CONTINUING EDUCATION CLASSES
SUMMER 2020

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

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

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

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

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

   Questions?
   Call 301-546-0159
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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**

**Healthcare Support**

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

**Phlebotomy Technician**

**Contact information for this area**

301-546-0878 or 301-546-0796

**Description of this program, including information on certificate or licensing options**

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

**Course number and course title**

**HES-418 Phlebotomy Technician**

**Course description**

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.

**Continuing Education Units offered**

8.0 CEUs

**Number of sessions, costs and fees.**

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<th>Days</th>
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### HOW TO GET STARTED

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

### HOW TO FIND YOUR CLASSROOM

**LARGO CAMPUS**

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

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

You can find your Largo classroom in person by visiting Bladen Hall, Room 126 (Monday–Thursday 8:30 a.m.–5 p.m., or Friday 8:30 a.m.–2:30 p.m.) or Marlboro Hall, Room 1095 (Saturday 8 a.m.–4 p.m.).

**OTHER LOCATIONS**

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

301-546-0032 or 301-546-5216

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

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

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

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**OFC-350 Accounting Fundamentals 1**  
2.4 CEUs

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

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

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

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

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

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OFC-545 Introduction to Quickbooks Online 2.4 CEUs
Learn how to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. Gain hands-on experience as you learn all the ways this well-designed accounting program makes it a snap to manage your business’ finances—from recording income and expenses; entering checks and bank transfer entries; setting up a chart of accounts, reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports.
12 sessions, $150* (includes a $75 lab fee)

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DPR-834 Introduction to Quickbooks 2016 2.4 CEUs
This course is designed for individuals pursuing entry-level career training in bookkeeping and provides instruction on the basics of QuickBooks 2016. Topics include inputting business, customer and vendor information, managing checking and savings information, reconciling bank accounts, accounts payable, reports, customer invoicing, and tracking inventory and estimates.
12 sessions, $160* (includes a $75 lab fee)

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DPR-848 Introduction to Quickbooks 2017 2.4 CEUs
This continuing education course is designed for individuals pursuing entry-level career training in bookkeeping and provides instruction on the basics of QuickBooks 2017. Topics include inputting business, customer and vendor information, managing checking and savings information, reconciling bank accounts, accounts payable, reports, customer invoicing, and tracking inventory and estimates.
12 sessions, $160* (includes a $75 lab fee)

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<th>Course Code</th>
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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
AQUATICS

SWIMMING AND WATER AEROBICS
301-546-0159 or wdce@pgcc.edu

Swimming Classes
Our swim lesson program is operated as part of an agreement between Prince George’s Community College and the Maryland-National Capital Park and Planning Commission (M-NCPPC). Together we hope to provide you with a wonderful American Red Cross swim lesson program.

Classes meet once a week for 8 weeks or twice a week for 4 weeks; the cost is $60 (plus registration fee). Our levels are:

**Children 6–36 months:**
- SWM-300 Bubblers

**Children 3–5 years:**
- SWM-301 Bobbers
- SWM-302 Floaters
- SWM-303 Strokers

**Children 6–13 years:**
- SWM-304 Youth Level 1: Introduction to Water Skills
- SWM-305 Youth Level 2: Fundamental Aquatic Skills
- SWM-306 Youth Level 3: Stroke Development
- SWM-307 Youth Level 4: Stroke Improvement
- SWM-308 Youth Level 5: Stroke Refinement
- SWM-313 Youth Level 6: Swimming and Skill Proficiency

**Adults (ages 14 and above):**
- SWM-309 Adult Beginner
- SWM-310 Adult Intermediate
- SWM-311 Adult Advanced

Program requirements
Participants must register for a class at their age and skill level. Individuals will not be allowed to participate in inappropriately-registered classes, nor will any refunds be issued or transfers made.

Water Aerobics Classes
We offer three types of water aerobics classes. Weekday and Saturday schedules are available.

Our classes are:
- SWM-316 Water Aerobics
- SWM-317 Deep Water Aerobics
- SWM-321 Power Deep Water Walking

For schedules and class descriptions, and to register:
Please visit www.pgcc.edu/go/swim, or see our contact information above. Flyers are also available at the Robert I. Bickford Natatorium on the PGCC Largo campus.
**SWM-302 Floaters (ages 3 to 5 Yrs.)**
This level builds on basic swimming skills learned in the Bobbers series including breath control; submerging; swimming using combined arm and leg actions on their front and back; and treading in shoulder-deep water. Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

- **64552** MW 6/15-7/8 7-7:45 p.m. NAT-POOL
- **64553** Th 6/16-7/9 7-7:45 p.m. NAT-POOL

**SWM-303 Strokers 1/2 (ages 3 to 5 Yrs.)**
Strokers 1 and 2 will be taught as a combined class based on students' skill levels. Level 1 – This course builds on the skills learned in Floaters, with a greater emphasis on swimming on the front & back without assistance and for longer distances. Treading in shoulder-deep water for longer periods of time will also be explored. Level 2 – This level focuses on stroke development including front crawl and elementary backstroke. Students will be introduced to the scissors and dolphin kicks and build on the fundamentals of treading water. Diving skills may also be introduced. Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

- **64554** Th 6/15-7/8 5:30-6:10 p.m. NAT-POOL
- **64555** Th 6/16-7/9 5:30-6:10 p.m. NAT-POOL

**SWM-304 Youth 1: Introduction to Water Skills (ages 6 to 13 Yrs.)**
This level will help orient students to the aquatic environment and help them gain basic skills. Topic include: water entry and exit; breath control; submerging; floating/gliding on their front and back; and treading in chest-deep water. Arm and leg actions are also introduced at this level. Participants begin to develop positive attitudes and safe practices around water. Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

- **64556** MW 6/15-7/8 5:30-6:10 p.m. NAT-POOL
- **64557** Th 6/16-7/9 6:15-6:55 p.m. NAT-POOL

**SWM-305 Youth 2: Fundamental Aquatic Skills (ages 6 to 13 Yrs.)**
This level builds on fundamental aquatic skills learned in SWM-304. Topics include: breath control; submerging; floating/gliding on their front and back; swimming using combined arm and leg actions on their front and back; and treading in shoulder-deep water. Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

- **64558** MW 6/15-7/8 6:15-6:55 p.m. NAT-POOL
- **64559** Th 6/16-7/9 7-7:40 p.m. NAT-POOL

**SWM-306 Youth 3: Stroke Development (ages 6 to 13 Yrs.)**
This level builds on fundamental aquatic skills learned in SWM-305. This level focuses on stroke development, including the front crawl and elementary backstroke. Students will be introduced to the breaststroke; scissors; dolphin kicks; build on the fundamentals of treading water in deep water, and achieve basic water competency in a pool environment. Diving skills may also be introduced in this level. Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

- **6460** MW 6/15-7/8 7-7:40 p.m. NAT-POOL

**SWM-307 Youth 4: Stroke Improvement (Ages 6 to 13 Yrs.)**
This level focuses on improving students’ proficiency in performing the following swimming strokes: front crawl, breaststroke, butterfly, back crawl, and sidestroke. Participants may also work on diving skills. Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

- **6461** Th 6/16-7/9 6:15-6:55 p.m. NAT-POOL
- **6462** Th 6/16-7/9 5:30-6:10 p.m. NAT-POOL

**SWM-308 Youth 5: Stroke Refinement (ages 6 to 13 Yrs.)**
This level builds on fundamental aquatic skills learned in SWM-307. This level focuses on stroke refinement for all six strokes: front crawl, breaststroke, butterfly, back crawl, elementary backstroke and sidestroke. Participants will work on surface dives, flip turns, and may work on diving skills. Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

- **6463** Th 6/16-7/9 7:45-8:25 p.m. NAT-POOL

**SWM-309 Adult Beginner (14 & Over)**
This level will help orient students to the aquatic environment and help them gain basic aquatic skills. Topics include: water entry and exit; breath control; submerging; floating/gliding on their front and back; and treading in chest-deep water. Arm and leg actions are also introduced at this level. Participants begin to develop positive attitudes and safe practices around water. Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

- **64568** MW 6/15-7/8 7:45-8:25 p.m. NAT-POOL
- **64569** Th 6/16-7/9 7:45-8:25 p.m. NAT-POOL
SWM-310 Adult 2: Intermediate (14 and Over)
This level builds on fundamental aquatic skills learned in SWM-309 or participants must be comfortable in chest-deep water, able to submerge face in the water and perform front crawl for 15 yards. This level builds on fundamental aquatic skills and swimming strokes including: water entry and exit; breath control; submerging; floating/gliding on their front and back; and treading in chest-deep water. This course will introduce the front crawl, breaststroke and back crawl. Participants will be taught the skills and concepts needed to stay safe in and around water to help themselves or others in an aquatic emergency. Due to the number of skills taught in this course, participants may need to repeat this level. 8 sessions, $60

SWM-311 Adult 3: Advance (Age 14 and Over)
This level builds on fundamental aquatic skills learned in 310 or participants must be comfortable in deep water, able to put face in the water, perform strokes that can be recognized as a front crawl, breaststroke, and elementary backstroke, each for 15 yards. This level will help students refine the front crawl; back crawl; breaststroke; strokes; turns; and build endurance. Butterfly and flip turns are introduced at this level. Participants will be taught skills and concepts needed to stay safe in and around water to help themselves or others in an aquatic emergency. Due to the number of skills taught in this course, participants may need to repeat this level. 8 sessions, $60

ART

CREATIVE WRITING
301-546-7545

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)

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)

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)

ART

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)

FINE & GRAPHIC ARTS
301-546-7545

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ART-419 Henna: The Art of Body Painting 0.2 CEU
Develop a foundational knowledge of the history, safe practices, preparing tools and basic design elements of this temporary body art style. Students will participate in hands-on practice in mixing henna paste and creating a basic design, and gain resources for expanding their practice of henna.
1 session, $55 (includes a $50 lab fee)
64638 F 6/26-6/26 6-8 p.m. LCC-205

MUSIC & PERFORMANCE ARTS
301-546-7545

COM-347 Voice-Overs: Now Is Your Time
In what could be one of the most enlightening two hours you’ve ever spent, this class will show you how to begin using your speaking voice for commercials, films, videos and more! You will learn a unique, out-of-the-box method to cash in on one of the most lucrative full-time or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you’ve been looking for!
1 session, $55 (includes a $40 lab fee)
64279 W 6/10-6/70 6:30-8:30 p.m. LCC-205

MUS-339 Music Made Easy 2.4 CEUs
If you enjoy music and would like to know more about what makes it work, this course starts with the fundamentals and builds from there. You’ll learn how rhythm, melody, and harmony work together and understand the many significant contributions early music theorists made to our understanding of music today. By the time you complete this course, you’ll be able to read, write, and even play simple musical pieces on a keyboard.
12 sessions, $150 (includes a $75 lab fee)
64647 WF 5/13-7/3 online E260
64648 WF 7/15-9/4 online E260

AUTOMOTIVE

AUTO TECHNOLOGY

PGCC CERTIFICATE AUTOMOTIVE TECHNOLOGY
301-546-0062 or ttl@pgcc.edu
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)
64282 T 6/2-8/18 6-9:30 p.m. WTC

OCC-324 Auto Technician: Brake Systems 2.1 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved in operating a vehicle. This class provides students with in-depth knowledge of the latest brake theory, trouble-shooting and hands-on experience in servicing and repairing today’s brake systems. Shop safety regulations also addressed. Course based on Auto Service Excellence (ASE) content area testing information. Textbook required (discussed on first day of class) Instructor: Toyd Green.
6 sessions, $300* (includes a $30 lab fee)
64284 MW 6/8-6/24 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)
64285 MW 6/29-7/15 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)
64286 MW 7/20-8/5 6-9:30 p.m. WTC

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

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. Instructor: Jaime Shewbridge
22 sessions, $1275* (includes a $850 lab fee)

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.
8 sessions, $340* (includes a $40 lab fee)

BRAIDING AND MAKEUP

PROFESSIONAL BRAIDING

PGCC CERTIFICATE PROFESSIONAL BRAIDING 301-546-0120
Program information
Hair braiding is still a fairly new field, and has experienced tremendous growth since becoming more mainstream. As a result, the demand for hair braiders is expected to grow. As the United States becomes increasingly culturally diverse, the need for experienced professionals in this field may continue to increase. This program will teach you everything from infection control to weaving.
Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- OCU-430 Professional Braiding, Level I
- OCU-431 Professional Braiding, Level II
- OCU-432 Professional Braiding, Level III
- OCU-433 Professional Braiding, Level IV
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.
Program requirements
To register for this program, participants must have completed OCU-435 Hair Braiding Techniques for Home Practice, or have a strong knowledge of the techniques of cornrowing, plaiting and braiding.
For more information
Please see our contact information above.
OCU-435 Hair Braiding Techniques for Home Practice
The Home Braiding class is designed for mothers, teens, caregivers and those who have no braiding skills. Learn basic skills such as parting, plaits, basic cornrows, and use of hair bow and elastics. Braiding kit required. This is not a certificate course.
4 sessions, $175 (includes a $65 lab fee)

MGT-585 Introduction to Business
Basic characteristics of the business enterprise, its organization and its role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BMT-1010. Prerequisite: reading proficiency.
15 sessions, $525*

OFC-346 Administrative Assistant Fundamentals
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive workplace.
12 sessions, $150* (includes a $75 lab fee)

MGT-707 Understanding the Human Resources Functions
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential.
12 sessions, $150* (includes a $75 lab fee)

MANAGEMENT & SUPERVisory SKILLS

PGCC CERTIFICATE MANAGEMENT AND SUPERVISION
301-546-0712 or brownka1@pgcc.edu
Program information
This 60 course-hour program focuses on building leadership skills for a broad range of duties in virtually every economic sector. Taught by practicing professionals and training consultants who understand public-private sector business practices in the Washington metro area, these courses either alone or as a program will help build the skills you need as a new manager/supervisor, or to bolster your career at any level.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• MGT-463 Developing Supervisory Skills
• MGT-464 Leadership Dynamics
• MGT-465 Managing Human Resources
• MGT-434 Business Writing Intensive
• COM-320 At Ease with Public Speaking OR
• MGT-412 Planning and Conducting Effective Meetings OR
• MGT-602 Grammar and Proofreading

Program requirements
To register for this program, participants must:
• List any requirements or qualifications here, or write ‘None’

For more information
Please see our contact information above.

Coming Soon at PGCC!
Relaunch of Entrepreneurship, Small Business And Management and Supervisory Skills Programs
Fall 2020

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

PGCC CERTIFICATE ADVANCED MANAGEMENT AND SUPERVISION
301-546-0712 or brownkal@pgcc.edu

Program information
This 60 course-hour certificate is designed for experienced managers who have five or more years of work experience and would like to enhance their leadership skills, learn new techniques to effectively address staff needs and problems in today’s workplace environment and update their knowledge on new and changing employment laws, policies and practices. Students will have the opportunity to review case studies of current issues in the management profession.

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

- MGT-345 Advanced Supervisory Skills
- MGT-347 Advanced Managerial Leadership
- MGT-348 Advanced Human Resources
- 24 hours of additional elective coursework, which may include the following courses or other management courses taken within the past year:
  - MGT-591 Managerial Writing
  - MGT-346 Celebrating Diversity in the Workplace
  - LAW-520 Workplace Mediation and Conflict Resolution

Program requirements
To register for this program, participants must:
- List any requirements or qualifications here, or write ‘None’

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

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

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<thead>
<tr>
<th>Course Code</th>
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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

Go Owls!
HUMAN RESOURCES

PGCC CERTIFICATE / NATIONAL CERTIFICATION
SHRM CERTIFIED PROFESSIONAL AND
SHRM SENIOR CERTIFIED PROFESSIONAL
301-546-0032 or 301-546-5216

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

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

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

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

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

For more information
Please contact us at the number(s) above. Inquire about our new courses which have been approved for credit hours toward SHRM-CP and SHRM-SCP recertification. Please call 301-546-0032 for the program ID number on your recertification application form.
For additional information on certification or recertification please visit the SHRM website at www.shrm.org/certification.

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
**PGCC CERTIFICATE  
HUMAN RESOURCE MANAGEMENT**  
301-546-0032 or 301-546-5216  

**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  
- Choose 3 out of 5 elective courses (MGT 720, MGT 734, MGT 735, MGT 564, MGT 338) 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.

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**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)  
64369 T 6/2-6/23 6-9 p.m.

**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)  
64370 M 6/15-7/6 6-9 p.m.

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**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)  
64372 W 7/15-8/5 6-9 p.m.

**MGT-648 Successful Recruitment, Selection and Placement**  
0.9 CEU  
This course is a comprehensive overview of the recruitment function. Participants will study the fundamental principles of workforce development, develop a recruitment strategy review recruitment methods and identify alternative staffing options, develop and implement selection procedures, (including applicant tracking, interviewing and testing), develop employment offers and conduct negotiations, and evaluate retention strategies and practices.  
3 sessions, $265* (includes a $45 lab fee)  
64371 W 6/17-7/1 6-9 p.m.

**MGT-727 HR’s Role in Organizational Development and Change Management**  
0.9 CEU  
This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organizational-wide change.  
3 sessions, $265* (includes a $45 lab fee)  
64373 Th 8/6-8/20 6-9 p.m.
**MGT-735 Managing Generational Diversity in the 21st Century Workplace** 0.6 CEU

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

**2 session, $260* (includes a $45 lab fee)**

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

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

**2 session, $260* (includes a $45 lab fee)**

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**MGT-423 Leadership** 2.4 CEUs

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

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

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**MGT-492 Employment Law** 2.4 CEUs

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

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

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**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 preventing 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)**

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**PAYROLL**

**NATIONAL CERTIFICATION PREPARATION**

**FUNDAMENTAL PAYROLL CERTIFICATION**

**CERTIFIED PAYROLL PROFESSIONAL**

301-546-0032 or konange@pgcc.edu

**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-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. 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, $150* (includes a $75 lab fee)
64377  S  8/8-9/19  9 a.m.-4 p.m.

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)
62757  WF  5/13-7/3  online  $260
62758  WF  6/17-8/7  online  $260
62759  WF  7/15-9/4  online  $260
62760  WF  8/12-10/2  online  $260

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)
62719  WF  5/13-7/3  online  $260
62720  WF  6/17-8/7  online  $260
62721  WF  7/15-9/4  online  $260
62722  WF  8/12-10/2  online  $260

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)
62757  WF  5/13-7/3  online  $260
62758  WF  6/17-8/7  online  $260
62759  WF  7/15-9/4  online  $260
62760  WF  8/12-10/2  online  $260

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)
62719  WF  5/13-7/3  online  $260
62720  WF  6/17-8/7  online  $260
62721  WF  7/15-9/4  online  $260
62722  WF  8/12-10/2  online  $260

PARALEGAL
301-564-0032 or 301-546-5216

LAW-630 Workers’ Compensation  2.4 CEUs
A workers’ compensation case is one of the most common types of lawsuits in the United States. Paralegals are far more likely to be involved with workers’ compensation than criminal cases, business disputes, or intellectual property cases. This course will introduce you to workers’ compensation law and provide you with a skill set that will help you gain employment in this fast-growing legal field.
12 sessions, $150* (includes a $75 lab fee)
62864  WF  5/13-7/3  online  $260
62865  WF  6/17-8/7  online  $260
62866  WF  7/15-9/4  online  $260
62867  WF  8/12-10/2  online  $260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MGM-310 Blackjack 7.2 CEUs
One in a series of courses designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of dealing Blackjack. 24 sessions, $380*
64689 MTWTH 6/1-7/9 7-10 p.m. PGDS
64688 MTWTH 6/1-7/9 12-3 p.m. PGDS

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 I. 16 sessions, $265*
64691 MTWTH 7/13-8/6 7-10 p.m. PGDS
64690 MTWTH 7/13-8/6 12-3 p.m. PGDS

MGM-315 Roulette 2 4.8 CEUs
This continuation of roulette, part 1 is designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on roulette training. Prerequisites: MGM-310 Blackjack and MGM-314 Roulette I. 16 sessions, $265*
64693 MTWTH 8/10-9/3 7-10 p.m. PGDS
64692 MTWTH 8/10-9/3 12-3 p.m. PGDS

CHILDREN WITH SPECIAL NEEDS

CHILDREN'S DEVELOPMENTAL CLINIC
(6 MONTHS - 12 YEARS OF AGE)
301-546-0519 or www.pgcc.edu/go/cdc

Program information
The Children’s Developmental Clinic is a community service program conducted by Prince George’s Community College and the University of Maryland’s School of Public Health. The clinic provides services to children who are experiencing various developmental difficulties, including motor delays, language delays, emotional issues or orthopedic challenges. Each Saturday, children participate in one-to-one, individualized motor development sessions. If additional assistance is needed, children can be enrolled in language or reading programs at the clinic.

Program locations
- The program is offered at two locations: Prince George’s Community College’s Largo campus and the University of Maryland, College Park campus:
  * Children enrolled in the Prince George’s County Infants and Toddlers Program, as well as any child under the age of three, must attend the Prince George’s Community College location.
  * Language and reading services are offered at both locations.

Program requirements
Participants must be between 6 months and 12 years of age. To register their children for this program, parents/guardians must submit a completed application packet with payment to the Children’s Developmental Clinic office (301 Largo Rd., CE-123, Largo, MD 20774). Registration forms are available on our website (www.pgcc.edu/go/cdc), or you may contact us (above) to have a packet sent to you. Forms cannot be completed online; original signed copies are required for registration.

For more information
Please see our contact information above.

PGCC CERTIFICATE WORKING WITH CHILDREN WITH SPECIAL NEEDS
301-546-0519 or www.pgcc.edu/go/cdc

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

For more information
Please see our contact information above.
CHOICES AND PATHWAYS

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

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

For more information or to request an application, call 301-546-0120 or 301-546-0158

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

COMMERCIAL DRIVER LICENSE: CLASS A & B

COMMERCIAL DRIVER LICENSE: CLASS A AND B (MD, DC OR VA)
443-518-4172 or tdii@pgcc.edu

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

Coursework
We offer programs for both Class A (tractor-trailer) and Class B (straight trucks, passenger and school buses, dump and concrete mixer trucks, and utility vehicles) licensing. Courses include classroom instruction, hands-on training, license testing, and job placement assistance.

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

64301 MW 6/22-6/24 6-9:30 p.m. LCC-205
64303 MW 8/17-8/19 6-9:30 p.m. LCC-205

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

64315 MTWThFSSu 5/1-8/23 2-4 p.m. LARL-205
COMMUNICATION AND WRITING
301-546-0712 or brownka1@pgcc.edu

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

OFC-321 Effective Business Writing 2.4 CEUs
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! If you communicate with others in writing, you need this course to help you identify and eliminate problem areas.
12 sessions, $150* (includes a $75 lab fee)

SKB-462 Writing Essentials 2.4 CEUs
In this course, you will hone the skills you need to improve your writing skills, punctuate to perfection and avoid common spelling errors when writing e-mails and other forms of communication. Hands-on activities will help you put your powerful new skills to work.
12 sessions, $150* (includes a $75 lab fee)

OFC-358 Fundamentals of Technical Writing 2.4 CEUs
This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You’ll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, document management, publishing and formatting techniques, and how to get your first job as a technical writer.
12 sessions, $150* (includes a $75 lab fee)
COMPUTERS AND INFORMATION TECHNOLOGY

COMPUTER BEGINNERS BASIC

PGCC CERTIFICATE
COMPUTER SKILLS FOR BUSINESS APPLICATIONS
301-546-0873 or itcerts@pgcc.edu

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-920 Introduction to Microsoft Word: Level 1
• DPR-919 Introduction to Microsoft Excel: Level 1
• DPR-934 Introduction to Access
• DPR-933 Introduction to PowerPoint
• DPR-935 Advanced PowerPoint

Program requirements
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.

For more information
Please see our contact information above.

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)

63761 MW 6/8-6/17 6:30-9:30 p.m. CONT-113
63762 MW 7/20-7/29 6:30-9:30 p.m. CONT-113

MICROSOFT OFFICE

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### DPR-917 Internet and E-mail Basics 0.6 CEU
This course is designed for individuals with little or no computer skills who are not comfortable with technology. It provides instruction on basic skills and awareness required to safely and effectively use the Internet and e-mail. Topics covered include use and navigation of the internet and how to set up and use an e-mail account.

2 sessions, $110* (includes a $50 lab fee)

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<th>Code</th>
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</table>

### 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

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<td>10-11 a.m.</td>
<td>CAT-139</td>
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### DPR-937 Introduction to Microsoft Outlook 2019 0.6 CEU
This continuing education course is designed to provide training to students on using the 2019 version of Microsoft Outlook. Topics include customize command sets; set global options; perform advanced searches; apply filters to intercept mail and control spam; create rules to automate many management tasks; work with calendars and contacts; manage tasks; protect data with archiving and data files.

2 sessions, $110* (includes a $50 lab fee)

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### DPR-920 Introduction to Microsoft Word 2019 1.8 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 text in documents; using the default page settings, page breaks, and cover pages.

6 sessions, $270* (includes a $95 lab fee)

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### DPR-919 Introduction to Microsoft Excel 2019 1.8 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.

6 sessions, $270* (includes a $95 lab fee)

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<td>6:30-9:30 p.m.</td>
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### DPR-934 Introduction to MS Access 2019 1.8 CEUs
This course introduces the Microsoft Access 2019 database program. The program enables one to design and create databases that allow components in their daily jobs, but need to learn the basic features of PowerPoint 2019 in order to qualify for career advancement. Topics include creating presentations, formatting slides, using drawing objects, working with graphics, using tables and charts, modifying presentations, and proofing and delivering presentations.

6 sessions, $270* (includes a $95 lab fee)

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### DPR-935 Advanced PowerPoint 2019 0.6 CEU
This course is designed for students who use Microsoft Word or other Microsoft Office components in their daily jobs, but need to learn to use the basic features of PowerPoint 2019 in order to qualify for career advancement. Topics include creating presentations, formatting slides, using drawing objects, working with graphics, using tables and charts, modifying presentations, and proofing and delivering presentations.

2 sessions, $110* (includes a $50 lab fee)

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### DPR-933 Introduction to PowerPoint 2019 0.6 CEU
This course is designed for students who use Microsoft Word or other Microsoft Office components in their daily jobs, but need to learn the basic features of PowerPoint 2019 in order to qualify for career advancement. Topics include creating presentations, formatting slides, using drawing objects, working with graphics, using tables and charts, modifying presentations, and proofing and delivering presentations.

2 sessions, $110* (includes a $50 lab fee)

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ENTRY-LEVEL ADMINISTRATIVE

PGCC CERTIFICATE
ENTRY-LEVEL ADMINISTRATIVE ASSISTANT
301-546-0873 or itcerts@pgcc.edu

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-920 Introduction to Microsoft Word: Level 1
- DPR-919 Introduction to Microsoft Excel: Level 1
- DPR-934 Introduction to Access
- DPR-933 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

PGCC CERTIFICATE
HELP DESK TECHNOLOGY
301-546-0873 or itcerts@pgcc.edu

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 to use 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)

63647  TH  5/26-6/2  6:30-9:30 p.m.  LARL-205
63763  MW  6/26-7/6  6:30-9:30 p.m.  CONT-113
63764  MW  8/3-8/10  6:30-9:30 p.m.  CONT-113
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)
63655  TTh  5/26-5/28  6:30-9:30 p.m.  CAT-135

DPR-536 Help Desk Technology: Part 2  0.6 CEU
This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version).
2 sessions, $110* (includes a $50 lab fee)
63656  TTh  6/9-6/11  6:30-9:30 p.m.  CAT-135

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)
63658  TTh  7/7-7/14  6:30-9:30 p.m.  CAT-135

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)
63657  TTh  6/16-6/23  6:30-9:30 p.m.  CAT-135

DPR-811 Troubleshooting MS-Excel Help Desk  0.9 CEU
In this nine-hour class, students will be shown typical MS-Excel software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience.
3 sessions, $150* (includes a $50 lab fee)
63659  TTh  7/21-7/28  6:30-9:30 p.m.  CAT-135

DPR-810 Troubleshooting MS-Access for Help Desk  0.9 CEU
In this class, students will explore typical Windows and MS-Access software error messages and see how to resolve them.
Prerequisites: working knowledge of MS-Windows and MS-Access.
3 sessions, $150* (includes a $50 lab fee)
63660  TTh  8/4-8/11  6:30-9:30 p.m.  CAT-135

DATABASE DESIGN

NATIONAL CERTIFICATION SQL FUNDAMENTALS
301-546-546-0873
or itcerts@pgcc.edu

Program information
The Oracle Certified Associate (OCA) will give you the full set of skills that DBAs need today in the competitive marketplace. With the OCA credential, you can work in junior database management as a team member or an application developer. This professional certification allows you to manage large database and develop large-scale database applications.

Coursework
1. Take the DPR 880 and sit for the Oracle Database SQL 11g Certified Associate exam. Passing this exam will give you the status as an Oracle Database SQL Certified Associate, and it is a requirement for those certifications below:
   • Oracle Database 11g Administrator Certified Associate
   • Oracle Database 12C Administrator Certified Associate
   • Oracle PL/SQL Developer Certified Associate
   2. Take the DPR 942 and sit for the Oracle Database 12C: Administration exam. Once exam 1Z0-071 and 1Z0-062 are passed, you will become an Oracle Certified Associate (OCA) Database Administrator.

Program requirements
To register for this course, students should be familiar with data processing. 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.

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)
62500  WF  5/13-7/3  online  E2G0
62501  WF  6/17-8/7  online  E2G0
62502  WF  7/15-9/4  online  E2G0
62503  WF  8/12-10/2  online  E2G0

DPR-944 Introduction to MySQL Database Management  4.0 CEUs
SQL fundamentals, MySQL database architecture, database administration and operations such as backup, recovery, privileges, grants, etc. Prepares students for MySQL 5.6 Database Administrator Certified Exam (1Z0-883) or MySQL 5.7 Certified Professional exam (1Z0-888).
10 sessions, $420* (includes a $100 lab fee)
64475  MW  6/8-7/8  6-10:15 p.m.  CAT-227

DPR-945 Advanced MySQL Database Management  4.0 CEUs
Advanced MySQL database administration including Replication, Clustering, High Availability, performance tuning, disaster recovery and introduction to AWS MySQL RDS. Prepares students for MySQL 5.7 Certified Professional exam (1Z0-888) and MySQL 2019 Implementation Essentials (1Z0-920).
10 sessions, $420* (includes a $100 lab fee)
64476  MW  7/13-8/12  6-10:15 p.m.  CAT-227

DPR-946 MySQL Database Management  4.0 CEUs
MySQL database 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)
64477  MW  6/8-7/8  6-10:15 p.m.  CAT-227

PRINCE GEORGE'S COMMUNITY COLLEGE
Transforming Lives  301-546-PGCC (7422)  www.pgcc.edu
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 exam to earn Oracle Database SQL Certified Professional certification. This course will prepare you for the Oracle Database SQL Certified Professional certification. Required textbooks are available at the college bookstore (www.pgccbookstore.com).
8 sessions, $336* (includes a $100 lab fee)
63579 M 6/22-8/10 6:30-9:30 p.m.  LARL-205

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)
64706 MWL 6/1-6/15 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)
64707 MW 7/6-7/20 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)
64708 MW 7/17-8/10 6-9 p.m.  CAT-135

DPR-921 Developing Javascript Web Applications in Angular 2.7 CEUs
This course will teach the latest version of Google's flagship web application development framework, Angular (not to be confused with the version released in 2012 called AngularJS). Angular is used around the world by software engineers and web developers to create fully featured websites and web applications. This course focuses on ensuring students have an in-depth understanding of HTML, JavaScript, Typescript, CSS, NodeJS and the Angular framework along with GitHub, NodeJS, framework basics, tooling, AngularCLI, routing, managing data, and creating forms.
9 sessions, $325* (includes a $100 lab fee)
63588 TTh 6/2-6/30 6:30-9:30 p.m.

WEB DESIGN & MANAGEMENT

PGCC CERTIFICATE
WEB DESIGN AND MANAGEMENT
301-546-0873 or itcerts@pgcc.edu

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.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-943 Introduction to Coffee Cup Responsive Design Version 4 0.3 CEU
The code-free web program is easy to understand and learn with the colorful graphical user interface (UI). Foundation Framer 6 features a combination of HTML, CSS and JavaScript predefined and custom components. The new interface facilitates the ease of design. Learn more as you venture into the world of web design.
1 session, $65 (includes a $15 lab fee)
58378 S 5/9-5/9 9:30 a.m.-12:30 p.m. CAT-135

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)
64705 TTh 7/7-7/23 6-9 p.m. CONT-113

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)
64704 S 5/30-6/27 9 a.m.-3:30 p.m. CAT-103

PEARSON VUE TESTING CENTER

PGCC CERTIFICATE DIGITAL GRAPHICS SUITE CERTIFICATE
301-546-0873 or itcerts@pgcc.edu
Program information
Learn the design software programs that every pro needs to know: Adobe Photoshop, Illustrator, and InDesign. You will discover techniques for creating digital images, illustrations, and layouts, addressing fundamental concepts in color, typography, and composition. Digital Graphic Designers can work in your own environment, use your own creativity and art media and have many opportunities.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• DPR-808 Real World Graphic Design
• DPR-705 Digital Publishing with InDesign
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.

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
INFORMATION SECURITY

INDUSTRY CERTIFICATION
NATIONAL CERTIFICATION EXAM PREPARATION-INFORMATION SECURITY
301-546-0873 or itcerts@pgcc.edu

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-912 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: DPR-931 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: DPR-913 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.

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)
64466 MTW 7/6-8/6 online BLBD

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.
9 sessions, $450* (includes a $150 lab fee)
63625 MTWThF 6/8-6/12 6-10:15 p.m. CAT-107
61509 MTWTH 6/15-6/18 6-10:15 p.m. CAT-107

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

**Note:** this course does not require material textbooks or other learning resources for which students must pay.

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

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**TECHNOLOGY GRANT PROGRAM**

**PGCC CERTIFICATE**

**AMERICA’S PROMISE SECURING THE CLOUD AT PGCC**

**andrewjx@pgcc.edu**

**Program information**

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 see our contact information above.
NETWORKING

NATIONAL CERTIFICATION
NETWORKING
301-546-0873 or itcerts@pgcc.edu
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. It opens doors to a career in networking.
- 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

DPR-735 CompTIA Network+ Certification Preparation 5.0 CEUs
This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550.
16 sessions, $420* (includes a $150 lab fee)

64467 TTh 6/2-7/23 6-9:35 p.m. CAT-315

DPR-855 Network+ Certification Test Preparation Boot Camp 2.9 CEUs
This course is designed for students who have completed extensive course work leading to Cloud+ certification and is intended as a final review before the certification exam. Topics include: disk storage systems, storage networking, virtualization, performance tuning, infrastructure, resource management, security and testing.
8 sessions, $325* (includes a $100 lab fee)

63929 MTWTH 6/1-6/11 6-10 p.m. CAT-325

DPR-875 Understanding Operating Systems 4.5 CEUs
This course provides working knowledge of computer operating system commands, functions and management using the DOS, Windows, Linux and Unix operating environments. Topics include memory management, process management, device management, file management, and operating systems tools. Class meets concurrently with credit course INT-1700.
35 sessions, $420* (includes a $150 lab fee)

64460 MW 6/1-8/5 12-12:01 a.m. BLBD
65185 MTh 7/6-8/6 6-9:20 p.m. CAT-107

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

**NATIONAL CERTIFICATION COMPTIA LINUX+**
301-546-0873 or itcerts@pgcc.edu

**Program information**
PGCC offers preparation for this national certification exam Linux+ which validates the competencies required of an early career system administrator supporting Linux systems. CompTIA Linux+ covers common tasks in major distributions of Linux, including the Linux command line, basic maintenance, installing and configuring workstations, and networking.

**Coursework**
Students who successfully complete DPR-800 and DPR 801 will be prepared to sit for the CompTIA Linux+ exam.

**Program requirements**
To register for this program, participants must have programming experience in logic and design. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

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

**DPR-800 Linux Operating System 1**
5.3 CEUs
This is an introduction to the Linux operating system and is mapped to the CompTIA+ LX0-101 exam. This course covers command-line basics, managing software packages, configuring hardware, and file management concepts in a Linux environment. Prerequisite: programming experience in logic and design. 2 class/2 lab hours. 20 sessions, $420* (includes a $150 lab fee)

**DPR-842 Windows Desktop Client Windows 10 (70-697)**
5.3 CEUs
This course is designed to provide students with the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain. These skills include how to install and customize Windows 10 operating systems and apps, configuring local and remote networks connectivity and storage. This course maps directly with the Configuring Windows Devices exam 70-697. 15 sessions, $430* (includes a $160 lab fee)

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**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.

**DPR-893 Programming Logic and Design**
4.5 CEUs
Introduction to computer programming concepts with emphasis on structured program logic and design. Design tools such as pseudo-code and flowcharting are covered. Students are introduced to several software packages that may be used to develop flowcharts and pseudo-code. This course does not teach a particular programming language, but rather emphasizes problem-solving techniques that can be applied to programming in any language. This course meets concurrently with credit course INT-1111.

**NATIONAL CERTIFICATION COMPTIA A+**
301-546-0873 or itcerts@pgcc.edu

**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+ 220-1001 and 220-1002 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.

**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.

**DPR-698** 6 sessions, $210* (includes a $55 lab fee)

**DPR-697** 4 sessions, $210* (includes a $55 lab fee)

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Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
DPR-862 Build Your Own Computer 1.2 CEUs
In this class, students will build an IBM-compatible computer under the guidance of the instructor. Class lecture will focus on the steps involved in building a computer from scratch. Lab time will include extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information (provided at first class). A tool kit is included in the price of the course.
4 sessions, $210* (includes a $55 lab fee)
63759 F 6/5-6/26 6-9 p.m. ANXC-043

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)
63757 M W T H 5/18-7/2 6:30-9:45 p.m. ANXC-043
64469 Th 6/2-8/4 6-9:15 p.m. CAT-315
(19 sessions)

NATIONAL CERTIFICATION COMPTIA IT FUNDAMENTALS
301-546-0873 or itcerts@pgcc.edu
Program information
This one-course program is designed to help you learn more about the world of information technology (IT). It’s ideal if you’re considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals certification can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA+.

Coursework
Students who successfully complete DPR-859 will be prepared to sit for the CompTIA IT Fundamentals FC0-U51 Exam.

Program requirements
To register for this program, participants must have intermediate computer skills with experience in DOS. 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.

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)
63758 M W T H 7/6-8/19 6:30-9:45 p.m. ANXC-043

ONLINE IT TRAINING
301-546-0873 or itcerts@pgcc.edu
Program information
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 email account.

For more information
Please see our contact information above.
PGCC CERTIFICATE
PROGRAMMING, NETWORKING AND WEB DESIGN
SKILLS (ONLINE)
301-546-0873 or itcerts@pgcc.edu

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

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

Creating Wordpress Websites Certificate
• 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
Follow instructions listed in the online courses section.

Program requirements
Participants must have Internet access and an email account.

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

PGCC CERTIFICATE
MICROSOFT OFFICE 365 SKILLS (ONLINE)
301-546-0873 or itcerts@pgcc.edu

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

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

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

Microsoft Word 2019 Certificate
• DPR-927 Introduction to Microsoft Word 2019
• DPR-940 Intermediate Microsoft Word 2019

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

Microsoft Excel 2019 Certificate
• DPR-926 Introduction to Microsoft Excel 2019
• DPR-929 Intermediate Microsoft Excel 2019

Microsoft Access 2016 Certificate
• DPR-838 Introduction to Microsoft Access 2016
• DPR-868 Intermediate Microsoft Access 2016

Microsoft Access 2019 Certificate
• DPR-925 Introduction to Microsoft Access 2019
• DPR-939 Intermediate Microsoft Access 2019

Registration
Follow instructions listed in the online courses section.

Program requirements
Participants must have Internet access and an email account.

For more information
Please see our contact information above. For a complete list of courses available online, visit www.ed2go.com/pgcc. Click on Computer Applications or Technology to get started.
DPR-927 Introduction to Microsoft Word 2019  2.4 CEUs
This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write, create and edit text, format, and organize documents. By the time, you are done with these hands-on activities; you will be able to use Word confidently at home or on the job.  
12 sessions, $170* (includes a $80 lab fee)

DPR-926 Introduction to Microsoft Excel 2019  2.4 CEUs
In this course, you will learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links, and creating macros and custom toolbar buttons. You will also be introduced Excel 2019’s powerful charting capabilities and features like Quick Analysis and Flash Fill. When you finish the course, you will feel at ease creating worksheets and utilizing Excel’s many feature  
12 sessions, $170* (includes a $80 lab fee)

DPR-925 Introduction to Microsoft Access 2019  2.4 CEUs
In this course, you will learn how to organize, store, and document their essential information. Data ranging from inventory and customer information to order details and vendors can be effectively organized with Microsoft’s longstanding software. If you work with databases of any kind, learning how to use Access 2019 will add a valuable skill set to your professional profile.  
12 sessions, $170* (includes a $80 lab fee)
### OFC-388 Keyboarding 2.4 CEUs
Learn how to touch-type with Keyboarding Pro 5, a typing tutorial designed for personal computers. Students are taught computer and word processing basics, keyboard shortcuts, and posture tips. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, become more productive, touch-type letters, numbers, and symbols, create, save, and edit word processing documents, and take a timed writing test during a job interview.

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

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### DPR-696 Introduction to PC Troubleshooting 2.4 CEUs
This course takes you through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows PC.

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

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### DPR-860 Understanding the Cloud 2.4 CEUs
This continuing education course will explore how the cloud works, what drives its growth and how the student can use cloud services. Topics will include building blocks of clouds, different kinds of clouds, data centers and social networking. Describe the three categories of cloud services: infrastructure, platforms, and software. Examine the concept of big data. Explain how social networking has played an important role in the growth of cloud.

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

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### DPR-393 Designing Effective Websites 2.4 CEUs
Creating a Website is so easy almost anyone can do it. You need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

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

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### 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)

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### 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)

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DPR-840 Introduction to Windows 10  
This course introduces students to Windows 10 features. Windows 10 introduces what Microsoft described as a “universal” application architecture; expanding on Metro-style apps, these apps can be designed to run across multiple Microsoft product families with nearly identical code—including PCs, tablets, smartphones, embedded systems, Xbox One, Surface Hub and HoloLens.
12 sessions, $150* (includes a $75 lab fee)
62449 WF 5/13-7/3 online E260
62450 WF 6/17-8/7 online E260
62451 WF 7/15-9/4 online E260
62452 WF 8/12-10/2 online E260

DPR-827 LPI Linux Essentials Exam Prep  
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)
62424 WF 5/13-7/3 online E260
62425 WF 6/17-8/7 online E260
62426 WF 7/15-9/4 online E260
62427 WF 8/12-10/2 online E260

DPR-451 Computer Skills for the Workplace  
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)
62308 WF 5/13-7/3 online E260
62309 WF 6/17-8/7 online E260
62310 WF 7/15-9/4 online E260
62311 WF 8/12-10/2 online E260

DPR-394 Introduction to Buying and Selling on eBay  
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)
62296 WF 5/13-7/3 online E260
62297 WF 6/17-8/7 online E260
62298 WF 7/15-9/4 online E260
62299 WF 8/12-10/2 online E260

DPR-819 Advanced CSS3 and HTML5  
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)
62416 WF 5/13-7/3 online E260
62417 WF 6/17-8/7 online E260
62418 WF 7/15-9/4 online E260
62419 WF 8/12-10/2 online E260

DPR-821 Responsive Web Design  
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)
62420 WF 5/13-7/3 online E260
62421 WF 6/17-8/7 online E260
62422 WF 7/15-9/4 online E260
62423 WF 8/12-10/2 online E260

DPR-843 Introduction to Microsoft Word 2016  
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)
62453 WF 5/13-7/3 online E260
62454 WF 6/17-8/7 online E260
62455 WF 7/15-9/4 online E260
62456 WF 8/12-10/2 online E260

DPR-866 Intermediate Microsoft Word 2016  
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)
62465 WF 5/13-7/3 online E260
62466 WF 6/17-8/7 online E260
62467 WF 7/15-9/4 online E260
62468 WF 8/12-10/2 online E260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
### 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-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 formulas with macros and buttons.

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

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### DPR-836 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 using Microsoft Access 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-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, $170* (includes a $80 lab fee)**

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### DPR-462 Introduction to Database Development 2.4 CEUs

An experienced database software user will show, through a structured approach, database design and development. Prerequisites: thorough understanding of the Internet, Windows, and Microsoft Access.

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

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**Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu**
### 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)

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### 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)

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### 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)

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

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

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### DPR-839 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 learn how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging.

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

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### DPR-479 C++ for the Absolute Beginner   2.4 CEUs
See how to program in C++, even if you have no prior programming experience. Explore ways to create programs for Microsoft Windows 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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**Invest in a student’s future.**

Donate to one of these worthy Workforce Development and Continuing Education scholarship programs.

No donation is too small!

*Thank you for helping to develop our workforce in the following areas:

- Health Care
- Hospitality
- Information Technology and Business Services
- Construction, Energy and Transportation
- Education
- CNA Program Fund

Make your check payable to: PGCC Foundation, Inc., Mail to: PGCC Foundation, 301 Largo Road, Largo, Maryland 20774.

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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-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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### 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 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)
62340 WF 5/13-7/3 online E260
62341 WF 6/17-8/7 online E260
62342 WF 7/15-9/4 online E260
62344 WF 8/12-10/2 online E260

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. Learn how to save data permanently on a disk by writing it to a sequential data file. 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)
62328 WF 5/13-7/3 online E260
62329 WF 6/17-8/7 online E260
62330 WF 7/15-9/4 online E260
62331 WF 8/12-10/2 online E260

DPR-644 Introduction to Python 3 Programming 2.4 CEUs
This continuing education course is designed for professionals in the computer programming career field and provides instruction on Python 3 programming language. Topics include variables, string types and operators, expressions, lists and sequences, tuples, dictionaries, graphic elements, defining functions and error and exception handling. 12 sessions, $150* (includes a $75 lab fee)
62457 WF 5/13-7/3 online E260
62458 WF 6/17-8/7 online E260
62459 WF 7/15-9/4 online E260
62460 WF 8/12-10/2 online E260

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)
62345 WF 5/13-7/3 online E260
62346 WF 6/17-8/7 online E260
62347 WF 7/15-9/4 online E260
62348 WF 8/12-10/2 online E260

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 to PC Security
62356 WF 5/13-7/3 online E260
62357 WF 6/17-8/7 online E260
62358 WF 7/15-9/4 online E260
62359 WF 8/12-10/2 online E260

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)
62374 WF 5/13-7/3 online E260
62375 WF 6/17-8/7 online E260
62376 WF 7/15-9/4 online E260
62377 WF 8/12-10/2 online E260

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)
62392 WF 5/13-7/3 online E260
62393 WF 6/17-8/7 online E260
62394 WF 7/15-9/4 online E260
62395 WF 8/12-10/2 online E260

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

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)

DPR-780 Introduction to InDesign CS6 2.4 CEUs
Have you ever seen a terrific-looking brochure or newsletter, and wondered how it was made? Chances are the designer used Adobe InDesign CS6, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you will get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more.
12 sessions, $150* (includes a $75 lab fee)

DPR-779 Introduction 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)

CONSTRUCTION MANAGEMENT
PGCC CERTIFICATE
CONSTRUCTION MANAGEMENT
301-546-0964 or westphalia@pgcc.edu
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.
### CONSTRUCTION SKILLED TRADES

#### BUILDING MAINTENANCE ENGINEER

**PGCC CERTIFICATE BUILDING MAINTENANCE ENGINEER**
301-546-0964 or westphalia@pgcc.edu

**Program Information**
General maintenance and repair workers are employed in almost every industry: in businesses, apartments, condominiums and other facilities. Building maintenance engineers perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success.

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

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

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

Provides hands-on training to coincide with the knowledge training provided in OCU-404. Must be taken concurrently with OCU-404. Textbook: *Readers Digest New Fix It Yourself Manual.*

15 sessions, $575* (includes a $25 lab fee)

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#### CONSTRUCTION CORE SKILLS

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

**Program Information**
These courses are a prerequisite for all 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-410 Introductory Craft Skills (Core) 7.2 CEUs

A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, basic communication and employability skills. Required textbook and calculator: *NCCER Core Curriculum* (5th edition).

24 sessions, $995* (includes a $40 lab fee)

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<td>8:30 a.m.-4:30 p.m.</td>
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#### 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)

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#### 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)

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CONSTRUCTION ELECTRICAL

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

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: part 1
• ELC-311 Residential Wiring: part 2
• ELC-322 Residential Wiring: part 3
• ELC-312 Electrical: Level 2
• ELC-323 Construction Electricity: Level 2: Part 1
• ELC-325 Construction Electricity: Level 2: Part 2
• ELC-346 Electrical: Level 3, Part 1
• ELC-347 Electrical: Level 3, Part 2
• ELC-348 Electrical: Level 3, Part 3
• ELC-349 Electrical: Level 4, Part 1
• ELC-350 Electrical: Level 4, Part 2
• ELC-351 Electrical: Level 4, Part 3
• ELC-376 National electric code: Part 3, Journeyman Preparation
• ELC-321 Basic electronics and Motor Control
• ELC-330 Masters Electrical Exam Prep
• CST-437 NEC Update 2014

For more information
Please see our contact information above.

ELC-301 Electrical: Level 1 2.7 CEUs
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. Topics will include an orientation to the trade, electrical safety, electrical circuits, and electrical theory. Textbook, calculator and a copy of the 2011 edition of the National Electric Code (NEC) are required at the first class.
8 sessions, $392* (includes a $50 lab fee)
63859 MW 5/4-6/1 6-9:30 p.m.

ELC-308 Residential Wiring 1: Part 1 2.7 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 1 electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics include an introduction to the National Electric Code (NEC), device boxes, and hand bending. Prerequisite: ELC-301. Textbook and calculator required.
9 sessions, $434* (includes a $50 lab fee)
63860 MW 6/8-7/6 6-9:30 p.m.

CST-437 NEC Update 2014 1.0 CEU
This course provides a review of significant areas of the National Electric Code (NEC). The focus will be on the application of changes made during the 2014 NEC update. This course is not limited master specific, but qualifies for ten hours of continuing education required to maintain a master’s license.
2 sessions, $245* (includes a $50 lab fee)
63851 F 6/19-6/20 5-9 p.m.
S 6/19-6/20 9 a.m.-4 p.m.
HVAC/R

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

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

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

Construction Core Skills, Option 1 or Option 2

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

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

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

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

For more information
Please see our contact information above.

LOCKSMITHING

PGCC CERTIFICATE
GENERAL LOCKSMITHING
301-546-0964 or westphalia@pgcc.edu

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

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

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

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

For more information
Please see our contact information above.

HVC-370 HVAC/R
Level 1 Part 1
This course is the first of a three part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 1 HVAC students. Topics include the guiding principles of HVAC, trade mathematics, and basic electricity. Textbook: NCCER HVAC Level 1 5th edition.

10 sessions, $455* (includes a $10 lab fee)
63861 TTh 5/5-6/4 6-9 p.m.

HVC-371 HVAC/R
Level 1 Part 2
This course is the second in a three part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 1 HVAC. Topics include heating, cooling and air distribution systems. Textbook: NCCER HVAC Level 1 5th edition.

18 sessions, $830* (includes a $20 lab fee)
63862 TTh 6/8-8/13 6-9 p.m.

HVC-372 HVAC/R
Level 1 Part 3
This course is the third of a three part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 1 HVAC. Topics include basic copper and plastic piping practices, soldering and brazing, and basic carbon steel practices. Textbook: NCCER HVAC Level 1 5th edition.

11 sessions, $455* (includes a $10 lab fee)
58534 TTh 7/14-8/18 6-9 p.m.

KEY-300 Locksmithing 101
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, autolock, lock functions and finishes. Prerequisite: Locksmith Background Screening. Textbook required.

14 sessions, $680* (includes a $100 lab fee)
63863 MW 5/4-6/22 5:30-9 p.m.
KEY-301 Locksmithing 102  4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text required and tools second week.
14 sessions, $686* (includes a $100 lab fee)
63864  MW  6/29-8/12  5:30-9 p.m.

KEY-305 Locksmithing 201  4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required.
14 sessions, $686* (includes a $100 lab fee)
63865  TTh  5/5-6/18  5:30-9 p.m.

KEY-304 Locksmithing 202  4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305.
14 sessions, $686* (includes a $100 lab fee)
63866  TTh  6/23-8/6  5:30-9 p.m.

MASONRY

PGCC CERTIFICATE
MASTERY
301-546-0964 or westphalia@pgcc.edu
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 masonry profession, using the National Center for Construction Education and Research (NCCER) curriculum.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• Construction Core Skills, Option 1 or Option 2 (above)
• OCU-413 Introductory to Masonry: Level 1, Part 1
• OCU-415 Introduction to Masonry: Level 1, Part 2
• OCU-415 Introduction to Masonry: Level 2, Part 1

For more information
Please see our contact information above.

PLUMBING

PGCC CERTIFICATE
BASIC PLUMBING
301-546-0964 or westphalia@pgcc.edu
Program Information
Plumbers install and repair the water, waste disposal, drainage and gas systems in homes, commercial, and industrial buildings. Plumbers also install plumbing fixtures (bathtubs, showers, sinks, and toilets) and appliances such as dishwashers, waste disposers, and water heaters. Our curriculum, provided by the National Center for Construction Education and Research (NCCER), is designed to prepare Plumbing students for entry into and advancement in this growing industry.

Coursework
Students who successfully complete the following courses will be eligible to receive the Plumbing Level 1 certificate:
Option 1:
• OCU-410 Core: Introductory Craft Skills

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

In addition to the following PLM courses:
• PLM 300 Plumbing Level 1 Part 1
• PLM 301 Plumbing Level 1 Part 2
• PLM 302 Plumbing Level 1 Part 3
• PLM 303 Plumbing Level 1 Part 4

Courses are held at the Skilled Trades Center, 6400 Old Branch Ave., Temple Hills, MD.

For more information
Please see our contact information above.

PLM-300 Plumbing
Level 1 Part 1  3.9 CEUs
This course is the first in a four part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 1 Plumbing. Topics include plumbing as a profession, plumbing safety, and tools of the trade.
13 sessions, $530* (includes a $5 lab fee)
63925  TTh  7/7-8/18  6-9:30 p.m.  STC
RESIDENTIAL MAINTENANCE  
301-546-0964 or westphalia@pgcc.edu

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)  
6395 T  8/4-8/25  6-9 p.m.  STC

OCU-330 Plumbing Repair: Basic Skills  1.2 CEUs  
This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Textbook: *Step by Step Guide Book on Home Plumbing*, Instructor: Janaina Rocha.  
4 sessions, $200* (includes a $25 lab fee)  
6394 T  7/7-7/28  6-9 p.m.  STC

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

WLD-300 Basic Arc Welding  6.0 CEUs  
This course is designed to provide the student with introductory knowledge and skills in welding. Topics to be covered include an occupational orientation to welding; safety and health of welders; drawing and welding symbol interpretation; shielded metal arc welding; thermal cutting process; welding prep procedures and flat, vertical and overhead techniques.  
15 sessions, $1190* (includes a $350 lab fee)  
6385 T  5/12-6/30  5:30-9:45 p.m.  
6387 T  5/14-7/16  9 a.m.-3:30 p.m.  (10 sessions)

DRIVER EDUCATION C-CLASS

MARYLAND CLASS C DRIVER’S LICENSE  
301-546-0062 or tdi@pgcc.edu

Program Information  
This 36-hour course is designed for beginning drivers seeking a Maryland Class-C driver’s license. Students learn from certified MVA instructors. Course requirements include 30 hours of 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. 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  
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 Linneal Driving School, (LDS) an MVA certified provider that utilizes the college as a branch location. Linneal 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)  
64358 MTWThF  6/8-6/19  6-9:15 p.m.  ANXC-002  
64357 MTWThF  6/8-6/19  8:45 a.m.-12 p.m.  LDS  
64360 MTWThF  6/22-7/3  6-9:15 p.m.  LDS  
64359 MTWThF  6/22-7/3  8:45 a.m.-12 p.m.  ANXC-002  
64362 MTWThF  7/6-7/17  6-9:15 p.m.  LDS  
64361 MTWThF  7/6-7/17  8:45 a.m.-12 p.m.  ANXC-002  
64364 MTWThF  7/20-7/31  6-9:15 p.m.  ANXC-002  
64363 MTWThF  7/20-7/31  8:45 a.m.-12 p.m.  LDS  
64366 MTWThF  8/3-8/14  6-9:15 p.m.  LDS  
64365 MTWThF  8/3-8/14  8:45 a.m.-12 p.m.  ANXC-002  
64368 MTWThF  8/17-8/28  6-9:15 p.m.  ANXC-002  
64367 MTWThF  8/17-8/28  8:45 a.m.-12 p.m.  LDS
EARLY CHILDHOOD EDUCATION

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

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

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

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

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

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

In addition to our lead teacher certification programs, Prince George's Community College also offers the training needed to own and operate your own Family Child Care. If you are interested in opening a Family Child Care business, call the Office of Child Care at 301-333-6940 and attend their free 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 230 or above on the college's reading comprehension placement test OR demonstrate successful college coursework (with a C or better); pick up a free placement test referral form in Lanham Hall Room 224 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/.
SUMMER 2020 CONTINUING EDUCATION 45

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 program licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. $225*

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<td>LARL-205 (5 sessions)</td>
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DCR-531 Pre-School Curriculum/Activities 45 Hours 4.5 CEUs
Learn the principles of curriculum planning for programs serving children ages three through five. Activities and materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department of Education (MSDE) Office of Child Care. (formerly DCR-304) Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. $225*

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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*

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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 qualifying score on the reading comprehension placement test. $225*

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<td>8/8-8/8</td>
<td>1-4 p.m.</td>
<td>LARL-205 (7 sessions)</td>
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DCR-456 School-Age Curriculum Development: 45 Hours 4.5 CEUs
Discuss curriculum development for school-age children. This course provides 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after school setting. Prerequisites: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and a qualifying score on the reading comprehension placement test. Perfect attendance is required. $225*

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

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<td>8/8-8/8</td>
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DCR-575 Including All Children and the ADA  0.3 CEU
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. Review of national standards and best practices, and highlight local, state, and national resources. MSDE Core of Knowledge: SN 3 hrs. 1 session, $40*

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</table>

DCR-510 Family Child Care Pre-Service  2.4 CEUs
This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four 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*

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

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DCR-575 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*

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DCR-328 Enhancing Language Development in Childhood  2.4 CEUs
Content Area D: This is a user-friendly course for parents, teachers, and caregivers. Discover how children learn to process language and how they become proficient speakers and thinkers. Help to enrich your child’s life by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. 12 sessions, $150* (includes a $75 lab fee)

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<td>WF</td>
<td>8/12-10/2</td>
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DCR-529 Teaching Pre-School: A Year of Inspiring Lessons  2.4 CEUs
This course is designed for those who are teaching or want to teach preschoolers. This course will provide you with solid lesson plan templates and many interchangeable activities to choose from—plenty of inspiration to take you and your students from September to May! You will be provided with 100 circle-discussion, art, literacy, fine and large motor skills science and music activities that you can take into your classroom right away! 12 sessions, $150* (includes a $75 lab fee)

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<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
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DCR-543 Creating Classroom Centers  2.4 CEUs
Discover how easy and effective classroom centers can really be! In this course, you will learn how to create and implement engaging, easy-to-maintain classroom center activities that boost independent learning in the classroom while increasing small-group instruction time. You’ll master an easy, effective process for introducing centers and their materials to your students. We will explore ideas for using centers to support instruction in reading and language arts, math, science, and social studies. By the time you finish the course, you will have a wealth of resources and center ideas you can take and try so you can get started right away! 12 sessions, $150* (includes a $75 lab fee)

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Prince George's Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
**EDUCATION TEACHER TRAINING**

301-546-7545

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CEUs</th>
<th>Description</th>
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<tbody>
<tr>
<td>SKB-473</td>
<td>Praxis Core Preparation</td>
<td>2.4</td>
<td>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.</td>
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<td>12 sessions, $150* (includes a $75 lab fee)</td>
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<tr>
<td>SKB-416</td>
<td>Survival Kit for New Teachers</td>
<td>2.4</td>
<td>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.</td>
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<tr>
<td>SKB-431</td>
<td>Strategies for Teaching Students with Autism</td>
<td>2.4</td>
<td>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.</td>
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<td>SKB-433</td>
<td>Reading Strategies That Work</td>
<td>2.4</td>
<td>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.</td>
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<td>SKB-475</td>
<td>Creating the Inclusive Classroom</td>
<td>2.4</td>
<td>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, neurologological 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.</td>
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<td>SKB-568</td>
<td>Teaching Adult Learners</td>
<td>2.4</td>
<td>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.</td>
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<td>12 sessions, $150* (includes a $75 lab fee)</td>
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<td>SKB-478</td>
<td>Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD)</td>
<td>2.4</td>
<td>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.</td>
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<td>12 sessions, $150* (includes a $75 lab fee)</td>
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<tr>
<td>SKB-727</td>
<td>Teaching Students with Learning Disabilities</td>
<td>2.4</td>
<td>Learn how to successfully meet the diverse needs of students with disabilities in your classroom. We will dissect the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. We will talk about games you can incorporate, modifying your classroom, and lots of methods for bringing out the students’ best behavior. This course will prepare you to understand and empower your kids with learning disabilities.</td>
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<td>12 sessions, $150* (includes a $75 lab fee)</td>
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL)

ESL TEACHER TRAINING

PGCC CERTIFICATE
ESL TEACHER TRAINING
301-546-8350 or mcdonosv@pgcc.edu before enrolling

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.

All four courses are blended and include face-to-face as well as online components. You should plan to spend approximately 6 hours per week on assignments. Each course's assignments 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 643 Evidence-Based Best Practices for Teaching ESL
• ESL 391 Second Language Acquisition
• ESL 628 Know Your English Language Learners

Program requirements
Bachelor’s degree recommended.

For more information
Email adulteducation@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. Online class dates: 8/29, 9/5, 9/19, 10/3. 6 sessions, $195*

63872 S 8/22-10/24 9 a.m.-1:30 p.m. UTC-181

TRANSITION ESL
301-546-8350 or transitionesl@pgcc.edu

Program Information
Are you ready to take your English skills to the next level? Transition ESL is for you if:
• You are an intermediate or advanced level English Language Learner, and
• You want to improve your English for life or work, or
• You want to prepare for enrollment at the College, or
• You want to prepare for the TOEFL iBT, or
• You didn't get the score you wanted on the Michigan Test, or
• You are an au pair and need classes to meet your agency’s education requirements, or
• You are enrolled in Academic ESL and need additional support.

Classes are available at sites around Prince George’s County, including Hyattsville, Greenbelt, Largo, and Laurel.

The cost for these courses is:
• $25 registration fee
• $60-$180 tuition, depending on the course, but most courses are $80.
• $0-$40 per course for textbooks

Coursework
The Transition ESL program offers the following intermediate, high-intermediate, and advanced level courses:
• Pronunciation and Fluency
• Listening and Speaking
• Conversational English
• Essay Writing
• Reading and Writing
• Grammar
• US Citizenship Test Preparation (this is an all-levels class)

Program requirements
To register for this program, participants must take a test at a scheduled registration.

For more information
Call 301-546-8350, email adulteducation@pgcc.edu, or visit www.pgcc.edu/go/transitionesl for class schedules and registration dates.
ADULT EDUCATION ESL
301-546-8350 or transitionesl@pgcc.edu

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

Coursework
Adult Education ESL courses offer:
• instruction and practice in speaking and understanding English
• instruction in reading, writing and grammar in real-life contexts
• bridge classes, to provide English language learners with extra support before taking GED® preparation classes, the GED® test or the National External Diploma Program screening process.

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

Coursework
Adult Education ESL courses offer:
• instruction and practice in speaking and understanding English
• instruction in reading, writing and grammar in real-life contexts
• bridge classes, to provide English language learners with extra support before taking GED® preparation classes, the GED® test or the National External Diploma Program screening process.

Program requirements
To register for this program, participants must:
• be at least 18 years of age and a Maryland resident
• be officially withdrawn from high school
• take a placement test at a scheduled registration

For more information
Please see our contact information above.

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, and intermediate English classes, and
• Instruction and practice in speaking and understanding workplace English.

Classes are available in Hyattsville. 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.
• To register, you must bring your passport, I-94, or proof of status, and a proof of residency, i.e. a utility bill or your lease agreement to a scheduled registration.

For more information
Call 301-546-8350, email marsdr@pgcc.edu, or visit www.pgcc.edu/go/refugeeprogram for class schedules and registration dates.

FACILITY MANAGEMENT

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

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

Coursework
Students who successfully complete the following courses and exam will be eligible to receive the FMP® credential (the credential exam is included):
• MGT-631 Operations and Maintenance for FMP
• MGT-632 for FMP
• MGT-633 Financial and Business Essentials for FMP
• MGT-634 Leadership and Strategy Essentials for FMP
• MGT-312 Sustainability Facility Professional

For more information
Please see our contact information above.

MGT-631 Operations and Maintenance for FMP 1.5 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)
63853 F/S 5/15-5/16 8:30 a.m.-5 p.m.
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 contracts 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 leader-ship to the entire organization. Please contact 301-546-8514 to register for this course.
2 sessions, $642* (includes a $300 lab fee)

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 CEU
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)

Please see our contact information above.
GED, HIGH SCHOOL DIPLOMA AND ADULT BASIC SKILLS

GED® AND HIGH SCHOOL DIPLOMA OPTIONS

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

GED® OPTION

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

The GED® option is a good choice for adults and young adults who prefer studying for and taking an exam. The test is challenging, and preparation is highly recommended. GED® preparation courses are available at locations around the county, with morning, evening, and Saturday schedule options. There is no tuition for these classes; students purchase their textbooks.

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

Program requirements
To qualify for the GED® preparation program, participants must:

- be at least 18 years of age and a Maryland resident
- be officially withdrawn from high school
- take a placement test at a scheduled registration

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

NEDP OPTION

The National External Diploma Program (NEDP) is an alternate Maryland state-approved path for adults to earn a high school diploma. The NEDP allows adults who have acquired or enhanced their high school-level abilities through work, family, and community experience to demonstrate their skills in real-life situations. Participants work toward a Maryland high school diploma by demonstrating reading, writing, speaking, math, problem-solving, and critical thinking skills in the context of real-life tasks. The tasks are in a web-based format.

The program is self-paced, confidential, and conducted through a combination of take-home assignments and weekly one-on-one appointments with a trained assessor.

Program requirements
To qualify for the NEDP program, participants must:

- be at least 18 years of age and a Maryland resident
- be officially withdrawn from high school
- have a verifiable job skill, full-time or part-time, or have proof of volunteer activities
- have basic computer skills
- obtain qualifying scores on math and reading screening tests
- write a qualifying sample essay

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

ADULT LITERACY / BASIC SKILLS

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

Program requirements
To qualify, participants must:

- be at least 18 years of age and a Maryland resident
- be officially withdrawn from high school
- obtain qualifying scores on a diagnostic test

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

LITERACY VOLUNTEERS

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

For more information
Please contact us at 301-546-8350 or email Loreta Jordan at jordanlm@pgcc.edu.

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

FIRST AID & CPR

NATIONAL CERTIFICATION
FIRST AID & CPR
301-546-0795 or pgcc.edu/gp/cprfirst

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.

HES-573 Pediatric First Aid, CPR & AED 0.7 CEU
This National Safety Council (NSC) Pediatric First Aid, CPR & AED program, for child care workers, teachers, camp counselors, coaches and others responsible for children, meets first aid and CPR requirements in all 50 states. Treatment for airway obstructions, rescue breathing, basic life support, bleeding, wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies are covered.

1 session, $90* (includes a $10 lab fee)
64489 S 6/13-6/13 9 a.m.-4:30 p.m.

HES-669 HeartCode® BLS CPR AED 0.4 CEU
HeartCode is a web-based CPR program that uses eSimulation technology to allow students to assess and treat patients in virtual healthcare settings. Debriefings and coaching to promote learning and skills development are provided online. After completing the online training, within 30 days, students must provide a certificate of completion to participate in skills training in the classroom. Upon successful completion, a course completion card, valid for two years, will be issued.

1 session, $80* (includes a $10 lab fee)
64489 S 6/13-6/13 9:00 AM-4:30 PM

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

1 session, $90* (includes a $10 lab fee)
64500 S 5/30-5/30 9 a.m.-3:30 p.m.
64501 S 6/6-6/6 9 a.m.-3:30 p.m.
64502 S 6/13-6/13 9 a.m.-3:30 p.m.
64511 S 6/20-6/20 9 a.m.-3:30 p.m.
64504 S 7/11-7/11 9 a.m.-3:30 p.m.
64512 S 7/25-7/25 9 a.m.-3:30 p.m.
64505 S 7/27-7/27 9 a.m.-3:30 p.m.
64507 S 8/1-8/1 9 a.m.-3:30 p.m.
64513 S 8/15-8/15 9 a.m.-3:30 p.m.
64508 S 8/15-8/15 9 a.m.-3:30 p.m.
HES-379 First Aid 0.4 CEU
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): NSC First Aid CPR & AED workbook. 1 session, $68*
64492 S 6/27-6/27 1-4:45 p.m.

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, $54* (includes a $10 lab fee)
64494 S 6/27-6/27 9 a.m.-12:45 p.m.

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)
64573 S 7/11-7/11 9 a.m.-1 p.m. UTC
64574 S 8/8-8/8 9 a.m.-1 p.m.

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)
63903 Th/F 5/14-5/16 9 a.m.-4:30 p.m.

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)
63904 S 5/2-5/9 9 a.m.-3 p.m.
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
DENTAL ASSISTING

PGCC CERTIFICATE
DENTAL ASSISTING
301-546-0879 or pgcc.edu/go/dental

Program Information
Make someone smile with a career as a dental assistant! According to the U.S Department of Labor’s 2016-2026 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 $37,630.

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-708 Introduction to Dental Assisting: Part 2
- HES-344 CPR for Health Professionals

Program requirements
To register for HES-690, participants must:
- have a high school diploma or equivalent
- speak, read and understand standard American English
- purchase the required textbook (available at the college bookstore, pgccbookstore.com)
- read chapters 1 and 2 and complete workbook assignments prior to the first class
- uniform requirement: scrubs

To continue to HES-708, students who have successfully completed HES 690 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, pgccbookstore.com)

To register for HES-708, 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, 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 or online at pgcc.edu/go/dental. Please contact us for uniform requirements.

HES-690 Introduction to Dental Assisting: Part 1
This course prepares students for an entry-level dental assistant position by learning basic dental theory, terminology, four-handed dental assisting, sterilization techniques, impressions, model trimmings and more. Lab practice conducted onsite. Textbook and scrubs required.
16 sessions, $800* (includes a $275 lab fee)
63805 TTh 8/11-10/1 11 a.m.-2 p.m. CHS-2103
63797 MW 8/12-10/7 5:30-8:30 p.m. CHS-2103

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. Prerequisites: Successful completion of HES 690 and HES 708. Reliable transportation required.
20 sessions, $150* (includes a $75 lab fee)
63786 MTWTHFS 5/26-7/6 OFF-SITE

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)
63788 MW 6/1-7/8 5:30-8:30 p.m. CHS-2103

HES-689 Dental Radiology Recertification and Refresher
0.8 CEU
This course provides continuing education and review training in radiation health and safety, exposure, radiation protection for the patient and operator, history, techniques, and dental radiology applications.
1 session, $100*
63791 S 7/25-7/25 9 a.m.-5:30 p.m. CHS-2103

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-704 Dental Radiation Health and Safety Certification Exam Prep 1.0 CEU
This 10-hour review is designed to increase your confidence and success, by preparing you to take the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) examination for national certification. The course focuses on testing techniques for online and paper-based assessments and reviews the four essential knowledge domains outlined by DANB for the RHS exam: Expose and evaluate, quality assurance and radiology regulations, radiation safety for patients and operators and infection control. Additional references and study guides will be provided. 2 sessions, $140*

63795  S  6/20-6/27  9 a.m.-3 p.m.  CHS-2103

PHARMACY TECHNICIAN

PGCC CERTIFICATE PHARMACY TECHNICIAN
301-546-0879 or pgcc.edu/go/pharmtek

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

Coursework
Students who successfully complete the following courses and pass a background check will be eligible to register with the Maryland Board of Pharmacy (must be taken in this order):
- HES-332  Pharmacy Technician
- HES-529  Pharmacy Technician Clinical: Part 1
- HES-530  Pharmacy Technician Clinical: Part 2
The clinical coordinator will assist each student with placement.

Program requirements
Prior to participation, participants must:
- be at least 18 years of age
- have a high school diploma or equivalent
- have a valid social security number
- have 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 243 or above on the college’s reading placement test OR demonstrate completion of college English 101
- obtain a score of 257 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
- For clinical placement: complete background check and drug screening ten days prior to start date; provide proof of personal health insurance and current immunizations for hospital placement.
- Notify coordinator one month in advance of Pharmacy Technician Certification Exam scheduling and test on date scheduled. Two weeks written notice required to change national testing appointment.

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 or online at www.pgcc.edu/go/pharmtek. For information on the National Pharmacy Technician Certification Exam, visit www.ptcb.org.

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
HES-332 Pharmacy Technician 9.0 CEUs
The Pharmacy Technician program trains students for state and national certification. Approved by the Maryland Board of Pharmacy, the program includes classroom, online, and 160 hours of clinical practice. Topics include drug regulation and control, terminology, calculations, routes and formulations, compounding, inventory, aseptic techniques, and pharmacology. Prerequisites: before registration, students must provide HS diploma/GED, and acceptable math, and reading scores. Before class read Chapters 1 and 2. 30 sessions, $1450* (includes a $300 lab fee)

63768  TTh  8/18-12/3  6:30-9:30 p.m.  CHS-2101

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)

9091  WF  5/13-7/5  online  E2GO

HES-578 Medical Math Lab  2.4 CEUs
The hands-on activities in this course will help you practice and reinforce the topics you learned in the Medical Math course (HES-577). Prerequisite: Medical Math (HES-577). 2 CEUs

8086  MTWThF  6/15-7/7  6:30-9:30 p.m.  CHS-2101

HES-592 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)

62280  WF  6/17-8/7  online  E2GO

HES-530 Pharmacy Technician Clinical: Part 2  8.0 CEUs
Continuation of Pharmacy Technician Clinical Part 1. This course complements HES-332 and includes the remaining 80 hours of the 160 hours required for certification.
20 sessions, $137*

63780  MTWThF 6/29-8/7  12:01-12:01 a.m.

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 243+, (Pre/Post test Prep Available), current CPR Healthcare Provider card, 18 years old, HS diploma or GED. Reliable transportation required. Requirements for certain clinical placement: current immulations, proof of health insurance, drug screening, valid social security number and background.
3 sessions, $420* (includes a $60 lab fee)

63766  TTh  7/21-7/28  6-9 p.m.  CHS-1214

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

63714  MTWThF 6/29-8/7  12:01-12:01 a.m.

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

63781  M  6/15-6/15  5-6 p.m.  CHS-2101

63782  M  7/13-7/13  5-6 p.m.  CHS-2101
CERTIFIED NURSING ASSISTANT

MARYLAND CERTIFICATION + PGCC CERTIFICATE
CERTIFIED NURSING ASSISTANT / GERIATRIC NURSING ASSISTANT
301-546-5215 or www.pgcc.edu/go/cna

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 230 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-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. 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)

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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, $600*

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CERTIFIED MEDICINE AIDE

MARYLAND CERTIFICATION +
PGCC CERTIFICATE
CERTIFIED MEDICINE AIDE
301-546-5215 or
wdcehealthcare@pgcc.edu

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 successfully 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-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)

Note: This program is not for Medication Technicians.

For more information
Please see our contact information above.

PATIENT CARE TECHNICIAN

NATIONAL CERTIFICATION +
PGCC CERTIFICATE
PATIENT CARE TECHNICIAN
301-546-5215 or
wdcehealthcare@pgcc.edu

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 Health-care 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.pgcccbookstore.com)
- be computer literate and have access to the Internet
- be at least 18 years of age
- obtain a score of 23% or above on the college’s reading comprehension placement test

For more information
Please see our contact information above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### HES-706 Patient Care Technician Part 1
**3.8 CEUs**
This course is part 1 of the Patient Care Technician Program and is designed to advance the skills of the certified nursing assistants (CNAs) working in acute and/or long-term care facilities. Topics include advancing and developing patient care skills, safety, procedural techniques, sterile and non-sterile techniques, caring for intravenous therapies.

**12 sessions, $525* (includes a $75 lab fee)**

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### EKG

**NATIONAL CERTIFICATION + PGCC CERTIFICATE EKG FOR HEALTH PROFESSIONALS**
301-546-5215 or wdcehealthcare@pgcc.edu

**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 Healthcare Association's EKG national exam:

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

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

- have a high school diploma, GED certificate, or healthcare professional license
- obtain a score of 240 or above on the college's reading comprehension placement test
- hold active CPR certification
- speak and understand standard American English at a functional level
- purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

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

### HES-707 Patient Care Technician Part 2
**5.0 CEUs**
This course is Part 2 of the Patient Care Technician Program and is designed to provide CNAs with lab skills training in EKG Monitoring, phlebotomy and advanced patient care skills.

**13 sessions, $625* (includes a $100 lab fee)**

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<th>Course Code</th>
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### 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)**

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### 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)**

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**MEDICAL BILLING**

**PGCC CERTIFICATE / NATIONAL CERTIFICATION**
**MEDICAL BILLING SPECIALIST**
301-546-0796 or wdcehealthcare@pgcc.edu

**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-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 243 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.

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**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*

  63906 MW 5/27-6/7  6:30-9:30 p.m.  CHS-1233

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**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)

  63907 MW 6/15-7/29  6:30-9:30 p.m.  CHS-1233

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**HES-321 Physician Office Billing**

- **4.2 CEUs**
- This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology, 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, $460* (includes a $20 lab fee)

  63908 MTh 6/1-7/16  5:30-8:30 p.m.  CHS-1233

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**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.
- 19 sessions, $610* (includes a $20 lab fee)

  63909 MWF 7/21-9/3  6:30-9:30 p.m.  CHS-1233

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**HES-354 Medical Terminology: Word Association Approach**

- **2.4 CEUs**
- This course teaches medical terminology according to body systems. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course.
- 12 sessions, $150* (includes a $75 lab fee)

  63331 WF 5/13-7/3  online  E2GO
  63332 WF 6/17-8/7  online  E2GO
  63333 WF 7/5-9/4  online  E2GO
  63334 WF 8/12-10/2  online  E2GO
HES-554 Human Anatomy and Physiology: Part 1  
2.4 CEUs
Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies.

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

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

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

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**MEDICAL OFFICE ASSISTANT**

**PGCC CERTIFICATE + NATIONAL CERTIFICATION MEDICAL OFFICE ASSISTANT**
301-546-0796 or wdcehealthcare@pgcc.edu

**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 Professionalism in Healthcare
- 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 243 or above on the college’s reading placement test OR provide proof of college credits.

For more information
Please see our contact information above.

**PHLEBOTOMY**

**PGCC CERTIFICATE + NATIONAL CERTIFICATION PHLEBOTOMY TECHNICIAN**
301-546-0796 or wdcehealthcare@pgcc.edu

**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 Pr. 1
- HES-470 Phlebotomy Technician Clinical Pr. 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 243 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, $1280* (includes a $160 lab fee)
63910 TTh 5/19-8/13 6:30-9:30 p.m. CHS-2229

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.
8 sessions, $210* (includes a $75 lab fee)
63911 MTWThF 6/1-8/13 6:30-9:30 p.m. CHS-2229

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.
8 sessions, $210* (includes a $75 lab fee)
63912 MTWThF 6/8-8/21 6:30-9:30 p.m. CHS-2229

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 venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical.
10 sessions, $520* (includes a $100 lab fee)
63913 MW 6/22-7/22 6:30-9:30 p.m. CHS-2229

Go Owls!

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
PERSONAL TRAINER

NATIONAL CERTIFICATION PERSONAL TRAINER 301-546-0878

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

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

Coursework
Students who successfully complete HES-451 are eligible for level one and level two certification.

To earn a Level 1 Personal Trainer National Certificate (3.2 CEUs), students must:
- Attend at least eight of nine class sessions
- Hold active CPR/AED certification prior to taking the exams
- Pass written and practical exams

To earn a Level 2 Personal Trainer National Certificate (3.0 CEUs), students must
- Successfully complete Level 1, including passing both exams
- Document proof of completion of a 30-hour internship at a fitness facility
- Maintain active CPR/AED certification

Level 2 is included in our HES-451 course; there is no additional tuition. A list of area participating facilities is provided to students who complete Level 1 certification.

Program requirements
To register for this program, participants must:
- be at least 18 years of age
- obtain a score of 230 or above on the college’s reading comprehension placement test
- speak, read and understand standard American English
- purchase the required textbook (1-888-330-9487 or www.witseducation.com)
  and begin reading before the start of class

For more information
Please see our contact information above.

HOSPITALITY

CULINARY ARTS warewd@pgcc.edu

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)

GOU-392 Mix, Taste, and Paint 0.3 CEU
What a spectacular chance to learn the fundamentals of mixology, food pairing and painting with your friends and family.
1 session, $75 (includes a $20 lab fee)

GOU-393 Sip, Taste, and Paint 0.2 CEU
What a spectacular chance to learn the fundamentals of wine pairing with food and painting with your friends and family.
1 session, $75 (includes a $20 lab fee)

CUL-307 Desserts, Desserts and Dessert 0.4 CEU
Students will be introduced to making some American favorites. Cobblers, Crips, Shortcakes, and Pies.
2 sessions, $225 (includes a $50 lab fee)
CUL-310 Cooking and Single
This course is geared to get the single person in the kitchen. Learn quick meals, portion control, learn what to do with leftovers and so much more to stop you from ordering take out.
1 sessions, $215 (includes a $40 lab fee)

64679 S 5/30-5/30 10 a.m.-1 p.m.
64680 S 6/27-6/27 10 a.m.-1 p.m.
64681 S 8/1-8/1 10 a.m.-1 p.m.

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*

64682 S 5/29-5/9 8:30 a.m.-5 p.m.
64683 S 6/27-6/13 8:30 a.m.-5 p.m.
64684 S 7/11-7/18 8:30 a.m.-5 p.m.
64685 S 8/15-8/22 8:30 a.m.-5 p.m.

EVENT PLANNING

PGCC CERTIFICATE EVENT PLANNING
warewd@pgcc.edu

Program information
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 I and II 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, $395* (includes a $150 lab fee)

64686 MW 6/1-6/3 6:30-9:30 p.m.
S 6/13-6/13 10 a.m.-3 p.m.
W 6/17-6/17 6:30-9:30 p.m.

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 social, associations, corporate and government organization events. Students are required to take both Part I and II 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. Prerequisite: Student must finish both Part I and Part II, to obtain a certificate.
6 sessions, $395* (includes a $150 lab fee)

64687 MW 6/22-6/24 6:30-9:30 p.m.
MW 7/6-7/8 6:30-9:30 p.m.
S 7/11-7/11 10 a.m.-3 p.m.
W 7/15-7/15 6:30-9:30 p.m.

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
COMMUNICATION LANGUAGES AND CONTINUING EDUCATION

Please see our contact information above.

For more information about ASL or other language courses, will be 40 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.

PGCC CERTIFICATE
AMERICAN SIGN LANGUAGE
301-546-7545

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

PGCC has a robust program in American Sign Language, including levels 1-5 and beyond. Our courses are appropriate for a broad range of community applications, from personal interaction to public communication, and in the workplace. As diversity in our community grows, ASL skills are a great benefit in many settings, including education, health care, and faith-based organizations.

PGCC is a great place to start exploring, expanding or practicing ASL skills – from beginners with no exposure to those with advanced vocabularies and fluent ASL conversational skills.

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

For more information
Please see our contact information above.

COM-348 ASL Skill Building 2.4 CEUs
This course will assist student’s continued development of American Sign Language (ASL) skills. It will focus on refining the use of pronouns, classifiers, spatial referencing, plurals and non-manual markers. Students will refine the routine communicative functions of the language such as asking for directions. Information about the deaf community and culture will be included. 8 sessions, $196*

COM-326 Sign Language 3 2.4 CEUs
The course emphasizes conversation with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48 hours of previous instruction. 8 sessions, $196*

Spanish Language
301-546-7545

SPN-300 Spanish, Level 1 2.4 CEUs
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*

COM-325 Sign Language 1 2.4 CEUs
This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. 8 sessions, $196*

For more information
Please see our contact information above.

Prince George’s Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
SPN-302 Spanish, Level 3  2.4 CEUs
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 “translate” 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*

LGE-450 Spanish for Law Enforcement  2.4 CEUs
This course is for law enforcement professionals who interact with individuals who speak Spanish. Students will learn the basics of Spanish, some commonly used phrases for everyday conversation and terminology used in common law enforcement situations.
12 sessions, $140* (includes a $75 lab fee)

LGE-521 Group “Speed” Spanish 1  2.4 CEUs
If you’re in a hurry to learn Spanish, this course gets results pronto. You’ll focus on the vocabulary you need in real life - while traveling, at restaurants, on the phone, in emergencies. Then, you’ll learn six easy recipes for gluing Spanish words together to form basic sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and communicate! ¡Qué Bueno! Starts each month upon request.
12 sessions, $150* (includes a $75 lab fee)

LGE-522 Speed Spanish 2  2.4 CEUs
Would you like to be able to have an actual adult conversation Spanish-speaking people? You will expand your vocabulary by hearing new words pronounced properly and have opportunities to practice your own pronunciation. You’ll learn new recipes to help you glue words together into sentences, complete thoughts, and finally into a whole conversation. You’ll see an immediate improvement in fluency from the very first lesson.
12 sessions, $150* (includes a $75 lab fee)

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)

OTHER LANGUAGES

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

MOTORCYCLE

PGCC CERTIFICATE

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

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• OCC-354 Basic Motorcycle Maintenance
• OCC-376 Motorcycle Mechanics and Repair

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

For more information
Please see our contact information above.

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*

64306 WTh  7/22-7/23  6-9 p.m.  CONT-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 clutch. 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).
8 sessions, $340* (includes a $40 lab fee)

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

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-584 Basic Rider Course 2-LW (Formally, 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.
**OCC-361 Basic Rider Course (BRC)**

A beginner licensing course for those 16 ½ 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)

<table>
<thead>
<tr>
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**OCC-584 Basic Rider Course 2-LW**

BRC2-U-LW is for riders with current, on-street riding experience needing a motorcycle license. Students must currently own a motorcycle or have riding experience on the street within the last year. Students can use their own street legal motorcycle or elect to use a college training motorcycle. To earn a license, riders must complete an MVA E-Course and pass all exams. E-Course information will be given on first night of class. For ages 18 and over.

*2 sessions, $225* (includes a $35 lab fee)

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**OCC-579 Basic Rider Course 2-SP**

This 7-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 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)

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Invest in a student’s future.

Donate to one of these worthy Workforce Development and Continuing Education scholarship programs.

No donation is too small!

Thank you for helping to develop our workforce in the following areas:

- Health Care
- Hospitality
- Information Technology and Business Services
- Construction, Energy and Transportation
- Education
- CNA Program Fund

Make your check payable to: PGCC Foundation, Inc., Mail to: PGCC Foundation, 301 Largo Road, Largo, Maryland 20774.

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

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC
301-546-0712 or brownka1@pgcc.edu

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.

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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<td>64379</td>
<td>8/18-8/27</td>
<td>10 a.m.-4 p.m.</td>
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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>64383</td>
<td>8/8-8/8</td>
<td>10 a.m.-4 p.m.</td>
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GEN-369 21st Century Notary: Information Technology for the Mobile Notary
Run your home-based business like a big company using multiple smart devices, i.e. smart phone, tablets, and computers. Learn about Information Technology (IT) applications that utilize smart phones, cloud-based software that protects Non-public Personal Information (NPPI) and how to synchronize data files and pictures across multiple devices. Instructor: Donnell Smith. Classroom delivery, 1 session, 3 hours 1 session, $42

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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</th>
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<tbody>
<tr>
<td>64384</td>
<td>7/11-7/11</td>
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</table>
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)

PHO-300 Digital Photography: The Basics
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.

6 sessions, $270* (includes a $135 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)
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 you to the more advanced settings to get the most out of your camera and grow your photography.
6 sessions, $270* (includes a $135 lab fee)
63746 MW 7/27-8/12 6:30-9:30 p.m. CAT-105

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)
63744 MW 6/15-6/29 6:30-9:30 p.m. CAT-105

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 the software, including layers and masks.
5 sessions, $240* (includes a $100 lab fee)
63745 MW 7/6-7/20 6:30-9:30 p.m. CAT-105

PHO-343 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those photographers that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.
8 sessions, $365* (includes a $135 lab fee)
63650 Th 6/23-7/16 6:30-9:30 p.m. CAT-103

PHO-344 Advanced Photoshop Creative Cloud 2.4 CEUs
This is the second of a two-part series on Adobe Photoshop Creative Cloud using the format MAC, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools, and the Save-for-Web tool.
8 sessions, $365* (includes a $135 lab fee)
63651 Th 7/21-8/13 6:30-9:30 p.m. CAT-103

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)
62283 WF 5/13-7/3 online E260
62284 WF 6/17-7/7 online E260
62285 WF 7/15-9/4 online E260
62286 WF 8/12-10/2 online E260

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)
62530 WF 5/13-7/3 online E260
62531 WF 6/17-7/7 online E260
62532 WF 7/15-9/4 online E260
62533 WF 8/12-10/2 online E260

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 photographers 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)
62526 WF 5/13-7/3 online E260
62527 WF 6/17-7/7 online E260
62528 WF 7/15-9/4 online E260
62529 WF 8/12-10/2 online E260

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)
62522 WF 5/13-7/3 online E260
62523 WF 6/17-7/7 online E260
62524 WF 7/15-9/4 online E260
62525 WF 8/12-10/2 online E260
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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POLICE ACADEMY & SECURITY

MARYLAND CERTIFICATION
POLICE ACADEMY
301-546-0175 or policeacademy@pgcc.edu

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

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

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

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

PGCC CERTIFICATE
SECURITY OFFICER TRAINING
301-546-0175 or policeacademy@pgcc.edu

Program Information
This intensive 80 course-hour basic-entry program was created to satisfy the increasing demands of today’s growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include professional ethics, protection methodologies, public relations, crisis deterrence, first aid, gang violence, and training specific to particular career fields. One-on-one counseling will be provided as needed.

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

For more information
Please see our contact information above.
REAL ESTATE & INSURANCE

REAL ESTATE LICENSURE

CERTIFICATION PREPARATION
REAL ESTATE LICENSURE AND RENEWAL
301-546-0712 or brownka1@pgcc.edu

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

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

Prince George's Community College also offers the following courses approved by the Maryland Real Estate Commission for continuing education credits needed to renew real estate licenses:
- RES-359 Real Estate Legislative Update
- RES-307 Ethical Obligations and the Real Estate Licensee

Program requirements
To successfully complete this program, participants must:
- be at least 18 years of age

For more information
Please see our contact information above or contact the Real Estate Commission at 410-230-6230 or www.dllr.state.md.us/license.

RES-305 Real Estate Principles and Practices for Salespersons  6.0 CEUs
This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. Meets concurrently with credit course BRE-1030.

Textbook (required at first class).
21 sessions, $800* (includes a $150 lab fee)

64378  Th  6/2-8/11  6:30-9:30 p.m.
SAGE

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

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.

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

The reasonable fee structure makes it financially possible to schedule the classes you desire; 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.

SCHOLARSHIPS

WORKFORCE DEVELOPMENT SEQUENCE SCHOLARSHIP
301-546-0159 or wdce@pgcc.edu

Program information
Take the next step in your career with a financial award by applying to our new Workforce Development Sequence Scholarship. The scholarship, available through the Maryland Higher Education Commission (MHEC), is designed to provide a maximum award of $2,000 in financial assistance for approved noncredit certificate program courses that lead to employment, licensure, or job skill enhancement.

Eligible courses
• Certified Nursing Assistant (CNA) Theory & Clinical
• Patient Care Technician
• Child Care 90 Hours Pre-school: Child Growth & Development and Pre-school Curriculum – You must enroll in both courses.
• Child Care 90 Hours Infant/Toddler: Child Growth & Development and Infant/Toddler Curriculum – You must enroll in both courses.
• Help Desk Technology
• Videography
• A+(Comp TIA)
• Building Maintenance Engineer
• Construction Management
• Welding
• Facility Management Professional
• Commercial Driver’s License (CDL) Class A
• A Commercial Driver’s License (CDL) Class B
• Dental Assisting
• Pharmacy Tech
• Veterinary Assisting Program
• Phlebotomy Technician
• Human Resource Management (core courses + electives)
• Payroll
• Project Management Professional (PMP) Examination Preparation

These scholarships are awarded on a first-come, first-served basis and are contingent upon availability of funds.

Program requirements
Full criteria for the scholarship is listed in the application form. Please read and fully complete the application form and submit it with all required documentation at least three weeks before the class start date. Scholarship applications received after the start date of the class will be considered only if there is still money available.

For more information
Please see our contact information above.
TEST PREPARATION

SAT/ACT EXAM PREP
301-546-0120

SKB-406 SAT/ACT Preparation, Part 1 2.4 CEUs
This course will prepare you to take the verbal question types on both the ACT and the SAT. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. You'll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety.
12 sessions, $150* (includes a $75 lab fee)

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SKB-407 SAT/ACT Preparation, Part 2 2.4 CEUs
This course will prepare you for the math questions on both the ACT and the SAT. You'll refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. A review of arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. You will practice techniques and approaches, using similar exam questions, which will assist you to interpret the correct and incorrect answers. Taking Part I in addition to this course will prepare you for question types on each test using test-taking techniques. 12 sessions, $150* (includes a $75 lab fee)

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GRADUATE RECORD EXAM PREP
301-546-7545

SKB-357 GRE Preparation, Course 1: Verbal 2.4 CEUs
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Textbook (required at first class): Practicing to Taking the GRE General Test, (10th edition) (available from Amazon.com).
12 sessions, $150* (includes a $75 lab fee)

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SKB-358 GRE Preparation-Course 2: Quantitative 2.4 CEUs
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE).
12 sessions, $150* (includes a $75 lab fee)

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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
VETERINARY ASSISTING

PGCC CERTIFICATE
VETERINARY ASSISTANT
301-546-0879 or wdcehealthcare@pgcc.edu

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. 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 and visit: https://www.pgcc.edu/programs-courses/continuing-education-offerings/veterinary-assistant/.

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*
63783 Th 6/11-6/11 5-9:15 p.m. CONT-104

VIDEOGRAPHY

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

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

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

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.
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.
6 sessions, $300* (includes a $80 lab fee)

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 YouTube and/or a personal Wiki. Prerequisite: VID-308.
6 sessions, $300* (includes a $80 lab fee)

VID-332 Video Production Techniques   2.8 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, is production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Text required: The Filmmaker's Handbook, A Comprehensive Guide for the Digital Age. (3rd edition). Ascher & Edward Pincus.
6 sessions, $300* (includes a $80 lab fee)

VID-336 Digital Storytelling   1.8 CEUs
This course provides hands-on training in basic skills for producing digital stories using photos, video, graphics, music and narration. Participants will explore innovative web tools and multimedia applications to create short three to five-minute digital stories for personal, organizational or educational use. The course includes an introduction to script writing, selecting and preparing images, audio and video recording, and using editing software to integrate images and audio. Participants will be e-mailed materials prior to the workshop to assist them in preparation, including suggestions about scripts, image selection and use of video clips.
3 sessions, $240* (includes a $80 lab fee)

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, $300* (includes a $80 lab fee)

Final Cut Pro Industry Certification
APPLE FINAL CUT PRO X
301-546-0873 or itcerts@pgcc.edu

Program information
This one-course program prepares you to become an Apple Certified Pro – recognized as a highly-skilled user of Final Cut Pro X. Differentiate yourself to employers as a certified professional to promote your career growth. Gain recognition for technical competency, build credibility with clients and employers, increase your visibility, and enhance your reputation in a competitive marketplace. Publicize your certification on the Apple Certified Professionals Registry, and display your personalized certificate and a logo that distinguishes you as an Apple Certified professional.

PGCC is an Apple Authorized Training Center for Education, offering training at all levels by Apple Certified Instructors, state-of-the-art equipment, up-to-date software, certification exams on site, and affordable classes. PGCC is the only community college in Maryland to offer an Apple Authorized Training Center.

Coursework
Students who successfully complete Final Cut Pro will receive an Apple Certificate of Completion.

Program requirements
Students should bring a USB compatible flash drive to all class sessions.

For more information
Please see our contact information above.
### WELLNESS

#### WELLNESS BODY
301-546-7545

**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.

12 sessions, $96 (includes a $48 lab fee)

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**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.

12 sessions, $84 (includes a $42 lab fee)

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**WLB-307 Holistic Health, Part 2**
Designed for both health care practitioners and consumers, this course continues the introduction to fundamental topics of person-centered alternative health care. Part 2 examines some of the key areas of study in holistic medicine, including the healing systems of Ayurvedic and traditional Chinese medicine, the connection between health and the human spirit, and the ancient and diverse practices of meditation.

12 sessions, $66 (includes a $33 lab fee)

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**WLB-308 Holistic Health, Part 3**
Continuing the study of the benefits of combining traditional medicine with the nonphysical exploration of healing, Part 3 covers humor and health, music therapy and sound healing, energy healing, therapeutic massage, and other bodywork healing therapies.

12 sessions, $54 (includes a $27 lab fee)

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**WLB-301 Energy Medicine**
There is increasing scientific evidence that humans have an energetic biofield that is highly integrated with the physical body, emotions, and spiritual aspects of individuals. Consequently, practitioners and consumers are increasingly incorporating methods of energy healing with modern health care. Learn how the biofield provides the foundation for energy medicine; including meditation, therapeutic touch, reflexology, and craniosacral therapy, as well as the essentials of Qigong and acupuncture.

12 sessions, $70* (includes a $40 lab fee)

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**WLB-302 Global Healing Systems**
Global healing traditions date back thousands of years and today provide the primary form of health care for the majority of the world’s population. Starting with an overview of how these practices differ from conventional medicine, this course will explore India’s Ayurvedic practices, the indigenous medicines of Central and South America, native North American and African healing traditions, traditional Chinese medicine, and the Unani medicine of Eastern Europe - each reflecting the unique characteristics of their regions.

12 sessions, $88 (includes a $48 lab fee)

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**WLB-305 Healthy Aging**
Time stops for no one. Whether it’s you, a family member, or a friend, there are many ways to support the aging process and maintain quality of life. You’ll see how scientific, medical, and social interest helps us understand the relationships between aging and nutrition, cognitive function, and physical activity that can enhance well-being and support longevity.

12 sessions, $65 (includes a $35 lab fee)

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**WLB-303 Happy and Healthy Pregnancy**
Expecting? Yes, but not sure what to expect! The goal of this class is to help you feel more confident and calm in the many choices you have throughout your pregnancy and birthing time. It can sometimes feel overwhelming as you prepare for the many changes you’ll face. By learning all about pregnancy, childbirth, and the basics of newborn care, you’ll feel better prepared and ready for the challenges ahead.

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

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<td>63070</td>
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<td>8/12-10/2</td>
<td>online</td>
<td>$260</td>
</tr>
</tbody>
</table>

* Fee includes $30 course fee.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
WLN-301 Food, Nutrition, and Health
Food and nutrition have profound impacts on our well-being. Yet, many of us don't know what to eat for a healthy diet. Learn about the consequences that food choices have on your health and that of the planet, the impact of stress and the obesity crisis. You'll also learn tips to change your habits for more healthful outcomes, including swapping out processed sugar, adding probiotics to your diet, and harnessing the healing effect of herbs.
12 sessions, $96 (includes a $48 lab fee)

WLM-302 Living Mindfully
Mindfulness is a state of active, open attention on the present moment. When you are mindful, you observe your thoughts and feelings without judging them. You stop blaming yesterday, and stop worrying about tomorrow. Today, scientists and healthcare practitioners can see measureable physical and emotional improvement in their patients who practice mindfulness, and you can too! Reduce anxiety, sleep better, increases in concentration on the mind-body connection to promote healing and wellness.
12 sessions, $80 (includes a $40 lab fee)

WLM-303 Meditation Validated
Many forms of meditation have been used for millennia by cultures worldwide, but all share a unifying characteristic: training one's concentration on the mind-body connection to promote healing and wellness. Today, the benefits of meditation have been scientifically confirmed. This class will survey its Eastern roots and show how meditation has evolved in the modern world. Learn to apply these techniques regardless of faith or religion.
12 sessions, $78 (includes a $39 lab fee)

WLM-304 Spirituality, Health & Healing
Spirituality, religion, and culture play an important role in our physical and mental health as well as our overall sense of well-being. Always growing and changing, our diverse population needs family, community, and healthcare specialists who have an unbiased understanding of the broad range of values, beliefs, and practices that shape lives. Topics will include the characteristics of spirituality, the impact of healing places and rituals, and the special spiritual needs of children and the aging.
12 sessions, $210 (includes a $160 lab fee)

WLM-305 Stress Management
Stress is at epidemic levels today. It affects every aspect of the body, mind, and spirit, resulting in a wide range of symptoms from headaches and stomach ailments to heart disease and even death. This course examines the physiological, social, and psychological impacts of stress and how to get stress under control through a healthy lifestyle, therapeutic treatment, and self-help strategies to counteract its negative impact.
12 sessions, $94 (includes a $54 lab fee)
**WLM-306 Understanding End of Life**
Not just a health care issue, this course is for patients, family members, and friends facing the challenges and dilemmas as life’s end approaches. Its objective is to gain insight into the feelings associated with dying, build a deeper understanding of the process, and how others view and approach it. It provides a multidisciplinary experience that addresses ethical and cultural considerations, the issues of end-of-life caregiving, hospice and palliative care options, and coping with grief.

*12 sessions, $114 (includes a $57 lab fee)*

<table>
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<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**WELLNESS NUTRITION**
301-546-7545

**WLN-302 Lose Weight and Keep It Off**
This is NOT calorie counting! In this comprehensive course, you’ll learn how to establish a healthy approach to weight loss and how to set, achieve, and maintain weight-loss goals that make sense for your lifestyle. Topics will include food composition and preparation, portion control, navigating the social elements of eating, and finding exercise that’s enjoyable. Uncover the negative thought patterns that block your success to weight loss and change them!

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

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
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<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

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!*
Envision your DREAM.

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.
SUMMER 2020

Owl Scholars Camps

Activities for Grades 2–8
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
### Summer Youth Planner—Grades 2-8
Register the campers for the highest grade they have completed.

#### SESSION I: JULY 6–JULY 17

**JULY 6–17**

**8:30–11:30 A.M.**
- Language Arts: Elementary Grade 2 64259
- Language Arts: Elementary Grades 3 64260
- Language Arts: Elementary Grades 4 64261
- Language Arts: Middle Grades 5 64262
- Language Arts: Middle Grades 6 64263
- Language Arts: Middle Grades 7/8 64264

11:30 a.m.–12:30 p.m.
Lunch

**JULY 6–10**

12:30–3:30 p.m.
- Baking Elementary Grades 2-5 64265
- Adventures in STEAM Grades 2-5 64266
- Holiday Fun with Felt Grades 5-8 63298
- Digital Photo and Graphic Design Grades 6-8 63297

**JULY 13–17**

12:30–3:30 P.M.
- Roller Coaster Science Grades 2-5 63299
- Holiday Fun with Felt Grades 2-5 63300
- Baking Fund Grades 6-8 64268
- Caricature Grades 5-8 63301

**JULY 6–17**

3:30–6 p.m.
- Extended Day: Wind Down Grades 2-8 64267

#### SESSION II: JULY 20–JULY 31

**JULY 20–31**

**8:30–11:30 a.m.**
- Math: Elementary Grade 2 64272
- Math: Elementary Grades 3 64271
- Math: Elementary Grades 4 64270
- Math: Basic Math Grades 5 64269
- Math: Basic Math Grades 6/7 64273
- Math: Pre-Algebra Grades 6-8 64274

11:30 a.m.–12:30 p.m.
Lunch

**JULY 20–24**

12:30–3:30 p.m.
- Junior Chef Grades 2-5 64275
- Caricature Grades 2-5 63302
- 3D Design Grades 5-8 63303
- Adventures in STEAM Grades 6-8 64277

**JULY 27–31**

12:30–3:30 P.M.
- Robot Challenge Grades 2-5 63304
- Secret Patrol Youth Grades 2-5 64719
- Economic Readers Grades 2-5 64717
- Dance/Cheer Grades 6-8 63295
- Junior Chef Grades 6-8 64276

Registered students will receive details on the **Culinary Showcase** that will take place on July 31, 2020 from 4:00-5:00 p.m.

**JULY 20–31**

3:30–6 p.m.
- Extended Day: Wind Down Grades 2-8 64278
Culinary Camp—Grades 2-8
All cooking and culinary classes will take place in our Culinary Arts Building
Register the campers for the highest grade they have completed

YTH-492: Baking Fundamental for Kids (Grades 2–8)
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. $125 (includes a $75 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Grade</th>
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<tbody>
<tr>
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<td>64255</td>
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<td>8:30-11:30 a.m.</td>
<td>Grades 6-8</td>
</tr>
</tbody>
</table>

YTH-489 Culinary: Junior Chef Elementary (Grades 2–5)
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)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Grade</th>
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<td>M-F</td>
<td>June 20-24</td>
<td>8:30-11:30 a.m.</td>
<td>Grades 2-5</td>
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</table>

YTH-490 Culinary: Junior Chef (Grades 6–8)
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. $125 (includes a $75 lab fee)

<table>
<thead>
<tr>
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<th>Dates</th>
<th>Time</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>64257</td>
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<td>July 27-31</td>
<td>8:30-11:30 a.m.</td>
<td>Grades 2-5</td>
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</table>
Wise Young Builders Camps—Grades 3–8
All classes take place at Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, Maryland 20774
These courses are offered in partnership with WiseYoungBuilders.org

YTH-485 Kidtrepreneurship
Students will learn the basics of how to establish and run a business, design/engineer small projects, create a cost structure and sell their projects. Students 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Grade</th>
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<tr>
<td>63899</td>
<td>M-F</td>
<td>June 22-26</td>
<td>9 a.m.-3p.m.</td>
<td>Grades 3-8</td>
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<tr>
<td>63902</td>
<td>M-F</td>
<td>August 3-7</td>
<td>9 a.m.-3p.m.</td>
<td>Grades 3-8</td>
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</table>

YTH-518 Building Home Furniture Projects
Campers will learn the basics of how to design and build a take home project. They will work to design and fabricate either one table, stool, crate or bookshelf for use at home. When possible, campers will build a second project for use at home. $180 (includes $50 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Grade</th>
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<td>63314</td>
<td>M-F</td>
<td>August 10-14</td>
<td>9 a.m.-3p.m.</td>
<td>Grades 3-8</td>
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</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Grade</th>
</tr>
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<tbody>
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<td>M-F</td>
<td>July 6-10</td>
<td>9 a.m.- p.m.</td>
<td>Grades 3-8</td>
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YTH-485 Entrepreneurship and Small Projects
Students will learn the basics of how to establish and run a business, design/engineer small projects, create a cost structure and sell their projects. Students 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)

<table>
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<th>Grade</th>
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<tr>
<td>63902</td>
<td>M-F</td>
<td>August 3-7</td>
<td>9 a.m.-3p.m.</td>
<td>Grades 3-8</td>
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YTH-503 Before and After Care

<table>
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<th>Time</th>
<th>Grade</th>
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<td>7:45-9 a.m.</td>
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<td>M-Th</td>
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<td>7:45-9 a.m.</td>
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<tr>
<td>Extended Day AM</td>
<td>M-F</td>
<td>July 6-10</td>
<td>7:45-9 a.m.</td>
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<tr>
<td>Extended Day AM</td>
<td>M-F</td>
<td>August 3-7</td>
<td>7:45-9 a.m.</td>
<td></td>
</tr>
<tr>
<td>Extended Day AM</td>
<td>M-F</td>
<td>August 10-14</td>
<td>7:45-9 a.m.</td>
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<td>Extended Day PM</td>
<td>M-Th</td>
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<td>3-5 p.m.</td>
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<td>M-F</td>
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<td>3-5 p.m.</td>
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<td>M-F</td>
<td>August 3-7</td>
<td>3-5 p.m.</td>
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<tr>
<td>Extended Day PM</td>
<td>M-F</td>
<td>August 10-14</td>
<td>3-5 p.m.</td>
</tr>
</tbody>
</table>
Summer Course Information and Descriptions

Grades 2–8

Register the campers for the highest grade they have completed.

EDUCATIONAL CAMPS FOR KIDS
If your child can 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 information in April on how to sign up for the pre-assessment.

In addition, you will receive information on completing the following required forms: Photo Release, Contact, Health Information, Parental Permission /Responsibility and Student Code of Conduct.

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
Space is limited! Avoid disappointment by registering your child at least two weeks before the camp start date.

REGISTRATION OPENS FEBRUARY 1, 2020

REFUND POLICY
Refunds will be issued if students are dropped ten days prior to course start date. If a course is canceled due to insufficient enrollment, a refund will be automatically mailed/credited within five days of official cancellation.

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. Owl Scholars courses offer enrichment, intellectually challenging and stimulating opportunities for the self-motivated youth in a college setting combined with fun, interest-based activities. REGISTER THE CAMPERS FOR THE HIGHEST GRADE THEY HAVE COMPLETED.

YTH-515 Art: Caricature (Grades 2-8)
Create fun and whimsical works of art in this creative class. Focus on single attributes and learn how to exaggerate them in funny and interesting ways. Explore different caricature styles and enhance your drawing skills in this class. $120 (includes $60 in fees)

YTH-512 Art: Digital Photography & Graphic Design
See the world through a new lens, as you learn how to take photographs and edit them like a pro! Explore photography techniques, learn about digital camera functionality, gain hands-on experience taking photographs and discover how to digitally enhance your images using graphic design software on a computer. No prior experience with digital cameras or graphic design is necessary. All skill levels are welcome. $175 (includes $100 lab) Course offered in sponsorship with Meteor Wave dba Fleming Camp

YTH-492 Culinary: 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. $125 (includes a $75 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. $125 (includes a $75 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. $125 (includes a $75 lab fee)

YTH-514 Engineering: Roller Coaster Science with Minecraft
Amusement Parks are filled with lots of heart pounding fun, as well as multiple opportunities to learn about science and engineering. In the Roller Coaster Science program, campers work with instructors to learn the basic engineering behind roller coasters. Part of the day campers will build scale models with Space Coasters and the other part of the day campers will use Minecraft to create virtual roller coasters to experience the thrill of the turns, loops, and drops! $175 (includes $100 lab fee) Course offered in sponsorship with Meteor Wave dba Fleming Camp

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
YTH-511 Dance/cheer
Learn some of the latest techniques and moves that are popular in cheerleading today. Have fun making new friends while working on cheers and routines. $120 (includes a $60 lab fee)

YTH-519 Finance: Economic Readers Theater
Let's act it out! Use readers theater scripts to role play characters and demonstrate economic and personal finance concepts. Learn fun money facts through simulations and games. Explore financial concepts including wants and needs, earning money, banking, credit, saving, and investing to help prepare for your future financial security. $155 (includes a $60 lab fee)

YTH-516 Graphic Design - 3D Design
Dream it. Design it. Create it! This camp will introduce you to the basics of 3D design and architecture, with a focus on designing 3D buildings and objects. Discover cutting-edge technology, as you learn and navigate 3D design software. Then, work together as a team of innovators to engineer cool three-dimensional cityscapes and other objects, devices, or gadgets. No prior experience is necessary! All skill levels are welcome. $175 (includes $100 lab) Course offered in sponsorship with Meteor Wave dba Fleming Camp.

YTH-513 Holiday Fun with Felt
Get ready for holidays throughout the year by making adorable felt decorations. In this creative camp, you will learn the skills to make summer citrus coasters, 4th of July stars, fall apples, Halloween pumpkins, Thanksgiving turkeys, Christmas tree ornaments, Hanukkah dreidels and coins, Valentine's Day bookmarks, or St. Patrick's Day shamrock pins. $100 includes $50 lab fee Hand sewing and embroidery stitches that enhance these holiday designs. Materials provided for this class include a variety of patterns, colorful felt, embroidery needles and floss, pins, buttons, beads, and fiberfill (for stuffing). $120 (includes $60 in fees)

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. $155 (includes a $60 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, author's purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $155 (includes a $60 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. $155 (includes a $60 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. $155 (includes a $60 lab fee)

YTH-506 Science - 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. $80 (includes a $40 lab fee)

YTH-520 SPY: Secret Patrol Youth
Become a spy on difficult missions where you must gather secret information, contact other spies and pass along top-secret information. Learn the skills and techniques of the spy trade and don't get caught. $120 (includes a $60 lab fee)

YTH-301 Wind Down
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. What degree do I need for the career I want?

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.

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

To take most online courses, you’ll need:
- Access to a PC or Mac computer with at least 1 GB of RAM.
- Broadband (DSL, Cable, FIOS) (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 2-April 30, 2020.”

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.

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.
SUMMER 2020 ONLINE COURSES

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 ED2GO COURSES: SPRING 2020

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
Introduction to Microsoft Excel 2007
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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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 to Thursday 8:30 a.m.—7 p.m., Friday 8:30 a.m.—4 p.m. or Marlboro Hall, Room 1095, Saturday 8 a.m.—4 p.m.

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

HOLIDAYS

Courses will not be scheduled on the following dates:

May 23–25 Memorial Day
July 3 Independence Day
Sept. 5–7 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/programs-courses

Nondiscrimination Information

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

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
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.

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.

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 other 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 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.

Alumni Association

The Prince George’s Community College Alumni Association is open to all persons who have attended Prince George’s Community College and attained 15 credit hours or completed four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discounted use of the Natatorium. Alumni Association members are welcome to use Career Services. Call 301-546-0858 for more information.

Disabled Students

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

Accessible Transportation

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

Complaints

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

Disclaimer

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

#### Academic Advising
**Phone:** 301-546-0151  
**Location:** 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
**Phone:** 301-546-7422  
**Location:** Bladen Hall, Room 126  
Credit student applications.  
You must be in the office 15 minutes before closing to process your application.

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

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

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

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

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

#### Disability Support Services
**Phone:** 301-546-0838  
**Location:** Lanham Hall, Room 101A  
Assistance for students with disabilities.

*Mon.–Fri.: 8:30 a.m.–4:30 p.m.*

#### Financial Aid
**Phone:** 301-546-0822  
**Location:** Bladen Hall, Room 121  
You must be inside the office 30 minutes before closing.

*Hours are subject to change.*  
*Mon.–Thurs.: 8:30 a.m.–8 p.m.*  
*Fri.: 8:30 a.m.–5 p.m.*

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

#### Help Desk (Owl Link)
**Phone:** 301-546-0637  
**Location:** Bladen Hall, Room 106  
Mon.–Fri.: 8 a.m.–8 p.m.*

*Sat.: 10 a.m.–3 p.m.*

#### Library
**Phone:** 301-546-0476  
**Location:** Accokeek Hall  
Mon.–Thurs.: 8:30 a.m.–7 p.m.*  
*Fri.: 8 a.m.–4:30 p.m.*  
*Sat.–Sun.: Closed*

#### Online Registration
**Phone:** owllink.pgcc.edu.

*Mon.–Sun.: 7 a.m.–midnight*  
*Also available weekends and holidays.*

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

#### Records/Registration
**Phone:** 301-546-7422  
**Location:** Bladen Hall, Room 126  
Credit student applications.  
You must be in the office 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
**Phone:** 301-546-0691  
**Location:** Bladen Hall, Room 120  
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

#### Testing Center
**Phone:** 301-546-0147  
**Location:** 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
**Phone:** 301-546-5282  
**Location:** Lanham Hall, 1st floor  
Certification of educational benefits  
Mon.–Thurs.: 9 a.m.–7 p.m.*  
*Fri.: 9 a.m.–5 p.m.*

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

**Hours**  
Visit [www.pgccbookstore.com](http://www.pgccbookstore.com) for UTC store hours.

#### University Town Center (UTC)

**Phone:** 301-546-0159  
**Location:** Lanham Hall, Room 224  
To view courses and schedules, visit [www.pgcc.edu](http://www.pgcc.edu) and click on Programs and Courses.

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**LARGO BOOKSTORE**  
**Phone:** 301-546-0912 or 301-546-0913  
**Location:** 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*
**CAMPUS LOCATIONS AND EXTENSION CENTERS**

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

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

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

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

For all other locations listed in this schedule, see page 102.
1. Accokeek Hall
   eLearning
   Library

2. Annex A

3. Annex B
   Human Resources and Organization Development

4. Annex C

5. Auto Bay

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

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

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

9. Center for Health Studies
   Marvelous Market

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

11. Chesapeake Hall

12. Continuing Education Building
    Classrooms

13. Culinary Arts Center

14. Facilities Management Building
    College Police
    Auto Bay

15. Kent Hall
    Administration

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

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

18. Marlboro Hall
    Marlboro Gallery
    Veterans Services

19. Novak Field House
    Owl’s Home Basketball Arena

20. Picnic Grove

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

22. Steel Building

23. Storage

24. Temporary Building

25. Warehouse

ATHLETICS FACILITIES

S1. Track/Practice Soccer Field
S2. Golf Range
S3. Tennis Courts
S4. Racquetball Courts
S5. Baseball Diamond
S6. Softball Diamond
S7. Main Soccer Field
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
These courses are offered at Laurel for the Summer 2020 semester. To locate the class description and schedule, see the index on page 1 of this schedule.

**LIST OF LAUREL CLASSES/LARL**

**Fine & Graphic Arts, Page 7**
- ART-419 Henna: The Art of Body Painting

**Music & Performance Arts, Page 8**
- COM-347 Voice-Overs: Now is Your Time

**Nursing Assistant, Page 58**
- HES-544 Certified Nursing Assistant: Theory
- HES-417 Certified Nursing Assistant: Clinical

**LIST OF LAUREL CLASSES/LCC**

**Commercial Driver License, Page 17**
- CDL-315 Commercial Driver License: Learner’s Permit Preparation
- CDL-301 Commercial Driver License: Class B
- CDL-324 Commercial Driver License (CDL), Class-A

**Microsoft Office, Page 19**
- DPR-920 Introduction to Microsoft Word 2019
- DPR-919 Introduction Microsoft Excel 2019
- DPR-934 Introduction to MS Access 2019
- DPR-933 Introduction to PowerPoint 2019 0.6

**Entry-Level Administrative, Page 21**
- DPR-778 Applied Office Skills

**Database Design, Page 22**
- DPR-880 Oracle Database SQL

**Early Childhood Education, Page 44**
- DCR-550 Medication Administration
- DCR-575 High Functioning Autism: Strategies for Success
Launched in January 2007, Prince George's Community College's Skilled Trades Center is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

Building Maintenance, Page 39
OCU-404 Building Maintenance Engineer: Level 1
OCU-402 Building Maintenance Engineer: Level 2

Construction Core Skills, Page 39
OCU-410 Introductory Craft Skills (Core)
OCU-408 CORE: Introductory Craft Skills: Part 1
OCU-416 CORE: Introductory Craft Skills: Part 2

HVAC/R, Page 41
HVC-372 HVAC/R Level 1 Part 3
HVC-374 HVAC/R Level 2 Part 2
HVC-375 HVAC/R Level 2 Part 3

Plumbing, Page 42
PLM-300 Plumbing Level 1 Part 1

Residential Maintenance, Page 43
OCU-329 Electrical Repair: Basic Skills
OCU-330 Plumbing Repair: Basic Skills
OCU-331 Drywall Installation and Repair

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

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.

Microsoft Office, Page 19
DPR-935 Advanced PowerPoint 2019

Early Childhood Education, Page 44
DCR-303 Child Growth and Development: 45 Hours
DCR-531 Pre-School Curriculum/Activities 45 Hours

ESL Teacher Training, Page 48
ESL-392 Getting Started in ESL

First Aid & CPR, Page 52
HES-344 CPR for Health Professionals
HES-350 CPR Renewal

Nursing Assistant, Page 58
HES-544 Certified Nursing Assistant: Theory

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

Auto Body Repair, Page 9
OCC-408 I-Car Auto Collision - Non-Structural

Small Engine, Page 9
OCC-316 Small Gas Engine

Automotive, Page 8
OCC-301 Auto Technician: Basic Theory
OCC-324 Auto Technician: Brake Systems
OCC-336 Auto Technician: Engine Performance
OCC-400 Auto Technician: Electrical Systems
OCC-437 Auto Technician: Diesel Engine Theory & Maintenance

Braiding, Page 9
OCU-435 Hair Braiding Techniques for Home Practice

Construction Core Skills, Page 39
OCU-410 Introductory Craft Skills (Core)

Construction Electrical, Page 40
ELC-301 Electrical: Level 1
ELC-308 Residential Wiring 1: Part 1
CST-437 NEC Update 2014

HVAC/R, Page 41
HVC-370 HVAC/R Level 1 Part 1
HVC-371 HVAC/R Level 1 Part 2

Locksmithing, Page 41
KEY-300 Locksmithing 101
KEY-301 Locksmithing 102
KEY-305 Locksmithing 201
KEY-304 Locksmithing 202

Welding, Page 43
WLD-300 Basic Arc Welding

Facility Management, Page 49
MGT-631 Operations and Maintenance for FMP
MGT-632 Project Management for FMP
MGT-633 Finance and Business Essentials for FMP
MGT-634 Leadership and Strategy Essentials for FMP

Forklift and Heavy Equipment, Page 50
HEO-305 OSHA Forklift Operator Certification
HEO-310 Backhoe Operator Basics

Motorcycle, Page 67
OCC-376 Motorcycle Mechanics & Repair

Youth Summer Programs, Page 83
YTH-485 WYB: Kidtrepreneurship
YTH-495 Mechanical Dissection
YTH-503 Extended Day WYB
YTH-518 WYB: Building Home Furniture Projects

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
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 back yard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including 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
### ADDITIONAL CLASS LOCATIONS

**SUMMER 2020**

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<tbody>
<tr>
<td>1</td>
<td>AYTI—AYT Institute</td>
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<tr>
<td></td>
<td>5700 Kirby Road</td>
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<tr>
<td></td>
<td>Clinton, MD 20735</td>
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<tr>
<td>2</td>
<td>AYT3—AYT Auto Clinic</td>
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<tr>
<td></td>
<td>15005 Marlboro Pike</td>
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<tr>
<td></td>
<td>Upper Marlboro MD 20772</td>
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<td>3</td>
<td>BLHS—Bladensburg High School</td>
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<tr>
<td></td>
<td>4200 57th Ave.</td>
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<tr>
<td></td>
<td>Bladensburg, MD 20710</td>
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<tr>
<td>4</td>
<td>CHCF—Cherry Hill Composting Facility</td>
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<tr>
<td></td>
<td>9330 Cherry Hill Road</td>
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<tr>
<td></td>
<td>College Park, MD 20740</td>
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<tr>
<td>5</td>
<td>CRHS—Crossland High School</td>
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<tr>
<td></td>
<td>6901 Temple Hills Road</td>
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<tr>
<td></td>
<td>Temple Hills, MD 20748</td>
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<tr>
<td>6</td>
<td>CKAR—Community Development Corp.</td>
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<tr>
<td></td>
<td>6801 Kenilworth Ave., Suite 203</td>
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<td></td>
<td>Riverdale, MD 20737</td>
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<td>7</td>
<td>ECOF—ECO City Farms</td>
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<tr>
<td></td>
<td>4913 Crittenden Street</td>
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<td></td>
<td>Edmonston, MD 20781</td>
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<td>GTSV—Greenbelt Travel Services</td>
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<td>6411 Ivy Lane</td>
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<td>LCC—Laurel College Center</td>
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<td></td>
<td>312 Marshall Avenue</td>
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<td>LDS—Linnel Driving School</td>
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<td>1811 Bright Seat Road</td>
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<td>Northwestern High School</td>
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<td>7000 Adelphi Road</td>
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<td>SHS—Suitland High School</td>
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<td></td>
<td>5200 Silver Hill Road</td>
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<td>14</td>
<td>STC—Skilled Trades Center</td>
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<td>(evenings only)</td>
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<td>6400 Old Branch Avenue</td>
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<td>Camp Springs, MD 20748</td>
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<td></td>
<td>5005 Garrett Avenue</td>
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<td>Beltsville, MD 20705</td>
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<td>6505 Belcrest Road</td>
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<td>Hyattsville, MD 20782</td>
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<td>18</td>
<td>WTC—Westphalia Training Center</td>
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<td>9109 Westphalia Road</td>
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<td></td>
<td>Upper Marlboro Road</td>
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</table>

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!**
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@pgccc.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: 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.

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 that term.

Class-Related Fees
Students enrolled in noncredit courses are required to pay fees determined by the college to be related to the special costs associated with the delivery of instruction. These fees are designated in this publication as lab fees, food fees, materials fees, etc. and may be payable to the college or the instructor, as designated. No student is exempt from the payment of these fees.

EMPLOYER-PAID TUITION/PURCHASE ORDERS

If your employer is paying your tuition:

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

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

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

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

RETURNED CHECKS

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

If the college receives final notification of the returned check 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 on 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.
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.

[www.pgcc.edu/programs-courses](http://www.pgcc.edu/programs-courses)
### Workforce Development and Continuing Education

**Continuing Education Student Registration**

**PLEASE PRINT CLEARLY**

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<th>Student ID (if known)</th>
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<td>Middle Init.: __________</td>
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<td>Asian</td>
<td>Pacific Islander</td>
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<td>Hispanic</td>
<td>Other</td>
</tr>
<tr>
<td>Male</td>
<td>Female</td>
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</table>

| 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. |

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<tr>
<th>Course (Letter)</th>
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| Subtotal | $ 25.00 |

**FEES**

All standard students **add a registration fee of $25.00 unless your course specifies that it is “Tuition Free”**

- 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**

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**OFFICE USE ONLY**

Date ______________________

Processed by ______________________
This is your stage

PGCC’s Center for Performing Arts is a premier, state-of-the-art facility that nurtures and develops our students’ passions for dance, music, theater, and communications. The center also provides public access to some of the most renowned, star-studded national productions in music, dance, and theater.

VISIT US TODAY! • PGCC.edu/arts • 301-546-7CPA (7272)