUS-411 Financial Aspects of Your Business
BUS-427 Accounting and Recordkeeping for Small Business
BUS-435 Basic Federal Tax Information for Small Businesses
BUS-440 Marketing Strategies for Today and Tomorrow

Commercial Driver Lic, Page 14
CDL-315 Commercial Driver License: Learner's Permit Preparation

Computers/Basic, Page 15
DPR-841 Introduction to Personal Computers with Windows 10

Microsoft Office, Page 16
DPR-833 Introduction to Microsoft Word 2016
DPR-830 Introduction to Microsoft Excel 2016
DPR-831 Introduction to Microsoft PowerPoint 2016

Help Desk, Page 18
DPR-846 Troubleshooting MS Windows-10
DPR-809 Troubleshooting MS-Word for Help Desk Technology
DPR-811 Troubleshooting MS-Excel: Help Desk
DPR-810 Troubleshooting MS-Access for Help Desk

Database Design, Page 19
DPR-880 Oracle Database SQL
SUMMER 2019

Childhood Education, Page 40
DCR-303 Child Growth and Development: 45 Hours
DCR-531 Pre-School Curriculum/Activities: 45 Hours
DCR-315 Infant and Toddler: 45 Hours
DCR-456 School-Age Curriculum Development: 45 Hours
DCR-575 High Functioning Autism: Strategies for Success

Nursing Assistant, Page 51
HES-544 Certified Nursing Assistant: Theory
HES-417 Certified Nursing Assistant: Clinical

Event Planning, Page 57
BUS-422 Conference Planning Management
BUS-460 Site Selection/Unique Venues
BUS-410 Starting Your Meeting Planning Company
BUS-371 Marketing Your Meetings and Exhibits
BUS-467 Creating an RFP (Request for Proposal)
BUS-597 Legal Issues That Face Meeting Managers

LIST OF LAUREL CLASSES/LCC

Music & Performance Arts, Page 5
COM-347 Voice-Overs: Now is Your Time

Makeup Artistry, Page 7
OCU-428 Professional Makeup for Beginners
OCU-427 Polished Daytime Makeup
OCU-436 Bridal and Special Occasion Makeup
OCU-439 Personal Makeup for Beginners

Human Resources, Page 8
MGT-338 Managing Conflict: A Professional Approach
MGT-564 Ethics in Human Resources
MGT-735 Managing Generational Diversity in the 21st Century Workplace
MGT-734 HR’s Role in Creating a Positive Work Environment
MGT-720 Creative Thinking and Innovation Techniques

Keyboarding, Page 26
OFC-314 Introduction to Keyboarding

Networking, Page 27
CNT-445 CCNA 1: Introduction to Cisco Networking
CNT-446 CCNA 2: Routing and Switching Essentials

Construction, Page 34
CST-354 Construction Planning and Scheduling

Childhood Education, Page 42
DCR-550 Medication Administration

Event Planning, Page 58
BUS-410 Starting Your Meeting Planning Company
BUS-467 Creating an RFP (Request for Proposal)
BUS-597 Legal Issues That Face Meeting Managers

Computers/Basic, Page 15
DPR-841 Introduction to Personal Computers with Windows 10

Microsoft Office, Page 16
DPR-833 Introduction to Microsoft Word 2016
DPR-830 Introduction to Microsoft Excel 2016
DPR-831 Introduction to Microsoft PowerPoint 2016
DPR-832 Advanced Microsoft PowerPoint 2016

Help Desk, Page 18
DPR-535 Help Desk Technology: Part 1
DPR-536 Help Desk Technology: Part 2
DPR-846 Troubleshooting MS Windows-10
DPR-809 Troubleshooting MS-Word for Help Desk Technology
DPR-811 Troubleshooting MS-Excel: Help Desk
DPR-810 Troubleshooting MS-Access for Help Desk

Database Design, Page 19
DPR-880 Oracle Database SQL

Building Maintenance, Page x
OCU-404 Building Maintenance Engineer: Level 1
OCU-402 Building Maintenance Engineer: Level 2

Show your team spirit by attending one of our many athletic activities.

- men's and women's basketball
- men's and women's soccer
- men's baseball and women's softball
- men's and women's indoor track
- men's and women's outdoor track
- men's and women's cross-country

SKILLED TRADES CENTER

6400 OLD BRANCH AVENUE
CAMP SPRINGS, MD 20748
301-546-0894

Launched in January 2007, Prince George's Community College's Skilled Trades Center is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

Wellness, Page 70
WLM-308 Mindfulness Meditation

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Construction Core Skills, Page x
OCU-408 CORE: Introductory Craft Skills: Part 1
OCU-416 CORE: Introductory Craft Skills: Part 2

HVAC/R, Page 37
HVC-340 CFC Preparation and Certification
HVC-335 HVAC/R Level 2: Part 2
HVC-336 HVAC/R Level 2: Part 3

Residential Maintenance, Page 38
OCU-329 Electrical Repair: Basic Skills
OCU-331 Drywall Installation and Repair
OCU-409 Ceramic Tile Installation and Repair

Nursing Assistant, Page 51
HES-544 Certified Nursing Assistant: Theory
HES-417 Certified Nursing Assistant: Clinical

Event Planning, Page 57
BUS-422 Conference Planning Management
BUS-460 Site Selection/Unique Venues
BUS-371 Marketing Your Meetings and Exhibits
BUS-467 Creating an RFP (Request for Proposal)

UNIVERSITY TOWN CENTER
6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8000

Office Hours
Mon.–Thurs. 8:30 a.m.–8 p.m.
Fri. 8:30 a.m.–2 p.m.

Just a short walk from the Prince George's Plaza Station on Metrorail's Green Line, Prince George's Community College at University Town Center (UTC) offers students a convenient location for college credit and workforce development courses. The center opened in August 2000, and now serves approximately 1,500 credit and continuing education students each semester. The center offers approximately 150 credit/noncredit classes each fall and spring semesters, about 60 in the summer, and a full range of services.

Music & Performance Arts, Page 5
COM-347 Voice-Overs: Now is Your Time
OCU-437 Advanced Professional Makeup
OCU-427 Polished Daytime Makeup
OCU-439 Personal Makeup for Beginners

Business Owners Success Series (Boss), Page 11
BUS-411 Financial Aspects of Your Business
BUS-427 Accounting and Recordkeeping for Small Business
BUS-435 Basic Federal Tax Information for Small Businesses
BUS-440 Marketing Strategies for Today and Tomorrow

Branding and Marketing, Page 12
CED-329 Creating Visuals to Brand Your Business

Government, Page 12
BUS-326 Types of Government Contracts

Non-Profit Management, Page 13
BUS-590 Best Practices for Nonprofits

Commercial Driver License, Page 14
CDL-315 Commercial Driver License: Learner's Permit Preparation

Microsoft Office, Page 16
DPR-833 Introduction to Microsoft Word 2016
DPR-830 Introduction to Microsoft Excel 2016
DPR-831 Introduction to Microsoft PowerPoint 2016
DPR-832 Advanced Microsoft PowerPoint 2016

Driver Education, Page 39
SKB-600 Driver Education

Childhood Education, Page 41
DCR-303 Child Growth and Development: 45 Hours
DCR-531 Pre-School Curriculum/Activities 45 Hours
DCR-315 Infant and Toddler: 45 Hours
DCR-456 School-Age Curriculum Development: 45 Hours
DCR-575 High Functioning Autism: Strategies for Success

ESL Teacher Training, Page 44
ESL-392 Getting Started in ESL

Nursing Assistant, Page 51
HES-544 Certified Nursing Assistant: Theory

Event Planning, Page 58
BUS-410 Starting Your Meeting Planning Company
BUS-467 Creating an RFP (Request for Proposal)
BUS-597 Legal Issues That Face Meeting Managers

Wellness, Page 70
WLM-308 Mindfullness Meditation
WESTPHALIA TRAINING CENTER

9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500

Office Hours
Mon.–Thurs. 8:30 a.m.–4:30 p.m.
Fri. 8:30 a.m.–4 p.m.

Prince George’s Community College’s Westphalia Training Center, located at 9109 Westphalia Road in Upper Marlboro, educates and trains workers for in-demand jobs. Operated by the college’s Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides students with a laboratory setting within each classroom, allowing hands-on training in critical construction trade areas including residential, industrial and commercial construction, building maintenance, carpentry, masonry, electricity and residential wiring, HVAC/R, locksmithing, plumbing, and welding. The center also offers green and renewable energy training programs. Westphalia Training Center is a collaboration between Prince George’s Community College and Mid-Atlantic Carpenters Training Centers.

Automotive, Page 6
OCC-336 Auto Technician: Engine Performance
OCC-400 Auto Technician: Electrical Systems
OCC-437 Auto Technician: Diesel Engine Theory & Maintenance

Auto Body Repair, Page 7
OCC-408 I-Car Auto Collision - Non-Structural

Small Engine, Page 7
OCC-316 Small Gas Engine

Small Business, Page 11
CST-422 OSHA 10

Computers/Basic, Page 16
DPR-841 Introduction to Personal Computers with Windows 10

Microsoft Office, Page 17
DPR-833 Introduction to Microsoft Word 2016
DPR-830 Introduction to Microsoft Excel 2016
DPR-831 Introduction to Microsoft PowerPoint 2016

Help Desk, Page 19
DPR-535 Help Desk Technology: Part 1
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DPR-810 Troubleshooting MS-Access for Help Desk

Database Design, Page 19
DPR-880 Oracle Database SQL

Construction Electrical, Page 37
ELC-308 Residential Wiring 1: Part 1
CST-437 NEC Update 2014

HVAC/R, Page 37
HVC-332 HVAC/R Level 1 Part 1

Locksmithing, Page 38
KEY-301 Locksmithing 102
KEY-304 Locksmithing 202

Welding, Page 39
WLD-320 Welding Skills Building

Facility Management, Page 45
MGT-632 Project Management for FMP
MGT-633 Finance and Business Essentials for FMP
MGT-634 Leadership and Strategy Essentials for FMP

Forklift/Heavy Equipment, Page 45
HEO-310 Backhoe Operator Basics
HEO-305 OSHA Forklift Operator Certification

Nursing Assistant, Page 51
HES-544 Certified Nursing Assistant: Theory
HES-417 Certified Nursing Assistant: Clinical

Motorcycle, Page 61
OCC-376 Motorcycle Mechanics & Repair

Youth Summer Programs, Page 70
YTH-495 Mechanical Dissection
YTH-496 Doors, Floors & Chores
YTH-485 WYB: Kidtrepreneurship
YTH-497 Construction, Transportation and Travel

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Show your team spirit by attending one of our many athletic activities.

- men's and women's basketball
- men's and women's soccer
- men's baseball and women's softball
- men's and women's indoor track
- men's and women's outdoor track
- men's and women's cross-country

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<tr>
<th>1. AYTI—AYT Institute</th>
<th>11. Northwestern High School</th>
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<td>5700 Kirby Road</td>
<td>7000 Adelphi Road</td>
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<tr>
<td>Clinton, MD 20735</td>
<td>Hyattsville, MD 20782</td>
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<td>2. AYT3—AYT Auto Clinic</td>
<td>12. QBL1—Q-Ball1</td>
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<tr>
<td>15005 Marlboro Pike</td>
<td>7945 Central Avenue</td>
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<tr>
<td>Upper Marlboro MD 20772</td>
<td>Capital Heights, MD 20743</td>
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<td>3. BLHS—Bladensburg High School</td>
<td>13. SHS—Suitland High School</td>
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<tr>
<td>4200 57th Ave.</td>
<td>5200 Silver Hill Road</td>
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<tr>
<td>Bladensburg, MD 20710</td>
<td>District Heights, MD 20747</td>
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<tr>
<td>4. CHCF—Cherry Hill Composting Facility</td>
<td>14. STC—Skilled Trades Center</td>
</tr>
<tr>
<td>9330 Cherry Hill Road</td>
<td>(evenings only)</td>
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<tr>
<td>College Park, MD 20740</td>
<td>6400 Old Branch Avenue</td>
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<td>5. CRHS—Crossland High School</td>
<td>Camp Springs, MD 20748</td>
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<tr>
<td>6901 Temple Hills Road</td>
<td>15. UMD—School of Public Health</td>
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<tr>
<td>Temple Hills, MD 20748</td>
<td>Building 255</td>
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<td>6. CKAR—Community Development Corp.</td>
<td>College Park, MD 20742</td>
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<tr>
<td>6801 Kenilworth Ave., Suite 203 Riverdale, MD 20737</td>
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<td>7. ECOF—ECO City Farms</td>
<td>16. UPHI—U-Photo</td>
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<tr>
<td>4913 Crittenden Street</td>
<td>5005 Garrett Avenue</td>
</tr>
<tr>
<td>Edmonston, MD 20781</td>
<td>Beltsville, MD 20705</td>
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<tr>
<td>8. GTSV—Greenbelt Travel Services</td>
<td>17. UTC—University Town Center</td>
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<tr>
<td>6411 Ivy Lane</td>
<td>6505 Belcrest Road</td>
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<td>Greenbelt, MD 20770</td>
<td>Hyattsville, MD 20782</td>
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<td>9. LCC—Laurel College Center</td>
<td>18. WTC—Westphalia Training Center</td>
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<tr>
<td>312 Marshall Avenue</td>
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<td>Laurel, MD 20707</td>
<td>Upper Marlboro Road</td>
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<td>10. LDS—Linnel Driving School</td>
<td>11. Northwes...</td>
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<tr>
<td>1811 Bright Seat Road</td>
<td>7000 Adelphi Road</td>
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<tr>
<td>Landover, MD 20785</td>
<td>Hyattsville, MD 20782</td>
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</table>
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 Admissions and Records, 301-546-7422.

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

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

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

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

FEES (SUBJECT TO CHANGE)

Registration Fees
A $25 registration fee will be added to your bill, for standard students, upon registration. This fee will allow you to register for one or more courses during any given term. 
Senior citizens and Maryland Disabled Persons will be charged a $85 registration fee per term. The $85 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior citizen or Maryland Disabled Person who enrolls in a $25 course that is marked with an asterisk is still responsible for the $85 registration fee.

The terms for which a registration fee will be assessed are the following:
- Spring: Jan. 1–Apr. 30
- Summer: May 1–Aug. 25
- Fall: Aug. 26–Dec. 31

Registration fees are nonrefundable. If, however, the college cancels all of the courses in which you are enrolled during a given term, the registration fee will be automatically refunded to you.

Note: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the $85 registration fee.

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

EMPLOYER-PAID TUITION/ PURCHASE ORDERS

If your employer is paying your tuition:

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

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

Step 3: The bookstore is an independent entity from the college and is paid directly by the employer. If you are entitled to a reimbursement for books, you must obtain a separate purchase order, tuition assistance form or letter of intent addressed to Prince George’s Community College Bookstore. For more information visit www.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 Admissions and Records or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

As a Maryland Regional Higher Education Center, Laurel College Center features five colleges and universities offering 8 degrees and more than 150 courses right in your own backyard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including days, evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including:

- Business and Entrepreneurship
- Computers and Information Technology
- Child Care
- Certified Nursing Assistant
- Arts, Crafts and Hobbies

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org
or call toll-free 1-866-228-6110

Laurel College Center
A Community of Colleges & Universities
Call toll-free 1-866-228-6110 or visit
www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Get Ahead in Life.
Prince George’s Community College’s top priority is ensuring that every student begins their educational journey, completes a degree, and prepares for a rewarding career.
It’s Happening Now.

We Are Serving Up New Courses in our State-of-the-art facility!!!

Prince George’s Community College
—Culinary Arts Center

See page 58 for course listings
WHERE DO YOU SEE YOUR CAREER TAKING YOU?

Prince George’s Community College Culinary Arts Associate Degree or Certificate Program classes, register today.

Enroll Today!
PGCC.edu • 301-546-PGCC (7422)

www.pgcc.edu/go/culinaryarts
With a career in the casino industry you can win big. The gaming industry offers exciting jobs as table games dealers. If you want flexibility, fun, and financial stability, a casino career could be for you.

Prince George's Community College offers classes that will give you the skills you need for a casino career. Watch for more information about how you can get in on the action and get started on a path toward an exciting career.

https://www.pgcc.edu/dealerschool
Send check to:

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

Workforce Development and Continuing Education

Continuing Education Student Registration

PLEASE PRINT CLEARLY

Student ID (if known) _______ _______ _______ _______ Date _______ / _______ / _______

Semester

Year: ___________ ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Name

Last: ___________________________ First: ___________________________ Middle Init.: ___

Address

Zip: ___________ Number & Street: ____________________________________________

Telephone

Home: ___________ ___________ ___________ Cell: ___________ ___________ ___________ Work: ___________ ___________ ___________

Date of Birth (required) _______ / _______ / _______

Ethnicity/Gender

☐ Native American ☐ Black/African American ☐ White ☐ Multiple ☐ Male

☐ Asian ☐ Hispanic ☐ Pacific Islander ☐ Other ☐ Female

Status

If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the Payment Information section of this book.

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

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Subtotal $ ___________

Fees

All standard students add a registration fee of $25.00 unless your course specifies that it is “Tuition Free” $ 25

☐ Out of county Maryland residents add $5.00 per course unless your course specifies that it is “Tuition Free” $ ___________

☐ Out of state residents add $10.00 per course unless your course specifies that it is “Tuition Free” $ ___________

Total $ ___________

I certify under penalties of perjury that the information recorded on this application is correct.
I agree to abide by the rules and regulations and policies of Prince George’s Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George’s Community College and to provide them with my correct address.

Student Signature ____________________________________________

E-mail ____________________________________________ Date ___________

OFFICE USE ONLY

Date ___________

Processed by ____________________________

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PLEASE PRINT CLEARLY
Workforce Development and Continuing Education
301 Largo Road
Largo, MD 20774-2199
www.pgcc.edu

The Culinary Arts Center is your gateway to educational and professional opportunities in wellness, culinary arts, and hospitality. The state-of-the-art facility will equip foodies of all levels to explore and learn vital skills that will transform dining experiences at home and in the food service industry.

Discover your inner foodie and master the expression of art through food and beverage at the new Culinary Arts Center.

For more information:
www.pgcc.edu/culinary
or call 301-546-PGCC (7422)