CONTINUING EDUCATION CLASSES

Job Skills Training
Personal Enrichment
Workforce Development

SPRING 2015
Transform YOUR LIFE!

AFFORDABLE • CONVENIENT • FLEXIBLE

Prince George’s Community College is the center for community education, workforce training, and personal enrichment in Prince George’s County. Whether your interest is taking a computer course or exploring a new hobby, choose from hundreds of classes designed to transform your life.

Register today!

Ongoing enrollment and varying start dates throughout the year.

PGCC.edu • 301-336-6000

130+ Degree & Certificate Programs

1,600+ Course Offerings

40,000+ Students Served Yearly
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

<table>
<thead>
<tr>
<th>TABE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Children's Developmental Clinic and Student with Special Needs</strong></td>
</tr>
<tr>
<td>Children's Developmental Clinic</td>
</tr>
<tr>
<td>Choices and Pathways</td>
</tr>
<tr>
<td><strong>Computers and Information Technology</strong></td>
</tr>
<tr>
<td>Keyboarding</td>
</tr>
<tr>
<td>Beginners</td>
</tr>
<tr>
<td>Microsoft Office</td>
</tr>
<tr>
<td>Help Desk</td>
</tr>
<tr>
<td>Database Design</td>
</tr>
<tr>
<td>Web Design and Management</td>
</tr>
<tr>
<td>iLife</td>
</tr>
<tr>
<td>Using the Mac</td>
</tr>
<tr>
<td>Security</td>
</tr>
<tr>
<td>Networking</td>
</tr>
<tr>
<td>Hardware</td>
</tr>
<tr>
<td>Online Computer Courses</td>
</tr>
<tr>
<td><strong>Construction Management</strong></td>
</tr>
<tr>
<td><strong>Construction Skilled Trades</strong></td>
</tr>
<tr>
<td>Apartment Maintenance</td>
</tr>
<tr>
<td>Technician Program</td>
</tr>
<tr>
<td>Building Engineer</td>
</tr>
<tr>
<td>Carpenter</td>
</tr>
<tr>
<td>Computer Aided Drafting (AutoCAD)</td>
</tr>
<tr>
<td>Core Skills</td>
</tr>
<tr>
<td>Electricity and Adv. Electrical</td>
</tr>
<tr>
<td>HVAC/R (Heating, Ventilation, Air Condition/Refrigeration)</td>
</tr>
<tr>
<td>General Locksmithing</td>
</tr>
<tr>
<td>Masonry</td>
</tr>
<tr>
<td>Plumbing</td>
</tr>
<tr>
<td>Residential Maintenance</td>
</tr>
<tr>
<td>Stationary Engineering</td>
</tr>
<tr>
<td><strong>Cosmetology/Braiding/Makeup</strong></td>
</tr>
<tr>
<td>Cosmetology</td>
</tr>
<tr>
<td>Professional Braiding</td>
</tr>
<tr>
<td>Makeup Artistry</td>
</tr>
<tr>
<td><strong>Creative and Performance Arts</strong></td>
</tr>
<tr>
<td>Creative Writing</td>
</tr>
<tr>
<td>Fine Arts Creativity</td>
</tr>
<tr>
<td>Graphics Art and Design</td>
</tr>
<tr>
<td>Performing Arts and Music</td>
</tr>
<tr>
<td><strong>Early Childhood Education</strong></td>
</tr>
<tr>
<td>Child Care Classes</td>
</tr>
<tr>
<td><strong>Education/Teacher Training</strong></td>
</tr>
<tr>
<td>Teacher Training</td>
</tr>
<tr>
<td><strong>ESL (English for Speakers of Other Languages)</strong></td>
</tr>
<tr>
<td>English Communication and Writing</td>
</tr>
<tr>
<td>Communication Skills</td>
</tr>
<tr>
<td>Adult Education ESL</td>
</tr>
<tr>
<td>Writing</td>
</tr>
<tr>
<td><strong>Enrichment And Personal Growth</strong></td>
</tr>
<tr>
<td>Career Planning</td>
</tr>
<tr>
<td>Student Success</td>
</tr>
<tr>
<td>Lifestyle</td>
</tr>
<tr>
<td>Personal Finance</td>
</tr>
<tr>
<td><strong>Facility Management</strong></td>
</tr>
<tr>
<td>Credential Programs</td>
</tr>
<tr>
<td><strong>Fitness and Health</strong></td>
</tr>
<tr>
<td>Dance</td>
</tr>
<tr>
<td>Wellness</td>
</tr>
<tr>
<td><strong>GED® Preparation, The NEDP, and Adult Basic Skills</strong></td>
</tr>
<tr>
<td>Green Training</td>
</tr>
<tr>
<td><strong>Health Care Support</strong></td>
</tr>
<tr>
<td>First Aid and CPR</td>
</tr>
<tr>
<td>Caregiving</td>
</tr>
<tr>
<td>Assisted Living Management</td>
</tr>
<tr>
<td>Assisted Living</td>
</tr>
<tr>
<td>Nursing Training</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>Nursing Assistant</td>
</tr>
<tr>
<td>Medical Billing Specialist</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
</tr>
<tr>
<td><strong>Home and Garden</strong></td>
</tr>
<tr>
<td>Floral</td>
</tr>
<tr>
<td>Home Interior</td>
</tr>
<tr>
<td><strong>Hospitality</strong></td>
</tr>
<tr>
<td>Food Service</td>
</tr>
<tr>
<td>Hospitality Management</td>
</tr>
<tr>
<td><strong>Human Resources and Payroll Management</strong></td>
</tr>
<tr>
<td>Human Resources</td>
</tr>
<tr>
<td>Human Resources Electives</td>
</tr>
<tr>
<td>Payroll</td>
</tr>
<tr>
<td><strong>Language Communication</strong></td>
</tr>
<tr>
<td>American Sign Language (ASL)</td>
</tr>
<tr>
<td>Conversational Foreign Language</td>
</tr>
<tr>
<td><strong>Mediation</strong></td>
</tr>
<tr>
<td><strong>Nutrition</strong></td>
</tr>
<tr>
<td><strong>Photography</strong></td>
</tr>
<tr>
<td><strong>Public Safety and Security</strong></td>
</tr>
<tr>
<td><strong>Real Estate and Insurance</strong></td>
</tr>
<tr>
<td>Property and Casualty</td>
</tr>
<tr>
<td>Real Estate Licensure</td>
</tr>
<tr>
<td>Real Estate Applications</td>
</tr>
<tr>
<td><strong>Sports and Games</strong></td>
</tr>
<tr>
<td>BICS</td>
</tr>
<tr>
<td><strong>Transportation and Distribution</strong></td>
</tr>
<tr>
<td>Automotive Technology</td>
</tr>
<tr>
<td>Auto Body Repair and Refinishing</td>
</tr>
<tr>
<td>Commercial Driver License A and B</td>
</tr>
<tr>
<td>Driver Education</td>
</tr>
<tr>
<td>Forklift</td>
</tr>
<tr>
<td>Motorcycle Safety and Licensing</td>
</tr>
<tr>
<td>Motorcycle Mechanics</td>
</tr>
<tr>
<td>Small Gas Engines</td>
</tr>
<tr>
<td><strong>Travel Business and Sales</strong></td>
</tr>
<tr>
<td><strong>Veterinary</strong></td>
</tr>
<tr>
<td><strong>Video and Photography</strong></td>
</tr>
<tr>
<td>Video</td>
</tr>
<tr>
<td>Apple</td>
</tr>
<tr>
<td>Final Cut Pro</td>
</tr>
<tr>
<td>Motion</td>
</tr>
<tr>
<td>Adobe Premier</td>
</tr>
<tr>
<td><strong>Online Courses</strong></td>
</tr>
<tr>
<td><strong>Degree and Extension Centers</strong></td>
</tr>
<tr>
<td>Laurel College Center</td>
</tr>
<tr>
<td>JNTU Base Andrews</td>
</tr>
<tr>
<td>Skilled Trades Center</td>
</tr>
<tr>
<td>University Town Center</td>
</tr>
<tr>
<td>Westphalia Training Center</td>
</tr>
<tr>
<td><strong>Summer Youth Programs</strong></td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>18</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>22</td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td>24</td>
</tr>
<tr>
<td>25</td>
</tr>
<tr>
<td>26</td>
</tr>
<tr>
<td>27</td>
</tr>
<tr>
<td>28</td>
</tr>
<tr>
<td>29</td>
</tr>
<tr>
<td>30</td>
</tr>
<tr>
<td>31</td>
</tr>
<tr>
<td>32</td>
</tr>
</tbody>
</table>
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

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

Largo Campus
Class Location Abbreviations

AH Accokeek Hall
AB Auto Bay
BH Bladen Hall
CAT Center for Advanced Technology
CHS Center for Health Studies
CE Continuing Education Building
CH Chesapeake Hall
KH Kent Hall
LH Lanham Hall
LSC Largo Student Center
MH Marlboro Hall
NA Natatorium
NF Novak Field House
QA Queen Anne Fine Arts
TO Temporary Building
TZ Temporary Building
TS Temporary Building

Parking Lots
A–H Students
Staff Staff & Faculty only
V Visitors only
Handicapped only
REGISTER ONLINE
To register online you must have an e-mail address and you must pay with a credit card when you register.

TO ACCESS OWL LINK

NEW STUDENTS
1. Go to www.pgcc.edu.
   1. Select Enroll and Register for Courses.
   3. Select Enroll and Register for courses.
   4. Click on Create a student account.
      Fill out all of 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.
   5. You will then be asked to confirm your personal information. Check to make sure all information is correct. If not, DO NOT check the check box at the bottom of the page. Just click the SUBMIT button. This will return you to the previous page to make the necessary corrections.
   6. Submit and confirm information. Once you have determined the information is correct, check the box at the bottom of the page and SUBMIT.
   7. You will be sent two separate e-mails with your Owl Link User ID and temporary password.
   8. After retrieving this information, select the Workforce Development and Cont. Ed. Students menu again. Select the Enroll and Register for Courses option again.
   9. This time, Click on Login to Owl Link.
      Login using the information provided to you in your e-mail. On the next screen you will immediately be prompted to change your password to one of your choosing.

III. Select the Workforce Development & Cont. Ed. Students menu again.
   1. Select Enroll and Register for Courses.
   2. Click on Register for Courses.
   3. If you know the course that you want to register for, type the course number in the Course Code number box (e.g., ENR-317) and SUBMIT. This will give you a list of all available sections for that course.
   4. Choose the section you want and SUBMIT.
   5. On the following screen, you will be shown the section you registered for and, if you like, you may choose your education goal, reason for taking and how you learned of this class. Then SUBMIT.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to ‘Choose one of the following’ and select Register Now (Check out).
      You will be asked what type of credit card you will be using (Discover, MasterCard, VISA).
      Choose the appropriate one and SUBMIT.
   8. You will be prompted for your credit card information.
   9. Fill out all the necessary information and SUBMIT.

III. After submitting you will see a confirmation screen. Print this out for your records.

That’s it! You’re officially registered! We hope you enjoy your educational experience with Prince George’s Community College.

RETURNING STUDENTS
If you have previously enrolled in a course at Prince George’s Community College, you will be required to login to Owl Link before you can register. Go to www.pgcc.edu and select Owl Link

I. If you know your UserID and password information, select the Login prompt.
   1. Fill out your login information and press SUBMIT to login.
   2. If you do not know your login information, follow the appropriate links on the login screen to retrieve your UserID and/or password.

II. Once you have successfully logged in to Owl Link, select the Workforce Development & Cont. Ed. Students menu.
   1. Select Enroll and Register for Courses.
   2. Click on Register for Courses.

III. After submitting you will see a confirmation screen. Print this out for your records.

That’s it! You’re officially registered! We hope you enjoy your educational experience with Prince George’s Community College.

REGISTER IN PERSON
In-person registration takes place on a continuous basis at the Admissions and Records department located in Bladen Hall, Room 126.

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

REGISTER BY MAIL
Complete the registration form on the inside back cover and 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

All mail-in registrations should be postmarked two weeks in advance of the class start date.
HOW TO READ THE NONCREDIT SCHEDULE OF CLASSES

CONSTRUCTION AND SKILLED TRADES

GENERAL/OTHER CONSTRUCTION SKILLS

Continuing Education Certificate in Building Maintenance Engineer
A Certificate of Completion as a Building Maintenance Engineer I is awarded upon completion of:

- OCU-322 Building Maintenance Engineer, Level 1
- OCU-324 Building Maintenance Engineer, Level 2

OCU-327 Overview of Industrial Maintenance Careers 0.8 CEUs
Whether you are considering a career in industrial maintenance or currently working in the field, this course provides an excellent overview of both the job opportunities and the skills needed for a rewarding career in industrial maintenance.

1 session, $99* plus $10 materials fee

OCU-322 Building Maintenance Engineer, Level 1 4.2 CEUs
This course introduces the basic knowledge needed for an entry-level position in building maintenance. This course will provide an overview of hand tools, estimating cost and materials, building structure, materials, fasteners and safety and preventive maintenance procedures. Textbook required. Instructor: Tyrone Talton.

14 sessions, $420*

02916 Tu 9/9–12/16 6–9 p.m. STC
02917 M 9/8–12/8 6–9 p.m. STC

WHAT YOU NEED TO KNOW TO GET STARTED

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

HOW TO FIND YOUR LARGO CAMPUS CLASSROOM

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

1. Go to www.pgcc.edu.
2. Select “Owl Link” at the top of the screen.
4. Enter the course number and SYN # for your section. For example: FIN-345-05967.
5. Click SUBMIT and the Largo building and classroom will be displayed.

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

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

If you have not registered online, tuition must be paid in person or by mail to the Cashier’s Office in Bladen Hall, Room 120. Tuition listed is for residents of Prince George’s County. Tuition for residents of other Maryland counties is an additional $5 per course. Tuition for residents of other states or the District of Columbia is an additional $10 per course. (Example: Tuition for First Aid is $50 for Prince George’s County residents, $55 for residents of other Maryland counties and $60 for residents of other states or the District of Columbia.)

TUITION WAIVER

Senior Citizens
Maryland residents who are age 60 or older at the start of the semester are exempt from the payment of tuition for courses for which state funding is received. In addition, they are exempt from payment of instructional services fees, but not registration fees and special instructional fees.

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

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Textbooks, course supplies, and materials are not covered by this exemption.

For more information, contact the Office of Admissions and Records, 301-336-6000.

Maryland Disabled Persons
Any Maryland resident who is out of the workforce because of a permanent disability may be eligible for a waiver of tuition, but not fees, for continuing education instruction designed to lead to employment, including life skills instruction.

Contact the Office of Admissions and Records, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or e-mail your name and address to enroll@pgcc.edu to have the forms mailed to you. Be sure to put “Tuition Waiver Forms” in the subject line of your e-mail.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Textbooks, course supplies, and materials are not covered by this exemption.

For more information, contact the Office of Admissions and Records, 301-336-6000.

FEES (SUBJECT TO CHANGE)

Registration Fees
A $15 registration fee will be added to your bill upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens will be charged a $50 registration fee per term. The $50 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition.

A senior citizen who enrolls in a $25 course that is marked with an asterisk is still responsible for the $50 registration fee.

The terms for which a registration fee will be assessed are the following:

<table>
<thead>
<tr>
<th>Term</th>
<th>Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Jan. 1–Apr. 30</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1–Aug. 26</td>
</tr>
<tr>
<td>Fall</td>
<td>Aug. 27–Dec. 31</td>
</tr>
</tbody>
</table>

Registration fees are nonrefundable. If, however, the college cancels all of the courses in which the student was enrolled during a given term, the registration fee will be automatically refunded to the student.

Note: Senior citizens are responsible for a $50 registration fee even if some of their courses are canceled. For example, if a senior citizen pays the $50 registration fee, enrolls in three courses, and two are canceled, the senior citizen is still responsible for the $50 registration fee that semester.

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 Admissions and Records Office in Bladen Hall, Room 126, 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, c/o tuition assistance form or letter of intent at the time you pay your tuition to the Cashier’s Office.

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

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

RETURNED CHECKS

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

If the college receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition.

No certificates will be issued until the indebtedness has been paid.

REFUNDS

Individuals who withdraw from a course the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date. Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash the refund will be sent by check to the student’s address of record. If payment was made by a third party the refund will go to that party. It may take up to 14 business days to process a refund.

Please contact 301-322-0688 with any questions regarding a refund.
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.

Room changes and section cancellations may be viewed online as soon as they occur.

ROOM ASSIGNMENTS AND CHANGES

Classes without specific rooms assigned in the class schedule will be assigned before classes begin. In addition, some classrooms may be changed to accommodate class sizes or special needs. Room assignments and changes to room assignments are available on Owl Link as soon as they are made.

Check the Web prior to the start of your class for the latest room assignment.

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

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

BOOKSTORE

The PGCC Bookstore at the Main Largo Campus is located at Prince George's Community College on the first floor of the Largo Student Center. The Largo Bookstore offers textbooks for rent or for purchase, as well as a wide selection of school supplies, electronics, collegiate merchandise, drinks, snacks and more.

The PGCC Bookstore at University Town Center is located on the lower level of the UTC extension center. The UTC Bookstore only offers textbooks for rent or purchase for UTC courses, as well as school supplies, electronics and collegiate merchandise.

Textbooks can also be rented or purchased online at www.pgccbookstore.com and can be picked up in store, shipped via FedEx, USPS, or sent via PGCC campus courier to University Town Center, Laurel College Center or Joint Base Andrews.

The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express. Financial Aid is also accepted during a limited time period at the beginning of each semester.

Phone
LARGO BOOKSTORE
301-322-0912 or 301-322-0913

UTC BOOKSTORE
301-546-8150

Store Hours
PGCC Bookstore hours are subject to change and may be extended at the beginning and end of each semester. Current store hours are posted in-store and online.

LARGO
• 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.
• Saturday 10 a.m.–4 p.m.
• Sunday Closed

UNIVERSITY TOWN CENTER
Visit www.pgccbookstore.com for UTC store hours.

HOLIDAYS

Courses will not be scheduled on the following dates:

Jan. 19    Martin Luther King Jr. Day
Feb. 16    Presidents Day
Mar. 30–Apr. 5    Spring Break
May 23–25    Memorial Day

COLLEGE CLOSINGS

Students may receive direct notification of closures and other emerging information by signing up for Owl Alert. Notification can go directly to cell phones or to e-mail. This is a free service. Go to www.pgcc.edu/go/owlalert to subscribe to Owl Alert.

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, the following radio stations will be asked to announce the college's closing shortly after the decision is made: WMAL, WRC, WTOP, WGAY, WAVA, WASH, WHUR, WPGC, and WWXM. The following TV stations will be asked to announce the closing: WRC (4), WTTG (5), WJLA (7), WUSA (9), and NewsChannel 8. Information concerning the college closing also can be obtained on the college website at www.pgcc.edu as well as by calling 301-336-6000.

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

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This procedure applies to all noncredit and credit classes.

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

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

NONDISCRIMINATION INFORMATION

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion,
veteran's status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. Alonia C. Sharps, Room 130, Kent Hall, 301-322-0170, 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, 301-322-0170.

**STUDENT RIGHT TO KNOW ACT**

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

**ANNUAL SECURITY REPORT**

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

Relative to the Campus Security Act of 1990, Prince George's Community College provides information regarding the safety and security of college community members. This information can be obtained from the Campus Police Substation located in Bladen Hall or on the Web at www.pgcc.edu scroll to the bottom of the page to Campus Police and select Annual Security Reports.

**FERPA**

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

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, rights with respect to your education records. They are:

1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect. The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

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

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

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

**SERVICE MEMBERS OPPORTUNITY COLLEGE**

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

**DRUG AND ALCOHOL PREVENTION**

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

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

The college's Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-322-0845.

ALUMNI ASSOCIATION

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

DISABLED STUDENTS

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

ACCESSIBLE TRANSPORTATION

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

DISCLAIMER

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

ADDITONAL CLASS INFORMATION

1. ABAR—Authentic Bartending School
   5124 B Baltimore Avenue
   Hyattsville, MD 20781

2. AYT—AYT Institute
   5700 Kirby Road
   Clinton, MD 20735

3. AYT3—AYT Auto Clinic
   15005 Marlboro Pike
   Upper Marlboro MD 20772

4. BLHS—Bladensburg High School
   4200 57th Ave.
   Bladensburg, MD 20710

5. CHCF—Cherry Hill Composting Facility
   9330 Cherry Hill Road
   College Park, MD 20740

6. CRHS—Crossland High School
   6901 Temple Hills Road
   Temple Hills, MD 20748

7. ECOF—City Farm
   4913 Crittenden Street
   Edmonston, MD 20781

8. FTWM—Fort Washington Marina
   13600 King Charles Terrace
   Ft. Washington, MD 20744

9. GTSV—Greenbelt Travel Services
   6411 Ivy Lane
   Greenbelt, MD 20770

10. HVSV—Hyattsville Vacuum Service
    5221 Baltimore Ave. (Rt. 1)
    Hyattsville, MD 20782

11. JHES—John Eager Howard Elementary School
    4400 Shell Street
    Capital Heights, MD 20743

12. LCC—Laurel College Center
    312 Marshall Avenue
    Laurel, MD 20707

13. LDS—Linnel Driving School
    1811 Bright Seat Road
    Landover, MD 20785

14. Northwestern High School
    7000 Adelphi Road
    Hyattsville, MD 20782

15. QBL1—Q-Ball
    7945 Central Avenue
    Capital Heights, MD 20743

16. SAM—Services Academy of MD
    741 Cady Drive
    Ft. Washington, MD 20744

17. SHS—Suitland High School
    5200 Silver Hill Road
    District Heights, MD 20747

18. STC—Skilled Trades Center
    (evenings only)
    6400 Old Branch Avenue
    Camp Springs, MD 20748

19. UMD—School of Public Health
    Building 255
    College Park, MD 20742

20. UPHI—U-Photo
    5005 Garrett Avenue
    Beltsville, MD 20705

21. UTC—University Town Center
    6505 Belcrest Road
    Hyattsville, MD 20782

22. WTC—Westphalia Training Center
    9109 Westphalia Road
    Upper Marlboro, MD 20774
CAMPUS SERVICES DIRECTORY

Academic Advising
301-322-0151
Bladen Hall, Room 124
Academic advising, Placement Test interpretation
You must be present 30 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat., Jan. 10: 9 a.m.–1 p.m.

Admissions
301-336-6000
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.–4 p.m.
Mon.–Wed.: 8:30 a.m.–7 p.m.
Sat., Jan. 10: 9 a.m.–1 p.m.

Bookstore
Largo
301-322-0912 or 301-322-0913
Largo Student Center

University Town Center (UTC)
301-546-8150
Lower Level, UTC
The PGCC Bookstore offers textbooks for rent or for purchase. Textbooks can also be rented or purchased online at www.pgccbookstore.com and can be picked up in store, shipped via FedEx, USPS, or sent via PGCC campus counter to University Town Center or Laurel College Center. The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express.

Store Hours
PGCC Bookstore hours are subject to change and may be extended at the beginning and end of each semester. Current store hours are posted in-store and online.

Largo
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.
Saturday: 10 a.m.–4 p.m.
Sunday: Closed

University Town Center
Visit www.pgccbookstore.com for UTC store hours.

Career/Job Services
Marlboro Hall, Room 2102
Career Advising and Job Placement
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Cashier
301-322-0691
Bladen Hall, Room 120
Bill payment: cash, check, company voucher,
Visa, MasterCard, and Discover
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat., Jan. 10: 9 a.m.–1 p.m.

College Life Services
301-322-0853
Largo Student Center, Room 149
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

College Web Address
www.pgcc.edu
View catalog, class schedules, and course availability.

Continuing Education
301-322-0159
Kent Hall, Room 227
Mon.–Fri.: 9 a.m.–5 p.m.

Disability Support Services
301-322-0838
301-322-0122 (TTY/TDD)
Bladen Hall, Room 124
Assistance for students with disabilities
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

Financial Aid
301-322-0822
Bladen Hall, Room 121
Federal grants and loans, scholarships, work-study, financial aid transcripts. 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.
Sat., Jan. 10: 9 a.m.–1 p.m.

General Information/Directory Assistance
301-336-6000
Mon.–Thurs.: 8:30 a.m.–9 p.m.
Fri.: 8:30 a.m.–6 p.m.
Sat.: 9 a.m.–1 p.m.

Help Desk (Owl Link)
301-322-0637
Bladen Hall, Room 106
Mon.–Fri.: 8 a.m.–8 p.m.
Sat.: 10 a.m.–5 p.m.

ID Card Services
Please bring proof of registration for Spring and another picture ID with you to obtain a card. Bring your current PGCC ID card to obtain a validation sticker.

Bladen Hall
Mon.–Thurs.: 8:30 a.m.–7:30 p.m.
Fri.: 8:30 a.m.–4:30 p.m.
Sat., Jan. 10: 9 a.m.–1 p.m.

Accokeek Hall (Library), Room A-116
Mon.–Thurs.: 8:30 a.m.–5 p.m.
Fri.: 8:30 a.m.–4:30 p.m.
Sat.: 10:30 a.m.–2:30 p.m.

Library
301-322-0476
Accokeek Hall
Mon.–Thurs.: 8 a.m.–8 p.m.
Fri.: 8 a.m.–5 p.m.
Sat.: 10 a.m.–3 p.m.

Lost and Found
301-322-0853
Largo Student Center, Room 149
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Police (Campus)
301-322-0666
Bladen Hall, Sub-station
Available 24 hours: 7 days a week

Records/Registration
301-336-6000
Bladen Hall, Room 126
Transcripts, graduation certification, evaluation of transfer credit, in-person registration for both credit and Workforce Development and Continuing Education courses. You must be present 15 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat., Jan. 10: 9 a.m.–1 p.m.

Student Accounting
301-322-0691
Bladen Hall, Room 120
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

Testing Center
301-322-0147
Bladen Hall, Room 100
You must be in the Testing Center two hours before closing to complete the placement tests.
Mon.–Thurs.: 8:30 a.m.–7 p.m.
Fri.: 8:30 a.m.–4 p.m.
Sat., Jan. 10: 9 a.m.–1 p.m.

Veteran Services
301-583-5282
Bladen Hall, Room 124
Certification of educational benefits
Mon.–Thurs.: 9 a.m.–7 p.m.
Fri.: 9 a.m.–5 p.m.
Sat., Jan. 10: 9 a.m.–1 p.m.

Web Registration
www.pgcc.edu
Also available weekends and holidays.
Mon.–Sun.: 7 a.m.–midnight

Other Numbers Not Listed
301-336-6000
Mon.–Thurs.: 8:30 a.m.–9 p.m.
Fri.: 8:30 a.m.–6 p.m.
Sat.: 9 a.m.–1 p.m.
### ACCOUNTING AND BOOKKEEPING

**ACCOUNTING**

301-546-8340 or 301-341-3019

**OFC-350 Accounting Fundamentals**

<table>
<thead>
<tr>
<th>2.4 CEUs</th>
</tr>
</thead>
</table>

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 at the end of the fiscal period 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 at the end of each fiscal period. **12 sessions, $130**" (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86909</td>
<td>W,F</td>
<td>1/21-3/13</td>
<td>online</td>
<td>$220</td>
<td></td>
</tr>
<tr>
<td>89174</td>
<td>W,F</td>
<td>2/18-4/7</td>
<td>online</td>
<td>$220</td>
<td></td>
</tr>
<tr>
<td>89175</td>
<td>W,F</td>
<td>3/18-5/8</td>
<td>online</td>
<td>$220</td>
<td></td>
</tr>
<tr>
<td>89176</td>
<td>W,F</td>
<td>4/15-6/5</td>
<td>online</td>
<td>$220</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>2.4 CEUs</th>
</tr>
</thead>
</table>

This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You will analyze transactions and prepare various 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, $130**" (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86909</td>
<td>W,F</td>
<td>1/21-3/13</td>
<td>online</td>
<td>$220</td>
<td></td>
</tr>
<tr>
<td>89174</td>
<td>W,F</td>
<td>2/18-4/7</td>
<td>online</td>
<td>$220</td>
<td></td>
</tr>
<tr>
<td>89175</td>
<td>W,F</td>
<td>3/18-5/8</td>
<td>online</td>
<td>$220</td>
<td></td>
</tr>
<tr>
<td>89176</td>
<td>W,F</td>
<td>4/15-6/5</td>
<td>online</td>
<td>$220</td>
<td></td>
</tr>
</tbody>
</table>

**OFC-341 Accounting for Managers: Part 1**

<table>
<thead>
<tr>
<th>1.5 CEUs</th>
</tr>
</thead>
</table>

An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports as part of the process. Topics include the cash flow statement, generally accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. **5 sessions, $150**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88772</td>
<td>T</td>
<td>1/20-2/17</td>
<td>6-8:50 p.m.</td>
<td>BH-216</td>
<td></td>
</tr>
</tbody>
</table>

**OFC-342 Accounting for Managers: Part 2**

<table>
<thead>
<tr>
<th>1.5 CEUs</th>
</tr>
</thead>
</table>

The second in a series of three for the manager/supervisor or administrative assistant responsible for making decisions using financial reports as part of the process. The student will be introduced to the main financial statements, the assumptions made in the preparation of the statements and ways that they affect the values disclosed. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-341. Text required. **5 sessions, $150**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88773</td>
<td>T</td>
<td>2/24-3/24</td>
<td>6-8:50 p.m.</td>
<td>Largo</td>
<td></td>
</tr>
</tbody>
</table>

**OFC-343 Accounting for Managers: Part 3**

<table>
<thead>
<tr>
<th>1.5 CEUs</th>
</tr>
</thead>
</table>

The last in a series of three for the manager/supervisor or administrative assistant responsible for making decisions using financial reports as part of the process. Topics include the cash flow statement, generally accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-342. Text required. **5 sessions, $150**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88774</td>
<td>T</td>
<td>4/7-5/5</td>
<td>6-8:50 p.m.</td>
<td>Largo</td>
<td></td>
</tr>
</tbody>
</table>

---

**CLASS LOCATION ABBREVIATIONS (SEE CAMPUS MAP PAGE 3)**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH</td>
<td>Accokeek Hall</td>
</tr>
<tr>
<td>AB</td>
<td>Auto Bay-Facilities Building</td>
</tr>
<tr>
<td>BH</td>
<td>Bladen Hall</td>
</tr>
<tr>
<td>CAT</td>
<td>Center for Advanced Technology (Formerly High Technology Center)</td>
</tr>
<tr>
<td>CE</td>
<td>Continuing Education Building</td>
</tr>
<tr>
<td>CH</td>
<td>Chesapeake Hall</td>
</tr>
<tr>
<td>CHS</td>
<td>Center for Health Studies</td>
</tr>
<tr>
<td>LH</td>
<td>Lanham Hall</td>
</tr>
<tr>
<td>LSC</td>
<td>Largo Student Center</td>
</tr>
<tr>
<td>MH</td>
<td>Marlboro Hall</td>
</tr>
<tr>
<td>NAT</td>
<td>Natatorium</td>
</tr>
<tr>
<td>NH</td>
<td>Novak Field House</td>
</tr>
<tr>
<td>QA</td>
<td>Queen Anne Fine Arts Building</td>
</tr>
<tr>
<td>TM1</td>
<td>Temporary Building (behind the running track near Campus Police Station)</td>
</tr>
<tr>
<td>TO, TS and TZ</td>
<td>Temporary Buildings (behind Lanham Hall)</td>
</tr>
<tr>
<td>TBA</td>
<td>To Be Arranged</td>
</tr>
<tr>
<td>LCC</td>
<td>Laurel College Center</td>
</tr>
<tr>
<td>STC</td>
<td>Skilled Trades Center</td>
</tr>
<tr>
<td>UTC</td>
<td>University Town Center</td>
</tr>
<tr>
<td>WTC</td>
<td>Westphalia Training Center</td>
</tr>
<tr>
<td>ABAR</td>
<td>Authentic Bartending School</td>
</tr>
<tr>
<td>AYT1</td>
<td>AYT Institute</td>
</tr>
<tr>
<td>AYT3</td>
<td>AYT3 Clinic</td>
</tr>
<tr>
<td>BLHS</td>
<td>Bladensburg High School</td>
</tr>
<tr>
<td>CHCF</td>
<td>Cherry Hill Composting Facility</td>
</tr>
<tr>
<td>CRHS</td>
<td>Crossland High School</td>
</tr>
<tr>
<td>ECOF</td>
<td>Eco City Farm</td>
</tr>
<tr>
<td>FTWM</td>
<td>Fort Washington Marina</td>
</tr>
<tr>
<td>GTSV</td>
<td>Greenbelt Travel Services</td>
</tr>
<tr>
<td>HVSV</td>
<td>Hyattsville Vacuum Service</td>
</tr>
<tr>
<td>JHES</td>
<td>John Eager Howard Elementary School</td>
</tr>
<tr>
<td>LDS</td>
<td>Linnei School</td>
</tr>
<tr>
<td>QBLI</td>
<td>QuBall</td>
</tr>
<tr>
<td>SAM</td>
<td>Services Academy of Maryland</td>
</tr>
<tr>
<td>SHS</td>
<td>Suitland High School</td>
</tr>
<tr>
<td>UMD</td>
<td>University of Maryland</td>
</tr>
<tr>
<td>UPHI</td>
<td>U-Photo</td>
</tr>
<tr>
<td>BLHS</td>
<td>Bladensburg High School</td>
</tr>
<tr>
<td>CRHS</td>
<td>Crossland High School</td>
</tr>
<tr>
<td>ECOF</td>
<td>Eco City Farm</td>
</tr>
<tr>
<td>FTWM</td>
<td>Fort Washington Marina</td>
</tr>
<tr>
<td>GTSV</td>
<td>Greenbelt Travel Services</td>
</tr>
<tr>
<td>HVSV</td>
<td>Hyattsville Vacuum Service</td>
</tr>
<tr>
<td>JHES</td>
<td>John Eager Howard Elementary School</td>
</tr>
<tr>
<td>LDS</td>
<td>Linnei School</td>
</tr>
<tr>
<td>QBLI</td>
<td>QuBall</td>
</tr>
<tr>
<td>SAM</td>
<td>Services Academy of Maryland</td>
</tr>
<tr>
<td>SHS</td>
<td>Suitland High School</td>
</tr>
<tr>
<td>UMD</td>
<td>University of Maryland</td>
</tr>
<tr>
<td>UPHI</td>
<td>U-Photo</td>
</tr>
</tbody>
</table>

**NOTE:** An abbreviation may be followed by a room number in some cases. See page 7 for locations on Largo Campus and page 9 for off-campus locations.
### SAGE (Seasoned Adults Growing Educationally)

#### SKB-799 Career Transition Options for Plus 50 Workers

This course is designed to help Plus 50 workers identify competencies acquired from life and work; assess skill strengths; articulate their marketability through resumes and interviews; determine deficits and analyze the best way to upgrade skills; analyze experiences and their relevance to self-marketing; write a cogent resume, analyzing experiences and their relevance; and analyze the best way to upgrade skills; resumes and interviews; determine deficits for Plus 50 Workers.

Upon completion of this course, the students should be able to:

1. Identify core competencies that relate to specific jobs and determine educational/training resources needed to reach job goals;
2. Iterate a completion strategy that will identify the necessary skills/certifications needed to transition to a new career;
3. Write a resume that reflects accomplishments, achievements, and education in one of three resume styles—chronological, functional, or targeted;
4. Write objective career goal statements using standard written English;
5. Compile an organized career portfolio containing documentation which supports competencies; and,
6. Identify resources which will enhance job skills and chances for employment.

For more information look for the SAGE Spring 2015 Schedule of Classes.

For more day classes, see our SAGE schedule of classes.

---

### PAYROLL

**OFC-328 Payroll Accounting** 1.5 CEUs

This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. **6 sessions, $170***

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>88778</td>
<td>1/23–2/27</td>
<td>6–8:30 p.m.</td>
<td>BH-213</td>
</tr>
</tbody>
</table>

---

### QUICKBOOKS

**OFC-326 Introduction to QuickBooks: Part 1** 1.5 CEUs

Students will be shown how to establish a chart of accounts, vendor, customer, inventory, and payroll records and how to enter typical transactions for service and merchandising businesses, as well as how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or QuickBooks: Part 2. Prerequisites: OFC-361 or OFC-341 or accounting experience. Students must have a basic understanding of key accounting and bookkeeping terms to enter this class. Meets concurrently with credit course ACC-1070. Text required. **5 sessions, $150***

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>88775</td>
<td>1/21–2/18</td>
<td>6–8:30 p.m.</td>
<td>BH-223</td>
</tr>
</tbody>
</table>

---

**OFC-344 QuickBooks: Part 2** 1.5 CEUs

Students will establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks. Accounting background helpful but not required. Students must take QuickBooks: Part 2 to register for QuickBooks: Part 3. Prerequisite: OFC-326. Meets concurrently with credit course ACC-1090. Text required. **5 sessions, $150***

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>88776</td>
<td>2/25–3/25</td>
<td>6–8:30 p.m.</td>
<td>BH-223</td>
</tr>
</tbody>
</table>

---

**OFC-345 QuickBooks: Part 3** 1.5 CEUs

Students will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required using the QuickBooks application. Students must take QuickBooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Text required. **5 sessions, $150***

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>88777</td>
<td>4/8–5/6</td>
<td>6–8:30 p.m.</td>
<td>BH-223</td>
</tr>
</tbody>
</table>

---

### DPR-797 Introduction to QuickBooks 2014 2.4 CEUs

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to mid-sized business owner who enjoys Quicken’s ease of use but prefers a more traditional approach to accounting. You will gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you are new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business. **12 sessions, $130*** (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>86999</td>
<td>1/21–3/13</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89112</td>
<td>2/18–4/10</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89113</td>
<td>3/18–5/8</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89122</td>
<td>4/15–6/5</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

---

### DPR-406 Introduction to QuickBooks 2013 2.4 CEUs

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software. You will master the tools to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. QuickBooks offers the same ease of use as Quicken, coupled with a more traditional approach to accounting. You will gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you are new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business. **12 sessions, $130*** (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>86923</td>
<td>1/21–3/13</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89108</td>
<td>2/18–4/10</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89109</td>
<td>3/18–5/8</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89110</td>
<td>4/15–6/5</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>
AGRICULTURE

CERTIFICATION PREPARATION, URBAN WATERSHED RESTORATION PROGRAM—CONTRACTOR TRAINING

The course will provide instruction and guidance to existing and potential contractors on how to become a designated County-based business with the County’s Office of Central Services. This program is focused on training professional landscape company owners and supervisors on the construction of non-structural Low Impact Development (LID) storm water management techniques.

Rebates are available to commercial, residential, non-profit and faith-based property owners in the County who install and maintain rain gardens, permeable pavements, rain barrels and other practices by themselves or by using a contractor. The class will include lectures from national experts, site visits and self-directed studies. Prince George’s County Government will provide property owners who are interested in the Rebate Program with a list of certificate holders and their contact information.

FARMING
301-322-0964 or jonesce@pgcc.edu

AGR-304 Urban Storm Water Management 3.0 CEUs

The course will explain Prince George’s County requirements for permits, planning, design, construction, and maintenance of Best Management Practices (BMP’s). It will include information on procurement, business growth and promotion of the County Based Business program. The course content will include: low impact development, bio retention basics, permeable pavers, cisterns, rain barrels, pavement removal, green roofs, tree canopy, construction or Low Impact Development (LID), design, construction and maintenance of the seven green storm water practices that are being used for the Rain Check Rebate Program that is funded by the County’s Clean Water Act Fee. Textbook: Mathematics for the Green Industry: Essential Calculations for Horticulture and Landscape Professionals. 6 sessions, $275* (includes a $200 lab fee)

AGRICULTURE

AQUATICS

SWIMMING
301-322-0979 or pgcc.edu/go/swim

SWIMMING

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

Flyers are available at the Natatorium.

BOATING

BUSINESS AND MANAGEMENT SKILLS

BUSINESS AND MANAGEMENT SKILLS

EVENT PLANNING MANAGEMENT CONTINUING EDUCATION CERTIFICATE

A letter of recognition in Event Planning Management is awarded upon completion of 36 hours total in this area.

BUSINESS MANAGEMENT SKILLS

EVENT PLANNING

301-322-0797 or 301-583-5299

BUS-416 The Wedding Coordinator 0.6 CEU

Are you organized, creative, and love to work with people? Then you may consider the field of wedding planning. Here is an opportunity to learn how to get started in this popular career. In this class, learn the basics for becoming a wedding planner or even starting your own wedding planner company. Topics will include: the role of the wedding planner; the skill level of the planner setting fees and contracts; tools for success; and marketing to the bride and groom. Instructor: Shelby Tuck-Horton, MD/DC State planner, Association of Bridal Consultants, The Best of “The Knot” for 2007 and 2008, Washington’s Bride and Groom Best Wedding Vendor 2009. 1 session, $60*

BUS-444 Wedding Coordinator: Part 2 0.6 CEU

As a wedding planner, it is your job to minimize stress and maximize every opportunity possible for the bride and groom to have the wedding of their dreams. So in this class, the focus will be on working with the bride, groom and vendors. Learn how to establish a realistic wedding budget. Select vendors and service providers: develop working relationships with vendors; and design a wedding. Instructor: Shelby Tuck-Horton, MD/DC State Planner, Association of Bridal Consultants, and The Best of “The Knot” for 2007 and 2008, Washington’s Bride Best Wedding Vendor 2009. 1 session, $60*

AGR-318 Home Vegetable Gardening 101

This course will cover the steps a beginning gardener will need to be successful in starting a home vegetable garden. Topics include: site selection and soil preparation (including container gardening), seeds vs. transplants, specific crops, garden maintenance and troubleshooting, and harvesting. The student will be provided with myriad resources for ensuring success throughout the entire growing season, and a certificate will be awarded upon successful completion of the course. 3 sessions, $85

BUSINESS MANAGEMENT SKILLS

BUSINESS AND MANAGEMENT SKILLS

EVENT PLANNING MANAGEMENT CONTINUING EDUCATION CERTIFICATE

A letter of recognition in Event Planning Management is awarded upon completion of 36 hours total in this area.

BUSINESS MANAGEMENT SKILLS

EVENT PLANNING

301-322-0797 or 301-583-5299

BUS-416 The Wedding Coordinator 0.6 CEU

Are you organized, creative, and love to work with people? Then you may consider the field of wedding planning. Here is an opportunity to learn how to get started in this popular career. In this class, learn the basics for becoming a wedding planner or even starting your own wedding planner company. Topics will include: the role of the wedding planner; the skill level of the planner setting fees and contracts; tools for success; and marketing to the bride and groom. Instructor: Shelby Tuck-Horton, MD/DC State planner, Association of Bridal Consultants, The Best of “The Knot” for 2007 and 2008, Washington’s Bride and Groom Best Wedding Vendor 2009. 1 session, $60*

BUS-444 Wedding Coordinator: Part 2 0.6 CEU

As a wedding planner, it is your job to minimize stress and maximize every opportunity possible for the bride and groom to have the wedding of their dreams. So in this class, the focus will be on working with the bride, groom and vendors. Learn how to establish a realistic wedding budget. Select vendors and service providers: develop working relationships with vendors; and design a wedding. Instructor: Shelby Tuck-Horton, MD/DC State Planner, Association of Bridal Consultants, and The Best of “The Knot” for 2007 and 2008, Washington’s Bride Best Wedding Vendor 2009. 1 session, $60*

AGR-318 Home Vegetable Gardening 101

This course will cover the steps a beginning gardener will need to be successful in starting a home vegetable garden. Topics include: site selection and soil preparation (including container gardening), seeds vs. transplants, specific crops, garden maintenance and troubleshooting, and harvesting. The student will be provided with myriad resources for ensuring success throughout the entire growing season, and a certificate will be awarded upon successful completion of the course. 3 sessions, $85

BUSINESS MANAGEMENT SKILLS

BUSINESS AND MANAGEMENT SKILLS

EVENT PLANNING MANAGEMENT CONTINUING EDUCATION CERTIFICATE

A letter of recognition in Event Planning Management is awarded upon completion of 36 hours total in this area.

BUSINESS MANAGEMENT SKILLS

EVENT PLANNING

301-322-0797 or 301-583-5299

BUS-416 The Wedding Coordinator 0.6 CEU

Are you organized, creative, and love to work with people? Then you may consider the field of wedding planning. Here is an opportunity to learn how to get started in this popular career. In this class, learn the basics for becoming a wedding planner or even starting your own wedding planner company. Topics will include: the role of the wedding planner; the skill level of the planner setting fees and contracts; tools for success; and marketing to the bride and groom. Instructor: Shelby Tuck-Horton, MD/DC State planner, Association of Bridal Consultants, The Best of “The Knot” for 2007 and 2008, Washington’s Bride and Groom Best Wedding Vendor 2009. 1 session, $60*

BUS-444 Wedding Coordinator: Part 2 0.6 CEU

As a wedding planner, it is your job to minimize stress and maximize every opportunity possible for the bride and groom to have the wedding of their dreams. So in this class, the focus will be on working with the bride, groom and vendors. Learn how to establish a realistic wedding budget. Select vendors and service providers: develop working relationships with vendors; and design a wedding. Instructor: Shelby Tuck-Horton, MD/DC State Planner, Association of Bridal Consultants, and The Best of “The Knot” for 2007 and 2008, Washington’s Bride Best Wedding Vendor 2009. 1 session, $60*
CONTINUING EDUCATION

BUS-422 Conference Planning Management 0.6 CEU
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger. 1 session, $60*

88590 S 3/7-3/7 9 a.m.–4 p.m. LCC

BUS-460 The Site Selection Process
Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. 1 sessions, $30

88591 Th 3/19-3/19 6:30-9:30 p.m. LCC

BUS-347 Working with Hotels
Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include: writing a request for proposal (RFP), developing a meeting resume and preparing addendums that will protect the organization. Instructor: Beverly Litsinger. 1 session, $30

88594 Th 4/30-4/30 6:30-9:30 p.m. LCC

BUS-410 Starting Your Meeting Planning Company 0.6 CEU
Have you ever thought of starting your own meeting management company and didn’t know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger. 1 session, $60*

88592 S 4/11-4/11 9 a.m.–4 p.m. LCC

BUS-371 Marketing Your Meetings and Exhibits
Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, identify and understand your competition and monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $30

88593 Th 4/16-4/16 6:30-9:30 p.m. LCC

BUS-375 Audiovisual Concepts for Meeting Planners
This seminar discusses audiovisual technology and its role in meetings and planning. Topics will include: visual, sound, lighting options; the use of industry terminology; pricing; and value added audiovisual services. Instructor: Christopher Z. Richardson. 1 session, $30

88700 M 4/20-4/20 6:30-9:30 p.m. Largo

BUS-569 Food and Beverage
Ever thought about using a museum or a historic site as an alternative for a meeting or banquet? Whether you are coordinating a small elegant dinner for two or hosting a conference for hundreds, here are ways to determine if a museum or historic site is suitable for you, your clients and your attendees. Instructor: Renee Maxwell. 1 session, $30

88703 M 3/16-3/16 6:30-9:30 p.m. Largo

BUS-576 Party Planning in a Pinch
If you need to plan a party but you don’t have a clue where to begin and you don’t have much time or a big budget, then this course is for you. You will learn basic tips and tricks on how to put together birthday parties, retirement parties, anniversary parties, bridal and baby showers, receptions, sweet sixteens’ and family reunions. You can save time and money while executing a great event in a pinch. Instructor: Shakira Sturdivant. 1 session, $30

89949 S 4/18-4/18 10 a.m.–4 p.m. Largo

BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues
Ever thought about using a museum or a historic site as an alternative for a meeting or banquet? Whether you are coordinating a small elegant dinner for two or hosting a conference for hundreds, here are ways to determine if a museum or historic site is suitable for you, your clients and your attendees. Instructor: Renee Maxwell. 1 session, $30

88701 M 4/27-4/27 6:30-9:30 p.m. Largo

BUS-572 Event Design and Production
Designing an event is your opportunity to put the WOW! in your events. Learn how to engage your attendees’ five senses while creating a one-of-a-kind design within budget. Creating a fabulous design is only one aspect of the event; learn how to coordinate and produce a flawless event utilizing timelines and production schedules. Coordinating logistics and layout, while keeping event type and guest top-of-mind, will be discussed. Instructor: Yvonne Lowe. 1 session, $55

88598 S 4/18-4/18 10 a.m.–4 p.m. Largo

BUS-569 Food and Beverage
Costly Choice
Is it the taste or the cost that matters? It’s both! Food and beverage is the most important part of any event. Not knowing how to select the right combination can affect your event. You will be taught how to create and stay within a realistic budget. Instructor: Rene Maxwell. 1 session, $30

88703 M 3/16-3/16 6:30-9:30 p.m. Largo

Prince George’s Community College ● Transforming Lives ● 301-336-6000 ● www.pgcc.edu
BUS-558 Wow What a Great Event! 2.4 CEUs
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event. 12 sessions, $130* (includes a $65 lab fee)

86906  WF  1/21-3/13  online  E2GO
89070  WF  2/18-4/10  online  E2GO
89071  WF  3/18-5/8  online  E2GO
89072  WF  4/15-6/5  online  E2GO

BUS-417 Fashion Show Production 0.6 CEU
This course is designed to help produce a fashion show. It will cover planning and organizing a mini trunk show or fashion show, selecting the venue, casting the models, and behind the scenes—hair, makeup, clothing and assistants. Students will experience what goes on at New York Fashion Week.
1 session, $60*

89973  S  4/25-4/25  9 a.m.–4 p.m.  LOC

BUS-549 Not-For-Profit Fundraisers/Events
Develop the key steps for earning profit from fundraisers/events. Learn how to effectively and efficiently produce, run, and manage an event from a not-for-profit perspective. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations.
1 session, $30

89974  S  5/2-5/2  10 a.m.-1 p.m.  LOC

GENERAL BUSINESS SKILLS
301-322-0797 or 301-583-5299

OFC-346 Administrative Assistant Fundamentals 2.4 CEUs
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive workplace.
12 sessions, $130 (includes a $65 lab fee)

86876  WF  1/21-3/13  online  E2GO
89198  WF  3/18-5/8  online  E2GO

BUS-505 Government Contracting: Methods and Procedures 0.5 CEU
The federal government spends in excess of $425 billion and awards over 100,000 contracts annually using various contracting methods to acquire products, goods, supplies, and services. This course will familiarize students with the methods, guidelines, and procedures used during the federal acquisition process and a step-by-step analysis of frequently used documents. Instructor: Dennis Smith. 2 sessions, $55*

88987  W  2/18-2/25  6:30–9 p.m.  Largo

BUS-461 Government Contracting: Marketing Business to Government 0.5 CEU
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. 2 sessions, $55*

88988  W  3/18-3/25  6:30–9 p.m.  Largo

BUS-534 Writing Proposals for Government Contracts 0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. This course also covers Requests for Proposals (RFP), a method for purchasing goods and services from the private sector, and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $55*

88985  W  4/8-4/15  6:30–9 p.m.  Largo

MANAGEMENT AND SUPERVISORY SKILLS
301-546-8340 or 301-341-3019

Continuing Education Certificate, Management and Supervision
This 60-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 both public- and private-sector business practices in the Washington metropolitan area, these courses either alone or as a whole program will help to build the skills you need as a new manager/supervisor to bolster your career at any level.

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

- MGT-463 Developing Supervisory Skills
- MGT-464 Leadership Dynamics
- MGT-465 Managing Human Resources
- MGT-434 Business Writing
- Six hours of additional elective coursework COM-320, MGT-412 or OFC-321

MGT-463 Developing Supervisory Skills 1.2 CEUs
This course provides an introduction to the major duties and responsibilities of a supervisor and the three key roles: manager, leader, and administrator. You will be shown how to plan, organize, and control work; build a working relationship with your boss; and effectively supervise your staff. Text: Supervisor’s Survival Kit, 11th or latest edition (Prentice Hall). 4 sessions, $145*

88754  W  2/4-2/25  6:30–9:30 p.m.  Largo

MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of leadership styles and the importance of human relations skills in influencing, directing, and motivating employees. Learn how to delegate tasks, take risks, and make decisions. Text required: Leadership: Essential Step Every Manager Needs to Know, 3rd or latest edition (Prentice Hall). 4 sessions, $145*

88755  W  3/4-3/25  6:30–9:30 p.m.  Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### MGT-465 Managing Human Resources  
**1.2 CEUs**  
In today's complex work environment, knowledge of human resource management is a critical skill for supervisors. This course helps you increase your understanding of personnel management and human resource functions. Topics of discussion include staffing, interviewing, training, motivation, performance appraisal, and employee services.  
4 sessions, $145*  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86905</td>
<td>1/21-3/13</td>
<td>online</td>
<td></td>
<td></td>
<td>E2GO</td>
</tr>
<tr>
<td>89067</td>
<td>2/18-4/10</td>
<td>online</td>
<td></td>
<td></td>
<td>E2GO</td>
</tr>
<tr>
<td>89068</td>
<td>3/18-5/8</td>
<td>online</td>
<td></td>
<td></td>
<td>E2GO</td>
</tr>
<tr>
<td>89009</td>
<td>4/15-6/5</td>
<td>online</td>
<td></td>
<td></td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### MGT-585 Introduction to Business  
**4.5 CEUs**  
Basic characteristics of the business enterprise, its organization and its role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BMT-1010. Prerequisite: reading proficiency.  
15 sessions, $450*  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88758</td>
<td>W 1/21-5/6</td>
<td>6–8:45 p.m.</td>
<td>BH-214</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MGT-707 Understanding the Human Resources Functions  
**2.4 CEUs**  
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. Particular attention is given to the hiring process, including ways to locate quality employees in a competitive labor market.  
12 sessions, $130* (includes a $65 lab fee)  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89190</td>
<td>WF 2/18-4/10</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89193</td>
<td>WF 4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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, $130* (includes a $65 lab fee)  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88605</td>
<td>W 1/21-3/13</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89067</td>
<td>2/18-4/10</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89068</td>
<td>3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89069</td>
<td>4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BUS-401 Non-Profit Business Basics  
**0.6 CEU**  
While for-profit organizations exist to earn and distribute taxable business earnings to shareholders, the nonprofit exists solely to provide programs and services that are of public benefit. Could that be you, but you're not sure what's involved? Come to this session to discuss start-up requirements and options, funding considerations, management strategies, and sources of information and assistance. Instructor: Kim Rhim.  
2 sessions, $60*  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87878</td>
<td>W 2/18-2/25</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MGT-649 Introduction to Nonprofit Management  
**2.4 CEUs**  
Develop the skills and strategies you need to become an integral part of one America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.  
12 sessions, $130* (includes a $65 lab fee)  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88858</td>
<td>WF 1/21-5/6</td>
<td>6–8:45 p.m.</td>
<td>BH-214</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MGT-731 Nonprofit Management  
**0.6 CEU**  
This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. Instructor: Ivy Pendleton.  
1 session, $60*  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88548</td>
<td>S 3/14-3/14</td>
<td>9 a.m.–4 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VOL-335 Introduction to Nonprofit Organizations and Fundraising  
**0.6 CEU**  
This course provides key steps for planning and conducting an effective meeting. You will be taught how to conduct short, productive meetings as vehicles for sharing information, resolving issues, and improving employee productivity and morale. Learn to plan and schedule meetings, develop agendas, prepare materials and discussions in advance, coordinate with guests and meeting participants, and manage the time and cost of meetings.  
1 session, $65*  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86883</td>
<td>WF 1/21-3/13</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88856</td>
<td>WF 2/18-4/10</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88857</td>
<td>WF 3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88858</td>
<td>WF 4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VOL-314 Writing Grant Proposals  
**0.6 CEU**  
Develop and package convincing and hard-hitting grant proposals that will sell your organization's capabilities and meet the needs of the funding organization. Instructor: Ivy Pendleton.  
1 session, $60*  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet on</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88419</td>
<td>F 4/17-4/17</td>
<td>9 a.m.–4 p.m.</td>
<td>LCC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### VOL-332 A to Z Grant Writing  
2.4 CEUs

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It’s an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. Many of this course’s elements also easily translate to the for-profit field and to individual artists: material specifically designed for businesses and individuals is included. No matter whom you are or what level of experience you have, you’ll find the A to Z of writing and submitting successful proposals here!  

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to Z Grant Writing</td>
<td>2/21-2/21</td>
<td>10 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

Instructor: Ivy Pendleton.

### VOL-343 Public Relations and Communications  
0.6 CEU

This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsorships, soliciting volunteers and getting to know your audience. Answer the question: “Who am I marketing to?”

Instructor: Ivy Pendleton.  
1 session, $60

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Relations and Communications</td>
<td>3/28-3/28</td>
<td>9 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### VOL-400 Winning Strategies for the Faith-Based Community

Whether your mission is to do outreach locally, nationally, or internationally, there are cutting-edge strategies that exist to help you tell your story and bring your message to the masses. Learn how to communicate well with cost-effective tools, build a strong reputation and maintain visibility among your target audience(s). These winning strategies will help you connect, engage, and expand your reach like never before!

Instructor: Karen Cheeks.  
1 session, $30

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winning Strategies for the Faith-Based Community</td>
<td>4/22-4/22</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### NOTARY PUBLIC

#### 301-322-0797 or 301-583-5299

**CALLING ALL NOTARIES!**

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

#### GEN-307 Notary Public Procedures  
0.5 CEU

For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include: how to properly identify clients, keep adequate records of notarial acts, and charge proper fees.  

Instructors: Elaine Wright and Frederick Harris.  
1 session, $50

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notary Public Procedures</td>
<td>2/21-2/21</td>
<td>10 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notary Public Procedures</td>
<td>4/11-4/11</td>
<td>10 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### GEN-339 Applied Notary Practices and Procedures  
0.5 CEU

A continuation of GEN-307: Notary Public Procedures, this course reviews the practices and procedures for performing various notarial duties and how to command higher pay by becoming a licensed title insurance provider in Maryland. Instructors: Elaine Wright and Frederick Harris.  
1 session, $50

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Notary Practices and Procedures</td>
<td>3/7-3/7</td>
<td>10 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Notary Practices and Procedures</td>
<td>5/2-5/2</td>
<td>10 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### GEN-363 Advanced Notarial Procedures  
0.5 CEU

Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any request presented for notarization, including but not limited to, the three most common notarizations, (Apostilles, Protests, and Medallion Signature requests) and responding to challenging signers.

Instructor: Elaine Wright.  
1 session, $50

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Notarial Procedures</td>
<td>3/21-3/21</td>
<td>10 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### GEN-345 Marketing Your Notarial Services

Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all notaries, notary signing agents, and licensed Maryland title insurance producers can increase their businesses by using variable techniques to capture their markets.  

Instructor: Elaine Wright.  
1 session, $30

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Your Notarial Services</td>
<td>2/24-3/5</td>
<td>6:30–9:30 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### GEN-366 Income Opportunities Available to Notaries Public

While the economy ebbs and flows, notarices Public and Signing Agents may feel their business is at the mercy of economic conditions and/or the lending environment; this is simply not the case. This workshop will examine atypical and ingenious methods of utilizing your Notary Public and Notary Signing Agent skills that can be transferred to other similar business opportunities. Discover other potential business ventures.  

Instructor: Elaine Wright.  
1 session, $30

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Opportunities Available to Notaries Public</td>
<td>2/26-2/26</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### PROJECT MANAGEMENT

#### PROFESSIONAL EXAM PREP (PMP)

Learn projects, programs and portfolios and their relationships, including project management and operations management; required interpersonal skills of a project manager; influence of organizations on project execution and governance; project management processes and process groups; project integration management and project scope management.  

4 sessions, $395

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Exam Prep (PMP)</td>
<td>2/24-3/5</td>
<td>6:30–9:30 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### MGT-316 Professional Project Management Framework and Introduction

1.2 CEUs

Learn projects, programs and portfolios and their relationships, including project management and operations management; required interpersonal skills of a project manager; influence of organizations on project execution and governance; project management processes and process groups; project integration management and project scope management.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Project Management Framework and Introduction</td>
<td>2/3-2/12</td>
<td>6:30–9:30 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### MGT-317 Project Time, Cost Budget and Quality Management

1.2 CEUs

Learn how a Professional Project Manager plans, develops and controls the project schedule, cost and project quality. Topics include how to define and estimate project plans, develops and controls the project schedule, cost and project quality.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Time, Cost Budget and Quality Management</td>
<td>2/3-2/12</td>
<td>6:30–9:30 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>
### MGT-318 Project Human Resources, Communications Risk Management

**1.2 CEUs**

Learn and understand the role of the Project Manager in acquiring, developing and managing a project team. Topics of discussion include plan manage and control communications, importance of effective project communications within and outside the team, identify risks, analyze, respond and control project risks. Learn about risk attitude, appetite, tolerance and thresholds. Textbook: *A Guide to the Project Management Body of Knowledge: PMBOK Guide Paperback*, (5th edition). **4 sessions, $395**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88924</td>
<td>Th</td>
<td>3/10-3/7</td>
<td>6:30-9:30 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### MGT-319 Project Procurement and Stakeholder Management and PMP Exam Review

**1.2 CEUs**

Learn the Project Managers roles and responsibilities related to project procurements, contracts, solicitation process and awards. Study the importance of stakeholders, their engagement and effective management for the overall success of the project. This session will also review what to expect in the PMP exam and provide strategies to support enhanced exam preparation. Textbook: *A Guide to the Project Management Body of Knowledge: PMBOK Guide Paperback*, (5th edition). **4 sessions, $395**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88926</td>
<td>Th</td>
<td>3/24-4/9</td>
<td>6:30-9:30 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### MGT-623 Project Management Professional Certification: Prep 1

**2.4 CEUs**

Learn how to prepare for the Project Management Institute’s prestigious PMP® certification exam. Master the first seven chapters of *A Guide to the Project Management Body of Knowledge (PMBOK Guide)*, 5th or latest edition—the essential resource for the PMP® certification exam. Find out about the project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. **12 sessions, $170** (includes a $85 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86918</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89054</td>
<td>WF</td>
<td>2/18-4/10</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89055</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>90269</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### MGT-626 Project Management Fundamentals

**2.4 CEUs**

There are more projects today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute, (PMI). **12 sessions, $130** (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86918</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89054</td>
<td>WF</td>
<td>2/18-4/10</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>89055</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>90269</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### MGT-318 Project Human Resources, Communications Risk Management

**1.2 CEUs**

Learn and understand the role of the Project Manager in acquiring, developing and managing a project team. Topics of discussion include plan manage and control communications, importance of effective project communications within and outside the team, identify risks, analyze, respond and control project risks. Learn about risk attitude, appetite, tolerance and thresholds. Textbook: *A Guide to the Project Management Body of Knowledge: PMBOK Guide Paperback*, (5th edition). **4 sessions, $395**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88924</td>
<td>Th</td>
<td>3/10-3/7</td>
<td>6:30-9:30 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### MGT-319 Project Procurement and Stakeholder Management and PMP Exam Review

**1.2 CEUs**

Learn the Project Managers roles and responsibilities related to project procurements, contracts, solicitation process and awards. Study the importance of stakeholders, their engagement and effective management for the overall success of the project. This session will also review what to expect in the PMP exam and provide strategies to support enhanced exam preparation. Textbook: *A Guide to the Project Management Body of Knowledge: PMBOK Guide Paperback*, (5th edition). **4 sessions, $395**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88926</td>
<td>Th</td>
<td>3/24-4/9</td>
<td>6:30-9:30 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### Veterans Upward Bound

**Transforming the lives of veterans.**

#### Program Overview

Veterans Upward Bound is a TRiO program at Prince George’s Community College that provides short-term remedial and refresher courses for veterans who have delayed pursuing a post-secondary education.

#### Veterans Upward Bound Focus

- Core competencies and refresher courses (mathematics, English, science, basic computer skills, foreign language)
- Career exploration
- Computer literacy
- Wellness seminars and workshops
- Course registration assistance
- Individualized academic assessments
- Educational, social, and cultural activities
- Free weekly academic tutoring
- Academic counseling

To learn more, call 301-322-0576 or visit [www.pgcc.edu/go/veteransupwardbound](http://www.pgcc.edu/go/veteransupwardbound).

All TRiO programs are funded by the U.S. Department of Education.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

SPRING 2015

CONTINUING EDUCATION

MGT-624 Project Management Professional Certification: Prep 2 2.4 CEUs
Prepare to take-and pass-the Project Management Institute’s PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP® certification exam. Learn all about the 10 project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. 12 sessions, $170* (includes a $85 lab fee)

86919 WF 1/21–3/13 online E2GO
89088 WF 2/18–4/10 online E2GO
89089 WF 3/18–5/8 online E2GO
89091 WF 4/15–6/5 online E2GO

MGT-711 Project Management Applications 2.4 CEUs
In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You will increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You will also become proficient at recruiting project team members and empowering them to succeed. You will understand the stages of team development, and gain skills in developing and motivating team leaders. You'll learn about project software, statistics, change management, processes, and estimating. And gain valuable experience with project planning, control and data analysis tools. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®. 12 sessions, $130* (includes a $65 lab fee)

86920 WF 1/21–3/13 online E2GO
89092 WF 2/18–4/10 online E2GO
89095 WF 3/18–5/8 online E2GO
89099 WF 4/15–6/5 online E2GO

MGT-646 High Speed Project Management 2.4 CEUs
With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool his or her skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. 12 sessions, $130* (includes a $65 lab fee)

86922 WF 1/21–3/13 online E2GO
89104 WF 2/18–4/10 online E2GO
89105 WF 3/18–5/8 online E2GO
89106 WF 4/15–6/5 online E2GO

PROPERTY MANAGEMENT
301-322-0120 or 301-322-0158

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

30 sessions, $455* (includes a $140 lab fee)

88110 TTh 1/20–5/11 6–7:30 p.m. BH–302

MGT-624 Project Management Professional Certification: Prep 2 2.4 CEUs
Prepare to take-and pass-the Project Management Institute’s PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP® certification exam. Learn all about the 10 project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. 12 sessions, $170* (includes a $85 lab fee)

86919 WF 1/21–3/13 online E2GO
89088 WF 2/18–4/10 online E2GO
89089 WF 3/18–5/8 online E2GO
89091 WF 4/15–6/5 online E2GO

MGT-711 Project Management Applications 2.4 CEUs
In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You will increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You will also become proficient at recruiting project team members and empowering them to succeed. You will understand the stages of team development, and gain skills in developing and motivating team leaders. You'll learn about project software, statistics, change management, processes, and estimating. And gain valuable experience with project planning, control and data analysis tools. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®. 12 sessions, $130* (includes a $65 lab fee)

86920 WF 1/21–3/13 online E2GO
89092 WF 2/18–4/10 online E2GO
89095 WF 3/18–5/8 online E2GO
89099 WF 4/15–6/5 online E2GO

MGT-646 High Speed Project Management 2.4 CEUs
With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool his or her skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. 12 sessions, $130* (includes a $65 lab fee)

86922 WF 1/21–3/13 online E2GO
89104 WF 2/18–4/10 online E2GO
89105 WF 3/18–5/8 online E2GO
89106 WF 4/15–6/5 online E2GO

PROPERTY MANAGEMENT
301-322-0120 or 301-322-0158

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

30 sessions, $455* (includes a $140 lab fee)

88110 TTh 1/20–5/11 6–7:30 p.m. BH–302

OWL ALERT
REGISTER NOW

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

Visit www.pgcc.edu/go/owlalert

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
SMALL BUSINESS
301-322-0797 or 301-583-5299

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

A group of core courses in general business skills can be supplemented with a range of elective courses that are relevant to today’s business environment, and to your specific business focus. Participants who successfully complete the 42-hour BOSS course of study will be eligible for a Continuing Education Certificate.

- BUS-427 Accounting and Recordkeeping for Small Business
- BUS-414 Legal Issues that Face Business Owners: Your Business and the Law
- BUS-435 Basic Federal Tax Information for Small Business
- BUS-418 Business Plan: Developing the Blueprint for Success
- BUS-411 Financial Aspects of Your Business
- BUS-440 Marketing Strategies for Today and Tomorrow
- Plus six hours of additional coursework

BUS-427 Accounting and Recordkeeping for Small Business 0.6 CEU
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include: a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehmen, CPA. 1 session, $60*

86994 S 1/17–1/17 9 a.m.–4 p.m. LCC
88709 S 5/2–5/2 9 a.m.–4 p.m. Largo

BUS-414 Legal Issues for Business Owners 0.6 CEU
Every business person knows that the advice of a good attorney can be critical to success. This course provides the opportunity to discuss business/legal issues with an attorney who has owned and operated numerous small and large businesses. Topics will include: a business owner’s rights and liability under the law, what to do if sued, how to limit to liability exposure, customer nonpayment issues, operating a business from your house, and other issues relevant to participating students. Instructor: Charles J. Kenny, Esq. 2 sessions, $60*

89114 W 2/4–2/11 6:30–9:30 p.m. Largo
89115 W 4/8–4/15 6:30–9:30 p.m. LCC

BUS-435 Basic Federal Tax Information for Small Businesses 0.6 CEU
This course provides guidelines for new or prospective business owners on their rights and obligations under our nation’s tax system. Topics will include: types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) who specializes in start-up businesses. Instructor: Betty Stehman. 1 session, $60*

86993 S 1/24–1/24 9 a.m.–4 p.m. LCC
88864 WF 1/21–3/13 online E2GO
88865 WF 2/18–4/10 online E2GO
88866 WF 3/18–5/8 online E2GO
88867 WF 4/15–6/5 online E2GO

BUS-418 Business Plan: Blueprint for Success 0.6 CEU
Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Instructor: Karlene Sinclair-Robinson. 1 session, $60*

89240 S 2/21–2/21 9 a.m.–4 p.m. Largo
89241 S 4/8–4/18 9 a.m.–4 p.m. Largo
### BUS-411 Financial Aspects of Your Business 0.6 CEU
Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and understand the difference between conventional loans and Small Business Administration (SBA) loans. Instructor: Karlene Sinclair-Robinson. 1 session, $60*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-411</td>
<td>89233</td>
<td>2/28-2/28 9 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td></td>
<td>89234</td>
<td>4/25-4/25 9 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### BUS-440 Marketing Strategies for Today and Tomorrow 0.6 CEU
Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood. 1 session, $60*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-440</td>
<td>89073</td>
<td>3/3-3/3 6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td></td>
<td>89090</td>
<td>5/5-5/5 6:30–9:30 p.m.</td>
<td>LCC</td>
</tr>
</tbody>
</table>

### BUS-546 Networking Works!
Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood. 1 session, $30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-546</td>
<td>89236</td>
<td>4/9-4/9 6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### BUS-511 Successful Business Start-Ups
This workshop will provide hints, information, and guidance on the selection of a product or service and the associated legal and business issues important to understand before starting a new business. Instructor: Rudy Coleman. 1 session, $25

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-511</td>
<td>87138</td>
<td>1/20-1/20 6:30–8:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### BUS-511 Business Formation Basics
Do you know the difference between a corporation, a partnership, and a limited liability company? Learn about the various documents that are required to form each of these business entities. Explore the advantages and disadvantages of each type of business organization. Find out how to properly document business decisions and what forms are needed to accomplish the proper documentation. The presentation will be done in easy to understand English (as little legalese as possible). Instructor: Betty Stehman, C.P.A. 2 sessions, $60*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-511</td>
<td>88705</td>
<td>4/23-4/30 6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### BUS-328 Is Entrepreneurship Really for You?
Thinking about starting a business? Have you recently started your own business or are you getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. 1 session, $30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-328</td>
<td>89073</td>
<td>3/3-3/3 6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td></td>
<td>89090</td>
<td>5/5-5/5 6:30–9:30 p.m.</td>
<td>LCC</td>
</tr>
</tbody>
</table>

### BUS-547 Entrepreneurship as a Second Career
Are you retired and discovering that you weren’t really ready to retire, or dissatisfied with your current career? You might want to consider some form of entrepreneurship as your next move. This course takes you through the various pathways to business ownership, starting a business from scratch, buying an existing independent business and buying a franchise. You will get an overview of the steps necessary to pursue these options and various coaching and mentoring resources. Instructor: David Buck. 1 session, $30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-547</td>
<td>90266</td>
<td>5/4-5/4 6:30–9:30 p.m.</td>
<td>LCC</td>
</tr>
</tbody>
</table>

### CMP-304 How to Start a Small Business 6.0 CEUs
This course designed for teenagers to learn how to start and maintain your own small business so you can “Be Your Own Boss”. The National Foundation for Teaching Entrepreneurship, Inc. (NFTE), program will introduce youth to the principles of entrepreneurship, business, profit and money. Prerequisite: reading proficiency. 10 sessions, $200* (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP-304</td>
<td>91043</td>
<td>7/13-7/24 9 a.m.–4 p.m.</td>
<td>UTC</td>
</tr>
<tr>
<td></td>
<td>91044</td>
<td>7/13-7/24 9 a.m.–4 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### BUS-550 The Business of Home Staging 0.6 CEU
Love decorating? Ever said to yourself, “I can do that,” after watching one of those home staging shows on Home and Garden Television (HGTV) or Arts and Entertainment (A&E)? Home staging is one of the fastest growing home-based businesses in the United States. It is a proven marketing tool used to help sell homes quickly and for top dollar. This course will provide students with a high-level overview of the concepts and principles involved in home staging and how to start a home staging business. Instructor: Nicci Parrish, ASP. 1 session, $60*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-550</td>
<td>89955</td>
<td>3/21-3/21 9 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
Everything your business develops should remain your exclusive asset, including company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, trade secrets laws and patents for your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, Esq. 1 session, $30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-386</td>
<td>89057</td>
<td>2/25-2/25 6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td></td>
<td>89058</td>
<td>4/29-4/29 6:30–9:30 p.m.</td>
<td>LCC</td>
</tr>
</tbody>
</table>

### BUS-400 Successfully Managing a Beauty Salon
Effective salon management can make or break your business; and there are tried and true methods. Topics will include employee relations, inventory control and budget management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis. 1 session, $30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-400</td>
<td>88810</td>
<td>3/16-3/16 6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### BUS-424 Start Your Own Cleaning Business 0.6 CEU
Learn how to start a janitorial or house cleaning business with minimal start-up money. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, get low-cost advertising, and walk away with a successful business. Instructor: Ron Rhine. 2 sessions, $60*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-424</td>
<td>89060</td>
<td>4/14-4/21 6:30–9:30 p.m.</td>
<td>HVSV</td>
</tr>
</tbody>
</table>

---

*Prices are subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-353</td>
<td>Making Money in Mystery Shopping</td>
<td>Mystery shopping is a fun way to make extra money while providing a valuable customer service. You can actually get paid to do things you love to do—shop in your favorite stores, eat in your favorite restaurants, go to the movies, put gas in your car; do your grocery shopping, stay at luxury hotels and resorts and more! Instructor: Isha Fields.</td>
<td>1 session, $30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-355</td>
<td>Start and Operate Your Own Home-Based Business</td>
<td>Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have.</td>
<td>12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-438</td>
<td>Starting a Consulting Practice</td>
<td>Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include: skills assessments, pricing policies, contracting, marketing, and more.</td>
<td>12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-531</td>
<td>How to Find, Select, and Finance an Affordable Franchise</td>
<td>Take control of your future and own your business through franchising. In this new economy find out how you can select the right franchise. Topics to be discussed include: pros and cons of franchising, franchising vs. independent start-ups, researching franchise opportunities, fundamentals of purchasing a new or existing franchise, the Offering Circular and the Franchise Agreement. Create your own possibilities! Instructor: David Buck.</td>
<td>1 session, $30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-530</td>
<td>Three Techniques That Every Salesperson Should Know</td>
<td>Increase your sales by mastering the three main ingredients of the selling process: feature-benefit selling, handling objections and closing the sale. Instructor: Robert Gatewood.</td>
<td>1 session, $30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-476</td>
<td>Starting a Fashion Boutique</td>
<td>You will get an overview of the various aspects of owning and operating a small retail business, whether storefront or in-home. This is a good introductory course for those interested in fashion retailing either as a start to owning a business or to improving personal knowledge as an educated consumer. Topics to be discussed include buying, merchandising, pricing, marketing and advertising. Instructor: Maria Smith, Top Kitty, CEO and Lead Stylist.</td>
<td>1 session, $60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-562</td>
<td>Making Money on the Internet: Lead Generation</td>
<td>If you want your own Internet business that is easy to do, can be done anytime or anywhere, has a steady stream of income, does not require cold calling and is not multilevel marketing then this is the course for you. You will be shown a simple step-by-step process to set up your lead generation service, get clients and collect monthly payments on a residual basis. Prerequisites: computer, Internet, and WordPress or website knowledge. Instructor: Iris Carter</td>
<td>1 session, $30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-570</td>
<td>Understanding Public Relations: The Basics for Small Business Owners</td>
<td>Did you know that public relations can be used to grow your business? This course will explain what public relations is, offer simple strategies for small businesses and provide cost-effective methods to raise awareness of your organization. The interactive discussion will touch on press releases, media relations, social media, branding, message development and communication strategy. Instructor: Karen Cheeks</td>
<td>1 session, $30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-575</td>
<td>Social Media Strategy</td>
<td>Social media is here to stay. Find out which network is right for you and how to make it work for your business. Instructor: Robert Gatewood.</td>
<td>1 session, $30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-577</td>
<td>Making Webinars Work for Your Business</td>
<td>Webinars are an efficient way to transmit and share information. Webinars save time and money because there is no transportation involved! Your webinar can be a presentation, discussion, demonstration, or instructional session. Looking for help with webinar basics, wish to make them more effective, become a confident presenter, or have them help with lead generation for your business? This course is here to help you prepare, promote, and deliver your webinar! Instructor: Monica Bounds.</td>
<td>1 session, $30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*2.4 CEUs*
CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS

The Children's Developmental Clinic is a community service program that is conducted by the Workforce Development and Community Partnerships division at Prince George's Community College and the School of Public Health at the University of Maryland. The clinic provides services to children who are experiencing developmental difficulties such as learning problems, language delays, emotional problems, or orthopedic challenges. During the sessions, children participate in one-to-one, individualized motor development training. If additional assistance is needed, children can be enrolled in language, reading or social skills programs at the clinic.

• Children enrolled in the Prince George's County Infants and Toddlers Program, as well as any child under the age of three, must attend the Prince George's Community College location.
• Our reading and social skills programs are offered only at our University of Maryland location.
• Language services are offered at both locations.

A Parent Education Program runs in conjunction with the children's sessions. For more information or to download registration forms for the spring session:

CHILDREN'S DEVELOPMENTAL CLINIC
301-322-0519 or pgcc.edu/go/cdc

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90071 S</td>
<td>1/31-2/7</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>90069 S</td>
<td>1/31-2/7</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>UMD</td>
</tr>
</tbody>
</table>

OCC-327 Children’s Developmental Clinic: Clinician Training **4.0 CEUs**
A certificate course designed for those interested in developing skills working with children experiencing various developmental delays. Each clinician will be involved in a one-to-one training environment in the areas of motor language and reading development. Clinicians will be under the supervision of the clinic's professional resource staff. Prerequisite: OCC-334, completed fingerprinting and background check. Saturdays, 2/14 - 4/18, **9 sessions.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90075 S</td>
<td>2/14-4/18</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>90072 S</td>
<td>2/14-4/18</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>UMD</td>
</tr>
</tbody>
</table>

CHOICES AND PATHWAYS
301-322-0519 or schabmh@pgcc.edu

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 cohort must meet the following criteria:

• Must be at least 16 years of age or older
• Have a minimum reading level of second grade
• Have basic conversational skills
• Independent self-help skills

The cohort model will provide benefits such as:

• Small class sizes (8 – 10 students), affording students more individualized instruction
• Increased opportunities for socialization, by taking all five classes together
• Daytime classes held during the week, giving participants a more traditional college experience

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

PLEASE NOTE: Individuals 16 years of age and above with developmental and intellectual disabilities are encouraged to register for any noncredit courses in this guide for which they meet the eligibility requirements.

PREPARE.

Charleen Robinson
Next Step Training and Education Program

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

301-322-0873 or itcerts@pgcc.edu

The eight-course Basic Computer Skills for Business Applications 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, spreadsheets, and data management. Requirements for the continuing education certificate include successful completion of the following courses. (Note: only one Microsoft Word course is required—not both).

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Personal Computers</td>
<td>Fundamentals of using a personal computer.</td>
</tr>
<tr>
<td>DPR-436 Working With Windows</td>
<td>You will be taught to provide support by conducting research, preparing</td>
</tr>
<tr>
<td></td>
<td>statistical reports, handling information requests, and performing</td>
</tr>
<tr>
<td></td>
<td>clerical functions such as preparing correspondence, receiving visitors,</td>
</tr>
<tr>
<td></td>
<td>arranging conference calls, and scheduling meetings.</td>
</tr>
<tr>
<td>DPR-778 Applied Office Skills</td>
<td>Administrative assistants and secretaries are some of the most in-demand</td>
</tr>
<tr>
<td></td>
<td>workers in the business world today. Learn how to provide support by</td>
</tr>
<tr>
<td></td>
<td>conducting research, preparing statistical reports, handling information</td>
</tr>
<tr>
<td></td>
<td>requests, and performing clerical functions such as preparing correspondence,</td>
</tr>
<tr>
<td></td>
<td>receiving visitors, arranging conference calls, and scheduling meetings.</td>
</tr>
<tr>
<td></td>
<td>All noncredit students must bring a memory stick or portable drive to</td>
</tr>
<tr>
<td></td>
<td>each class to store lessons and personal files.</td>
</tr>
</tbody>
</table>

COMPUTER AND INFORMATION TECHNOLOGY

KEYBOARDING

301-322-0873 or itcerts@pgcc.edu

OFC-314 Introduction to Keyboarding

1.8 CEUs

Keyboarding is needed for computer proficiency. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. On the last night of class students will complete a diagnostic test that determines their NWAM (Net Words a Minute) which will determine their overall proficiency. Text book required: College Keyboarding Lessons 1-25 (Package) Pro 9 CD (18th edition), Vanhuss Forde Wodo. Text/software is available at Howard Community College or Prince George’s Community College Bookstore (not included in course cost.) ISBN: 978-1-111-42646-0.

6 sessions, $144* (includes a $80 lab fee)

DPR-714 Introduction to Personal Computers

1.2 CEUs

This course is essential for those without any computer experience, and is an introduction to the fundamentals of using a personal computer. This course replaces DPR-332. Topics include: becoming familiar with keyboarding and creating, editing and saving documents on flash drives. No prerequisites are required. Students should bring a USB-compatible flash drive to each class. Text required: Introduction to Personal Computers using Windows: ISBN: 978-1-4246-1389-2.

3 sessions, $195* (includes a $95 lab fee)

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 conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Students should bring a USB-compatible flash drive to each class.

3 sessions, $140* (includes a $20 lab fee)

SUCCEED.

Marie Abega
Early Childhood Education
DPR-604 Introduction to the Internet and E-mail Basics 1.2 CEUs
This course provides students with an overview of the basic features of the Internet’s www and e-mail usage. Topics include up-to-date online and e-mail tools and technologies, how to share information using different e-mail systems, Internet newsgroups, interactive collaborations, blogs, wikis, social networking, e-mail etiquette, e-mail services, and more. 4 sessions, $160* (includes a $60 lab fee)
87447 F 3/6-3/27 6-9 p.m. CAT-105

DPR-331 Windows 0.6 CEU
This class addresses the features of Windows for use on personal computers. Students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to each class on which to store data. 1 session, $110* (includes a $50 lab fee)
87446 S 2/7-2/7 9 a.m.-4 p.m. Largo

DPR-753 Introduction to Windows 7 0.9 CEU
This hand-on class introduces students to the Windows 7 features that let them personalize their screens. Students will be taught how to use their computer’s desktop to type and edit text to easily create documents, and save and organize their work. Students will also be taught the tips to help them search the Web like an expert using the Internet Explorer Web browser that comes with Windows 7, as well as how to use flash drives. Students should bring a USB-compatible flash drive to store in-class work on, to all class sessions. Students should be familiar with using personal computers and have used a mouse and keyboard. Text: Microsoft Windows 7: Level 1 ISBN: 978-1-4246-1283-3.
3 sessions, $165* (includes a $55 lab fee)
87449 W 4/8-4/22 6:30-9:30 p.m. Largo

DPR-774 Introduction to Laptops and Peripherals 1.8 CEUs
This course will go into the pros and cons of using a laptop computer and help students decide what kind of peripherals they may want to add to their computer system. Topics include laptop features, determining the best laptop for their needs, and techniques in using computer peripherals. 6 sessions, $150* (includes a $30 lab fee)
87448 S 3/7-4/18 9 a.m.-12 p.m. Largo

DPR-603 Introduction to Microsoft Office 2010 3.6 CEUs
This course is designed to provide students with the fundamentals of the interface and functionality of Microsoft Office 2010. Topics include using the navigation tools in Word, PowerPoint and Excel; creating and sharing documents, creating presentations, and preparing charts. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. Students should also bring a USB-compatible flash drive to each class on which to store data. Text: Microsoft Office Excel 2010: Level 1, Microsoft Office PowerPoint 2010: Level 1 and Microsoft Office Word 2010: Level 1. 6 sessions, $450* (includes a $150 lab fee)
87442 TTh 1/31-3/6 9 a.m.-4 p.m. CAT-139

DPR-354 Introduction to MS-Word: Level 1 1.2 CEUs
Learn to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. 4 sessions, $215* (includes a $120 lab fee)
87421 MW 2/23-3/4 6:30-9:30 p.m. LCC

DPR-691 Introduction to Microsoft Word 2010: Level 1 1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2010. Topics include how to create, edit, format, and print a document using the basic features of Word. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Word 2010, Level 1, ISBN: 978-1-4246-1644-2 (Element K. Press). 6 sessions, $320* (includes a $90 lab fee)
87170 TTh 1/20-2/5 6:30-9:30 p.m. CAT-105

DPR-772 Introduction to Microsoft Outlook 2010 1.5 CEUs
This course is designed to provide training to students on using the 2010 version of Microsoft Outlook. Topics include: creating folders, archiving messages, organizing contacts, utilizing Outlook calendar and alert features, and Outlook customizations. Upon completion of this course, students will be able to create folders within Outlook to organize messages, organize contacts customize Outlook to their individual specifications, and utilize Outlook calendars and alerts to organize meetings and appointments. 6 sessions, $195* (includes a $95 lab fee)
87408 M 4/6-5/4 6-9:15 p.m. Largo

ARE YOU LOOKING FOR CAREER ADVANCEMENT?
Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George’s Community College offers classes in Microsoft Word, Excel, PowerPoint, and Access 2010. Classes in 2013 Word, Excel, PowerPoint and Access will be offered beginning in fall 2014.

MOS Testing
Students may take these MOS exams at the college or at any Certiport testing center (see www.certiport.com).
The college is a private Certiport testing center and tests only Prince George’s Community college students, faculty and staff.
You must keep track of your Certiport username and password because you will need to use them when you come in to take the exams. Proctors are unable to look up this information, so be sure you have practiced signing on to the Certiport site and can do so successfully before you come in to test. You also need to present a photo id, preferably a Prince George’s Community College ID. Other testing centers may have additional requirements. Check with them before you go to take the exam, probably by appointment. Please refer to the above for more information.

ARE YOU LOOKING FOR CAREER ADVANCEMENT?
Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George’s Community College offers classes in Microsoft Word, Excel, PowerPoint, and Access 2010. Classes in 2013 Word, Excel, PowerPoint and Access will be offered beginning in fall 2014.

MOS Testing
Students may take these MOS exams at the college or at any Certiport testing center (see www.certiport.com).
The college is a private Certiport testing center and tests only Prince George’s Community college students, faculty and staff.
You must keep track of your Certiport username and password because you will need to use them when you come in to take the exams. Proctors are unable to look up this information, so be sure you have practiced signing on to the Certiport site and can do so successfully before you come in to test. You also need to present a photo id, preferably a Prince George’s Community College ID. Other testing centers may have additional requirements. Check with them before you go to take the exam, probably by appointment. Please refer to the above for more information.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-790 Introduction to Microsoft Word 2013: Level 1  1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2013. Topics include: how to create, edit, format, and print a document using the basic features of Word. Students should bring a USB-compatible flash drive to each class. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft Word 2013, Level 1. 6 sessions, $240* (includes a $90 lab fee)

87407  3/26  1/26–2/11  6:30–9:30 p.m.  Largo

DPR-769 Introduction to Access 2010  1.8 CEUs
This course introduces the Microsoft Access 2010 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data. Students should bring a USB-compatible flash drive to store in-class work on to all class sessions. Text required: Introduction to Microsoft Access 2010 Level 1, ISBN: 978-1-4246-16936-7. 6 sessions, $240* (includes a $90 lab fee)

87423  TTh  4/28–5/14  6:30–9:30 p.m.  CAT–105

DPR-791 Introduction to Microsoft Word 2013: Level 2  1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the advanced features of Microsoft Word 2013. Topics include: how to manage lists, customize tables and charts, create customized formats with themes and styles, create customized graphics, and more. Prerequisites: Introduction to Microsoft Word 2013: Level 1. Students should bring a USB-compatible flash drive to each class. Text required: Microsoft Word 2013, Level 2. 6 sessions, $240* (includes a $90 lab fee)

87435  MW  3/16–4/8  6:30–9:30 p.m.  Largo

DPR-470 Microsoft Excel: Level 1  1.2 CEUs
See how to create, modify, print, and format worksheets; use templates, styles and Auto-Formats, and find and replace data. Prerequisite: Windows or equivalent PC skills. 4 sessions, $215* (includes a $120 lab fee)

87123  3/36-3/25  6:30–9:30 p.m.  LCO

DPR-782 Introduction to Microsoft Excel 2013: Level 1  1.8 CEUs
This course introduces the basic features of Excel 2013. Students will create worksheets and enter and edit text, values, formulas, and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to each class. Text required: Microsoft Excel 2013, Level 1. 6 sessions, $240* (includes a $90 lab fee)

87427  TTh  3/3–3/19  6:30–9:30 p.m.  CAT–199

DPR-783 Intermediate Microsoft Excel 2013: Level 2  1.8 CEUs
This is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2013. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. Prerequisites: Introduction to Microsoft Excel 2013: Level 1 students should bring a USB-compatible flash drive to each class. Text required: Microsoft Excel 2013. 6 sessions, $240* (includes a $90 lab fee)

87440  MW  2/23–3/11  6:30–9:30 p.m.  Largo

DPR-662 Introduction to PowerPoint 2010  0.6 CEU
This class covers the introductory functions of the presentation software, MS-PowerPoint. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to store in-class work on to all class sessions. Text: PowerPoint 2010: Level 1, ISBN: 978-1-4246-1642-8. 2 sessions, $110* (includes a $50 lab fee)

87425  S  2/21–2/28  9 a.m.–12 p.m.  CAT–105

DPR-663 Advanced PowerPoint 2010  0.6 CEU
Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Intro to PowerPoint 2010. Students should bring a USB-compatible flash drive to store in-class work on, to all class sessions. Text: PowerPoint 2010: Level 2, ISBN: 978-1-4246-1572-8. 2 sessions, $110* (includes a $50 lab fee)

87428  S  3/14–3/21  9 a.m.–12 p.m.  CAT–105
### DPR-787 Introduction to PowerPoint 2013 0.6 CEU

This class covers the introductory functions of the presentation software, MS PowerPoint. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft PowerPoint 2013. Level 1. 2 sessions, $110* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87438</td>
<td>S</td>
<td>3/21–3/28</td>
<td>9 a.m.–12 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DPR-784 Advanced PowerPoint 2013 0.6 CEU

Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Introduction to PowerPoint 2013. Students should bring a USB-compatible flash drive to each class. Text required: Microsoft PowerPoint 2013. Level 2. 2 sessions, $110* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87441</td>
<td>S</td>
<td>4/11–4/18</td>
<td>9 a.m.–12 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DPR-720 Introduction to Microsoft Project 2010: Level 1 1.8 CEUs

This course is designed to teach the basic features of Microsoft Project 2010. Topics include how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships, create, assign, and manage resources, work with views and tables, finalize a task plan, and more. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to store in-class work on, to all class sessions. Text required: Introduction to Microsoft Project 2010: Level 1. ISBN: 978-1-4246-1550-6. sessions, $230* (includes a $85 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87450</td>
<td>TTh</td>
<td>2/10–2/26</td>
<td>6:30–9:30 p.m.</td>
<td>CAT-159</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DPR-751 Intermediate Microsoft Project 2010 Level 2 1.8 CEUs

Students will be taught how to use the more advanced features of Microsoft Project 2010 to manage and customize project plans during the implementation stage of a project. Topics include tracking a project from start to finish, evaluating individual tasks and assigned schedules, analyzing project progress, analyzing critical paths and costs, and more. Prerequisite: DPR-720: Introduction to Microsoft Project 2010: Level 1. 6 sessions, $230* (includes a $85 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87451</td>
<td>TTh</td>
<td>3/30–5/26</td>
<td>6:30–9:30 p.m.</td>
<td>CAT-159</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DPR-788 Introduction to Microsoft Project 2013: Level 1 1.8 CEUs

This continuing education course is designed to teach the basic features of Microsoft Project 2013. Topics include: how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships, create, assign, and manage resources, work with views and tables, finalize a task plan, and more. Students should bring a USB-compatible flash drive to each class. Text required: Microsoft Project 2013. Level 1. 6 sessions, $230* (includes a $85 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87452</td>
<td>TTh</td>
<td>4/7–4/23</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DPR-789 Introduction to Microsoft Project 2013: Level 2 1.8 CEUs

Students will be taught how to use the more advanced features of Microsoft Project 2013 to manage and customize project plans during the implementation stage of a project. Topics include: tracking a project from start to finish, evaluating individual tasks and assigned schedules, analyzing project progress, analyzing critical paths and costs and overall project success, and more. Prerequisite: DPR-788 Introduction to Microsoft Project 2013. Text required: Microsoft Project 2013. Level 1. 6 sessions, $230* (includes a $85 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87453</td>
<td>TTh</td>
<td>5/5–5/21</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DPR-535 Help Desk Technology: Part 1 0.6 CEU

This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: basic understanding of the personal computer, the network environment and Windows (any version). No text required. 2 sessions, $110* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86082</td>
<td>W</td>
<td>1/28–2/4</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**CONTINUING EDUCATION CERTIFICATE, HELP DESK TECHNOLOGY**

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

Students in this program should have a strong interest in and understanding of customer service and a working knowledge of IT technologies including Windows (version XP or higher) and, the Internet, and a basic understanding of Microsoft Word and/or Excel. Requirements for the Continuing Education Certificate include successful completion of the following courses:

- Two courses in Microsoft Office products (any version) such as Word, Excel, PowerPoint, or Access...
- A student who has completed all of the requirements for this program should contact the office above for more information.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR-536</td>
<td>Help Desk Technology: Part 2</td>
<td>0.6 CEU</td>
<td>This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). No text required. 2 sessions, $110* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87392</td>
<td>W 2/25-3/4 6:30-9:30 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-776</td>
<td>Troubleshooting MS-Windows 7</td>
<td>0.9 CEU</td>
<td>This course is part of the Computer Help Desk Technology program. In this hands-on class the student will be shown the common MS-Windows software error messages how to solve them and other ways to keep computer drives clear and software running right in order to protect the PC and its data. 3 sessions, $150* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87388</td>
<td>W 4/22-5/6 6:30-9:30 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-538</td>
<td>Troubleshooting MS-Access for Help Desk Technology</td>
<td>1.2 CEUs</td>
<td>In this class students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisite: working knowledge of MS-Windows and MS-Access. No text required. 3 sessions, $150* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87390</td>
<td>S 3/14-3/28 9 a.m.-12 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-539</td>
<td>Troubleshooting MS-Word for Help Desk Technology</td>
<td>1.2 CEUs</td>
<td>In this class students will explore typical Windows and Microsoft-Word error messages and see how to resolve them. Prerequisite: working knowledge of Microsoft-Windows and Microsoft-Word. No text required. 3 sessions, $150* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>86083</td>
<td>S 1/24-2/7 9 a.m.-12 p.m. CAT-105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87394</td>
<td>W 3/25-4/15 6:30-9:30 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-658</td>
<td>Troubleshoot Excel: Help Desk</td>
<td>0.6 CEU</td>
<td>In this six-hour class students will be shown typical MS-Excel software error messages and be shown how to resolve them. Prerequisite: working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience. No text required. 3 sessions, $150* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87391</td>
<td>S 4/18-5/2 9 a.m.-12 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-732</td>
<td>Introduction to Database Management</td>
<td>7.5 CEUs</td>
<td>Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. Meets concurrently with credit course INT-2150. For the online version of this class visit <a href="http://www.pgcconline.com">www.pgcconline.com</a> for details. Students must have an Owl Link account and a college e-mail address. Text required. 29 sessions, $518* (includes a $200 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>86930</td>
<td>WF 1/20-5/11 online BLBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>86931</td>
<td>MW 1/21-5/11 6-9 p.m. CAT–215</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-537</td>
<td>Troubleshooting MS-Access for Help Desk Technology</td>
<td>1.2 CEUs</td>
<td>In this class students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisite: working knowledge of MS-Windows and MS-Access. No text required. 3 sessions, $150* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87393</td>
<td>M 2/25-4/15 6:30-9:30 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-536</td>
<td>Help Desk Technology: Part 2</td>
<td>0.6 CEU</td>
<td>This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). No text required. 2 sessions, $110* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87392</td>
<td>W 2/25-3/4 6:30-9:30 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-776</td>
<td>Troubleshooting MS-Windows 7</td>
<td>0.9 CEU</td>
<td>This course is part of the Computer Help Desk Technology program. In this hands-on class the student will be shown the common MS-Windows software error messages how to solve them and other ways to keep computer drives clear and software running right in order to protect the PC and its data. 3 sessions, $150* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87388</td>
<td>W 4/22-5/6 6:30-9:30 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-538</td>
<td>Troubleshooting MS-Access for Help Desk Technology</td>
<td>1.2 CEUs</td>
<td>In this class students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisite: working knowledge of MS-Windows and MS-Access. No text required. 3 sessions, $150* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87390</td>
<td>S 3/14-3/28 9 a.m.-12 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-539</td>
<td>Troubleshooting MS-Word for Help Desk Technology</td>
<td>1.2 CEUs</td>
<td>In this class students will explore typical Windows and Microsoft-Word error messages and see how to resolve them. Prerequisite: working knowledge of Microsoft-Windows and Microsoft-Word. No text required. 3 sessions, $150* (includes a $50 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>86083</td>
<td>S 1/24-2/7 9 a.m.-12 p.m. CAT-105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87394</td>
<td>W 3/25-4/15 6:30-9:30 p.m. Largo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-327</td>
<td>Introduction to SQL</td>
<td>2.4 CEUs</td>
<td>For many new or intermediate database developers, it’s difficult to know where to start when designing a relational database. It’s easy to make the mistake of assuming that the functionality of a database will take shape over time, or the design will fall into place as you build the database. This course covers the steps to effectively plan and design functional, efficient databases. It will start with an introduction to SQL and relational database management systems, the fundamentals of SQL concepts and principles, and creating and altering RDBMS objects. Prerequisites: basic understanding of your computer’s operating system. For example, you should know how to launch an application, create and save files, and copy files from CD and other media. You should have some familiarity with data tables and basic knowledge of how to create queries in Microsoft Access. Text: Database Systems Using Oracle, (2nd edition) by Nilesh Shah. 4 sessions, $150* (includes a $40 lab fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90061</td>
<td>M 3/2-3/23 6:30-9:30 p.m. LCC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTINUING EDUCATION CERTIFICATE, INTERNET WEBMASTER

The eight-course Internet webmaster certificate program is now available either online or as a hybrid in combination with traditional classroom-taught courses! This certificate program is designed to build and enhance the student’s skill in designing and developing Internet applications for both personal and professional use. To get started, students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have at least an intermediate knowledge of the Internet. Consequently, courses that provide an introduction to Windows or the Internet do not qualify as fulfilling program requirements. Coursework cannot be used to fulfill requirements in multiple certificate programs.

Online Program Delivery
Successful completion of any eight of the following online courses* qualifies the student for a certificate:

- DPR-741 Introduction to Creating WordPress Web Sites
- DPR-766 Creating Websites 2
- DPR-393 Designing Effective Websites
- DPR-485 Creating Websites: Part 1
- DPR-409 Achieving Top Search Engine Positions for Your Website
- DPR-651 Intermediate Java Programming
- DPR-540 Introduction to PHP and MySQL
- DPR-672 Introduction to CSS and XHTML
- DPR-717 Introduction to Dreamweaver CS6
- DPR-718 Introduction to Flash CS6
- DPR-329 Java for the Beginner
- DPR-651 Intermediate Java Programming
- DPR-780 Introduction to InDesign CS6
- DPR-724 Introduction to Google Analytics
- DPR-479 C++ for the Absolute Beginner
- DPR-779 Introduction to Illustrator CS6

*Others can be substituted by contacting the above information.

DPR-767 Web Design: Part 1 1.5 CEUs

This first course in this series is to learn to design web pages. All hands-on activities require no prior knowledge of Hyper Text mark-up Language (HTML). Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser. Update your old web sites with the most current versions of HTML and CSS. Students will experience creating web pages using different layouts, images with rounded corners and much more. Use the web site w3c.org to validate your HTML code. Text required: New Perspectives on HTML and CSS: Comprehensive, (6th edition) by Patrick M. Carey. ISBN: 13-9781111526443. 5 sessions, $234* (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87383</td>
<td></td>
<td>2/7/15</td>
<td>2/18</td>
<td>MW</td>
<td>6-9 p.m.</td>
<td>LH-220</td>
</tr>
</tbody>
</table>

DPR-768 Web Design: Part 2 1.5 CEUs

The second course in this series is a continuation of applying and practicing the latest Web design concepts using HTML and CSS. Design and format web pages using multiple columns with or without tables, interactive forms, and embedded multimedia (audio or video) files. Prerequisite: Web Design: Part 1. Text required: New Perspectives on HTML and CSS: Comprehensive, (6th edition) by Patrick M. Carey. ISBN: 13-9781111526443. 5 sessions, $234* (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87384</td>
<td></td>
<td>3/2/15</td>
<td>3/16</td>
<td>MW</td>
<td>6-9 p.m.</td>
<td>LH-220</td>
</tr>
</tbody>
</table>

DPR-769 Web Design: Part 3 1.5 CEUs

The third course in this series explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events displaying dates and time, along with a slide show of images. Prerequisite: Web Design: Part 2. Text required: New Perspectives on HTML and CSS: Comprehensive, (6th edition) by Patrick M. Carey. ISBN: 13-9781111526443. 5 sessions, $234* (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87386</td>
<td></td>
<td>4/6/15</td>
<td>4/20</td>
<td>MW</td>
<td>6-9 p.m.</td>
<td>LH-220</td>
</tr>
</tbody>
</table>

APP-432 iPad: The Basics 0.3 CEU

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87378</td>
<td></td>
<td>2/7/15</td>
<td>2/17</td>
<td>S</td>
<td>9:30 a.m.–12:30 p.m.</td>
<td>CAT-103</td>
</tr>
<tr>
<td>87380</td>
<td></td>
<td>4/11/15</td>
<td>4/11</td>
<td>S</td>
<td>9:30 a.m.–12:30 p.m.</td>
<td>CAT-103</td>
</tr>
</tbody>
</table>

USING THE MAC

301-322-0873 or itcerts@pgcc.edu

APP-300 Quick Guide: Using the Mac: Part 1 0.6 CEU

Meet the Macintosh! Explore its operating system, desktop, spotlight, the Apple Menu, applications and time machine features. Learn how to send gorgeous e-mails with color, photos and more. 2 sessions, $55* (includes a $20 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87376</td>
<td></td>
<td>2/21/15</td>
<td>2/28</td>
<td>S</td>
<td>9:30 a.m.–12:30 p.m.</td>
<td>CAT-103</td>
</tr>
</tbody>
</table>

APP-301 Quick Guide: Using the Mac: Part 2 0.6 CEU

This class begins with a quick review of e-mail, iCal and iChat, including its use with videos, movies and stills. Then, create your own widget for Dashboard display, view Portable Document Format (PDF) files in the Safari browser, see how to use the Digital Video Disc (DVD) player and iTunes, and find out how to install Boot Camp. Recommended: completion of APP-300 or experience with topics from that class. 2 sessions, $55* (includes a $20 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87377</td>
<td></td>
<td>3/14/15</td>
<td>3/21</td>
<td>S</td>
<td>9:30 a.m.–12:30 p.m.</td>
<td>CAT-103</td>
</tr>
</tbody>
</table>
SECURITY
301-322-0873 or itcerts@pgcc.edu

DPR-704 Introduction to Cyber Security
1.5 CEUs
This course is a comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security. 4 sessions, $200* (includes a $25 lab fee)
87422 S 2/7-2/28 9 a.m.-1 p.m. Largo

DPR-794 Ethical Hacking and Network Defense I
5.3 CEUs
This course provides in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will practice footprinting, scanning, enumeration, exploitation, and post exploitation. Prerequisite is DPR 702 or Security + at another institution. This class meets concurrently with the credit course INT-1680. Call the Prince George's Community College Bookstore for text requirements. 15 sessions, $360* (includes a $150 lab fee)
89944 Th 1/20-3/10 6-9:40 p.m. CAT-107
89942 MW 1/21-3/16 1-2:40 p.m. Largo

DPR-795 Ethical Hacking and Network Defense II
5.3 CEUs
This course is the second of two courses that provides an understanding of how to effectively protect computer networks. Students will continue to learn the tools and penetration testing methodologies used by ethical hackers. Students will practice post-exploitation, cryptography, hardening OSs, and wireless security. Also covered is a thorough update of federal and state computer crime laws, as well as 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). Prerequisites: DPR-702 and DPR-794 or Security+ at another institution. Meets concurrently with credit course INT-2680. Call the Prince George's Community College Bookstore for text requirements. 15 sessions, $360* (includes a $150 lab fee)
89948 TTh 1/20-3/10 online BLBD
87808 TTh 1/20-3/10 1-2:40 p.m. CAT-107
89969 MW 3/18-5/11 6-9:40 p.m. CAT-107

DPR-702 Computer Security/Security +
4.2 CEUs
This class meets concurrently with the credit course INT-1620. It is designed to give the student a foundation of understanding of various computer security concepts, functions and applications. The class maps to the CompTIA Security+ exam, although taking the test requires a separate fee and arrangements with the coordinator. Topics: general security, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral 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. Call the Prince George's Community College Bookstore for textbook requirements (a separate purchase.) 15 sessions, $360* (includes a $150 lab fee)
89946 MW 3/18-5/11 1-2:40 p.m. Largo

DPR-703 CISSP Preparation
4.5 CEUs
This course explores and reviews all ten domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISSC2). Prerequisite: DPR-702: Computer Security, Security+. Meets concurrently with credit course INT-2690. Call the Prince George's Community College Bookstore for textbook requirements. 15 sessions, $442* (includes a $114 lab fee)
87809 W 1/21-5/6 6-9:40 p.m. CAT-325

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. Call the Prince George's Community College Bookstore for textbook requirements. 15 sessions, $370* (includes a $135 lab fee)
89299 S 1/24-5/9 9 a.m.-12 p.m. CAT-315
89298 MW 1/26-5/11 10-11:45 a.m. CAT-315
(28 sessions)
89297 M 1/26-5/11 6-9:30 p.m. CAT-315
(14 sessions)
89296 M 1/26-5/11 1-4:30 p.m. CAT-315
(14 sessions)

NETWORKING
301-322-0873 or itcerts@pgcc.edu

CERTIFICATION PREPARATION, CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)
Prince George's Community College offers an in-depth, four course series to prepare students to test for the Cisco Certified Network Associate (CCNA) Certification through its Cisco Networking Academy. Individuals holding the CCNA certification are qualified to design, operate, and maintain networking systems using switches and routers. For more information, visit Cisco's website at cisco.netacad.net.

Note: All Cisco courses provide an additional 20 hours of open lab time available on Saturdays. See your instructor for the open lab schedule. Textbooks for the classes may be bought at the Prince George's Community College Bookstore or online.

DPR-753 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. Call the Prince George's Community College Bookstore for textbook requirements. 15 sessions, $370* (includes a $135 lab fee)
89299 S 1/24-5/9 9 a.m.-12 p.m. CAT-315
89298 MW 1/26-5/11 10-11:45 a.m. CAT-315
(28 sessions)
89297 M 1/26-5/11 6-9:30 p.m. CAT-315
(14 sessions)
89296 M 1/26-5/11 1-4:30 p.m. CAT-315
(14 sessions)

CNT-445 CCNA 1: Introduction to Cisco Networking
6.0 CEUs
This is the first of a four-course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include: OSI and TCP/IP models, Ethernet concepts and operation, TCP and UDP protocols and ports, network design using IPv4 and IPv6 subnets, router and switch configuration. Meets concurrently with credit course
**ONLINE COMPUTER COURSES**
301-322-0873 or itcerts@pgcc.edu

**COMPUTER ONLINE TRAINING**
All students registering for online course(s) with the ed2go delivery format (indicated by "E2GO") must have Internet access, an Internet browser (i.e., Internet Explorer), and a working e-mail account. Please see the registration instructions and other important information for online students under the ‘eLearning@PGCC’ section (at the end of this Schedule).

No refunds are issued after the start of class. Students taking online ed2go courses first should visit the ed2go Online Instruction Center at www.ed2go.com/pgcc to choose a class for orientation (by clicking the “Enroll Now” button there). Next, make official registration and payment for the class at the college website, www.pgcc.edu, or on the Prince George's Community College campus. On the start date of the class, the online classroom can be accessed at the ed2go site: www.ed2go.com/pgcc.

<table>
<thead>
<tr>
<th>DPR-393 Designing Effective Websites 2.4 CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>These days, creating a Website is so easy almost anyone can do it. But with all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, 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! 2 .4 CEUs</td>
</tr>
<tr>
<td>86891 WF 1/21–3/13 online E2GO</td>
</tr>
<tr>
<td>89037 WF 2/18–4/10 online E2GO</td>
</tr>
<tr>
<td>89038 WF 3/18–5/8 online E2GO</td>
</tr>
<tr>
<td>89039 WF 4/15–6/5 online E2GO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPR-696 Introduction to PC Troubleshooting 2.4 CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you ready to dive under the hood of your personal computer (PC)? Introduction to PC Troubleshooting takes you step-by-step through the typical hardware and operating system problems encountered by technicians, teaches you troubleshooting techniques to decipher any problem and give you the skills you need 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. So what are you waiting for? Let's troubleshoot - and fix - some PCs! 2 .4 CEUs</td>
</tr>
<tr>
<td>86983 WF 1/21–3/13 online E2GO</td>
</tr>
<tr>
<td>89008 WF 2/18–4/10 online E2GO</td>
</tr>
<tr>
<td>89009 WF 3/18–5/8 online E2GO</td>
</tr>
<tr>
<td>89010 WF 4/15–6/5 online E2GO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFC-388 Keyboarding 2.4 CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn how to touch-type (type text without looking at your keyboard) with Keyboarding Pro 5, a typing tutorial designed for personal computers. In addition to touch-typing, you will be taught computer and word processing basics, useful 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, and become more productive. By the end of the course, you will know how to touch-type letters, numbers, and symbols; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. 2 .4 CEUs</td>
</tr>
<tr>
<td>86980 WF 1/21–3/13 online E2GO</td>
</tr>
<tr>
<td>88889 WF 2/18–4/10 online E2GO</td>
</tr>
<tr>
<td>88890 WF 3/18–5/8 online E2GO</td>
</tr>
<tr>
<td>88891 WF 4/15–6/5 online E2GO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPR-431 Introduction to Networking 2.4 CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>See how to gain an organized approach to networking hardware. This is a great class 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 <a href="http://www.adobe.com/downloads">www.adobe.com/downloads</a> (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows ’95 or higher. No text required. 2 .4 CEUs</td>
</tr>
<tr>
<td>86978 WF 1/21–3/13 online E2GO</td>
</tr>
<tr>
<td>88869 WF 2/18–4/10 online E2GO</td>
</tr>
<tr>
<td>88872 WF 3/18–5/8 online E2GO</td>
</tr>
<tr>
<td>88875 WF 4/15–6/5 online E2GO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPR-591 Intermediate Networking 2.4 CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost every aspect of networking technology is covered in this class, including topics such as 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 <a href="http://www.adobe.com/downloads">www.adobe.com/downloads</a> (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows ’95 or higher and completion of Introduction to Networking. 2 .4 CEUs</td>
</tr>
<tr>
<td>86979 WF 1/21–3/13 online E2GO</td>
</tr>
<tr>
<td>88877 WF 2/18–4/10 online E2GO</td>
</tr>
<tr>
<td>88880 WF 3/18–5/8 online E2GO</td>
</tr>
<tr>
<td>88883 WF 4/15–6/5 online E2GO</td>
</tr>
</tbody>
</table>
DPR-719 Introduction to Windows 8  2.4 CEUs
You will start by exploring how to move around within Windows 8 with the new Start screen, Charms bar, and desktop. You will find out how to manage apps and programs on the Start screen and how to customize the Start screen and desktop areas. Finding files and folders on your Windows 8 system is easy, and you will be taught how, whether you are looking for files stored on your hard drive or on an external drive. You will also see how to create basic text documents using WordPad and discover how to organize, manage, and edit photos in Windows 8. Finally, you will gain an understanding of how to protect your files, update Windows 8, and access the Internet with Windows 8’s new Internet Explorer browser. By the time you finish this course, you will be ready to have more fun with Windows 8 and be more productive in your work. 12 sessions, $130* (includes a $65 lab fee)

DPR-699 Introduction to Microsoft Word 2010  2.4 CEUs
Learn how to create and modify documents in Word 2010, the world’s most popular word processing program. With the help of step-by-step instructions and hands-on activities, you’ll quickly master every basic feature of Word and be able to use this program confidently at home or on the job. 12 sessions, $130* (includes a $65 lab fee)

DPR-394 Introduction to Buying and Selling on eBay  2.4 CEUs
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. If you’re a buyer, you’ll be shown how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete against other bidders. No text. 12 sessions, $130* (includes a $65 lab fee)

DPR-771 Mac, iPhone, and iPad Programming  2.4 CEUs
You will start with the basic steps to writing any program, then progress to using Xcode, the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. 12 sessions, $130* (includes a $65 lab fee)

DPR-773 Introduction to Microsoft Outlook 2010  2.4 CEUs
This course is designed to provide training to students on using the 2010 version of Microsoft Outlook. Topics include: creating folders, archiving messages, organizing contacts, utilizing Outlook calendar and alert features, and Outlook customizations. 12 sessions, $130* (includes a $65 lab fee)

DPR-723 How to Get Started in Game Development  2.4 CEUs
Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. 12 sessions, $130* (includes a $65 lab fee)

DPR-451 Computer Skills for the Workplace  2.4 CEUs
See how computers are used in the workplace and the technical skills so many employers value. Requirements: Microsoft Windows 95 or newer with any edition of Microsoft Office 2000 or newer (please make sure Microsoft Office is installed and operating before the course begins); Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Note: Macintosh users are welcome, but please note that the course was written using Microsoft Windows. Students using Macintosh OS X with any edition of Microsoft Office 2004 (Mac) can be supported in the discussion areas. No text required. 12 sessions, $130* (includes a $65 lab fee)
### DPR-710 Introduction to Microsoft Excel 2010 2.4 CEUs
Do you work with numbers? Then you need to master Microsoft Excel 2010 and this is the place to do it. In this easy online course, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll be shown the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you’re done, you’ll be using Excel like a professional. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86956 WF</td>
<td>1/21-3/13</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88828 WF</td>
<td>2/18-4/7</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88829 WF</td>
<td>3/18-5/8</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88830 WF</td>
<td>4/15-6/5</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
</tbody>
</table>

### DPR-462 Introduction to Database Development 2.4 CEUs
An experienced database software user will show, through a structured approach, database design and development. Prerequisites: thorough understanding of the Internet, Windows, and Microsoft Access. No text. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86924 WF</td>
<td>1/21-3/13</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88785 WF</td>
<td>2/18-4/7</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88786 WF</td>
<td>3/18-5/8</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88787 WF</td>
<td>4/15-6/5</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
</tbody>
</table>

### DPR-463 Introduction to SQL 2.4 CEUs
Be shown the basic features of this widely used database programming language. Requirements: any desktop database management system that supports the execution of Structured Query Language (SQL); examples include Microsoft-Access, SQL Server 2000 Personal Edition 2, SQL Server 2000 Desktop Engine (MSDE), SQL Server 2000 Evaluation Edition and Developer Edition, Oracle Personal Edition, or any client/server database management system that is connected to a server and supports the execution of Structured Query Language. Examples include MySQL, Sybase, PostgreSQL, MS-SQL Server 6 or 7, SQL Server 2000 Enterprise Edition and Standard Edition. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86975 WF</td>
<td>1/21-3/13</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88831 WF</td>
<td>2/18-4/7</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88832 WF</td>
<td>3/18-5/8</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88833 WF</td>
<td>4/15-6/5</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
</tbody>
</table>

### DPR-712 Introduction to Microsoft PowerPoint 2010 2.4 CEUs
Take your PowerPoint presentations from "so-so" to sensational! In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of PowerPoint, and learn how to save your presentations as PDF files and videos. Whether you’re a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience’s attention from start to finish. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86925 WF</td>
<td>1/21-3/13</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88770 WF</td>
<td>2/18-4/7</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88791 WF</td>
<td>3/18-5/8</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88792 WF</td>
<td>4/15-6/5</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
</tbody>
</table>

### DPR-746 Introduction to Microsoft Project 2010 2.4 CEUs
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you’ll be able to produce a project plan that wows your audience and empowers you to achieve your business goals. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86896 WF</td>
<td>1/21-3/13</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>90276 WF</td>
<td>2/18-4/7</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>90277 WF</td>
<td>3/18-5/8</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>90278 WF</td>
<td>4/15-6/5</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
</tbody>
</table>

### DPR-793 Introduction to Microsoft Project 2013
In this course, you will master the basics of Microsoft Project 2013 so you can create a project schedule in no time flat and then share it with clients and co-workers. Using the program's different views, such as the Calendar and Gantt chart views, you will be able to manage your project information and produce effective reports. Armed with this information, you will avoid going down dead-end alleys and overloading your schedule. And should you encounter trouble, you will master a number of tried-and-true problem-resolution techniques to help get your project back on track. You will also learn how to fine-tune different aspects of your project, including splitting tasks for work interruptions and defining material consumption rates. After completing the course, you will know how to develop, implement, and control a project plan that meets organizational and customer objectives. **12 sessions, $130 (includes $65 lab fee)**

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86926 WF</td>
<td>1/21-3/13</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88793 WF</td>
<td>2/18-4/7</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88794 WF</td>
<td>3/18-5/8</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88795 WF</td>
<td>4/15-6/5</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
</tbody>
</table>

### 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, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86926 WF</td>
<td>1/21-3/13</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88793 WF</td>
<td>2/18-4/7</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88794 WF</td>
<td>3/18-5/8</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
<tr>
<td>88795 WF</td>
<td>4/15-6/5</td>
<td></td>
<td>online</td>
<td></td>
<td>$130*</td>
</tr>
</tbody>
</table>
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

DPR-485 Creating Web Pages 2.4 CEUs
See how to create and post a website on the Internet in this hands-on, six-week workshop. First, you will be shown the capabilities of the World Wide Web and the fundamentals of web design. Then, see how to plan the content, structure and layout of a 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, $130* (includes a $65 lab fee)
90268 WF 1/21–3/13 online E2GO
88796 WF 2/18–4/10 online E2GO
88799 WF 3/18–5/8 online E2GO
88801 WF 4/15–6/5 online E2GO

DPR-724 Introduction to Google Analytics 2.4 CEUs
In this course, you will be taught how to use Google Analytics to make the most of your online traffic. See how you can track not just the traffic to all of your online content, but also 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. From setting up your Google Analytics account and getting the all-important code you will need to add to your website's pages to begin tracking your visitors. 12 sessions, $130* (includes a $65 lab fee)
86995 WF 1/21–3/13 online E2GO
89011 WF 2/18–4/10 online E2GO
89014 WF 3/18–5/8 online E2GO
89017 WF 4/15–6/5 online E2GO

DPR-718 Introduction to Flash CS6 2.4 CEUs
In this course, you will learn how to create animation, interactive movies, and mobile apps in Flash CS6 and develop several full-blown Flash applications. We will start by reviewing the Flash workspace, creating text and graphics, and animating objects on the Flash stage. Look in detail at the anatomy of a Flash movie how to use the Flash timeline, layers and frames to control objects, and timing on the stage. While creating your first Flash movie, you will be taught how to format and embed external digital media and how to make them appear or play at specific times. We will also look at controlling digital media based on specific events, such as end user mouse clicks. No course on Flash is complete without an introduction to ActionScript, Flash’s powerful programming language. We will get our hands dirty, creating interactive buttons with ActionScript 3.0. Learn to write scripts that control movie flow, and scripts that call to load external videos, Web pages, and other Flash movie files. As we create our movie, we’ll go over creating and animating 3-D objects, syncing sounds with animations, and publishing your Flash movies to the Internet and to mobile apps. By the end of the course, you will understand the fundamentals of Flash and be ready to master more advanced Flash topics. 12 sessions, $130* (includes a $65 lab fee)
86995 WF 1/21–3/13 online E2GO
89011 WF 2/18–4/10 online E2GO
89014 WF 3/18–5/8 online E2GO
89017 WF 4/15–6/5 online E2GO

DPR-717 Introduction to Dreamweaver CS6 2.4 CEUs
You have taken your first steps into Web design, and your fingers are beginning to cramp from all that typing, but do not panic! Developing your coding skills has not been in vain! You are ready for Dreamweaver-Adobe’s pre-eminent Web development application which has been designed from the ground up to make developing websites easier. You will begin by touring the Dreamweaver workspace and configuring it for your specific site-management needs. You will be taught how to use Dreamweaver’s intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. Along the way, you’ll work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. By the end of the course, you will have successfully built a website and know how to use Dreamweaver’s built-in FTP tools to upload to the server of your choice. 12 sessions, $130* (includes a $65 lab fee)
86995 WF 1/21–3/13 online E2GO
89011 WF 2/18–4/10 online E2GO
89014 WF 3/18–5/8 online E2GO
89017 WF 4/15–6/5 online E2GO

DPR-329 Java for the Beginner 2.4 CEUs
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. Requirement: Microsoft Windows 98 or better, or Macintosh OS X or better, or Linux; Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). You will also need a working copy of the most recent versions of the Java Development Kit (JDK) and BlueJ (free downloads). Download and the installation instructions are available in Lesson 4. 12 sessions, $130* (includes a $65 lab fee)
86887 WF 1/21–3/13 online E2GO
88782 WF 2/18–4/10 online E2GO
88783 WF 3/18–5/8 online E2GO
88804 WF 4/15–6/5 online E2GO

DPR-651 Intermediate Java Programming 2.4 CEUs
Build upon skills introduced in Java for the Beginner class and see how to: read and write data files, organize information with multiple classes in Java’s class hierarchy, and create GUI applications using tools like windows, menus, buttons, text boxes, check boxes, scrolling, and more. Requirements: Completion of Introduction to Java Programming (or equivalent experience); Java SE (Standard Edition) Development Kit (JDK) Version 5 or later, from Sun Microsystems (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, Macintosh OS X, or Linux; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). 12 sessions, $130* (includes a $65 lab fee)
86951 WF 1/21–3/13 online E2GO
88808 WF 2/18–4/10 online E2GO
88814 WF 3/18–5/8 online E2GO
88815 WF 4/15–6/5 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-540 Introduction to PHP and MySQL  2.4 CEUs
See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web. Requirements: a PHP and MySQL development environment. During the first lesson in the course, you will be walked through the process of installing WAMP5 software. You can download WAMP5 for free from http://www. wampserver.com/en/ for Windows NT, Windows 2000, Windows XP, or Windows Vista (WAMP5 does not support either Windows 98 or Windows Me). Macintosh users will not be able to use the WAMP5 software and must provide their own PHP and MySQL development environment. Prerequisite: Prior HTML coding experience is helpful, but not required.  12 sessions, $130* (includes a $65 lab fee)

86950 WF 1/21–3/13 online E2GO
88803 WF 2/18–4/10 online E2GO
88804 WF 3/18–5/8 online E2GO
88806 WF 4/15–6/5 online E2GO

DPR-670 Introduction to PC Security  2.4 CEUs
What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. 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, $130* (includes a $65 lab fee)

86992 WF 1/21–3/13 online E2GO
88928 WF 2/18–4/10 online E2GO
88929 WF 3/18–5/8 online E2GO
88930 WF 4/15–6/5 online E2GO

DPR-671 Advanced Personal Computer Security
When is hacking legal? When you use it to secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you’re running a small home network or you’re an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. Sooner or later, you know that somebody is going to try and break into your network. Why not learn how hackers think so you can harden your defenses against them?  12 sessions, $130* (includes a $65 lab fee)

86992 WF 1/21–3/13 online E2GO
88928 WF 2/18–4/10 online E2GO
88929 WF 3/18–5/8 online E2GO
88930 WF 4/15–6/5 online E2GO

DPR-672 Introduction to CSS and XHTML  2.4 CEUs
Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros.  12 sessions, $130* (includes a $65 lab fee)

86952 WF 1/21–3/13 online E2GO
88816 WF 2/18–4/10 online E2GO
88818 WF 3/18–5/8 online E2GO
88820 WF 4/15–6/5 online E2GO

SUCCEED.

Elvina Newton Tryer
Early Childhood Education
### DPR-741 Introduction to Creating WordPress Web Sites 2.4 CEUs

Want to build an attractive, sophisticated blog or website without having to learn any special coding? WordPress is the answer you are looking for! 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. For WordPress beginners, there is no easier way to learn the ropes. By the end of the course, you will know how to use WordPress confidently to launch and maintain your own blog or interactive website. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86953</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>88821</td>
<td>WF</td>
<td>2/18-4/70</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>88822</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>88823</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

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

The latest Web standards—particularly, HTML5 and CSS3—make it possible for you to create cross-platform mobile apps using skills you may already have. This course will teach you how to build and optimize a Web app for almost any mobile device including Apple’s iOS, Android, Blackberry, and Windows Phone. You will also be shown how to do scripting with Java Script and techniques such as jQuery, and see how to use Web Application Programming Interfaces (Web APIs) to combine different Web services to create mobile mashups. Finally, you will be shown what you need to do to distribute your work to the world! **12 sessions, $130 (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86999</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>86998</td>
<td>WF</td>
<td>2/18-4/70</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>89000</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>89002</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

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

Discover how to use WordPress, the world’s most popular Web page publisher, to create and manage dynamic websites and blogs without any technical coding! You will be taught everything you need to 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. You will also get a taste of HTML and CSS so you can customize the site’s look and feel. By the end of this course, you will be able to build a website that can do almost anything! **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86992</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>89003</td>
<td>WF</td>
<td>2/18-4/70</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>89006</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>89008</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

### 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. You don’t need to be a designer or an artist to produce beautiful documents! **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86998</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>90282</td>
<td>WF</td>
<td>2/18-4/70</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>90283</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>90284</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

---

**CONSTRUCTION MANAGEMENT**

**CONTINUING EDUCATION CERTIFICATE, CONSTRUCTION MANAGEMENT**

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

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

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

**Math Requirements**

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

**CONSTRUCTION MANAGEMENT**

301-341-3075 or mclaugej@pgcc.edu

**CST-434 Construction Enterprise Project** 4.2 CEUs

This is a capstone class, drawing on the students’ knowledge gained in all the previous construction classes. The format will be a series of projects, rather than lectures, with the students working in teams/pairs. The projects will reflect the “real life” every day workings of a construction company. **14 sessions, $425*”**

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87034</td>
<td>T</td>
<td>1/20-4/28</td>
<td>6-9:15 p.m.</td>
<td>Largo</td>
<td></td>
</tr>
</tbody>
</table>
### CST-335 Construction Management 1  
**4.2 CEUs**  
This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Text required at first class.  
**14 sessions, $425**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87027</td>
<td>Th 1/22–5/30</td>
<td>6–9:15 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### CST-345 Construction Blueprint Reading  
**4.2 CEUs**  
Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. Text required at first class.  
**14 sessions, $425**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87030</td>
<td>T 1/20–4/28</td>
<td>6–9:15 p.m.</td>
<td>CAT–312</td>
</tr>
</tbody>
</table>

### CST-346 Build Your Own House  
**4.2 CEUs**  
This course offers an overview of the process of building your own house, or making a major renovation, from concept through design, finance and construction, to turnover. Its purpose is to help the owner maintain control throughout the process by clearly understanding each step and his/her own role. Topics include: how to choose a builder or whether you should be your own general contractor.  
**14 sessions, $425**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87029</td>
<td>T 1/20–4/28</td>
<td>6–9:15 p.m.</td>
<td>CAT–310</td>
</tr>
</tbody>
</table>

### CST-354 Construction Planning and Scheduling  
**4.2 CEUs**  
Using computers, this course will provide a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. Uses Microsoft Project 2007 with special emphasis on the planning process. Text required at first class. Instructor: David Furman.  
**14 sessions, $425**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87028</td>
<td>Th 1/29–5/7</td>
<td>6–9:15 p.m.</td>
<td>LCC</td>
</tr>
</tbody>
</table>

### CST-339 Construction Quality Control  
**4.2 CEUs**  
This course offers a general overview of the contractor's quality control (QC) as it pertains to each trade on the job. Includes documentation, support, and the interaction between construction and QC. Text required.  
**14 sessions, $425**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87031</td>
<td>M 1/26–5/11</td>
<td>6–9:15 p.m.</td>
<td>CAT–310</td>
</tr>
</tbody>
</table>

### CST-389 Start Your Own Construction Company  
**4.2 CEUs**  
This class addresses the considerations, steps and decisions required to start a construction company. Some of the main topics are defining a clear company goal, developing a business plan, comparing resources available (time, talent and financial) with requirements, and identifying potential customers and what they want.  
**14 sessions, $425**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87032</td>
<td>M 1/26–5/11</td>
<td>6–9:15 p.m.</td>
<td>CAT–312</td>
</tr>
</tbody>
</table>

### CST-391 Construction Math  
**4.2 CEUs**  
This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots.  
**14 sessions, $425**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87026</td>
<td>W 1/21–4/29</td>
<td>6–9:15 p.m.</td>
<td>CAT–310</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87035</td>
<td>W 1/21–4/29</td>
<td>6–9:15 p.m.</td>
<td>CAT–210</td>
</tr>
</tbody>
</table>

### CONSTRUCTION SKILLED TRADES

#### BUILDING MAINTENANCE PROGRAM CONTINUING EDUCATION CERTIFICATES IN BUILDING MAINTENANCE AND CERTIFICATE FOR APARTMENT MAINTENANCE TECHNICIANS.

General maintenance and repair workers are employed in almost every industry, in businesses, apartments, condominiums, and in other facilities. Technicians are required to perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success. Prince George’s Community College offers a Continuing Education Certificate in Building Maintenance Engineer upon completion of: OCU-404: Building Maintenance Engineer, Level 1 and OCU-402: Building Maintenance Engineer, Level 2, will be offered in the winter 2014 and spring 2015 Training is provided at the Skill Trade Center.

We also offer Apartment Maintenance Technician Certification. This program is designed as an introduction for new maintenance professionals or as a refresher for the veteran employee, to give these professionals the knowledge and tools necessary to run an effective maintenance program. Maintenance expenses are the single largest controllable element in any operating budget. The CAMT program is accredited by the American National Standards Institute (ANSI), a private non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system. CAMT certificate candidates must complete the following to receive the Certificate for Apartment Maintenance Technicians designation:

- one year of apartment or rental housing maintenance experience;
- successfully completed the seven courses and online content listed above (which total 90 ½ hours); and
- meet all examination requirements within 24 months of declaring candidacy for CAMT.
## APARTMENT MAINTENANCE TECHNICIAN PROGRAM

**OCU-611 Building and Certificate for Apartment Maintenance**

**Technician Program**

301-322-0864

This 90-hour course provides the knowledge and hands-on training for building and apartment maintenance careers. Topics will include interior and exterior maintenance and repair, electrical maintenance and repair, plumbing maintenance and repair, heating, ventilation, and air conditioning maintenance and repair, and appliance maintenance and repair.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88599</td>
<td>MW</td>
<td>2/9–4/8 6–9:30 p.m.</td>
<td>WTC</td>
</tr>
<tr>
<td>S</td>
<td>2/14–4/11 8:30 a.m.–2 p.m.</td>
<td>WTC</td>
<td></td>
</tr>
</tbody>
</table>

**Cost:** $50 lab fee)

**15 sessions, $545** includes a $275 lab fee

---

## BUILDING ENGINEER

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

301-322-0894

This course covers the basic knowledge needed for entry level positions in building maintenance. Should be taken concurrently with OCU-402. Topics will include safety and preventive maintenance procedures, basic math, hand and power tools, general residential repair, e.g. locks, screens, blinds, window glass, hardware and fasteners, basic roofing, basic floors and framing, plumbing, electrical, drywall and painting, ceramic tile, appliances, basic heat and ventilation systems; and connectors and fan coils.

Textbook required at first class: *Readers Digest New Fix It Yourself Manual*. Instructor: Ellis Housden. **15 sessions, $545** (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87150</td>
<td>TTh</td>
<td>2/12–5/28 5–8 p.m.</td>
<td>STC</td>
</tr>
</tbody>
</table>

**Cost:** $50 lab fee)

**24 sessions, $585** (includes a $80 lab fee)

---

## CARPENTRY

**CRP-301 Introduction to Carpentry: Part 1**

301-322-0964 or jonesce@pgcc.edu

This is the first level of the National Center for Construction Education and Research (NCCER) curriculum for carpentry students. Topics will include: an orientation to the trade, basic safety, building materials, fasteners and adhesives, hand and power tool usage, and blueprint reading. Text, basic tools, and calculator required. Prerequisite: OCU-410.

**Note:** Due to scheduling, required OCU-410:

**Introductory Craft Skills (Core) may be completed concurrently.**

**24 sessions, $585** (includes a $80 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8918</td>
<td>MW</td>
<td>1/26–4/17 6–9:30 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

---

## CST-394 Introduction to Computer-Aided Drafting with AutoCAD

301-322-0894

This course covers the basic concepts of computer-aided drafting using AutoCAD 2014 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required.

**30 sessions, $440**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89938</td>
<td>Th</td>
<td>1/20–5/7 6–8:15 p.m.</td>
<td>CAT-313</td>
</tr>
<tr>
<td>89937</td>
<td>MW</td>
<td>1/21–5/11 11 a.m.–3:15 p.m.</td>
<td>CAT-313</td>
</tr>
</tbody>
</table>

---

## COMPUTER AIDED DRAFTING (AUTOCAD)

301-322-0774 or iterts@pgcc.edu

**CRP-302 Introduction to Carpentry: Part 2**

301-322-0894

This is a continuation of the National Center for Construction Education and Research (NCCER) curriculum for carpentry students. Topics will include: floor systems; framing walls, ceilings, and an introduction to concrete and reinforcing materials. Prerequisite: CRP-301 and OCU-410. Text, basic tools, and calculator required. **24 sessions, $585** (includes a $80 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8919</td>
<td>MW</td>
<td>5/4–7/27 6–9:30 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

---

## OCU-408 CORE: Introductory Craft Skills, Part 1

301-322-0894

This course is a prerequisite for all National Center for Construction Education and Research (NCCER) Level 1 curricula including Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing.

**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

---

## OCU-408 CORE: Introductory Craft Skills, Part 2

301-322-0894

This course is a prerequisite for all National Center for Construction Education and Research (NCCER) Level 1 curricula including Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing.

**Note:** Due to scheduling, required OCU-410:

**Introductory Craft Skills (Core) may be completed concurrently.**

**24 sessions, $585** (includes a $80 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89939</td>
<td>MW</td>
<td>1/21–5/11 6–8:15 p.m.</td>
<td>CAT-313</td>
</tr>
</tbody>
</table>

---

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at [www.pgcc.edu](http://www.pgcc.edu)
OUC-416 CORE: Introductory Craft Skills, Part 2 3.5 CEUs
This course 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, (4th edition). 12 sessions, $455* (includes a $50 lab fee)

90135 M/W 3/9-4/22 6-9 p.m. STC
88646 1/Th 3/10-4/23 6-9 p.m. STC

ELC-322 Residential Wiring 1, Part 3 3.0 CEUs
This course completes the National Center for Construction Education and Research (NCCER) level one curriculum for electrical students. Topics include raceways and fittings, and conductors and cables, with emphasis on appropriate National Electrical Code (NEC) requirements. Prerequisite: ELC-311. Textbook and the NEC 2011 are required at the first class session. 10 sessions, $415* (includes a $50 lab fee)

89199 MW 1/16-2/10 6-9:30 p.m. WTC

CST-436 Grounding & Bonding 1.0 CEU
Students will gain an understanding of how to correctly ground separately derived systems, size the conductors for the different systems and correctly size the equipment for the available fault current. Specifically, we will study a transformer and a generator as well as the various NEC articles that are associated with them. Instructor will also provide students with the local Prince Georges County AHJ requirements. If time allows we will also get back to the basics and give a quick refresher on performing one basic residential and commercial calculation. However, this course will primarily focus on the grounding and bonding aspects. There will be PowerPoint slides and hands-on materials. This course is not limited master specific, but qualifies for ten hours of continuing education required to maintain a master's license. 2 sessions, $240* (includes a $50 lab fee)

87153 ThF 1/29-1/30 5-9 p.m. STC

ELC-348 Electrical Level 3, Part 3 3.3 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 3 electrical curriculum. Topics include: motor calculations, voice, data, video, and motor controls. Prerequisite: Electrical Level 3, Part 2. Textbook: NCCER Electrical Level 3. 10 sessions, $460* (includes a $50 lab fee)

80560 MW 2/18-3/23 6-9:30 p.m. WTC

ELC-349 Electrical Level 4, Part 1 6.3 CEUs
This is the first course of the National Center for Construction Education and Research (NCCER) Level 4 electrical curriculum. Topics include: load calculations feeders and services, health care facilities, standby and emergency systems, basic electronic theory, and fire alarm systems. Prerequisite: Electrical Level 3. Textbook: NCCER Electrical Level 4. 18 sessions, $855* (includes a $50 lab fee)

80561 MW 2/19-4/16 6-9:30 p.m. WTC

ELC-324 Construction Electricity 2: Part 2 3.8 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics include: conductor installations, cable tray, conductor terminations and splices and control systems and fundamental concepts. Prerequisite: Construction Electricity 2, Part 1. Textbooks required at first class session: Electrical Level 2, (7th edition) and 2011 NEC. 11 sessions, $415* (includes a $50 lab fee)

89199 Th 1/16-2/10 6-9:30 p.m. WTC

HVAC/R (HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION) 301-322-0894

HV-C-340 CFC Preparation and Certification
This course is designed to review the requirements of the Environmental Protection Agency (EPA) under section 608 of the Clean Air Act for those who service, maintain, repair or dispose of air conditioning and refrigeration equipment according to 40 CFR Part 82, subpart F. Information for Type 1, 2 and 3 (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Prerequisite: HVAC-331: HVAC/R Level 1: Part 2 or one year of experience in HVAC. Registration requirements must be completed at least two days prior to class start date to finalize the mailing list. Textbook required. EPA certification Exam Prep Manual (7th edition) Esco Institute. Note: Students must read the entire textbook prior to the first class session. 2 sessions, $230* (includes a $40 lab fee)

87153 ThF 1/29-1/30 5-9 p.m. STC
HVC-300 Introduction to HVAC/R Level 1: Part 1 3.5 CEUs
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will be introduced to career opportunities in the HVAC/R field, tools of the trade and trade mathematics. Other topics include copper and plastic piping practices, soldering and brazing and ferrous metal piping practices. This course is equivalent to the Fast Track technical trade program offered in the public schools. Textbook required at first class: *NCCER HVAC Level 1*, (4th edition). 11 sessions, $630* (includes a $50 lab fee)

84433 Th 2/19-3/26 6–9:30 p.m. STC

HVC-331 HVAC/R Level 1: Part 2 7.6 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level one curriculum for heating, ventilation, air conditioning and refrigeration (HVAC/R) students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Prerequisites: HVC-300: Intro to HVAC/R Level 1: Part 1. Textbook required at first class: *NCCER HVAC Level 1*, (4th edition). 25 sessions, $860* (includes a $50 lab fee)

84454 Th 4/9-7/2 5:45–9:30 p.m. STC

HVC-334 HVAC/R Level 2: Part 1 5.2 CEUs
This course introduces the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include: commercial airside systems, chimneys, vents and flues, hydronic systems, air quality equipment and leak detection, evacuation, recovery and charging. Prerequisites: HVC-331: Introduction to HVAC/R Level 1, Part 2. Textbook required at first class: *NCCER HVAC Level 1*, (4th edition). 14 sessions, $595* (includes a $50 lab fee)

90811 MW 2/23–4/5 6–9:30 p.m. WTC

HVC-335 HVAC/R Level 2: Part 2 5.2 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include alternating current, basic electronics, electric heating, and introduction to circuit control troubleshooting. Prerequisites: HVC-334: HVAC/R Level 2: Part 1. Textbook required at first class: *NCCER HVAC Level 2*, (4th edition). 14 sessions, $595* (includes a $50 lab fee)

90812 MW 4/29–6/17 6–9:30 p.m. WTC

HVC-336 HVAC/R Level 2: Part 3 5.3 CEUs
This course is third in our series of four courses in the NCCER level two curriculum for HVAC/R students. Topics include: troubleshooting gas heating; troubleshooting cooling equipment; and heat pumps. Prerequisites: HVC-335: HVAC/R Level 2: Part 2. Textbook required. 15 sessions, $640* (includes a $50 lab fee)

81888 Th 12/16-2/24 6–9:30 p.m. WTC

HVC-342 HVAC/R Level 2: Part 4 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 curriculum for HVAC/R students. Topics include: Basic installation and maintenance practices, sheet metal, fiberglass, and flexible duct systems. Prerequisite: HVC-336: HVAC/R Level 2, Part 3. Textbook required. 9 sessions, $335* (includes a $50 lab fee)

81890 Th 2/26-3/26 6–9:30 p.m. WTC

HVC-360 HVAC/R Level 3, Part 1 6.0 CEUs
This course introduces the National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include: troubleshooting control circuits/motors, troubleshooting gas heating; troubleshooting cooling equipment; and heat pumps. Prerequisites: HVC-334: HVAC/R Level 2 Part 1. Textbook required at first class: *NCCER HVAC Level 3*, (4th edition). 18 sessions, $660* (includes a $50 lab fee)

87514 MW 4/8-6/10 6–9:30 p.m. STC

HVC-362 HVAC/R Level 3, Part 3 4.2 CEUs
This course is a continuation of National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include: commercial hydronics systems, retail refrigeration systems, steam systems and customer relations. Prerequisites: HVAC/R Level 2. Textbook required at first class: *NCCER HVAC Level 3*. 12 sessions, $525* (includes a $50 lab fee)

80554 MW 2/9-3/23 6–9:30 p.m. STC

HVC-365 HVAC/R Level 4, Part 1 6.3 CEUs
This course introduces the National Center for Construction Education and Research (NCCER) Level 4 curriculum for HVAC/R. Topics include: water treatment, indoor air quality, energy conservation equipment, building management systems, and system air balancing. Prerequisites: HVAC/R Level 3. Textbook required at first class: *NCCER HVAC Level 4*. 18 sessions, $595* (includes a $50 lab fee)

80555 MW 4/6-6/8 6–9:30 p.m. WTC

GENERAL LOCKSMITHING
301-322-0964 or jonesce@pgcc.edu

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

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

Training is held at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774.

KEY-399 Locksmith Background Screening
In order to be eligible for the locksmithing program, you must successfully pass the background screening. Please contact us at 301-322-0964 or westphalia@pgcc.edu to obtain a copy of the screening form. The form is due two weeks before the start of KEY-300. 1 session, $58 (includes a $58 lab fee)

88587 Th 1/5-1/5 TBA WTC

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

KEY-300 Locksmithing 101  4.9 CEUs
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include: a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, autolock, lock functions and finishes. Prerequisite: Locksmith Background Screening. Textbook required. 14 sessions, $590* (includes a $100 lab fee)

88583  MW 1/14-3/9  5:30-9 p.m.  WTC

KEY-301 Locksmithing 102  4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text and tools required by second week. 14 sessions, $590* (includes a $100 lab fee)

88584  MW 3/11-5/4  5:30-9 p.m.  WTC

KEY-305 Locksmithing 201  4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required. 14 sessions, $590* (includes a $100 lab fee)

88585  TTh 1/15-3/3  5:30-9 p.m.  WTC

KEY-304 Locksmithing 202  4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $590* (includes a $100 lab fee)

88586  TTh 3/10-4/30  5:30-9 p.m.  WTC

MASONRY
301-322-0964 or jonesce@pgcc.edu

MASONRY
For information on our masonry program, please contact the above information.

PLUMBING
301-322-0964 or jonesce@pgcc.edu

CONTINUING EDUCATION CERTIFICATE
S, BASIS PLUMBING
Plumbers install and repair the water, waste disposal drainage, and gas systems in home and commercial and industrial buildings. Plumbers also install plumbing fixtures -- bathtubs, showers, sinks, and toilets--and appliances such as dishwashers, water disposers, and water heaters. Prince George's Community College program provides the basic skills and knowledge needed for entry-level employment and to launch a career in the plumbing profession. A Continuing Education Certificate in Basic Plumbing is awarded upon completion of:

- OCU-410
  Introductory Craft Skills (Core)
- OCU-411
  Introduction to Plumbing, Level 1: Part 1
- OCU-412
  Introduction to Plumbing, Level 1: Part 2
- OCU-417
  Introduction to Plumbing, Level 1: Part 3A
- OCU-418
  Introduction to Plumbing, Level 1: Part 3B

Training is provided at Skill Trade Center 6400 Old Branch Ave. Temple Hills MD 20748.

OCU-413 Introduction to Masonry, Level 1: Part 1  5.3 CEUs
This course is one of two in the level one National Center for Construction Education and Research (NCCER) curriculum for masonry students. In this course, students will receive an introduction to masonry; materials, methods, safety practices, protective equipment, gas powered tools and equipment, measurements, drawings and specifications, mortar and various bricklaying techniques. Prerequisites: OCU-410. Note: Due to scheduling, required OCU-410: Introductory Craft Skills (Core) may be completed concurrently. Textbook and basic tools required. 15 sessions, $670* (includes a $100 lab fee)

88600  MW 2/2-3/25  6-9:30 p.m.  CRHS

OCU-411 Introduction to Plumbing Level 1: Part 1  3.8 CEUs
This course is one of a series of courses designed to teach entry-level plumbing skills, using the National Center for Construction Education and Research (NCCER) level one curriculum for plumbing students. Topics will include an introduction to the plumbing profession, safety, tools, and fixtures and faucets. Prerequisite: OCU-410. Note: Due to scheduling, the required Core: Introductory Craft Skills course for level one students may be completed concurrently. Textbook required. 10 sessions, $450* (includes a $50 lab fee)

88409  MW 1/12-2/18  6-9:30 p.m.  STC

OCU-412 Introduction to Plumbing Level 1: Part 2  4.0 CEUs
This course is designed to teach entry-level plumbing skills, using the National Center for Construction Education and Research (NCCER) level one curriculum for plumbing students. Topics will include an introduction to the plumbing math, drawings, plastic pipe and fittings, and copper pipe and fittings. Prerequisite: Core Introductory Craft Skills. Textbook and calculator required. 11 sessions, $475* (includes a $50 lab fee)

88410  MW 3/2-4/13  6-9:30 p.m.  STC

OCU-417 Introduction to Plumbing: Level 1: Part 3A  2.1 CEUs
This course is a continuation of courses designed to teach plumbing skills, using the National Center for Construction Education and Research (NCCER) level one curriculum for plumbing students. Topics will include cast iron and carbon steel pipe and fittings. Prerequisites: Introductory Craft Skills. Textbook required. 6 sessions, $300* (includes a $50 lab fee)

88411  MW 4/27-5/13  6-9:30 p.m.  STC

RESIDENTIAL MAINTENANCE
301-322-0894

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, $165* (includes a $30 lab fee)

87756  T 4/7-4/29  6-9 p.m.  STC
STATIONARY ENGINEERING

301-322-0964 or jonesce@pgcc.edu

OCU-359 Stationary Engineering I

4.2 CEUs

This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer’s (NIULPE) third and fourth class and the Maryland third and fourth class stationary engineer's certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: Low Pressure Boiler (3rd edition) and a calculator are required at the first class session.
14 sessions, $470*

88579 T 1/13-4/21 6:30–9:45 p.m. Largo

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, $160* (includes a $30 lab fee)

87567 T 1/6-1/27 6–9 p.m. STC

87562 T 3/3-3/24 6–9 p.m. STC

OCU-331 Drywall Installation and Repair

1.5 CEUs

This hands-on course introduces the basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha. 5 sessions, $190* (includes a $30 lab fee)

87560 T 5/5-6/2 6–9 p.m. STC

87558 T 2/3-2/24 6–9 p.m. STC

OCU-409 Ceramic Tile Installation and Repair

1.2 CEUs

This hands-on course introduces the basic skills and techniques needed to install, remove, and replace ceramic wall and floor tile. Topics include: Safety, site preparation; application of thinset, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Textbook: Smart-Guide: Tile Step by Step. Instructor: Janaina Rocha. 4 sessions, $160* (includes a $30 lab fee)

87569 T 1/6-1/27 6–9 p.m. STC

87561 T 4/13-5/7 6–9 p.m. STC

87563 T 5/5-6/2 6–9 p.m. STC

COSMETOLOGY/BRAIDING/MAKEUP

COSMETOLOGY

This 1500 clock-hours program will prepare students with techniques and management skills in the combined areas of the beauty profession which include, but are not limited to: hair care and styling, skin care and makeup, manicure and pedicure techniques as well as business practices and communication skills. Upon successful completion of the program, students are eligible to take the state cosmetology license examination. Harmon’s Beauty School will facilitate the PGCC Cosmetology program. Harmon’s Beauty School has offered cosmetology for over 40 years and is approved by the Maryland Higher Education Commission (MHEC). Approximate tuition cost is $6,000.00. Additional fees of approximately $1,750.00 (registration, entrance exam, textbooks, labs, and cosmetology kit). Prerequisites: High School Diploma/GED or current high school transcript with 2.5+ GPA and successful completion of an entrance exam. Social Security Card and Federal/State identification must be provided at time of exam.

To set up an appointment for the entrance exam or have questions answered contact the above for more information and identify yourself as Prince George’s Community College student.

£ 301-772-2244 or 301-772-2246

OCU-430 Professional Braiding: Level 1

Topics include an overview of natural hair and care, sanitization and infection control, shampooing and rinsing, blow drying, sectioning and parting, hand placement, and hands-on practice. Prerequisite: OCU-435: Hair Braiding Techniques for Home Practice or a strong knowledge of the techniques of corn rowing, plaiting and braiding kit. Textbook required. 5 sessions, $235* (includes a $75 lab fee)

88199 M 1/12-2/23 6–9:30 p.m. WJC

OCU-431 Professional Braiding: Level 2

Topics include ergonomics, hair and scalp disorders, client consultation and prep, two strand twist, flat two strand twist, French braid, and fish tail braid, with hands-on practice. Prerequisite: OCU-430. 5 sessions, $235* (includes a $75 lab fee)

88202 M 3/2-4/6 6–9:30 p.m. WJC

OCU-432 Professional Braiding: Level 3

Topics include a continuation of Level 2 braids and introduction of extension with burn finishing with a corn row and a braid, Senegalese braid and Corkscrew braid, hands-on practice. Prerequisite: OCU-431. 5 sessions, $235* (includes a $75 lab fee)

88203 M 4/13-5/11 6–9:30 p.m. WJC

STATIONARY ENGINEERING

301-322-0964 or jonesce@pgcc.edu

OCU-330 Plumbing Repair: Basic Skills

1.2 CEUs

This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Textbook: Step by Step Guide Book on Home Plumbing. Instructor: Janaina Rocha. 4 sessions, $170* (includes a $30 lab fee)

87559 T 3/3-3/24 6–9 p.m. STC

OCU-331 Drywall Installation and Repair

1.5 CEUs

This hands-on course introduces the basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha. 5 sessions, $190* (includes a $30 lab fee)

87560 T 5/5-6/2 6–9 p.m. STC

87558 T 2/3-2/24 6–9 p.m. STC

PROFESSIONAL BRAIDING

301-322-0120 or 301-322-0158

COSMETOLOGY

This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer's (NIULPE) third and fourth class and the Maryland third and fourth class stationary engineer's certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: Low Pressure Boiler (3rd edition) and a calculator are required at the first class session.
14 sessions, $470*

88579 T 1/13-4/21 6:30–9:45 p.m. Largo
MACETUP ARTISTRY
301-322-0120 or 301-322-0158

OCU-428 Professional Makeup for Beginners
If you are considering becoming a professional makeup artist to work as a cosmetic consultant, to become an individual beauty representative or to be self-employed, bring your kit to discuss the items you have and the items you will need to get started. Class one will include lecture, demonstrations and open forum questions and answers covering the fundamentals of professional sanitation, assessing skin, face and eye shapes, and how to determine and use the products necessary to achieve the look your client desires. The second class will consist of practicing hands-on makeup application designed to give you confidence and experience. Students will serve as both models and artists, using the skills learned in the first class, as you experience the client consultation and face chart. More advanced essential tips, tricks and techniques for using primers, color correctors, highlighting and contouring, lash application and finishing touches will separate the professional from the novice makeup user. Instructor Andi Bradshaw has over 30 years’ experience in the cosmetology field. 2 sessions, $99* (includes a $50 lab fee)

87035  W  1/21–1/28  6:30–9:30 p.m. LCC

OCU-436 Bridal and Special Occasion Makeup
Occasionally, you may be invited to a wedding or a special event where you would like to appear a little different from your everyday look. This class will take your makeup to the next level. Bring your own makeup, and you will be taught to achieve a soft, more polished natural appearance or a special glam look. Students will be taught about skin care and will practice makeup techniques using their own beauty supplies. Andi Bradshaw has over twenty years of experience in the cosmetology field. 1 session, $69* (includes a $50 lab fee)

87124  T  2/6–2/17  6:30–9:30 p.m. LCC
89215  S  5/2–5/12  9:30 a.m.–12:30 p.m. LCC

OCU-422 Introduction to Makeup Artistry
This course, designed for personal use, aspiring makeup artists, beauty consultants and sales representatives, will provide individual coaching, demonstration, lecture and hands-on practice for makeup application. Topics will include common skin types, eye and face shapes; how to select the right product; and how to enhance natural beauty. Visit the Workforce Development Makeup website at www.pgcc.edu. Makeup kit required. Students who successfully complete a series of makeup artistry courses (Introduction and Advanced Makeup Artistry) will receive a Workforce Development and Continuing Education Certificate. 4 sessions, $150* (includes a $50 lab fee)

89012  T  1/13–2/3  6–9 p.m. WTC
89125  T  3/3–4/24  6–9 p.m. WTC

OCU-423 Advanced Makeup Artistry
This course will incorporate advanced makeup techniques. Topics will include contouring and highlighting, custom blended foundations, airbrush makeup demonstrations and how to enhance natural beauty for special events: weddings, proms or just a night on the town. Prerequisite: OCU-422 Introduction to Makeup Artistry. 4 sessions, $160* (includes a $60 lab fee)

89193  T  4/7–4/28  6–9 p.m. WTC

OCU-429 From Blah to Beautiful
This course is perfect for a beginner or a novice who use makeup casually. Learn the basics of skin care, skin types, enhancing eyes and lips based on their shapes, and selecting the right products to give yourself a more polished look and to enhance your natural beauty. 2 sessions, $55* (includes a $10 lab fee)

88194  Th  3/12–3/19  6–9 p.m. WTC

CREATIVE AND PERFORMANCE ARTS
301-546-8340 or 301-341-3019

SKB-326 Write Fiction like a Pro
2.4 CEUs
This class presents the dramatic story structure, and how to turn a bare-bones story structure into a three to five page story outline. The principles of story structure will be useful for other types of writing as well, including term papers, dissertations, non-fiction, business reports, even poetry and song writing. 12 sessions, $130* (includes a $65 lab fee)

86902  WF  1/21–3/13 online  E2GO
89041  WF  2/18–4/7 online  E2GO
89046  WF  3/18–5/8 online  E2GO
89048  WF  4/7–5/6 online  E2GO

SKB-386 Keys to Effective Editing
2.4 CEUs
Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you’re already working as an editor, you’ll not only brush up on your skills, but also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have better-than-average spelling ability. 12 sessions, $130* (includes a $65 lab fee)

86912  WF  1/21–3/13 online  E2GO
89989  WF  2/18–4/10 online  E2GO
89919  WF  3/18–5/8 online  E2GO
89912  WF  4/7–5/6 online  E2GO
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKB-307</td>
<td>The Craft of Magazine Writing</td>
<td>2.4</td>
<td>This class shows the student many of the writing principles and publishing methodologies used in the magazine publishing industry. 12 sessions, $130* (includes a $65 lab fee)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|            |                                    |      | **SKB-367 Writing Your Life's Story**  
|            |                                    | 2.4  | Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. 12 sessions, $130* (includes a $65 lab fee) |
|            |                                    |      |                                                                                                                                                                                                                                                                                                                                            |
|            |                                    |      | **SKB-403 Travel Writing**  
|            |                                    | 2.4  | For fiction writers who want to capture the landscape and feelings that are translated into novels or for the magazine writer who wants to write on travel, this class will show you how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles. 12 sessions, $130* (includes a $65 lab fee) |
|            |                                    |      |                                                                                                                                                                                                                                                                                                                                            |
|            |                                    |      | **SKB-722 Beginning Writer’s Workshop**  
|            |                                    | 2.4  | 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, $130 (includes a $65 lab fee) |

*The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu*
ART-372 Landscapes in Watercolor
This class introduces students to the basic watercolor techniques such as medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide material for the first class and hand out a supply list needed for subsequent classes. Intermediate and advanced painters are welcome too. The approximate cost of materials for this class is $90. Instructor: Edward Taylor. **5 sessions, $155**

90129 S 4/11–5/9 10 a.m.–1 p.m. LCC

ART-392 Design and Create Jewelry!
Former owner of the Beader’s Workshop will show you how to design a classic beaded necklace, create stunning wire wrapped bauble rings, and make chandelier earrings. Each student is required to purchase a bead kit complete with everything needed for the three projects from the instructor. Cost for kit is $55. Tools are available for use and purchase. Projects are subject to change. Instructor: Vivian Pollard/Rachelle Martin. **3 sessions, $55**

88558 M 3/9–3/23 6:30–9:30 p.m. Largo
88559 M 4/13–4/27 6:30–9:30 p.m. LCC

ART-381 Drawing and Sketching
The objective of this course is for students to learn to draw what they see with pencils. In-class demonstrations and homework assignments will consist of practice, still life subjects, composition basics, and tonal techniques modeled by master artists. Sketchbook traditions will inspire the beginner, intermediate, or advanced student through artist biographies and samples. The instructor will provide the materials for the first class and distribute a supply list needed for subsequent classes. **5 sessions, $150**

89414 Th 2/26–3/26 6–9 p.m. UTC

ART-395 Doodling
This course is designed for those who love art with an ink pen and a little color and who have ideas for cake designs, T-shirts, logos, etc. However, it is not just fun and games. Take illustrations to another level of art and create a masterpiece. For those who take art seriously and want to have fun at the same time, it will be awesome! Instructor: Edward Taylor. **1 session, $30**

9015 Th 4/16–4/17 7–10 p.m. LCC

ART-363 Abstract Collage
Expand your artistic endeavors and learn about abstract design using collage as your medium. Become acquainted with various approaches to collage and other materials. Learn the fundamentals of composition with a series of design exercises exploring shape, color, texture and other elements, as well as numerous ways to start, develop and finish mixed media pieces. Instructor Sharon Robinson has extensive experience as a gallery resident artist and adult educator on both the East and West coasts. Instructor will provide supply list to students. Cost of materials to be purchased on their own by students is approximately **$40. 6 sessions, $119**

89220 S 4/18–5/9 10 a.m.–1 p.m. LCC

ART-401 Painting and Collage
Combine more traditional painting techniques with collage to produce pieces with texture and depth. Working with 300 lb. watercolor paper and canvas, your piece will develop richness with the addition of papers, acrylics, inks and other materials. Experiment with collaging onto painted surfaces as well as painting on collaged surfaces. This class is also an excellent opportunity to incorporate realistic elements and imagery and further develop unfinished watercolor or acrylic. You might consider taking Paper Frenzy prior to this course, though it is not a requirement. In addition to materials provided by instructor Sharon Robinson, there may be additional materials costing approximately **$20. 5 sessions, $149 (includes a $55 lab fee)**

87136 S 1/24–2/21 10 a.m.–1 p.m. LCC

ART-402 Paper Frenzy
Spend a day just making papers for collage and other art projects. Leave with a glorious collection of one-of-a-kind papers using acrylic paint, ink, stamps and other materials. Using art tissue, watercolor and other types of papers, you will create a supply of material composed of various weights, textures and patterns. New techniques to explore and great preparation for Painting and Collage offered later in the month. Instructor Sharon Robinson brings professional experience, knowledge and enthusiasm to this course. **1 session, $89 (includes a $50 lab fee)**

87137 S 1/10–1/10 10 a.m.–4 p.m. LCC

ART-307 Intimate Expressions-Place for Memories
Working primarily with wooden boxes, you will learn to enshrine personal mementos, objects, photos and other materials in a three-dimensional format. Explore a range of materials for collage and embellishment, including papers, paint, metal fixtures, wire, beads and found objects. Your final creation can stand alone or be wall mounted and is a lovely way to honor important people and events in your life. Instructor and artist Sharon Robinson has extensive experience as a gallery resident artist and adult educator. Bring personal items such as photos, charms, text pages, jewelry or other mementos to class. **4 sessions, $129 (includes a $40 lab fee)**

89412 M 4/20–5/11 6:30–9 p.m. LCC

GRAPHICS ART AND DESIGN
301-322-0873 or itcerts@pgcc.edu

DPR-779 Intro to Illustrator CS6
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, $130* (includes a $65 lab fee)**

86892 WF 1/21–3/13 online E2GO
89040 WF 2/18–4/7 online E2GO
89042 WF 3/18–5/8 online E2GO
89045 WF 4/15–6/5 online E2GO
### DPR-587 Computer Publication Design  
**4.5 CEUs**

Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Meets concurrently with credit course ART-1620 for the entire semester. Prerequisite: DPR-594: Elements of Computer Design or permission of the coordinator. Text: *Exploring Typography* Thompson Delmar Cengage Learning @ 2006 (Tova Rabinowitz, author). 26 sessions, $470 (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87778</td>
<td>MW</td>
<td>2/2-5/11</td>
<td>6-8:45 p.m.</td>
<td>MH-1036</td>
</tr>
</tbody>
</table>

### DPR-594 Elements of Computer Graphics Design  
**4.5 CEUs**

Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects coupled with increased technical proficiency. Meets concurrently with credit course ART-1570 for the entire semester. Text required: is the same as the one for credit ART-1570. Contact the Prince George's Community College Bookstore, 301-322-0912 for that information. 15 sessions, $470* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86928</td>
<td>S</td>
<td>1/24-5/9</td>
<td>9 a.m.-12:30 p.m.</td>
<td>MH-1061</td>
</tr>
<tr>
<td>87779</td>
<td>MW</td>
<td>2/2-5/11</td>
<td>6-9:15 p.m.</td>
<td>CAT-113</td>
</tr>
</tbody>
</table>

### DPR-685 3-D Digital Modeling/Animation  
**7.7 CEUs**

Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Students will also be expected to have an aptitude for learning a variety of software packages. Meets concurrently with credit course ART-2670 for the entire semester. Prerequisite DPR-594: Elements of Computer Graphics Design OR students must possess advanced skills using Photoshop, Illustrator or 3-D software. No text required. 29 sessions, $470* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86929</td>
<td>MW</td>
<td>1/21-5/11</td>
<td>3-5:45 p.m.</td>
<td>CAT-113</td>
</tr>
</tbody>
</table>

### ART-382 Art Journaling - Going Beyond Scrapbooking

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89415</td>
<td>Th</td>
<td>4/9-5/7</td>
<td>6-9 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

### COM-347 Voice-overs: Now is Your Time

You've heard Lisa Foster on TV and radio commercials. Now hear Lisa LIVE as she illustrates how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. Lisa will show you a unique, outside-the-box way to cash in on one of the most lucrative full 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! And 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! Lisa Foster’s voice can be heard on commercials and narrations for such clients as: Crest Toothpaste, Olay, Sleep Train, and LA Weight Loss. 1 session, $69 (includes a $40 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89816</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### MUS-339 Music Made Easy

As Music Made Easy instructor Marianne Murawski, Ph.D says, “Anyone can learn to read music. It’s simply a matter of learning to match what you see on a sheet of music to keys on a keyboard.” In her course, Murawski teaches students the basics of rhythm, and how to read treble and bass clefs, build major scales, recognize different pitches, construct simple chords, and more. The course is designed for those with little or no experience in music, however those who have a musical background are welcome as well. Requirements: Internet access, e-mail, and Firefox, Netscape, or Internet Explorer Web browser, and a computer equipped with speakers or headphones. No tuition assistance is available for this class. Registration is not complete until the student registers and pays at www.pgcc.edu and completes the online class orientation at www.ed2go.com/pgcc. 12 sessions, $130 (includes a $65 lab fee)

### ART-398 Getting Started in Acting

Ever wanted to try your hand at acting but didn’t know where to start? Do you know what a monologue is, or how to choose one? Whether you’re looking to act as a hobby or a potential career, this course will give your insight into the theatre, television and film world. We will cover differences in the mediums, audition techniques, unions, resources, local opportunities, and so much more. By the end of the course, you’ll have at least one monologue at performance standards, and be ready to get your feet wet. Instructor: Robin Zerbe is a SAG-AFTRA actress. 6 sessions, $160

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88802</td>
<td>S</td>
<td>2/21-3/28</td>
<td>10 a.m.-1 p.m.</td>
<td>LCC</td>
</tr>
</tbody>
</table>

### MUS-347 Your Guide to the Music Business  
**0.6 CEU**

This course covers seven essential aspects of music administration - Song Structure, Copyright Laws, Music Publishing, Performance Rights, Songwriter Agreements, Contract Terminology and Industry Sources. Instruction from intermediate and advanced artists are welcome too. 301-322-0797 or 301-583-5299

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90074</td>
<td>W</td>
<td>4/8-4/15</td>
<td>6:30-9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>
EARLY CHILDHOOD EDUCATION
301-386-7545 or pgcc.edu/go/childcare

MARYLAND CHILD CARE CERTIFICATION AND PRE-SERVICE TRAINING
Prince George’s Community College’s child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education (MSDE) Office of Child Care (OCC). Credentialing courses are organized into topic areas that represent Core of Knowledge requirements as follows:

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

For current information regarding credentialing changes and specific educational requirements, contact the MSDE Office of Child Care, Regional Office for Prince George’s County at 301-333-6940 or MSDE at 410-767-7852, or visit their website at www.marylandpublicschools.org/MSDE/divisions/child_care, then click on Divisions of Early Childhood Development.

Prerequisite
Students must either validate previous successful college coursework (with a C or better) or take and pass the reading comprehension placement test at the college testing center before registering for classes. The test is free of charge. Students must pick up a Placement Test Referral Form from either Kent Hall, Room 207 or Bladen Hall, Room 126.

Students must be able to speak, write, and understand standard American English at a functional level.

Students must purchase their text prior to the first day of class. All textbooks are available at the college bookstore or through online vendors.

Online Course Information
Online courses require the same prerequisites as the traditional course counterparts.

All online classes have at least one mandatory campus visit.

Students must provide a valid e-mail address when registering for the course.

Once you have registered for the online class, you will be contacted 3–5 days prior to the class start date with your password and login for the Blackboard System.

New Requirement
90 Hour Pre-School Certificate:
You must register for the following courses to meet certification for teachers (senior staff) in a pre-school program:

- DCR-303  Child Growth and Development
- DCR-304  Curriculum/Activities 45 Hours and
- DCR-455  Communication Skills for Child Care Providers

Please read the course descriptions carefully! Many of our courses have a new placement test requirement call the number above.
**CHILD CARE CLASSES**
301-386-7545 or pgcc.edu/go/childcare

**DCR-300 Child Care Information Session**
If you have questions about which child care courses to take to start a family child care center, to be a director in a center, or to start working towards your Early Childhood Education degree, then this session will be helpful. Representatives from both the credit and non-credit sides of the College will be on hand to give a brief presentation and answer your questions. This is not the orientation session that the Office of Child Care runs to begin your licensing process. This information session is free, but pre-registration is recommended to reserve your space. 1 session

**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. This course provides the first 45 hours of the 90 classroom hours needed to become a teacher in pre-school or school-age programs licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: Students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George's Community College Bookstore. Note: All online classes require mandatory campus visits. $190*

**DCR-304 Curriculum/Activities: 45 Hours** 4.5 CEUs
Learn the principles of curriculum planning for programs serving children from age three through age six. Activities & 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. 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. Perfect attendance is required. Textbook information is available at Prince George's Community College Bookstore. Note: All online classes require mandatory campus visits. $190*

**DCR-315 Infant and Toddler: 45 Hours** 4.5 CEUs
Introduces the philosophy of infant and toddler education with child development theory 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. This 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: Students must successfully pass the reading comprehension placement test. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care. Textbook information is available at Prince George's Community College Bookstore. Note: all online classes have mandatory campus visits. 6 sessions, $190*

**DCR-305 Infant and Toddler: 45 Hours** 4.5 CEUs
Introduces the philosophy of infant and toddler education with child development theory 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. This 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: Students must successfully pass the reading comprehension placement test. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care. Textbook information is available at Prince George's Community College Bookstore. Note: all online classes have mandatory campus visits. 6 sessions, $190*

**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. 3 sessions, $90*

**DCR-566 CDA Preparation** 3.6 CEUs
Are you interested in obtaining your Child Development Associate (CDA) credentials? This class is designed for students who have completed their 90 hour certificate and have worked a minimum of 480 hours in a child care setting and would like guidance on the CDA application process. Students will work on their autobiography, competency statements and resource file. For full information on the CDA certification call the Council for Professional Recognition at 202-265-9090 or visit their website: www.cdacouncil.org. Prerequisite: completion of their 90 Hour Certificate and the Reading Comprehension Placement test. Students must obtain their CDA application packet prior to the first day of class packets are available at www.cdacouncil.org. 6 sessions, $250*

---

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
50

CONTINUING EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCR-322</td>
<td>Infant/Toddler Care</td>
<td>5.4 CEUs</td>
<td>Gain the skills necessary to work with infants and toddlers at home or in a child care center and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age three. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers and directors working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must attend all class hours and successfully complete all class assignments to receive a certificate. Textbook will be provided in class. In this section you will complete part of the course in the classroom and part online. Attendance is mandatory at all weekly class meetings. Access to a computer and sufficient computer skills to write and submit assignments online are necessary to participate in the course. 7 sessions, $240* (includes a $90 lab fee)</td>
</tr>
</tbody>
</table>

| 8712 W    | 2/4-3/18 6:30-9:45 p.m.   | LCC |
| 89023 W   | 4/15-6/3 6:30-9:45 p.m.   | LCC |
|           | (8 sessions)                   |     |

| 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 of 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. 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. Perfect attendance is required. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. $190* |

| 89012 S | 3/14-3/14 9 a.m.-3:30 p.m. | Largo |

| 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. Prerequisite: Students must successfully pass the reading comprehension placement test and have completed their 90 hour certificate. Perfect attendance is required. Textbook information is available at the Prince George's Community College Bookstore. Note: All online classes require mandatory campus visits. 7 sessions, $190* |

| 88349 M | 3/23-5/3 online | HYLC |
| 88918 M Th | 4/11-4/11 9 a.m.-12 p.m. | LCC |

| DCR-464     | Emergency Preparedness Training | 0.6 CEU | All children have demanding days! This course is designed to provide you tips that will help you feel less overwhelmed and provide sensitive guidance to those demanding children. Topics include solution center alternatives, contributing factors, anger management solutions, and major motivators for children. Content Area: Child Development. 1 session, $75* |

| 89371 WF | 2/10-4/10 online | E2GO |

| DCR-485     | Medication Administration | 0.6 CEU | Gain skills to administer medications safely to children in child care centers and family child care homes. This state-approved curriculum provides six clock hours of the Maryland State Department of Education (MSDE) Core of Knowledge: Health, Safety and Nutrition and addresses National Association for Education of Young Children (NAEYC) standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications in accordance with state child care licensing requirements. Instruction is provided by qualified health professionals. MSDE Medication Administration handbook provided in class. Core of Knowledge: Six clock hours. Health Service Nurse (HSN). 1 session, $80* (includes a $55 lab fee) |

| 89224 S | 5/2-5/2 9 a.m.-3:30 p.m. | LCC |

| DCR-501     | 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, $180* |

| 89918 M Th | 4/15-5/13 online | BLBD |

| 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, $130* (includes a $65 lab fee) |

| 89371 WF | 2/10-4/10 online | E2GO |

Prince George's Community College ● Transforming Lives ● 301-336-6000 ● www.pgcc.edu
EDUCATION/TEACHER TRAINING

TEACHER TRAINING  
301-386-7545 or 301-322-0158

SKB-416 Survival Kit for New Teachers  
2.4 CEUs
This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom. 12 sessions, $130* (includes a $65 lab fee)

89369 WF 2/18/17 online E2GO

SKB-431 Strategies for Teaching Students with Autism  
2.4 CEUs
Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuron-typical peers. Reaching and teaching these students requires a delicate balancing act, including understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. 12 sessions, $130* (includes a $65 lab fee)

89368 WF 2/18–4/10 online E2GO

SKB-433 Reading Strategies That Work  
2.4 CEUs
This course will cover intervention strategies for struggling readers in the classroom. Topics include how to help students with phonics, fluency, vocabulary mastery, comprehension, and writing. These intervention strategies tackle the toughest literacy problems with flexibility and creativity. 12 sessions, $130* (includes a $65 lab fee)

86877 WF 1/21–3/13 online E2GO

SKB-616 Merrill Ream Speed Reading  
2.4 CEUs
This course is designed to introduce techniques used to enhance skills in speed reading. Topics will include: Evaluation of reading rate, regulated reading skills, timed reading skills with exercises to increase reading rates with better comprehension, skimming techniques, setting goals, and overcoming bad reading habits. 12 sessions, $130* (includes a $65 lab fee)

89391 WF 2/18–4/10 online E2GO

SKB-475 Creating the Inclusive Classroom  
2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face every day and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success. 12 sessions, $130* (includes a $65 lab fee)

89390 WF 2/18–4/10 online E2GO

SKB-476 Solving Classroom Discipline Problems  
2.4 CEUs
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken. 12 sessions, $130* (includes a $65 lab fee)

86880 WF 1/21–3/13 online E2GO

SKB-616 Merrill Ream Speed Reading  
2.4 CEUs
This course is designed to introduce techniques used to enhance skills in speed reading. Topics will include: Evaluation of reading rate, regulated reading skills, timed reading skills with exercises to increase reading rates with better comprehension, skimming techniques, setting goals, and overcoming bad reading habits. 12 sessions, $130* (includes a $65 lab fee)

89369 WF 2/18/17 online E2GO

SKB-477 Solving Classroom Discipline Problems 2  
2.4 CEUs
This course covers skills for teachers to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. How to use a new research-based, six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action. 12 sessions, $130* (includes a $65 lab fee)

89378 WF 3/18–5/8 online E2GO

SKB-568 Teaching Adult Learners  
2.4 CEUs
If you are excited about the challenge of reaching and teaching adult learners, you’re in the right place! In this course, you will discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition, you will be taught dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effortlessly. We will also talk about planning your course, creating a welcoming classroom setting, and using educational aids and technology. And finally, we will discuss classroom discipline, talk about creating tests, and look at tools you can use to measure your students’ performance. If you are training to teach adults, the information and hands-on activities in this course will give you the confidence you need to succeed—and you will know all the tricks and techniques for winning over this fun, exciting, and very demanding group of students. 12 sessions, $130* (includes a $65 lab fee)

86882 WF 1/21–3/13 online E2GO

SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD)  
2.4 CEUs
This course is designed for individuals pursuing professional development in education and provides practical strategies to help students with Attention Deficit/Hyperactivity Disorder (ADHD) control their behavior and succeed in school. Learn relatively simple adaptations in space, structure, rules and expectations for dealing with students with ADHD. 12 sessions, $130* (includes a $65 lab fee)

89372 WF 3/18–5/8 online E2GO

SKB-479 Creating a Classroom Website  
2.4 CEUs
This course is designed for individuals pursuing professional development training in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more. 12 sessions, $130* (includes a $65 lab fee)

86881 WF 1/21–3/13 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)**

**TRANSITION ESL**
301-546-8399 or transitionesl@pgcc.edu

**TRANSITION ESL CLASSES**
Are you ready to take your English skills to the next level? Transition ESL is for you if:
- You are confident of your English speaking skills to navigate within the community and workplace, and want to improve your English reading, grammar and vocabulary, or
- You took the Michigan Test at the college and scored a 45 or below, or
- You are enrolled in Academic ESL-0081 or ESL-0082 and need additional support

Transition ESL program offers courses in:
- Pronunciation and Fluency
- Reading and Writing for Life and Work
- Conversational English
- US Citizenship Preparation

Courses are available at sites around Prince George's County. The cost for these courses is:
- $15 registration fee
- $75-$200 tuition, depending on the course
- $50-$100 per course for textbooks

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

---

**ESL-353 Transition Reading & Writing for Life & Work 1** 6.0 CEUs
Develop an understanding of the differences between the grammar of spoken English and the grammar of written English in various life and work contexts. Compare and contrast using comparatives and superlatives, recognize and make sentences with phrasal verbs, and form sentences with modal verbs. Identify and correctly use verbs in the simple past tense, and demonstrate ability to comprehend simple present and present progressive tenses.
20 sessions, $75*

88548 Th 1/29–4/14 9:30 a.m.–12:30 p.m. LCC

**ESL-354 Reading and Writing for Life and Work 2**
The course focuses on improving reading comprehension and writing skills for life and work situations.
20 sessions, $75*

88549 MW 1/28–4/15 6:30–9:30 p.m. LCC

**ESL-367 Conversational English** 4.5 CEUs
Learn common conversational phrases and improve your listening and speaking skills through lessons and discussions about interesting topics.
15 sessions, $75*

88550 Th 1/28–3/25 6:30–9:30 p.m. LCC

---

**ENGLISH COMMUNICATION AND WRITING**

**COMMUNICATION SKILLS**
301-546-8340 or 301-341-3019

**OFC-347 Grammar Refresher** 2.4 CEUs
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples, and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice.
12 sessions, $130* (includes a $65 lab fee)

86907 WF 1/21–3/13 online E2GO
89168 WF 2/18–4/10 online E2GO
89169 WF 3/18–5/8 online E2GO
89170 WF 4/15–6/5 online E2GO

**ENR-537 Speaking with Confidence**
Purge your fears and gain confidence speaking before groups. This information-packed course, led by professional speaker and humorist Allan Misch, helps you to learn a fascinating new process to rapidly eliminate or severely reduce speaking anxieties. Gain

---

**SKB-727 Teaching Students With Learning Disabilities** 2.4 CEUs
Learn how to successfully meet the diverse needs of students with disabilities in your classroom from an experienced special educator. We will dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. We will also talk about fun games you can incorporate, tips for modifying your classroom, and lots of tested methods for bringing out the best behavior in your students. Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students in a variety of settings, this course will prepare you to understand and empower your kids with learning disabilities. In this course, you’ll discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments!
12 sessions, $130* (includes a $65 lab fee)
### Adult Education ESL Classes

301-546-8350 or pgcc.edu/90/adulteducational

**ADULT EDUCATION ESL CLASSES**

Prince George's Community College also offers Adult Education ESL classes.

**Adult Education ESL is for you if:**

- You would like to develop your speaking and understanding of English for life or work, or
- You would like to develop your English language skills for employment, or
- You would like to develop your English skills to assist your children in their school life

**Adult Education ESL courses offer:**

- Instruction and practice in speaking and understanding English
- Instruction in reading, writing, and grammar in real-life contexts

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

---

### Writing

#### 301-546-8340 or 301-341-3019

**WRT-321 Effective Business Writing**

$130* (includes a $65 lab fee)

1.8 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, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86904</td>
<td>1/21-3/13</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89064</td>
<td>2/18-4/70</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89065</td>
<td>3/18-5/8</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89066</td>
<td>4/15-6/5</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
</tbody>
</table>

**MGT-434 Business Writing Intensive**

1.8 CEUs

This course uses a systematic five step writing process that includes preparation, research, organization, writing a draft, and revision. Students view real-world examples of business writing and practice writing effective memos, letters, reports, news releases, meeting minutes, sales letters, and more! **Prerequisites:** MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Text required: *The Business Writer’s Handbook*, (10th or latest edition). (St. Martin's Press). **6 sessions, $205***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>88763</td>
<td>3/26-5/7</td>
<td>9:30-10:30 a.m.</td>
<td>Largo</td>
<td></td>
</tr>
</tbody>
</table>

**MGT-602 Grammar and Proofreading**

1.8 CEUs

This course provides an opportunity to improve your grammar and proofreading skills. The course offers an in-depth look at the professional writing process and common writing problems. You will study basic parts of the sentence and learn about incomplete sentences, fragments, and run-on sentences. The course offers a review of punctuation, capitalization, abbreviations, italics, hyphens, spelling, verb usage, common word pitfalls, and effective proofreading. This course is recommended but not required to take Business Writing Intensive. Textbook: *The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real World Examples and Reproducible Quizzes*, (11th Edition) by Jane Strauss. **6 sessions, $205***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>88764</td>
<td>2/5-3/12</td>
<td>6:30-9:30 p.m.</td>
<td>Largo</td>
<td></td>
</tr>
</tbody>
</table>

**OFC-358 Fundamentals of Technical Writing**

2.4 CEUs

This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You’ll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86910</td>
<td>1/21-3/13</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89179</td>
<td>2/18-4/10</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89180</td>
<td>3/18-5/8</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89182</td>
<td>4/15-6/5</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
</tbody>
</table>

**SKB-462 Writing Essentials**

2.4 CEUs

In this course, you will hone the skills you need to communicate clearly on the job, express yourself fluently online, and show off your creative literary talents. Improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Finally, you will discover how to make the most of e-mails and other forms of electronic communication. Hands-on activities will help you put your powerful new skills to work. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>86915</td>
<td>1/21-3/13</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89193</td>
<td>2/18-4/10</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89205</td>
<td>3/18-5/8</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
<tr>
<td>89207</td>
<td>4/15-6/5</td>
<td>online</td>
<td>EC60</td>
<td></td>
</tr>
</tbody>
</table>

---

### Continuing Education

**CAREER PLANNING**

301-386-7545 or 301-322-0158

**JCL-354 Ten Steps to a Federal Job**

1.8 CEUs

Careers with the Federal Government offer excellent benefits, competitive wages, and stable employment yet the federal hiring process is quite detailed and complex. This course will acquaint students with how to conduct a federal job search, types of federal hiring programs, searching for jobs on USA Jobs, and familiarize students with using the Federal Resume Outline Format. **6 sessions, $120***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>88994</td>
<td>3/11-4/22</td>
<td>6:30-9:30 p.m.</td>
<td>Largo</td>
<td></td>
</tr>
</tbody>
</table>
CONTINUING EDUCATION

JCL-359 Resume Writing 2.4 CEUs
Learn how to create an effective résumé or how to write résumé and cover letters for profit. Explore self-assessment, résumé formats, references, Internet résumé secrets and how to overcome age discrimination and employment gaps. 12 sessions, $130* (includes a $65 lab fee)

89391 WF 2/18-4/10 online E2GO

JCL-363 Twelve Steps to a Successful Job Search 2.4 CEUs
This course will help students identify the job that is best for their needs and how to get it. Learn how to build a rapport with any interviewer and master the six phases of a successful job interview. 12 sessions, $130* (includes a $65 lab fee)

89392 WF 2/18-4/10 online E2GO

JCL-362 Achieving Success with Difficult People 2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. 12 sessions, $130* (includes a $65 lab fee)

89393 WF 4/15-6/6 online E2GO

JCL-361 Building Teams That Work 2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. 12 sessions, $130* (includes a $65 lab fee)

89394 WF 3/18-5/8 online E2GO

JCL-360 Jumpstart Your Career with LinkedIn 2.4 CEUs
Learn how to use LinkedIn, a free and popular job search and career development tool. Discover how the Internet can help expand professional networks. 12 sessions, $130* (includes a $65 lab fee)

89395 WF 3/18-5/8 online E2GO

STUDENT SUCCESS

301-322-0120 or 301-322-0158

SKB-345 Preparing for the SAT
This course has been professionally designed and developed by the nationally acclaimed Fairfax Lectern. It emphasizes how to respond to the analogies, sentence completion, and critical reading sections of the test and reviews concepts in arithmetic, algebra, and geometry. The student should have some background in introductory algebra and plane geometry to benefit from this course. All students must be 16 years or older. Text and calculator required. 4 sessions, $135* (includes a $25 lab fee)

88195 S 2/14-3/7 9 a.m.-12 p.m. Largo

SKB-357 GRE Preparation, Course 1: Verbal
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Text required at first class: Practicing to Taking the GRE General Test, 10th edition (available from Amazon.com). 12 sessions, $130* (includes a $65 lab fee)

87554 WF 1/21-3/13 online E2GO
89393 WF 2/18-4/10 online E2GO
89140 WF 3/18-5/8 online E2GO
89141 WF 4/15-6/5 online E2GO

SKB-358 GRE Preparation, Course 2: Quantitative
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, $130* (includes a $65 lab fee)

87555 WF 1/21-3/13 online E2GO
89142 WF 2/18-4/10 online E2GO
89143 WF 3/18-5/8 online E2GO
89144 WF 4/15-6/5 online E2GO

SKB-360 Law School Admission Test Preparation: Course 1
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series. 12 sessions, $130* (includes a $65 lab fee)

87556 WF 1/21-3/13 online E2GO
89145 WF 2/18-4/10 online E2GO
89146 WF 3/18-5/8 online E2GO
89147 WF 4/15-6/5 online E2GO

SKB-361 Law School Admission Test Preparation: Course 2
Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDAS.org). 12 sessions, $130* (includes a $65 lab fee)

87557 WF 1/21-3/13 online E2GO
89152 WF 2/18-4/10 online E2GO
89155 WF 3/18-5/8 online E2GO
89156 WF 4/15-6/5 online E2GO

LIFESTYLE

301-322-0797 or 301-583-5299

ENR-437 Fit and Fabulous in 15 Minutes
Are you stressed out? Overworked? Would you like to be Fit and Fabulous in 15 Minutes? Come learn the secrets, get the theories and even try a bunch of the exercises that will change your routine forever in this interactive combination lecture and workout class. Learn secrets from the international modeling industry to be slim and trim and have fabulous skin. You can learn to sneak in exercise at the gym or at the office so you never diet. Learn the benefits of these amazing secrets and how they can battle stubborn health issues like diabetes, high cholesterol and osteoporosis; relieve joint aches and arthritis; even balance hormones and brain activity so you can think more clearly and get more done at work. All these topics plus an extended question and answer period. Instructor: Kiona Leah. 1 session, $30

88702 Th 4/9-4/9 6:30-9:30 p.m. LCC
ENR-465 The Family Newsletter
This workshop teaches the fundamentals of writing a family newsletter to share family information, post reunion news, and keep the lines of communication open between the generations. Topics will include: using this document to share family history and genealogical finds, querying the family on genealogical road blocks, and corresponding via the Internet in writing. Instructor: Nathania Branch-Miles. **1 session, $30**

ENR-532 Family Reunion
This family reunion and oral history workshop is designed to lay the groundwork for planning a family reunion and ways to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, create a budget, and arrange activities for all age groups. Also, discover ways to share family anecdotes and history through photographs and family bibles, and create a family tree. Instructor: Nathania Branch-Miles. **1 session, $30**

ENR-368 Creating Gift Basket Designs
See a live demonstration on how to produce beautiful gift baskets for special occasions. Learn the do's and dont's of basket assembly and where to obtain material and supplies. If you like, bring your own gift basket creation to critique and evaluate. Instructor: Saundra Boulware. **1 session, $25**

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

ENR-556 Connect With Your Angels
This class will guide you in connecting with your Angels to receive messages. There will be a guided meditation and several powerful exercises to assist you in expanding your abilities. Instructor: Gena Wilson, LCSW. **1 session, $25**

FIN-345 Introduction to Stock Options
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. **12 sessions, $130* (includes a $65 lab fee)**

FIN-346 Personal Finance
Protect your assets and discover how best to achieve all your financial goals. Topics will include: how to create and use a budget, how to borrow and invest wisely, how to make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security. **12 sessions, $130* (includes a $65 lab fee)**

RES-325 Real Estate Investing
Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance, and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual goals that will put you well on your way to finding your first (or next) deal. **12 sessions, $130* (includes a $65 lab fee)**

FIN-340 Key to Successful Money Management
2.4 CEUs
If you’re interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you’ll need to succeed. **12 sessions, $130* (includes a $65 lab fee)**

FIN-359 Little Known Secrets of Paying for College
Learn how to send your child to the college of his/her dreams without bankrupting your retirement. Debunk myths such as in-state schools being more affordable than private schools. Learn how college financial aid (including the Free Application for Federal Student Aid (FAFSA) and the CSS/Financial Aid Profile is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the Internal Revenue Service (IRS) to fund college through "tax scholarship." Gain the tools and knowledge to meet your goals. **1 session, $59**
FACILITY MANAGEMENT CREDENTIAL PROGRAMS

FACILITY MANAGEMENT
301-322-0964 or westphalia@pgcc.edu

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

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

Chesapeake Chapter members receive discounted tuition.

MGT-631 Operations and Maintenance for FMP 1.6 CEUs
This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Note: members of the IFMA Chesapeake Chapter must register for 89790 to get the discounted price; non-members must register for 89791. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 2 sessions, $760* (includes a $300 lab fee)

89790 FS 1/23–1/24 8:30 a.m.–5 p.m. WTC
89791 FS 1/23–1/24 8:30 a.m.–5 p.m. WTC

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. Note: members of the IFMA Chesapeake Chapter must register for 89792 to get the discounted price; Non-members must register for 89793. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 2 sessions, $760* (includes a $300 lab fee)

89793 FS 2/20–2/21 8:30 a.m.–5 p.m. WTC
89792 FS 2/20–2/21 8:30 a.m.–5 p.m. WTC

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. Note: members of the IFMA Chesapeake Chapter must register for 89794 to get the discounted price, and non-members must register for 89795. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 2 sessions, $760* (includes a $300 lab fee)

89795 FS 3/20–3/21 8:30 a.m.–5 p.m. WTC
89794 FS 3/20–3/21 8:30 a.m.–5 p.m. WTC

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. Note: members of the IFMA Chesapeake Chapter must register for 89796 to get the discounted price; non-members must register for 89797. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 2 sessions, $760* (includes a $300 lab fee)

89797 FS 4/17–4/18 8:30 a.m.–5 p.m. WTC
89796 FS 4/17–4/18 8:30 a.m.–5 p.m. WTC

FITNESS AND HEALTH

DANCE
301-546-8340 or 301-341-3019

ATH-318 Hand Dancing
If you want to take your hand dancing up a level and learn new and exciting hand dance moves and turns, this is the class you want to take. Elevate your hand dance skills by learning to execute multiple turns and exciting dance moves. This is not a beginners class, must be able to hand dance. 8 sessions, $105 (includes a $40 lab fee)

9030 TTh 2/10–3/5 7–8 p.m. Largo

WELLNESS
301-546-8340 or 301-341-3019

HES-336 Pilates/Yoga
This course is designed to integrate yoga postures and poses with core strengthening exercises of Pilates. Participants realize leaner muscles, improved posture and stronger core muscles. There are benefits for all ages, especially people with muscle and joint problems. 8 sessions, $125 (includes a $50 lab fee)

88767 Th 2/5–3/6 6–7 p.m. UTC

PERSONAL TRAINER NATIONAL CERTIFICATION

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

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

Students must be at least 18 years old to attend this class.

Prince George’s Community College ● Transforming Lives ● 301-336-6000 ● www.pgcc.edu
### GED Preparation, The NEDP, and Adult Basic Skills

#### GED Preparation

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

**GED® Option**

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

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

GED® preparation courses are available at locations around the county, with morning, evening, and Saturday schedule options. There is no tuition for these classes; students purchase their textbooks. An online GED® preparation class is available for qualified individuals. For information, please visit www.mdadultedonline.org.

For more information:
- 301-322-0891
- pgcc.edu/go/ged
- ged@pgcc.edu

**NEDP Option**

The National External Diploma Program (NEDP) is a high school diploma option for mature adults who have significant life experience and can demonstrate academic competencies and life skills. Participants work one-on-one with an advisor to develop a portfolio which demonstrates mastery of the required skills.

The NEDP is a good option for adults who prefer a more confidential option, can pass a qualifying pre-test, and prefer working independently on a portfolio to demonstrate their skills.

For more information:
- 301-386-7509 Monday through Thursday evenings
- nedp@pgcc.edu

**Adult Basic Skills**

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

For more information:
- 301-546-8482 (University Town Center)
- Jill Hall (halljf@pgcc.edu)

**Literacy Volunteers**

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

For more information:
- 301-546-8457 (University Town Center)
- Loreta Jordan (jordanlm@pgcc.edu)

---

#### HES-451 Personal Trainer: National Certification

Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Students must be 18 years or older to attend this class. Text is required and not included in course fees: *Fitness Professional’s Handbook*, (6th or latest edition) $84 plus tax/shipping/handling call 1-888-330-9487 to order and start reading immediately www.witseducation.com. Students must be 18 years or older to register and attend this class. 9 sessions, $704* (includes a $499 lab fee)

| 88769 | Su | 2/15-4/7 | 9 a.m.-2 p.m. | Largo |

#### HES-368 Total Body Fitness

Regardless of how fit you are, regular exercise provides plenty of benefits for people over 40 years old, including improved memory, greater physical capacity and better overall quality of life. A fitness boot camp training workout specifically can increase strength, reduce muscle atrophy, develop balance and improve cardiovascular health. Compared to resistance or cardiovascular exercise alone, circuit training provides a particularly efficient total-body workout. Instructor: Ruby Bond. 8 sessions, $125 (includes a $50 lab fee)

| 88771 | Th | 2/5-3/26 | 8-9 p.m. | UTC |
## GREEN TRAINING

**ENERGY AND SUSTAINABILITY**
301-322-0964 or westphalia@pgcc.edu

**ONLINE GREEN AND RENEWABLE ENERGY TRAINING AND CERTIFICATE PROGRAMS**
For a complete list, prices, and to register for classes, contact the Construction and Energy Institute.

## HEALTH CARE SUPPORT

**FIRST AID AND CPR**
301-322-0795 or pgcc.edu/go/cprfirst

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

### HES-592 Mental Health First Aid
This program for healthcare providers, law enforcement personnel, counselors, teachers, caregivers, and citizens is designed to respond and support anyone who is developing signs and symptoms of a mental illness or experiencing an emotional crisis. The program introduces a five-step action plan to assess a situation, select and implement interventions using role-play and simulations. The program also teaches common risk factors and warning signs of specific types of illnesses, like anxiety, depression, substance use, bipolar disorder, eating disorders schizophrenia and suicide. One hundred percent (100%) course attendance required. Successful completion earns a Mental Health First Aid certificate valid for three years. Textbook required at first class session. **1 session, $124** (includes a $5 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88736</td>
<td>2/7-2/7</td>
<td>9 a.m.–6 p.m.</td>
<td>CHS–2101</td>
</tr>
<tr>
<td>88737</td>
<td>2/21-2/21</td>
<td>9 a.m.–6 p.m.</td>
<td>CHS–2101</td>
</tr>
<tr>
<td>88738</td>
<td>4/11-4/11</td>
<td>9 a.m.–6 p.m.</td>
<td>CHS–2101</td>
</tr>
<tr>
<td>88739</td>
<td>4/18-4/18</td>
<td>9 a.m.–6 p.m.</td>
<td>CHS–2101</td>
</tr>
<tr>
<td>88740</td>
<td>5/2-5/2</td>
<td>9 a.m.–6 p.m.</td>
<td>CHS–2101</td>
</tr>
</tbody>
</table>

### HES-573 Pediatric First Aid, CPR & AED
This National Safety Council (NSC) Pediatric First Aid, CPR & AED program was created for child care workers, teachers, camp counselors, coaches and others responsible for the lives of children, and meets first aid and CPR requirements in all 50 states. Topics will include treatment for a foreign body airway obstruction, rescue breathing, basic life support, bleeding and wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies. Text required: Students must bring text to class: NSC Pediatric First Aid, CPR & AED Workbook with VSI DVD. 100% course attendance required. Successful completion earns a Pediatric First Aid card valid for three years and a CPR card valid for two years. **1 session, $80** (includes a $5 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87491</td>
<td>1/10–1/10</td>
<td>9 a.m.–4:30 p.m.</td>
<td>CHS–2103</td>
</tr>
<tr>
<td>87492</td>
<td>4/18–4/18</td>
<td>9 a.m.–4:30 p.m.</td>
<td>CHS–2103</td>
</tr>
</tbody>
</table>

### CARDIOPULMONARY RESUSCITATION CERTIFICATION
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. By offering both, we provide you the opportunity to select the program that best suits your personal and professional needs.

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS 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.

**Note**: American Heart Association rules: all students must have a textbook before, during and after the course.

Textbooks are available at the college Bookstore and are required at first class. CPR cards will be mailed with proof of textbook and successful course completion. 100% attendance is required and students must be on time for all First Aid and CPR classes.

### HES-344 CPR for Health Professionals
This American Heart Association (AHA) approved course is recommended for allied health and emergency personnel, nurses, physicians, and students enrolled in health technology programs. Topics will include: in-depth instruction in one- and two-rescuer Cardiopulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body Airway Obstruction (FBAO), and barrier devices. One hundred percent course attendance required. Successful completion earns an American Heart Association card valid for two years to be issued within 20 business days. Text required: Students must bring text to class: **BLS for Health Care Providers. 1 session, $80** (includes a $5 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87493</td>
<td>1/17–1/17</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS–2103</td>
</tr>
<tr>
<td>87494</td>
<td>1/24–1/24</td>
<td>9 a.m.–3:30 p.m.</td>
<td>UTC</td>
</tr>
<tr>
<td>87495</td>
<td>2/7–2/7</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS–2103</td>
</tr>
<tr>
<td>90443</td>
<td>2/7–2/7</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS–2103</td>
</tr>
<tr>
<td>87496</td>
<td>2/21–2/21</td>
<td>9 a.m.–3:30 p.m.</td>
<td>UTC</td>
</tr>
<tr>
<td>90444</td>
<td>3/7–3/7</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS–2103</td>
</tr>
<tr>
<td>87497</td>
<td>3/14–3/14</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS–2103</td>
</tr>
<tr>
<td>90445</td>
<td>4/10–4/10</td>
<td>9 a.m.–3:30 p.m.</td>
<td>UTC</td>
</tr>
<tr>
<td>87502</td>
<td>4/10–4/10</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS–2103</td>
</tr>
<tr>
<td>87504</td>
<td>4/25–4/25</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS–2103</td>
</tr>
<tr>
<td>87507</td>
<td>5/2–5/2</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS–2103</td>
</tr>
</tbody>
</table>
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. Text required: BLS for Health Care Providers. 1 session, $42* (includes a $10 lab fee)

87483 Th 1/15-1/15 6-10 p.m. CHS-2103
87484 S 2/28-2/28 9 a.m.-1 p.m. CHS-2103
87485 W 3/11-3/11 6-10 p.m. CHS-2103
87486 W 4/22-4/22 6-10 p.m. CHS-2103

HES-324 First Aid
This course is designed to train the public to respond appropriately in emergency situations. Topics will include: injury prevention, victim assessment, treatment for shock, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for three years. Students must bring textbook to class. Text required: NSC First Aid, CPR & AED Workbook. 1 session, $60*

87487 S 1/31-1/31 1-4:45 p.m. CHS-2103

HES-367 CPR Instructor Training
Prepare to become an American Heart Association recognized instructor in CPR. Course includes teaching methodology, testing procedures and skills demonstration. Participants must have current Health Care Provider card to enroll in this course. Must purchase text and complete Core Instructor Online Course before first class. 4 sessions, $210*

89370 MTh 3/16-3/19 6:30-10 p.m. CHS-2103
S 3/21-3/28 9 a.m.-4 p.m. CHS-2103

HES-416 CPR Instructor Update
Course provides the American Heart Association’s new guidelines and procedures. All current instructors are required to be updated to continue to hold a valid instructor’s card. (This free course is ONLY open to CPR instructors affiliated with and assigned to the Prince George’s Community College training network). Please bring your Instructors book, rosters and related documentation to class. 1 session, FREE

87512 M 1/5-1/5 9 a.m.-1 p.m. CHS-2103
87513 T 1/6-1/6 6-10 p.m. CHS-2103
87516 Th 1/8-1/8 9 a.m.-1 p.m. CHS-2103
87518 F 1/9-1/9 6-10 p.m. CHS-2103
87524 T 1/13-1/13 6-10 p.m. CHS-2103
87519 T 1/27-1/27 6-10 p.m. CHS-2103
87521 Th 1/29-1/29 9 a.m.-1 p.m. CHS-2103
87522 T 2/17-2/17 6-10 p.m. CHS-2103

CAREGIVING
301-322-0795 or pgcc.edu/go/cprfirst

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

HES-571 Caring for Aging Parents
This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life's transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered. 12 sessions, $130* (includes a $65 lab fee)

88531 WF 1/21-3/13 online E2GO
87548 WF 2/18-4/17 online E2GO

HES-576 End of Life Care
0.8 CEU
This course is designed for caregivers and individuals pursuing professional development in social work, counseling and other allied health services and provides instruction on delivering end of life care. Topics, include palliative care, hospice care, advance directives, healing strategies, spirituality and funeral and grief counseling. Text is optional. 2 sessions, $115* (includes a $50 lab fee)

87547 S 4/11-4/18 9 a.m.-1:15 p.m. CHS-1205

HES-578 Family Caregiving
1.0 CEU
This course is designed to explain the responsibilities of a family caregiver. Topics will include dressing, grooming, feeding, toileting, bathing, oral hygiene, communication, safety, recreation and exercise, basic housekeeping, resources, and caregiver fatigue prevention. 2 sessions, $115*

86672 Su 3/22-3/22 10 a.m.-3 p.m. CHS-2211
S 3/28-3/28 9 a.m.-4 p.m. CHS-2211

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ASSISTED LIVING MANAGEMENT
301-322-0795 or pgcc.edu/go/assistedliving

HES-588 Certificate in Stress Management 1.4 CEUs
Stress is at epidemic levels in the world today. In this course, you will explore the impact of stress and learn how to get stress under control. Discover how healthy living habits, strategies, and therapies can counteract, reduce, and help you manage its negative impact. Topics include: the physiological, social and psychological impacts of stress; modalities to control stress; the relationship between stress and health; nutrition; physical activity; and how stress develops in the workplace. 9 sessions, $100* (includes a $61 lab fee)

89407 WF 2/18–4/7 online E260
89409 WF 4/15–6/5 online E260

HES-589 Certificate in Meditation 0.8 CEU
Explore the many meditation techniques that can be used to support the mind-body connection to reduce stress, deal with pain, illness, and support overall well-being. This course designed for health professionals, nurses, and general consumers will cover the following meditation techniques: Transcendental Meditation (TM); guided imagery and visualization; mindfulness; Osho Kundalini; Vipassana; walking; laughter; centering prayer; and concentration. 4 sessions, $75* (includes a $55 lab fee)

89408 WF 2/18–4/10 online E260
89410 WF 4/15–6/5 online E260

ASSISTED LIVING
301-322-0795 or pgcc.edu/go/assistedliving

BECOME AN ASSISTED LIVING MANAGER
This 80-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene’s Office of Health Care Quality. This course teaches how to better monitor the day-to-day operations of an assisted living facility. Learn topics such as clinical management, dementia, mental health, nutrition, assessing, admitting, emergency planning, quality assurance and others. There are five mandatory modules required for certification. We also offer a course on business planning for those interested in opening a facility. Note: Proper planning is essential in order to complete the entire program. Assisted Living Refresher training is required every two years following completion of the 80-hour program.

HES-486 Assisted Living Manager Module 1: Introduction 0.6 CEU
This introduction to the Assisted Living Manager Program will focus on the philosophy of assisted living and the impact of the aging process on adults and their families. This is the first of five modules in the 80-hour Assisted Living Manager Program and must be taken first. Topics will include: the stages of the aging process and their identification, methods of intervention to maintain safety and wellbeing of aging residents and the resident’s bill of rights. Modules must be taken in order and students must score an average of 80% for course completion. 1 session, $105* (includes a $25 lab fee)

86665 S 2/7–2/7 9 a.m.–4 p.m. CHS–2101
86666 F 2/20–2/27 9 a.m.–4 p.m. CHS–2211
86667 S 3/14–3/21 9 a.m.–4 p.m. CHS–2211

HES-487 Assisted Living Manager Module 2: Assessing, Admitting and Feeding 2.4 CEUs
This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics will include: the importance of nutrition, food safety, and how to develop individualized service plans. 4 sessions, $290* (includes a $80 lab fee)

86668 FS 4/10–4/11 9 a.m.–5:30 p.m. CHS–2211
86669 FS 4/24–4/25 9 a.m.–4:30 p.m. CHS–2211

HES-488 Assisted Living Manager Module 3: Clinical Management 2.0CEUs
The third module focuses on the role of the delegating nurse, appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics will include: patient safety, proper infection control procedures and appropriate staffing patterns. 4 sessions, $240* (includes a $80 lab fee)

86670 Th 3/12–3/19 5–9:15 p.m. CHS–2215
86671 Th 3/12–3/19 9 a.m.–4:30 p.m. CHS–2215

HES-489 Assisted Living Manager Module 4: Mental and Behavior Management 1.6 CEUs
The fourth module focuses on mental illness and its symptoms. Topics will include: the philosophy of dementia care, associated behaviors, stages of cognitive decline, common triggers for problems and potentially harmful behaviors and key interventions. 2 sessions, $200* (includes a $60 lab fee)

86668 FS 4/10–4/11 9 a.m.–5:30 p.m. CHS–2211
86669 FS 4/24–4/25 9 a.m.–4:30 p.m. CHS–2211

HES-490 Assisted Living Manager Module 5: Management Emergency Planning 1.4 CEUs
This final module focuses on facility operations, emergency planning, quality assurance and survey processes. Topics will include: procedures for fire and other disasters, a review of OSHA requirements, the role and functional responsibilities of the manager of an assisted living facility, recordkeeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes. 2 sessions, $185* (includes a $60 lab fee)

86672 FS 5/15–5/30 9 a.m.–4:30 p.m. CHS–2211
86673 FS 5/15–5/30 9 a.m.–4:30 p.m. CHS–2211

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, $255* (includes a $15 lab fee)

86668 FS 5/15–5/30 9 a.m.–4 p.m. CHS–2211
**SPRING 2015**  
**CONTINUING EDUCATION**

**HES-559 How to Start an Assisted Living Business**  
**1.0 CEU**

Assisted living facilities are residential community-based programs 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, $170* (includes a $10 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86673</td>
<td>5/2-5/9</td>
<td>9 a.m.-3 p.m.</td>
<td>CHS-1203</td>
</tr>
</tbody>
</table>

**NURSING TRAINING**

301-322-0795 or 301-322-0879

**REGISTERED NURSE CASE MANAGER/DELEGATING NURSE IN ASSISTED LIVING**

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

**HES-326 RN Case Manager and Delegating Nurse in Assisted Living**  
**1.6 CEUs**

This course, approved by the Maryland Board of Nursing, is required for case managers and delegating nurses who work with or train medication technicians (formerly known as medication administration assistants). Registered nurses will review the basic foundations for the nursing practice of the Registered Nurse (RN) who delegates nursing functions in the assisted living setting, including medication administration. Prerequisite: current active Maryland RN license in good standing.  
**3 session, $275* (includes a $75 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86670</td>
<td>5/1-5/9</td>
<td>9 a.m.-3 p.m.</td>
<td>CHS-2211</td>
</tr>
</tbody>
</table>

**HES-570 Principles of Adult Education: Train the Trainer**  
**1.6 CEUs**

This course is designed for nurses and other healthcare providers who are responsible for certified nursing assistant training, patient and community education, in-service education, etc. This course meets the Maryland Board of Nursing requirement for instructors of the Certified Nursing Assistant course. Participants will be taught teaching strategies, adult learner characteristics, planning learning environments, lesson planning, writing behavioral objectives, and facilitating learning.  
**3 sessions, $265**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87546</td>
<td>4/10-4/18</td>
<td>9 a.m.-3 p.m.</td>
<td>CHS-2215</td>
</tr>
</tbody>
</table>

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

301-322-0795 or pgcc.edu/go/pharmtek

---

**PHARMACY TECHNICIAN PROGRAM**

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

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

- HES-332 Pharmacy Technician
- HES-529 Pharmacy Technician Clinical Pt. 1
- HES-530 Pharmacy Technician Clinical Pt. 2

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

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

**Prerequisites**

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

- Reading: providing proof of a score of 65 or above on the college’s reading placement test or of college credits in English within the last two years
- Math: providing proof of a score of 82 or above on the college’s algebraic math placement test or of college credits in math within the last two years or of completion of HES-577, Medical Math, with a final grade of at least 75%.

Participants must also:

- Be a minimum of 18 years of age
- Have access to the Internet
- Have a working e-mail address.
- Have an OWL Link account accessed through the college’s website, www.pgcc.edu. For assistance, visit the Help Desk in Bladen Hall Room 106 or call 301-322-0637.

Note: The placement test is free of charge. Pick up a Placement Test Referral Form from the Continuing Education Registration Desk in Bladen Hall, Room 126.

**Textbooks**

The required textbooks are available for purchase in the college’s Bookstore located in Largo Student Center, Room 116, or online at www.pgcbookstore.com.

**Clinical**

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

---

**HES-332 Pharmacy Technician 9.0 CEUs**

The Pharmacy Technician program trains students to work under the direct supervision of a licensed pharmacist in a variety of healthcare settings. It combines classroom, online, on-site laboratory instruction, and 160 hours of clinical practice (HES-529 and HES-530) to prepare students for a rewarding career in the pharmacy profession. Topics will include drug regulation and control, medical terminology calculations; routes and formulations, compounding; inventory management; computer applications, parenteral, aseptic techniques, pharmacology, patient education and interpersonal relationships. For certification, upon successful completion of the course and clinical, students may register with the Maryland Board of Pharmacy, and are encouraged to take the National Pharmacy Technician Certification Board Exam (PTCE). Prerequisites: students must prove attainment of required math and reading skills either by placement testing, recent college credits in algebra and English, or successful completion of HES-577: Medical Math, prior to registration. Textbook required. Read Chapter 1 prior to first class session. 30 sessions, $945*

**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 both courses at the same time. Prerequisite: proof of background check and drug screening must be provided 10 days prior to clinical. 20 sessions, $125*

82480 MTWTh 1/12-3/13 TBA TBA

82489 TTh 1/20-5/7 6:30-9:30 p.m. CHS-201
HES-530 Pharmacy Technician Clinical: Part 2  
8.0 CEUs  
Continuation of Pharmacy Technician Clinical Part I. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. Prerequisite: proof of background check and drug screening, must be provided 10 days prior to clinical. **20 sessions, $125**

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**

HES-577 Medical Math  
In these lessons, you will gain the medical math skills you need, from calculating dosages to using scientific formulas. Whatever medical field you are in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily. Topics include: basic math skills with a review of fractions, decimals, percentages, measurement systems, medical conversions, an introduction to basic statistics and probability, and how to interpret the latest medical findings. This course also prepares you to tackle dosage calculations for oral, parenteral, and intravenous medications with confidence. (Note: Students taking this course as a prerequisite for the Pharmacy Technician program must provide a copy of their test score along with their certificate of completion. A minimum 75% is required.). **12 sessions, $130** (includes a $65 lab fee)

NURSING ASSISTANT (CNA/GNA)  
301-583-5215 or 301-322-0040

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

Before attending the clinical portion of the class, individuals must also:
- Obtain a criminal background check
- Obtain CPR for Health Provider certification. This course (HES-344) is available at the college
- Have a negative TB skin test (PPD) or chest x-ray
- Present documentation of immunizations or titer tests (blood test for proof of immunizations)

The Certified Nursing Assistant program is approved and endorsed by the Maryland Board of Nursing.

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

HES-544 Certified Nursing Assistant: Theory  
Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing Examination (GNA). A Geriatric Nursing assistant test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-583-5215 before registering for the clinical portion. **21 sessions, $825** (includes a $50 lab fee)

63
### HES-575 Geriatric Nursing Assistant Theory
This course is designed for any current Maryland CNA who wants to become a GNA in the state of Maryland. Topics include physical and psychosocial care skills and the role of the nursing assistant. Student must be active and in good standing with the Maryland Board of Nursing. Student must also take HES-583 CNA Clinical to complete this program. Note: students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program.  **12 sessions, $400**

88981  TTh  4/9–5/19  5:30–9:30 p.m.  CHS–2215

Note: Free Training Available. Call 301-583-5215 to request application.

### HES-583 GNA Clinical 2  **4.0 CEUs**
The course accompanies HES-575, GNA Theory and is a requirement in order to sit for the GNA state exam. Students demonstrate application of knowledge and skills of the nursing assistant in a clinical setting.  **5 sessions, $400**

88983  SSu  4/25–5/9  7 a.m.–3:30 p.m.

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

86660  S  1/17–1/17  8:30 a.m.–5 p.m.  CHS–2215
86662  S  2/21–2/21  8:30 a.m.–5 p.m.  CHS–2215
86663  S  3/21–3/21  8:30 a.m.–5 p.m.  CHS–2215
86664  S  4/18–4/18  8:30 a.m.–5 p.m.  CHS–2215

### PATIENT CARE TECHNICIAN  **8.8 CEUs**
1. Must be a Certified Nursing Assistant in good standing on the state’s registry.
2. Must have worked or trained as a CNA in the last 2 yrs.
3. Have a valid CPR for Health provider certification.
5. Be computer literate and have access to the Internet.
6. Must be at least 18 years of age.

87143  T  1/20–4/14  9 a.m.–4:30 p.m.  CHS–221 (12 sessions)

87144  TTh  1/27–4/9  5:30–9:30 p.m.  CHS–221

### HES-584 Patient Care Technician  **8.8 CEUs**
This course is designed to advance the skills of certified nursing assistants working in hospitals or other health care settings. It provides a review of the anatomy and physiology of major body systems, medical terminology, legal and ethical issues, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, oxygen therapy and trach care, basic wound care and more. Note: Students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program.  **20 sessions, $1150** (includes a $250 lab fee)

87143  T  1/20–4/14  9 a.m.–4:30 p.m.  CHS–221

87144  TTh  1/27–4/9  5:30–9:30 p.m.  CHS–221
MEDICAL BILLING SPECIALIST
301-322-0878 or 301-322-0735

CONTINUING EDUCATION CERTIFICATE, MEDICAL BILLING SPECIALIST

This program begins with an overview of the medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training are used to prepare students as physician’s office personnel. This training prepares you to take the AAPP Certified Professional Biller exam.

Courses should be taken in the order listed. The HES-409 and HES-553 should be taken during the same semester. A Certificate of Continuing Education will be issued upon successful completion of all courses.

- HES-357 or HES-354 Medical Terminology
- HES-554 or HES-587 Basic Human Anatomy and Physiology
- HES-409 Introduction to Medical Billing
- HES-553 Computerized Medical Billing
- HES-321 Physician Office Billing
- HES-563 Advanced Medical Billing

Prerequisite: Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 and strong computer and word processing skills.

Note: Text required at first class.

Once a student has completed these requirements, he/she should call 301-322-0878 for verification and to request a certificate. Those interested in furthering their career in medical coding, contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.

HES-409 Introduction to Medical Billing 1.5 CEUs
This course provides an overview of medical billing and computerized patient accounting. Text required at first class. 5 sessions, $170*
87014 TTh 1/20–2/3 9 a.m.–12 p.m. CHS–1233
87015 MW 2/24–3/23 6:30–9:30 p.m. CHS–1233

HES-553 Computerized Medical Billing 4.2 CEUs
This course is designed for physician’s office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: Successful completion of HES-409 and strong computer and word processing skills. 14 sessions, $480* (includes a $15 lab fee)
90079 TTh 2/10–3/26 9 a.m.–12 p.m. CHS–1233
90080 MW 3/2–4/22 6:30–9:30 p.m. CHS–1233

HES-321 Physician Office Billing 4.2 CEUs
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology and basic computer and word processing skills. Texts required (multiple, approx. $300). Meets concurrently with credit course HIM-1940. Note: those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $355* (includes a $10 lab fee)
87025 Th 1/22–5/7 5:30–8:30 p.m. CHS–1229

HES-563 Advanced Medical Billing 3.6 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include the 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 be shown how to reconcile their daily work, accounts receivable processing and basics of financial reporting. Prerequisite: Successfully completed HES-409, HES-553 and HES-321. 12 sessions, $420* (includes a $15 lab fee)
89965 MW 1/26–3/16 10 a.m.–12 p.m. Largo
### HES-354 Medical Terminology: Word Association Approach

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, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>88532</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88840</td>
<td>WF</td>
<td>2/18-4/10</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88841</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88842</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HES-357 Basic Medical Terminology

Effectively communicate, write, and interpret medical terms in the workplace. Topics include: organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Text required at first class. **6 sessions, $270**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>87015</td>
<td>TTh</td>
<td>1/6-1/22</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89159</td>
<td>TTh</td>
<td>2/24-3/12</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89160</td>
<td>T</td>
<td>4/7-4/23</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HES-554 Human Anatomy and Physiology: Part 1

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, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>88537</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88846</td>
<td>WF</td>
<td>2/18-4/10</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88848</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88849</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HES-555 Human Anatomy and Physiology: Part 2

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, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>88539</td>
<td>WF</td>
<td>1/21-3/13</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88850</td>
<td>WF</td>
<td>2/18-4/10</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88851</td>
<td>WF</td>
<td>3/18-5/8</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88852</td>
<td>WF</td>
<td>4/15-6/5</td>
<td>E2GO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HES-586 Professionalism in Healthcare

This course is designed for prospective or current professionals in the healthcare field and provides instruction on the key elements of professionalism. Professionalism in a healthcare setting is explored through discussions, activities, presentations, and assignments. Topics include: HIPAA, work ethics and performance, written and verbal communication, personal traits and behaviors, accountability, and career development. **10 sessions, $270**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>89153</td>
<td>TTh</td>
<td>2/17-3/19</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HES-396 Medical Office Assistant: Overview

This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 65 or higher on the reading comprehension placement test (3) access to the Internet and an Owl Link account; and (4) strong computer skills. Please contact our Help Desk at 301-322-0637 for assistance setting up the account. Text required at first. **22 sessions, $830* (includes a $105 lab fee)**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>87120</td>
<td>T</td>
<td>3/3-4/19</td>
<td>CHS–1233</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Medical Office Assistant

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

#### Required Courses

- HES-357 Basic Medical Terminology
- HES-354 Medical Terminology: Word Association Approach
- HES-386 Professionalism in Healthcare
- HES-396 Medical Office Assistant: Overview
- HES-344 Medical Office Assistant Overview
- HES-322 Medical Office Assistant: Practical Applications

#### Prerequisites

Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 OR provide proof of college credits.
**PHLEBOTOMY TECHNICIAN**

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

**Required Courses**

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

**HES-418 Phlebotomy Technician**

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-418</td>
<td>8.0 CEUs</td>
<td>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 outpatient setting. Students will be eligible to apply to take the National Certification Examination.</td>
<td>26 sessions, $880* (includes a $65 lab fee)</td>
<td></td>
</tr>
</tbody>
</table>

**HES-469 Phlebotomy Technician Clinical: Part 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-469</td>
<td>6.0 CEUs</td>
<td>Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: Students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.</td>
<td>15 sessions, $120*</td>
<td></td>
</tr>
</tbody>
</table>

**HES-469 Phlebotomy Technician Clinical: Part 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-470</td>
<td>6.0 CEUs</td>
<td>Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: Students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.</td>
<td>15 sessions, $120*</td>
<td></td>
</tr>
</tbody>
</table>

**HES-546 Spanish for Medical Professionals**

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-546</td>
<td>2.4 CEUs</td>
<td>Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-546</td>
<td>2.4 CEUs</td>
<td>Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-545</td>
<td>2.4 CEUs</td>
<td>This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics included are transactions, code sets, and identifiers; the Privacy Rule; and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act, (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-545</td>
<td>2.4 CEUs</td>
<td>This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics included are transactions, code sets, and identifiers; the Privacy Rule; and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act, (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-545</td>
<td>2.4 CEUs</td>
<td>This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics included are transactions, code sets, and identifiers; the Privacy Rule; and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act, (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-545</td>
<td>2.4 CEUs</td>
<td>This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics included are transactions, code sets, and identifiers; the Privacy Rule; and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act, (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HES-547 Spanish for Medical Professionals**

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-547</td>
<td>2.4 CEUs</td>
<td>Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-547</td>
<td>2.4 CEUs</td>
<td>Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-547</td>
<td>2.4 CEUs</td>
<td>Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-547</td>
<td>2.4 CEUs</td>
<td>Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment. 12 sessions, $130* (includes a $65 lab fee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**HES-470 Phlebotomy Technician Clinical: Part 2 6.0 CEUs**
Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: Successful completion of HES-418, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. 15 sessions, $120*  
89953 MTWTHF 2/2-4/24 TBA  
89954 MTWTHF 4/6-5/29 TBA

**HOME AND GARDEN**

**FLORAL**
301-386-7545 or 301-322-0158

**CONTINUING EDUCATION CERTIFICATE, FLORAL DESIGN**
The Floral Design Program has been redesigned to feature only fresh flowers and natural materials for those who want to enter the floral business as either owner/operators or designers. Components of this 48-64 hour program will continue to be available at both the main campus and at the Laurel College Center.

The new requirements include successful completion of a minimum of three of the four levels of fresh floral training:

- **OCU-338** Floriculture: Basic Floral Design
- **OCU-376** Floriculture: Advanced Floral Design
- **OCC-377** Floriculture III: Advanced Seasonal Event Designs
- **OCL-381** Floriculture IV: Tributes

A student who has completed all of the requirements for this program should contact the information above for verification and to request a certificate.

---

**OCU-338 Basic Floral Design**
Learn the basic principles of floral design while creating eight eye-catching arrangements. Use of tools, names of flowers and their usage, bow demonstration, color theory and effects, current trends affecting the floral industry, logistics of opening a retail shop, and sources for wholesale products will be covered. Students should bring a floral knife and wire cutters to class. A $250 floral supplies fee payable to the instructor is due at the first class. 8 sessions, $160*  
88348 F 2/20-4/17 6:30-8:30 p.m. LCC

---

**ENR-566 Feng Shui - From Your Car Door to Your Front Door**
Is your first impression of your home “this place needs help”? Learn ways to create curb appeal, beautify the exterior of your home and raise the energy to invite good chi to your doorstep. Bring a class or photo to draw on. You will receive a pocket guide. Yarrow, certified feng shui practitioner. 1 session, $30  
89387 W 4/22-4/22 6:30-9:30 p.m. LCC

---

**ENR-460 Interior Decorating Basics**
Have you ever wanted to redecorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Chariisse Holder. 1 session, $30  
88604 W 3/8-3/8 6:30-9:30 p.m. LCC

---

**ENR-558 Fabulously Chic Decor On A Dime**
Have you ever walked by an expensive boutique and wondered how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give high-end retail stores a run for their money. Instructor: Fallon Loving, Allied ASID 1 session, $30  
90817 M 4/20-4/20 6:30-9:30 p.m. Largo

---

**ENR-555 Feng Shui 101**
Get started with the basics of this ancient Chinese art of placement and get in the flow. Learn principles, the main tool of Bagua, cures, adaptations and dos & don’t from Yarrow, a certified Feng shui practitioner with over 15 years’ experience. 1 session, $30  
89386 W 4/15-4/15 6:30-9:30 p.m. LCC

**ENR-569 Your Home’s WOW Factor**
Would you like to create that “wow factor”? You can pull it all together by learning inspiring techniques to determine your design style, create an effective design plan, use what you have, save dollars and shop with confidence. You can finally get the look and feel you’ve been dreaming of for your home. 1 session, $30  
90830 W 4/8-4/8 6:30-9:30 p.m. Largo

---

**ENR-514 Home Staging: The Key to Selling a Home for Top Dollar**
Selling a home? Real Estate professional? Want to distinguish your home from the competition? This course is for you! Home Staging is a proven marketing tool to prepare a home to sell quickly and for top dollar. This course will provide students with an overview of the benefits for low-cost staging tips and techniques that set the stage for an open house. Instructor: Nicci Parrish, ASP IAHSP. 1 session, $30  
89957 W 4/29-4/29 6:30-9:30 p.m. LCC

---

**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. You will delve into color theory, interior design styles and trends, spatial arrangements, floor plans, “green” design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field. As you master design skills step-by-step, you will complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others. 12 sessions, $130* (includes a $65 lab fee)  
89201 WF 2/18-4/10 online E2GO  
89204 WF 4/15-6/5 online E2GO
**HOSPITALITY**

**FOOD SERVICE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Textbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>90607</td>
<td>T</td>
<td>1/20–4/28</td>
<td>8 a.m.–12:15 p.m.</td>
<td>JHES</td>
<td></td>
<td>Culinary Arts. Prerequisite: CUL-610: Introduction to Culinary Arts. Students will prepare a number of buffets. Additional topics will include menu construction, pricing and production. Meets concurrently with credit course CUL-2150. Prerequisite: CUL-615: Food Production 1.</td>
</tr>
<tr>
<td>90608</td>
<td>T</td>
<td>1/20–4/28</td>
<td>5:30–9:45 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90609</td>
<td>W</td>
<td>1/21–4/29</td>
<td>8 a.m.–12:15 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90610</td>
<td>M</td>
<td>1/26–5/4</td>
<td>8 a.m.–12:15 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90611</td>
<td>M</td>
<td>1/26–5/4</td>
<td>5:30–9:30 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90612</td>
<td>W</td>
<td>1/21–4/29</td>
<td>5:30–9:45 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90613</td>
<td>Th</td>
<td>1/29–4/30</td>
<td>5:30–9:45 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90614</td>
<td>MTWTh</td>
<td>2/17–3/12</td>
<td>1–5 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90615</td>
<td>MTWTh</td>
<td>1/20–2/12</td>
<td>1–5 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90616</td>
<td>W</td>
<td>1/21–4/29</td>
<td>5:30–9:45 p.m.</td>
<td>JHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90617</td>
<td>Th</td>
<td>4/9–4/9</td>
<td>6:30–9:30 p.m.</td>
<td>LCC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CUL-730 Advanced Baking and Pastry**

A continuation of CUL-630: Baking Skills. Topics include tarts, cakes, and restaurant-style desserts, production and use of sauces, and plate presentations. Students will be required to create a dessert menu and to demonstrate baking proficiency through production of selected menu items. | 13 sessions, $602* |

**CUL-610 Introduction to Culinary Arts**

The introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. | 13 sessions, $539* |

**CUL-615 Food Production 1**

A continuation of CUL-610. Topics include stocks, soups, sauces, beef, pork and poultry items, vegetables and starches. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. Prerequisite: CUL-610: Introduction to Culinary Arts. | 14 sessions, $539* |

**CUL-715 Food Production 2**

An advanced food production class. Topics will include principles of plate presentation, and entree, starch, vegetables, seafood, veal and lamb cookery. Additional topics will include menu construction, pricing and production. Meets concurrently with credit course CUL-2150. Prerequisite: CUL-615: Food Production 1. | 14 sessions, $602* |

**CUL-630 Baking Skills**

6 CEUs

An introductory course in the principles of baking, with emphasis on bakeshop ingredients, their function, measurement, and scaling. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies. Prerequisite: CUL-610: Introduction to Culinary Arts. | 15 sessions, $539* |

**HSMS-663 ServSafe Essentials**

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. Text required: ServSafe Essentials 5th edition with exam, English. Please call Prince George’s Community College bookstore at 510-322-0912 for more information. | 2 sessions, $132* |

**HSM-651 Introduction to the Hospitality Industry**

This course will focus on basic management theories and principles as they apply to hotels and resorts, restaurants, food service operations, clubs, cruise ships, meeting and event planning, conference centers, convention bureaus, and casino hotels. Students will study business ethics, franchising, management contracts, human resources, and marketing and sales. Meets concurrently with credit course HSM-1510. Text required: Exploring the Hospitality Industry, ISBN 9780135118894. | 12 sessions, $402* |

**HSM-652 Convention Management and Service**

Defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. | 12 sessions, $402* |

---

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HSM-658 Using Technology in the Hospitality Industry
Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry. Students will receive training on MICROS and OPERA restaurant and hotel property management systems. 12 sessions, $402*

90626  TTh  1/20–4/30  9:30–11 a.m.  CAT–203
(28 sessions)

90622  W  2/4–4/29  6–9:15 p.m.  CAT–203

HUMAN RESOURCES AND PAYROLL MANAGEMENT

Advance your Career with the new SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™)
This is an exciting and pivotal time in the HR profession. Now, more than ever HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organizations. The profession is no longer just about what you know – but how you do your job.

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

SHRM-CP and SHRM-SCP Certification Preparation
Utilizing the Society for Human Resource Management (SHRM) Learning System, Participants study five modules covering the SHRM body of Competency and Knowledge in preparation to take the New Standard in HR Certification: SHRM-CP and SHRM-SCP.

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

Orientation Sessions
Human Resource Management Training
Thursday, January 22, 6:30 p.m. 8:30 p.m.
Saturday, February 7, 10 a.m. 12 p.m.
Largo Campus.

To register please call 301-583-5216. Recommended for students who wish to enroll in one of these programs: SHRM-CP and SHRM-SCP Certification Review; Essentials of HR or Human Resource Management Noncredit Certificate Program.

PREPARE.

Tatiana Lopez Miller
Next Step Training and Education Program

CHILD CARE
Contact: Erin Olsen
301-386-7545
olsenek@pgcc.edu
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

### HUMAN RESOURCES

**MGT-307 Human Resource Certification Preparation for SHRM-CP and SHRM-SCP**  
4.0 CEUs  
Utilizing the Society for Human Resource Management (SHRM) Learning System, participants study the SHRM Competency Model, which identifies eight key Behavioral Competencies: Ethical Practice, Leadership & Navigation, Business Acumen, Relationship Management, Communication, Consultation, Critical Evaluation, and Global & Cultural Effectiveness and one Technical Competency: HR Expertise /HR Knowledge (People, Organization, Workplace, and Strategy) that are the foundation of successful HR practice. The SHRM Competency Model provides HR professionals with a comprehensive roadmap for developing the capabilities they need to advance their careers and improve their effectiveness in the workplace. Key Concepts are reinforced through real world case studies, class discussion, and the shared experiences of certified instructors.  
Note: Registration deadline is 14 days (two weeks) before class starts. Recommended requirement for passing the course: Attend at least 75% of the classes, take all tests and exam, complete out-of-class assignments, score 80% or better on the online post-test or paper-and-pencil final exam. This course does not guarantee success in the SHRM exam; Participants must attend class and complete all readings and other assignments in order to achieve success. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Call 301-583-5216 for more information.  
12 sessions, $1151* (includes a $510 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90834</td>
<td>3/7–4/18</td>
<td>9 a.m.–12 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>90836</td>
<td>4/6–5/11</td>
<td>6–9 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### MGT-663 Essentials of Human Resource Management 1.8 CEUs

This course covers essentials of human resource management including the key roles and responsibilities for those within an HR department. Participants learn about employment law in the workplace, effective recruitment and selection techniques, pay and benefit compensation systems, employee orientation and training, methods to ensure quality performance, the appraisal process, coaching and discipline, and the Equal Employment Opportunity Commission’s role and investigative process. The course also provides an overview of key pieces of federal legislation including sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA). Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Call 301-583-5216 for more information.  
6 sessions, $480 (includes a $210 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90954</td>
<td>2/2-5/7</td>
<td>6–9:30 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>90955</td>
<td>2/21-5/16</td>
<td>10 a.m.–1:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### MGT-728 Principles of Human Resource Management 1.2 CEUs

This course will examine the theoretical foundation of the human resource management field and 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 to human resource practices in organizations, and performance management issues and processes.  
4 sessions, $278* (includes a $45 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90664</td>
<td>2/2-2/24</td>
<td>6-9 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>90667</td>
<td>3/3-3/24</td>
<td>6-9 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### 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 students can expect to know, 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, $278* (includes a $45 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90668</td>
<td>2/9-3/9</td>
<td>6–9 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>90670</td>
<td>4/20-5/11</td>
<td>6–9 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### MGT-668 Introduction to Employee Benefits 1.2 CEUs

This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered. Other non-statutory benefits such as vacation, sick time, and paid time off plans will be presented as well as both qualified and non-qualified deferred compensation plans. Students will be presented methods and tools to develop, select, administer and evaluate benefit programs and ensure that benefit programs are compliant with applicable federal, state, and local laws and regulations.  
4 sessions, $278* (includes a $55 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90671</td>
<td>4/28-5/9</td>
<td>6–9 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### 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, $278* (includes a $45 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90672</td>
<td>3/18-4/15</td>
<td>6–9 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>
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, $262* (includes a $45 lab fee)

90673 S 3/7-3/21 10 a.m.-1 p.m. Largo

MGT-727 HR’s Role in Organizational Development and Change Management 0.9 CEU
This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. 3 sessions, $262* (includes a $45 lab fee)

90674 Th 4/23-5/7 10 a.m.-2 p.m. Largo

MGT-647 Managing Employee Performance 1.2 CEUs
This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management. 3 sessions, $278* (includes a $55 lab fee)

90675 W 4/29-5/20 10 a.m.-2 p.m. Largo

ELECTIVES

MGT-338 Managing Conflict: a Professional Approach 0.6 CEU
In this six-hour course, participants will start to appreciate the differences in opinions that your coworkers have without arguing about them. Discover how to have a healthy conflict without destroying your character, projecting the wrong image of the company, and losing your job. This training session is designed to teach you how to manage conflict effectively. Topics to be covered include how to turn the negatives into positives, how to identify your hot buttons and how to react professionally when conflict arises. 1 session, $257* (includes a $45 lab fee)

90656 S 4/25-4/25 9 a.m.-4 p.m. Largo

MGT-564 Ethics in Human Resources 0.6 CEU
This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers. 1 session, $257* (includes a $45 lab fee)

90658 S 4/11-4/11 9 a.m.-4 p.m. Largo

MGT-735 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU
This course will cover ways for managers in the 21st century workplace to understand and consider the pivotal role and challenges associated with the unique values and characteristics of the four generations of employees working side by side. Examine each generation in the workforce based on its management needs and the generational ability to attain organizational goals and objectives. Topics covered include strategies for talent maximization, the impact of generational differences on today’s work environment, and an examination of communication essentials for generational managers. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models. 1 session, $257* (includes a $45 lab fee)

90661 S 3/7-3/7 9 a.m.-4 p.m. Largo

MGT-734 HR’s Role in Creating a Positive Work Environment 0.6 CEU
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit both personal and professional pride in the services they provide to their employees and customers. Employees who look forward to coming to work each day and who interact with their co-workers in a collaborative and collegial manner create a positive workplace, and act on the belief that their working relationships have a positive impact. In addition, this course will look at managing conflict at work as an integral part of good people management. Participants will learn about good communication, providing ongoing feedback and effective coaching and development, and about recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues as they arise in a fair and transparent manner. 1 session, $257* (includes a $45 lab fee)

90660 S 3/1-3/7 9 a.m.-4 p.m. Largo

MGT-720 Creative Thinking and Innovation Techniques 0.6 CEU
This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations; techniques to build and lead an innovation team; developing critical thinking, innovation and assertive communication methods and tools that can be applied to individual tasks and the entire organization; and methods to optimize every situation and bring out the best in others. 1 session, $257* (includes a $45 lab fee)

90663 S 2/21-2/21 9 a.m.-4 p.m. Largo
MGT-423 Leadership (online)  2.4 CEUs
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. 12 sessions, $130 (includes a $65 lab fee)

86885  WF  1/21–3/13  online  E260
88700  WF  2/18–4/70  online  E260
88871  WF  3/18–5/8  online  E260
88873  WF  4/15–6/5  online  E260

MGT-492 Employment Law (online)  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, $130 (includes a $65 lab fee)

86886  WF  1/21–3/13  online  E260
88704  WF  2/18–4/70  online  E260
88876  WF  3/18–5/8  online  E260
88878  WF  4/15–6/5  online  E260

PAYROLL

MGT-691 PayTrain Mastery  3.6 CEUs
A continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Topics include payroll concepts, payroll calculations, fringe benefits, payroll reporting and employment taxes, record keeping and payroll practices, payroll accounting, and management and administration. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Note: For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals. For information Contact Gnansi Konan, 301-322-0032 or e-mail Konange@pgcc.edu. 6 sessions, $815* (includes a $350 lab fee)

81076  S  2/14–3/21  9 a.m.–3:30 p.m.  Largo

LANGUAGE COMMUNICATION

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

AMERICAN SIGN LANGUAGE (ASL)
301-322-0797 or 301-583-5299

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. Text required at first class: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.) 8 sessions, $170*

86936  M  1/26–3/23  6:30–9:30 p.m.  Largo
86937  S  1/31–3/21  9 a.m.–12 p.m.  Largo
90762  W  2/4–3/25  6:30–9:30 p.m.  LCC
88916  S  4/8–6/13  9 a.m.–12 p.m.  Largo
88917  M  4/20–6/17  6:30–9:30 p.m.  Largo

COM-330 Sign Language 2  2.4 CEUs
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. Text required: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.) 8 sessions, $150*

86939  M  1/26–3/23  6:30–9:30 p.m.  Largo
86940  S  1/31–3/21  9 a.m.–12 p.m.  Largo
88797  S  4/8–6/13  9 a.m.–12 p.m.  Largo
88798  M  4/20–6/17  6:30–9:30 p.m.  Largo
90789  W  4/29–6/17  6:30–9:30 p.m.  LCC

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. Text required: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.) 8 sessions, $150*

86938  S  1/31–3/21  9 a.m.–12 p.m.  Largo
88884  S  4/8–6/13  9 a.m.–12 p.m.  Largo
88885  M  4/20–6/17  6:30–9:30 p.m.  Largo

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

88815  M  4/20–6/17  6:30–9:30 p.m.  Largo

COM-341 Sign Language for the Family: Bring One Teach Two (Adult Section)
This course provides the opportunity for parents and children to come together to learn American Sign Language, including finger spelling, sending and receiving signs, and background information on deafness. This class has an accompanying section for youth ages 8 to 15 listed under YTH-466. 8 sessions, $100

88279  S  1/31–3/21  1–4 p.m.  Largo
88280  S  4/8–6/13  1–4 p.m.  Largo

COM-379 ASL Conversation 1
Conversational courses serve the purpose of applying knowledge of American Sign Language (ASL) grammar and vocabulary as learned in Levels 1 - 4, to the description of increasingly complex constructs, processes and situations. Students incorporate multiple character role shifting into medium-length stories, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This is an excellent course for anyone seeking to take “the American Sign Language Proficiency Interview (ASLPI).” Instructor: Rev. Dr. Raymont Anderson 8 sessions, $150

86857  M  1/26–3/23  6:30–9:30 p.m.  Largo
88887  W  4/29–6/17  6:30–9:30 p.m.  Largo
YTH-466 Sign Language for the Family: Bring One-Teach Two (youth Section)
This course will offer an introduction to American Sign Language (ASL), including finger spelling, sending and receiving signs, and background information on deafness. In order to register for this section students must be accompanied by a paying parent in the adult section and at least 8 years of age. Due to the special pricing for this family course, a maximum of two youth per paid adult. In order to register for this youth section, call 301-322-0797 or 301-546-8340 or 301-341-3019.

CONVERSATIONAL FOREIGN LANGUAGE
301-322-0797 or 301-583-5299

LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary
This pre-introductory Spanish course provides an overview of some of the crucial grammatical patterns that are essential to receiving a solid foundation in the structure of the language. It will include some basic vocabulary. Oral and written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish language and is suggested before enrolling in the introductory level. 1 session, $55*

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86674</td>
<td>1/24-1/24</td>
<td>10 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>88900</td>
<td>4/11-4/11</td>
<td>10 a.m.–4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

LGE-370 Introduction to Spanish: Part 1
2.0 CEUs
This short introductory course covers the basics of Spanish for work and leisure. Topics will include: pronunciation, vocabulary, dialogues and role-playing. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Text required. 8 sessions, $140*

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86675</td>
<td>1/26–3/23</td>
<td>6:30–9 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>86676</td>
<td>1/31–3/21</td>
<td>9 a.m.–12 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>86677</td>
<td>2/5–3/26</td>
<td>6:30–9 p.m.</td>
<td>LCC</td>
</tr>
<tr>
<td>88990</td>
<td>4/18–6/13</td>
<td>9:30 a.m.–12 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>88991</td>
<td>4/20–6/15</td>
<td>6:30–9 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>88992</td>
<td>4/28–6/16</td>
<td>6:30–9 p.m.</td>
<td>LCC</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86942</td>
<td>1/26–3/23</td>
<td>6:30–9 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>86943</td>
<td>1/31–3/21</td>
<td>9:30 a.m.–12 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>88995</td>
<td>4/18–6/13</td>
<td>9:30 a.m.–12 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>88996</td>
<td>4/20–6/15</td>
<td>6:30–9 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>88997</td>
<td>4/30–6/18</td>
<td>6:30–9 p.m.</td>
<td>LCC</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86945</td>
<td>1/31–3/21</td>
<td>9:30 a.m.–12 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>88999</td>
<td>4/18–6/13</td>
<td>9:30 a.m.–12 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

LGE-330 Intermediate Spanish Conversation
1.6 CEUs
Intended for those who already have a basic speaking knowledge of Spanish. This course focuses on the development of listening and speaking skills through vocabulary development, a variety of speaking activities and group and individual projects. The course includes reading, vocabulary acquisition, written work and comprehension activities. A variety of sources will be used in conjunction with the text. 6 sessions, $120*

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>86944</td>
<td>1/26–3/9</td>
<td>6:30–9:10 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>90884</td>
<td>4/20–6/1</td>
<td>6:30–9:10 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

LGE-521 Speed Spanish
2.4 CEUs
Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will be shown six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. Que’ Bueno! 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89196</td>
<td>3/18–5/8</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

MEDIATION

MEDIATION AND TRAINING
301-546-8340 or 301-341-3019

CERTIFICATE OF CONTINUING EDUCATION IN BASIC MEDIATION
Mediation is a process in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, reach agreements that are mutually satisfactory. Mediators do not make decisions for the disputing parties, but instead provide and/or recommend terms for an agreement. The Mediation Program at Prince George’s Community College prepares students to practice both civil and community mediation and also helps to improve an individual’s interpersonal communications. Mediation skills are taught through lecture, role plays, videos and group discussions. It is a balance of theory and practice specifically designed to give participants a thorough understanding of the mediator’s role and to implement it using a five-step mediation process. Upon successful completion of this course, students will be able to:

• Understand the strategies and techniques used in mediation
• Utilize effective listening and recognize non-verbal communication
• Understand different models of alternative dispute resolution
• Write effective agreements and mediate simple disputes

This program meets the State of Maryland’s requirement to practice as a mediator. The complete program includes 40 hours of classroom coursework. Upon successful completion of the basic mediation course, the student may apply to volunteer at the Community Affairs Office in Prince George’s County.
A certificate of completion will be issued upon successful completion of this 40 hour course.
LAW-510 Basic Mediation Training  
4.0 CEUs  
This course provides the state-required 40 hours of coursework including both lecture and interactive participation in simulated cases, exercises and role plays. Topics will include: the theory, goals, language and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity. Textbook: *The Guided Method of Mediation: Return to the Original Ideals of ADR* (2nd Edition) by Mary K. Hope.  
6 sessions, $425* (includes a $300 lab fee)  
88759 Th 1/22–5/7 6:30–9:30 p.m. Largo  
(15 sessions)  

The course below is a hybrid weekender class with two components, a two week online component and three weekender in person classes that meet every other weekend as follows:  

**COMPONENT #1:**  
**TWO WEEK ONLINE SESSION**  
88760 ThF 3/6–3/19 online HYLAG  

To complete this component, students should log on to www.pgcc.edu, click on Blackboard, complete the class assignments and participate in the discussions. All online assignments should be completed by Thurs., Mar. 19, 2015.  

**COMPONENT #2**  
**THREE WEEKENDER IN-PERSON CLASSES ON LARGO CAMPUS (6 SESSIONS)**  
Fri., Mar. 20, Apr. 10, and Apr. 24, 6–10 p.m.  
Sat., Mar. 21, Apr. 11, and Apr. 25, 8:15 a.m.–6:15 p.m.  

Both of these two components listed above (online and in person class) must be completed to successfully fulfill the course requirements.  

Students must have registered and paid for this class by Thurs., Mar. 5, 2015. A certificate of completion will be issued upon successful completion of this 40-hour course.  

### LAW-518 Mediator Ethics  0.4 CEU  
This course is a focused review of the ethical standards of mediator practices. Students will have an opportunity to review the topic of ethics through group discussions, role plays and video presentations to gain a deeper appreciation of the rules, values and "real world" norms in the practice of mediation.  
This course satisfies the Maryland Program for Mediator Excellence Standards of Conduct for Mediators. The course will include a review of mediator requirements under the Maryland Standards of Conduct for Mediators and Title 17 of the Maryland Rules. Students who have completed the 40-hour basic mediation training and anyone interested in understanding how to make ethical decisions in their mediation practice, gain an appreciation of ethical norms of the profession, and enhance ethical competency are encouraged to attend this class. A certificate of completion will be issued upon successful completion of the course.  
1 session, $55*  
88761 $ 2/28–3/28 9 a.m.–1 p.m. Largo  

### LAW-519 Explore Alternative Dispute Resolution  0.8 CEU  
Explore various means of settling disputes outside of the courtroom as an alternative to litigation, typically including arbitration, mediation,conciliation and early neutral evaluation. Learn how alternative dispute resolution (ADR) can reduce costs, improve communication between disputing parties, promote flexibility and encourage creativity when searching for practical solutions. This course is especially appropriate for persons who seek an introduction to dispute resolution and for those interested in or considering pursuing subsequent training as an ADR practitioner.  
4 sessions, $95*  
88762 Th 3/5–3/26 6:30–9:30 p.m. Largo  

### LAW-512 Divorce Mediation  2.0 CEUs  
This 20-hour course will discuss the following topics: conflict resolution; identifying and screening for domestic violence; property and financial issues; asset and debt distribution; insurance; education; spousal support; tax consequences; and business valuations. Students will be taught to recognize the impact of divorce on all individuals involved. The class will consist of lectures, videos, and role plays. Prerequisite: successful completion of LAW-510 is required before taking this training.  
5 sessions, $250 (includes a $200 lab fee)  
91029 W 3/4–4/8 6–10 p.m. Largo  

### LAW-516 Mediation for Youth  
This course is designed for teens, ages 14 to 19 years of age (born after 1999) to earn a Mediation Certificate. Students will be taught the basic mediation skills through lecture, case studies, role playing and supervised mediation examples. Learning credits that count toward high school graduation; Life skills in conflict management; Become a member of the Maryland Program for Mediator Excellence (MPME).  
10 sessions, $190* (includes a $125 lab fee)  

<table>
<thead>
<tr>
<th>A GE</th>
<th>C L A S S</th>
<th>F L A G</th>
<th>T I M E</th>
<th>L O C AT I ON</th>
<th>C O S T</th>
<th>D E S C R I P T I ON</th>
</tr>
</thead>
</table>
| 14-15 YRS | 90790 | MWFTHF | 7/6–7/17 | 9 a.m.–3 p.m. | Largo | **HES-538 Nutrition and High Blood Pressure**  
1.0 CEU  
Hypertension is called the leading cause of mortality and morbidity in the United States, because it contributes to heart disease and stroke, the top early killers of Americans. In this course, you'll be taught how to better manage and lower your high blood pressure through dietary changes alone. Textbook: *The Mayo Clinic on High Blood Pressure*, (2nd edition).  
3 sessions, $70*  
88766 W 3/4–3/8 7–9 p.m. Largo  

The college has launched an expanded wellness program for our students and the community. The nutrition classes are designed to educate students and members of our community about the long term value of eating nutritious meals, managing portion control, evaluating nutrition labels and healthy food choices. Long term diets will be explored to prevent or postpone disease and help to prolong life. All classes taught by a registered dietitian.
PHOTOGRAPHY

PHOTO
301-322-0873 or itcerts@pgcc.edu

CONTINUING EDUCATION CERTIFICATE, DIGITAL PHOTOGRAPHY
The six-course continuing education certificate program documents that you have the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building your technical skills and enhancing your creativity. Please note that you need to complete either PHO-340 and PHO-341 or PHO-321 and PHO-322.

Note: Students who have taken Elements 9 in previous classes can still use them to satisfy the requirements for this certificate:

- PHO-300 Digital Photography: The Basics
- PHO-340 Adobe Photoshop Elements 12: Part 1
- PHO-341 Adobe Photoshop Elements 12: Part 2
- PHO-321 Introduction to Photoshop CS6
- PHO-322 Advanced Photoshop CS6
- PHO-315 Light—the Essence of Photography
- PHO-316 Using Lighting to Create Spectacular Portraits
- PHO-317 Presentation and Display Techniques for Photographers

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, $84

PHOTO-300 Digital Photography: the Basics 1.8 CEUs
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. Students will have the opportunity to have their work evaluated by the instructor. There is a $20 fee for printed materials payable to the instructor. 6 sessions, $250* (includes a $105 lab fee)

PHOTO-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 introduce you to the more advanced settings to get the most out of your camera and grow your photography. 5 sessions, $250* (includes a $125 lab fee)

PHOTO-340 Adobe Photoshop Elements 12: Part 1 1.2 CEUs
Tired of red eyes in your photos? Then this is the course for you. Adobe Photoshop Elements 12 is the #1 selling consumer photo-editing software. In this course, the first of a three-part series, you will be shown how to create extraordinary photos and how to quickly share your memories in online albums and unique print creations. You will be shown how to easily organize and protect all your photos and video clips. Students should have basic PC and Windows skills. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $165* (includes a $50 lab fee)

PHOTO-341 Adobe Photoshop Elements 12: Part 2 1.2 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 12, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $165* (includes a $55 lab fee)

PHOTO-342 Adobe Photoshop Elements 12: Part 3 1.2 CEUs
This is the third course in the three-part series on Adobe Photoshop Elements 12. This course will take your photography to the next level while creating results for your business. Get creative using tools such as color fills, gradients, patterns, and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of your image. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $165* (includes a $55 lab fee)

PHOTO-331 Introduction to Photoshop CS6 2.4 CEUs
Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. No text required. 8 sessions, $288* (includes a $50 lab fee)

PHOTO-332 Introduction to Photoshop CS6 2.4 CEUs
Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. No text required. 8 sessions, $288* (includes a $50 lab fee)

87467 TTh 2/23–3/4 6:30–9:30 p.m. CAT-105

87468 S 4/11–4/23 9:30 a.m.–3:30 p.m. CAT-105
retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. No text required. 12 sessions, $130* (includes a $65 lab fee)

86889 WF 1/21–3/13 online E2GO
89025 WF 2/18–4/10 online E2GO
89027 WF 3/18–5/8 online E2GO
89029 WF 4/15–6/5 online E2GO

PHO-322 Advanced Photoshop CS6 2.4 CEUs
This is the second of a two part series on Adobe Photoshop CS6 using the MAC platform, 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. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS6 Part 1. or PHO-321: Intro to Photoshop CS6. No text required. 8 sessions, $288* (includes a $50 lab fee)

87465 Th 4/7–4/30 6:30–9:30 p.m. CAT-103

CRE-349 Exploring Digital Photography: An Online Class 2.4 CEUs
This course provides an introduction to the technology that revolutionized the photographic world. Topics will include the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. Note: No tuition assistance is available for this class. Registration for this class is not complete until the student registers and pays at www.pgcc.edu and also completes the online course orientation/registration at www.ed2go.com/pgcc. 12 sessions, $130* (includes a $65 lab fee)

86977 WF 1/21–3/13 online E2GO
88837 WF 2/18–4/10 online E2GO
88838 WF 3/18–5/8 online E2GO
88839 WF 4/15–6/5 online E2GO

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

87458 Su 3/8–3/15 9 a.m.–12 p.m. MH-1004

PHO-324 Introduction to Lightroom 4 2.4 CEUs
In this course, you will learn that Lightroom 4 is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Learn how to prepare, edit, and organize photos quickly and efficiently. Using Lightroom 4’s non-destructive editing, you will be able to control how you edit your images, make additional alterations later, and apply changes to multiple images while developing an efficient image processing workflow. 12 sessions, $130* (includes a $65 lab fee)

86899 WF 1/21–3/13 online E2GO
90285 WF 3/18–5/8 online E2GO
90287 WF 4/15–6/5 online E2GO

PHO-317 Presentation and Display Techniques for Photographs 0.6 CEU
The presentation of printed digital images is critical to their appeal. Topics will include: cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring original prints and artwork for matting, as well as ready-to-be framed prints or art work to both sessions. 2 sessions, $85* (includes a $30 lab fee)

87462 Su 4/26–5/3 9 a.m.–12 p.m. MH-1004

PHO-316 Using Lighting to Create Spectacular Portraits 0.6 CEU
Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. A $5 fee payable to the instructor is required for the text. Prerequisite: PHO-300: Digital Photography: The Basics. 1 session, $85* (includes a $30 lab fee)

87461 Su 4/12–4/12 9 a.m.–4 p.m. MH-1004

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, $130* (includes a $65 lab fee)

86890 WF 1/21–3/13 online E2GO
89031 WF 2/18–4/10 online E2GO
89035 WF 3/18–5/8 online E2GO
89036 WF 4/15–6/5 online E2GO

PHO-327 Introduction to Sports Photography 1.2 CEUs
Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semi-manual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of the Prince George’s Community College Owls sports teams and a follow up critique. 4 sessions, $165* (includes a $55 lab fee)

87145 MW 1/12–1/26 6:30–9:30 p.m. CAT-103

PUBLIC SAFETY AND SECURITY INSTITUTE

Contact: Diane Salen
301-322-0175
policeacademy@pgcc.edu

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

SECURITY
301-322-0175 or policeacademy@pgcc.edu

SEEKING CANDIDATES TO BECOME POLICE OFFICERS
Certified by the Maryland Police and Correctional Training Commissions, the Prince George's Community College Police Academy is seeking qualified applicants to participate in a 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.

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

In addition, the candidate must be able to:
1. Pay a $170 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 $4,000.
2. Successfully complete all physical training requirements
3. Attend the full academy program in its entirety. Financial aid may be available for qualified applicants, and the academy is approved for veterans' benefits. Students may also earn up to 18 credits toward an academic degree. Classes are now forming for upcoming orientation sessions.

SEC-310 Security Officer: Level 1
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include: professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling will be provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: non-refundable application fee of $68 for screening and processing, plus $265 tuition for in-county residents. For information call the Prince George's Community College Security Officer Training Academy at 301-322-0175 to receive an application. Text required: Practical Security Strategies and Emerging Trends®. E-mail: policeacademy@pgcc.edu. 20 sessions, $353* (includes a $68 lab fee)

REAL ESTATE AND INSURANCE

PROPERTY AND CASUALTY
301-322-0120 OE 301-322-0158

INS-349 Property & Casualty Insurance
Property and casualty insurance is a diverse field requiring an approved course of study leading to a state licensing examination. This course is highly intensive and designed for students who study well on their own. It includes 20 hours of classroom instruction and 20 hours of home study. Topics to be covered include both general concepts and specific policy requirements. Text required. 4 sessions, $200* (includes a $25 lab fee)

88109 $ 3/7-4/11 9 a.m.-5 p.m. BH-302
88993 MTWTh 2/23-3/26 5:30-9:30 p.m. CE-115
REAL ESTATE LICENSURE
301-322-0120 or 301-322-0158

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

The Maryland Real Estate Commission requires students to attend all hours of each commission-approved course. A student who arrives late, leaves early or misses a session will be required to make up the time in 3 hour time slots.

There will be no exceptions. For more information visit the Maryland Real Estate Commission’s website at www.dllr.state.md.us/license/mrec. Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson licensing exam.

Maryland Real Estate Salesperson Licensing Exam
The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination by sending an application and supporting documents directly to PSI Examination Services. Examinations will be offered each regular business day at test centers. For more information, call the Maryland Real Estate Commission in Baltimore at 410-230-6230 or 1-800-733-9267.

Certification Preparation, Real Estate Appraisal Licensure
For more information, visit the Appraisal Commissions website at www.dllr.state.md.us/license or call 410-230-6165. This program is eligible for Veterans Educational benefits.

Continuing Education for Real Estate Licensure Renewal
Prince George's Community College offers courses approved by the Maryland Real Estate and Appraisal Commissions for the continuing education credit needed to renew real estate licenses. Three hours of continuing education should be sufficient to cover relevant changes that have occurred in federal, state, and/or local laws updates. As stated previously, the Maryland Real Estate Commission requires students to attend 100% of all hours of each commission-approved course for successful completion. Effective Jan. 1, 2008, a trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

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 the credit course BRE-1030. Text required at first class. 20 sessions, $595* (includes a $65 lab fee)

RES-373 Fair Housing
This course is designed to teach students how to recognize and avoid situations that violate fair housing laws. Topics will include fair housing statutes and advertising. Approved for 1.5 hours toward Real Estate License renewal. 1 session, $20

RES-379 2011-2013 Legislative Update
This course meets the requirements of the Maryland Real Estate Commission for license renewal. Topics include relevant changes that have occurred in federal, state, and local laws during the preceding five years. Approved for 3.0 hours toward Real Estate License renewal. 1 session, $35

RES-307 Ethical Obligations and the Real Estate Licensee
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics include: definition of ethics, predatory lending, and flipping. Approved for 3.0 hours on ethics toward Real Estate License renewal. 1 session, $35

RES-451 American Disabilities Act & R E Licensee (Approval number 168-1614)
This course is designed to assist licensees with the application of the ADA laws. Topics will include accommodations vs. modification, the purpose and intent of the act, types of disabilities, definition of a person with a disability. Approved for three hours toward Real Estate License renewal. 1 session, $30

RES-454 MREC Agency-Residential
This course meets the new Maryland agency requirement. Approved for 3.0 hours for Real Estate Continuing Education Renewal. 1 session, $35

RES-457 Supervision
This course, developed by the Maryland Real Estate Commission (MREC) is the new required course for brokers, managers and team leaders effective with 2012 renewals. Approved for 3.0 continuing education hours. 1 session, $35

RES-414 Homeowners Association; RE Licensees Responsibilities to Clients
This course will familiarize the Licensee with the necessary information to compile prior to listing or selling a property located in an HOA. This will enable the licensee to fulfill his or her duties of “care” and thus avoid the possibility of misrepresentation. 1 session, $35
RES-338 Real Estate Auction Basics
This course is intended to familiarize buyers, sellers, and real estate professionals with the auction sales method. Upon completion of this course, the student will be able to follow the auction process from start to finish. 1 session, $35

88119  S  1/31–1/31  10 a.m.–12 p.m. Largo

REAL ESTATE APPLICATIONS
301-322-0120 or 301-322-0158

RES-400 Real Estate: Appraisal Standards and Ethics 1.5 CEUs
This course is required for real estate appraisal licensure by the Maryland Real Estate Appraisers Commission. Topics will include licensing and certification requirements, appraisal agencies and organizations, and uniform standards of professional appraisal practice. Prerequisite: RES-403: Appraisal Principles and Procedures. Text required at first class: "Uniform Standards of Professional Appraisal Practice" and the accompanying student manual from The Appraisal Foundation, 1-800-348-2831 or www.appraisalfoundation.org.
3 sessions, $230* (includes a $50 lab fee)

81814  FS  1/9–1/10  8:30 a.m.–4:30 p.m. LCC
Su 1/11–1/11  10 a.m.–12 p.m. LCC

RES-404 Appraisal Practices and Analysis: Part 1 3.0 CEUs
This course is the third in a series of four designed to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include: residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 30 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C, is recommended. Prerequisite RES-404. 6 sessions, $365* (includes a $50 lab fee)

87654  MW  1/21–2/18  6–10 p.m. LCC

RES-405 Appraisal Practices and Analysis, Part 2 3.0 CEUs
This is the last in a series of four courses designed to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics to be covered include residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 45 classroom hours. A financial calculator, the Hewlett-Packard 12C, is recommended. Prerequisite RES-404. 12 sessions, $550* (includes a $75 lab fee)

87655  MW  2/23–4/8  6–10 p.m. LCC

SPORTS AND GAMES

POCKET BILLIARDS
301-322-0797 or 301-583-5299

ENR-438 Pocket Billiards
Acquire the fundamentals of pocket billiards, with a long history dating back to the 15th century in northern Europe. The game was once the sport of kings and queens that started out as a lawn game and then moved indoors to a wooden table with green cloth to simulate grass. Students are introduced to the basic concepts of pocket billiards, winning strategies, cue ball control and the techniques of shot making. The course helps to develop self-confidence and the skills to become a better player and is designed to be informative, inspiring and enjoyable. Ladies welcomed. Maximum enrollment: 12 students. A $72 table fee payable to the instructor is due at first class. Instructor: Stephen Brown.
6 sessions, $75

88609  S  3/7–4/18  2–4 p.m. QBL1

TELECOMMUNICATION

BICSI
301-322-0964 or jonesce@pgcc.edu

OCU-442 BICSI ITS Installer I - Entry Level Training 4.0 CEUs
This course provides the students with a brief synopsis of the BICSI and Cabling Installation program. Students are provided a summary of expectations for completing the steps up to and including the installation program. 5 sessions, $1950* (includes a $1463 lab fee)

88580  MTWThF  1/12–1/16  7:30 a.m.–4 p.m. CE-103
88581  MTWThF  2/9–2/13  7:30 a.m.–4 p.m. Largo
88582  MTWThF  3/16–3/20  7:30 a.m.–4 p.m. Largo
## TRANSPORTATION AND DISTRIBUTION

### CONTINUING EDUCATION CERTIFICATE, AUTOMOTIVE TECHNOLOGY

Drive your career to new heights by earning a Certificate of Continuing Education! The following courses provide the basic knowledge and skills to start a rewarding career as an entry-level service technician in the high-demand automotive service and repair industry. Each course successfully completed qualifies for a CE certificate.

- **OCC-301** Auto Technician: Basic Theory  
  **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 requirement discussed on first day of class. Instructor: Toyd Green. 12 sessions, $425* (includes a $30 lab fee)

- **OCC-324** Auto Technician: Brake Systems  
  **21 CEUs**
  Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved in the operation of a vehicle. This class will provide the student with in-depth knowledge of the latest brake theory and troubleshooting, and hands-on experience in servicing and repairing today's automotive brake systems. Shop safety regulations are also addressed. We will provide practice in Auto Services Excellence (ASE) challenge questions in preparation for the ASE certification test. Textbook requirement discussed on the first day of class. Instructor: Toyd Green. 6 sessions, $230* (includes a $20 lab fee)

- **OCC-336** Auto Technician: Engine Performance  
  **1.8 CEUs**
  This class will provide in depth automotive engine 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. Also includes practice in Auto Service Excellence (ASE) challenge questions in preparation for the ASE certification test. Textbook requirement discussed on first day of class. Instructor: Toyd Green. 5 sessions, $195* (includes a $20 lab fee)

- **OCC-400** Auto Technician: Electrical Systems  
  **1.8 CEUs**
  An in-depth, hands-on study of today's automotive electrical systems. Topics include: electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems/head and tail lights/park- ing lights/dash and courtesy lights/stop and hazard lights/ turn signals and backup lights, gauges, warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Instructor: Toyd Green. 5 sessions, $195* (includes a $20 lab fee)

- **OCC-406** Auto Technician: Heating and Air Conditioning  
  **3.2 CEUs**
  Learn the concepts and develop the basic skills necessary to diagnose automotive heating and air conditioning problems. Topics include heating and air conditioning principles, basic test equipment, and how to interpret and analyze information. Students will diagnose and repair automotive heating and air conditioning systems. Major emphasis will be on diagnostic procedures. This course includes Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 Shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

- **OCC-423** Auto Technician: Automatic/Manual Transmission & Transaxle  
  **3.2 CEUs**
  This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, driveline and front wheel drive service and repair. The course includes ASE content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

---

Auto Technician: Basic Theory  
301-322-0062 or brownsl@pgcc.edu

OCC-301 Auto Technician: Basic Theory  
3.0 CEUs

OCC-324 Auto Technician: Brake Systems  
2.1 CEUs

OCC-336 Auto Technician: Engine Performance  
1.8 CEUs

OCC-400 Auto Technician: Electrical Systems  
1.8 CEUs

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

OCC-423 Auto Technician: Automatic/Manual Transmission & Transaxle  
3.2 CEUs
OCC-424 Auto Technician: Steering & Suspension 3.2 CEUs
This course is designed to introduce the student to automotive steering and suspension basics, as well as the troubleshooting diagnosis and repair procedures used by today’s automotive technicians. Upon successful completion of this course students will understand the important theory of steering and suspension systems, and the function of each system component. Students will be taught to identify steering problems by visually inspecting the condition of the steering & suspension system and will perform two and four wheel alignments using laser guided equipment to make necessary adjustments. 8 sessions, $390* (includes a $310 lab fee)  
90288 TTh 3/31-4/23 6–10 p.m. AYT3

OCC-437 Auto Technician: Diesel Engine Theory & Maintenance 3.5 CEUs
This course is preparation for the ASE H2, S2 and T2 diesel engine certification exams. This course will cover the construction of a diesel engine and its theory of operation. Students will be taught about common failures of diesel engines and how to diagnose such failures. Laboratory exercises will guide students through diesel engines services for routine maintenance, and engine repair for common engine failures. Topics include: introduction to diesel engines, principles of operation, diesel engine construction and assembly, cooling system, lubrication system, and maintenance. Instructor: Carlos Smith. 10 sessions, $390* (includes a $30 lab fee)  
90289 TTh 5/5-6/5 6–9:30 p.m. WTC

OCC-405 Auto Technician: Auto Body Repair and Refinishing Level 1 4.0 CEUs
Learn the concepts and basic skills necessary for the auto-body collision repair and refinishing industry. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. This course includes Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT) Institute, 5700 Kirby RD, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)  
90290 MW 3/30-4/29 6–10 p.m. AYTI

OCC-422 Auto Technician: Auto Body Repair and Refinishing: Level 2 4.0 CEUs
In this course students learn to demonstrate proper preparation and technique for refinishing an auto body. Various finishing products and their application will be introduced. Topics include: custom painting, color matching, sheet metal manipulation, use of fillers and plastics in the refinishing process, adhesive repair, proper frame measuring and interpreting readings to correct damage, and the use of specialized equipment to manipulate frame back into proper alignment. Demonstrations and hands-on training will reinforce fundamentals learned within this course. The course includes ASE content area testing information. Note: located at Advance Your Technology (AYT1) Tommy’s Auto Body, 5700 Kirby Rd, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)  
90291 MW 5/4-6/8 6–10 p.m. AYT1
COMMERCIAL DRIVER LICENSE: CLASS A AND B
443-518-4172 or 301-322-0062

LICENSING AND CERTIFICATION PREPARATION, COMMERCIAL DRIVER LICENSE: CLASS A AND B
According to the US Department of Labor, Bureau of Labor Statistics, overall employment of truck drivers and driver/sales workers is expected to grow 9% over the 2008–18 decade. As the economy grows, the demand for goods will increase, which will lead to more job opportunities. Because it is such a large occupation, 291,900 new jobs will be created over the 2008–18 period. That means excellent employment opportunities for you as a tractor-trailer or smaller commercial vehicle driver!

Prince George's Community College offers 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.

Class A Admission Requirements:
1. A student must:
2. Be 21 years of age or older;
3. Possess a valid Non-Provisional Driver's License from Maryland;
4. Pass a Department of Transportation (DOT) physical and drug screen; and
5. Obtain a CDL Class A Learner's Permit.

Note: Currently, only MD licensed drivers will be accepted in the CDL Class A licensing program.

Class B Admission Requirements:
A student must:
1. Be at least 18 years of age (or 21 for the District of Columbia);
2. Possess a valid Non-Provisional driver's license from either Maryland, Virginia, or Washington, D.C.;
3. Pass a Department of Transportation (DOT) physical and drug screen; and
4. Obtain a CDL Class B Learner's Permit from the state in which they are currently licensed.

CDL-315 Commercial Driver License: Learner’s Permit Preparation
This course will prepare students for the MVA, CDL Class-A or B Commercial Driver permit exam. 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, $80*

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

Note: Please call 443-518-4172 for schedule dates and information.

CDL-316 Commercial Driver’s License: Class-A Part-1 (Theory) 7.5 CEUs
This is part one of a three part course. Students who register for this course must also register for CDL-317 (part-2) and CDL-318 (part-3). This course is designed to cover the basic operational knowledge and skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, map reading, cargo documentation, log books, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. $1265* (includes a $1137 vehicle fee.)

Note: Please call 443-518-4172 for schedule dates and information.

CDL-317 Commercial Driver’s License: Class-A Part-2 (Range & Road) 7.5 CEUs
Students who register for this course must also register for CDL-316 (part-1) and CDL-318 (part-3). Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their class-A CDL license exam. Skills practiced will include parallel parking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. 1265* (includes a $1137 vehicle fee.)

Note: Please call 443-518-4172 for schedule dates and information.

CDL-318 Commercial Driver’s License: Class-A Part-3 (Advanced Skills) 7.5 CEUs
This is part one of a three part course. Students who register for this course must also register for CDL-316 (part-1) and CDL-317 (part-2). This course is designed to teach advanced range and road skills as the student prepares to take the MVA Commercial Driver, Class-A exam for licensure. Students learn advanced backing and parking maneuvers, up and down shifting, and safe operation principles. Also included are review of pre-trip inspection, highway and roadside sign identification and on road safety practices. Practice exams are also included to ensure student knowledge and skill preparation for licensing exam. 1265* (includes a $1137 vehicle fee.)

Note: Please call 443-518-4172 for schedule dates and information.
### DRIVER EDUCATION

301-322-0062 or brownsl@pgcc.edu

### LICENSE AND CERTIFICATION PREPARATION, MOTOR VEHICLE ADMINISTRATION CLASS C DRIVER’S LICENSE

The Driver Education Program is provided for beginning drivers who wish to obtain a Maryland Class C driver’s license. Students learn from Motor Vehicle Administration certified instructors provided by the Linnel Driving School, (LDS) an MVA Certified Driver Education Program provider that utilizes the college as a branch location. Linnel will forward completion information to the MVA and other records as required by Maryland statute. Schedules are flexible and include day and evening classes. The 36-hour course includes 30 hours of classroom instruction, as well as six hours of behind-the-wheel skills training. The six hours behind-the-wheel instruction is scheduled on a flexible basis with each individual student. 

All behind-the-wheel lessons start and end at Prince George’s Community College.

10 sessions, $360* (includes a $288 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87874</td>
<td>1/5–1/16</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>87873</td>
<td>1/5–1/16</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>87876</td>
<td>1/20–1/30</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>87875</td>
<td>1/20–1/30</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>90293</td>
<td>2/2–2/13</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>90292</td>
<td>2/2–2/13</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90295</td>
<td>2/17–2/27</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90294</td>
<td>2/17–2/27</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>90298</td>
<td>3/1–3/15</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>90296</td>
<td>3/1–3/15</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90300</td>
<td>3/16–3/27</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90299</td>
<td>3/16–3/27</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>90301</td>
<td>3/30–4/10</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90303</td>
<td>4/15–4/24</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90302</td>
<td>4/15–4/24</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>90305</td>
<td>4/27–5/8</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>90304</td>
<td>4/27–5/8</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90306</td>
<td>5/11–5/22</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>TO–101</td>
</tr>
<tr>
<td>90307</td>
<td>5/11–5/22</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90308</td>
<td>5/26–6/5</td>
<td>MTWThF</td>
<td>8:45 a.m.–12 p.m.</td>
<td>LDS</td>
</tr>
<tr>
<td>90309</td>
<td>5/26–6/5</td>
<td>MTWThF</td>
<td>6–9:15 p.m.</td>
<td>TO–101</td>
</tr>
</tbody>
</table>

### SKB-600 Driver Education

The Driver Education Program is designed for beginning drivers who wish to obtain a Maryland Class-C driver’s license. Students learn from Motor Vehicle Administration certified instructors provided by the Linnel Driving School, (LDS) an MVA Certified Driver Education Program provider that utilizes the college as a branch location. Linnel will forward completion information to the MVA and other records as required by Maryland statute. Schedules are flexible and include day and evening classes. The 36-hour course includes 30 hours of classroom instruction, as well as six hours of behind-the-wheel skills training. The six hours behind-the-wheel instruction is scheduled on a flexible basis with each individual student. 

All behind-the-wheel lessons start and end at Prince George’s Community College.

1 session, $288* (includes a $288 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89303</td>
<td>2/26–2/26</td>
<td>Th</td>
<td>8 a.m.–3 p.m.</td>
<td>WTC</td>
</tr>
<tr>
<td>89304</td>
<td>4/5–4/5</td>
<td>Th</td>
<td>8 a.m.–3 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

### FORK LIFT

301-322-0062 or brownsl@pgcc.edu

### OSHA FORKLIFT CERTIFICATION

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

A. Classroom instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material)

B. Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee)

C. Operator performance evaluation

To register, a student must be 18 years of age or older. Classes held rain or shine. Dress appropriately.

### HEO-305 OSHA Forklift Operator Certification

For anyone who operates or plans to operate a powered industrial lift truck, the Occupational Safety and Health Administration (OSHA) require that lift-truck operators be trained under specified guidelines. To register, a student must be 18 years of age or older. This one-day class consists of formal classroom training (part one), including videos, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck. Practical training (part two) includes hands-on operation, demonstrations and pre-shift inspections. Students will operate the lift truck in a simulated and controlled work environment. Each student will be issued an OSHA certificate and wallet card at the successful completion of the class. Lunch provided. 1 session, $120* (includes a $85 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89303</td>
<td>2/26–2/26</td>
<td>Th</td>
<td>8 a.m.–3 p.m.</td>
<td>WTC</td>
</tr>
<tr>
<td>89304</td>
<td>4/5–4/5</td>
<td>Th</td>
<td>8 a.m.–3 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>
**MOTORCYCLE SAFETY AND LICENSING**
301-322-0650 or 301-322-0062

---

**MOTORCYCLE SAFETY**

Note: New MVA Requirement Effective 2015
All students will be required to complete a Motorcycle Safety Foundation, On-Line eCourse as part of the licensing program. Information about the eCourse will be given on the first day of class.

**Quality Motorcycle Training for over 30 Years**
Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF).

Successful motorcycling is not just a matter of being careful and having good instincts; it requires specialized knowledge, skills, techniques, and strategies.

If you have never ridden, are self-taught or have learned from friends, you will benefit from our professional training.

**About The Courses**
Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (ABRC). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a Department of Transportation (DOT)-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine. Water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch.

To get the maximum benefit from Prince George's Community College's Motorcycle Safety Program, students may want to consider taking the Basic Motorcycle Maintenance (OCC-354) as well as Motorcycle Mechanics and Repair course (OCC-376).

These courses will introduce the student to basic and advanced motorcycle service and repair skills for a safe and trouble free riding experience as well as saving hundreds of dollars on expensive maintenance and repair costs.

**Class M Licensing**
Students who are currently licensed in Maryland (with a Class-C license) and successfully complete the BRC or ABRC courses will receive a Maryland MVA Certificate of Completion. This certificate must be presented to any full service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required if you wish to legally ride motorcycles on public roads. Out-of-state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing. Students who successfully complete the BRC, ABRC or BRC2 course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

**Policies**
In order to successfully complete the licensing program and receive a Maryland MVA certificate for Class M license endorsement, students must comply with the following Maryland Motor Vehicle Administration's policies: Students must report to all classes promptly at the stated time and must attend all sessions. If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program.

All applicants under 18 years of age, and all new drivers regardless of age, must have satisfactorily completed an approved driver education course of not less than 30 hours classroom instruction and six (6) hours behind-the-wheel driver training. If the motorcycle license is an applicant's first license, then the applicant must complete the provisions outlined under the Maryland Graduated Licensing System. Please see Driver Education course (SKB-600).

**Refund Policy**
College policy states that no refunds are issued after the start of the class. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. Those wishing to “re-take” the class can do so at a later time and at a reduced fee.
OCC-361 Basic Rider Course (BRC)

Note: The Basic Rider Course now has a required MVA, on-line eCourse requirement which will be discussed on the first day of class.

This 17-hour motorcycle rider course is designed for both beginners and those who are not professionally trained. To register, a student must be at least 16 years, six months of age. If the student is under 18 years of age, a parent or guardian must sign liability release documents on behalf of the student. Participants receive approximately seven hours of classroom instruction and approximately ten hours of riding instruction on a training motorcycle, provided by the college, practicing clutch-throttle control, stopping the motorcycle in a safe distance, turning, shifting, and basic crash avoidance skills. Throughout the course, instructors will evaluate and coach each rider's ability and performance. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders are to provide their own riding gear, which includes a DOT certified helmet, which fully covers ears, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 1 session, $147* (includes a $18 lab fee)

OCC-365 Experienced Rider Course (BRC2)

This six hour course is for licensed motorcyclists who want to improve or refresh their skills. Individuals enrolling in this course must have a valid motorcycle license. The class "M" license waiver is not offered as a part of this course. During the initial riding activities, each rider's ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders are to provide their own riding gear, which includes a DOT certified helmet, which fully covers ears, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 1 session, $147* (includes a $18 lab fee)

OCC-419 Alternate Basic Rider Course (ABRC) 0.7 CEU

This seven hour course is designed for students who have already learned basic riding skills but wish to earn a Class-M license endorsement and legally ride on public roads. Those under 18 years of age must take OCC-361. Students have the option of riding their own motorcycles provided they are legally transported to the training site. The vehicle must also pass a pre-ride safety evaluation prior to class. During initial range activities, instructors will evaluate the student's ability to coordinate smooth clutch and throttle control, stop the motorcycle in a safe distance, execute gradual and tight turns, shift up and down, and comfortably achieve a speed of at least 25 mph. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. There is no guarantee that individuals enrolling in this course will pass or get their license. 4 sessions, $320* (includes a $35 lab fee)

CONTINUING EDUCATION CERTIFICATE, MOTORCYCLE MECHANICS AND REPAIR

The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today's motorcycles and their components. Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a Continuing Education Certificate.
OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owner’s manual; changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. **2 sessions, $75**

OCC-376 Motorcycle Mechanics & Repair 2.4 CEUs
This course teaches advanced motorcycle maintenance and repair topics for performing advanced services on a motorcycle. Topics include: engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text required: “How to Repair Your Motorcycle” by Charles Everitt, 2007 (See instructor on first day of class). **8 sessions, $265** (includes a $40 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. **7 sessions, $270** (includes a $30 lab fee)

**TRAVEL BUSINESS AND SALES**

**TRAVEL**
301-322-0797 or 301-583-5299

**CONTINUING EDUCATION CERTIFICATE, TRAVEL SERVICES**
PGCC’s Business Owners’ Success Series and Greenbelt Travel Services cooperatively offer a 45 hour travel program for owners, agents, and independent contractors that provides the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

- **BUS-343 Getting into the Travel Business**
- **BUS-394 Destination Awareness: The Discovery Series**
- **BUS-446 Travel Industry Basics for Starting Your Own Small Business**
- **BUS-447 Geography: It’s Your Business to Know Destinations**
- **BUS-510 Computer Skills to Build Your Travel Business**
- **BUS-361 Sales and Marketing Techniques for Travel**
- **BUS-362 Package Your Tours and Cruises for Profit Potential**
- **BUS-381 Grow Your Cruise Business**

Proudly supported by Greenbelt Travel Services!

Home to many of the graduates of this program as Independent Contractors.

Home to Certified Travel Consultants (CTC) & Certified Travel Agents (CTA)

Member of Cruise Line International (CLIA)
- Master Cruise Counselor (MCC)
- Accredited Cruise Counselor (ACC)
- Luxury Cruise Counselor (LCC)

Certified Sandals & Beaches Specialists
AM Resorts Master Agents
Aussie Specialist
Jamaica Travel Specialists

**BUS-343 Getting into the Travel Business**
Do you have the who, why, how, and what it takes to own or manage a travel agency? Do you want to be a full or part-time travel agent? This workshop will help you make your decision and learn what you need to know to get started. Instructor: Helen Svensen, CTC. **1 session, $30**

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88553</td>
<td>T</td>
<td>3/17-3/17</td>
<td>7-10 p.m.</td>
<td>GTSV</td>
</tr>
</tbody>
</table>

**BUS-394 Destination Awareness: The Discovery Series**
In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientele’s needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen **1 session, $30**

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88554</td>
<td>T</td>
<td>3/19-3/19</td>
<td>7-10 p.m.</td>
<td>GTSV</td>
</tr>
</tbody>
</table>

**BUS-446 Travel Industry Basics**
This course emphasizes non-computerized office procedures including manual tickets, industry terminology, city codes, and effective use of reference materials. Instructor: Barbara Childs Kiker, CTA. **2 sessions, $60**

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88555</td>
<td>T</td>
<td>3/17-3/31</td>
<td>7-10 p.m.</td>
<td>GTSV</td>
</tr>
</tbody>
</table>

**BUS-447 Geography**
What are the popular travel destinations and when are the best times to visit them? Travel agents need to have a working knowledge of world geography. Emphasis will be on top-selling destinations. Instructor: Barbara Childs Kiker, CTA. **3 sessions, $85**

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88556</td>
<td>MT</td>
<td>4/13-4/28</td>
<td>7-10 p.m.</td>
<td>GTSV</td>
</tr>
</tbody>
</table>

**OCC-354 Basic Motorcycle Maintenance**
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owner’s manual; changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. **2 sessions, $75**

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89375</td>
<td>TW</td>
<td>4/21-4/22</td>
<td>6-9 p.m.</td>
<td>CE-124</td>
</tr>
</tbody>
</table>

**OCC-376 Motorcycle Mechanics & Repair** 2.4 CEUs
This course teaches advanced motorcycle maintenance and repair topics for performing advanced services on a motorcycle. Topics include: engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text required: “How to Repair Your Motorcycle” by Charles Everitt, 2007 (See instructor on first day of class). **8 sessions, $265** (includes a $40 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90312</td>
<td>TW</td>
<td>4/28-5/20</td>
<td>6-9 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

**SMALL GAS ENGINES**
301-322-0062 or brownsl@pgcc.edu

**OCC-316 Small Gas Engine** 2.4 CEUs
This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains the “why” in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. **7 sessions, $270** (includes a $30 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89301</td>
<td>MW</td>
<td>5/4-5/27</td>
<td>6-9:30 p.m.</td>
<td>AB</td>
</tr>
</tbody>
</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**BUS-361 Sales and Marketing Techniques for Travel** 0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Vicki Svensen CTA, MCC. 2 sessions, $60*

**BUS-362 Package Your Tours and Cruises for Profit** 0.6 CEU
Which tour and cruise wholesalers do you use? Where are you with package sales? Do you have all the right information to make the best sale? This course will teach you how to make package sales, choosing the right tour or cruise, and positioning your packages for success. Instructor: Mary Brennan. 2 sessions, $60*

**BUS-363 Leisure Travel** 0.6 CEU
Sales of leisure travel continue to increase. Practice what you have learned, and take this course to join the leisure travel market. Instructor: Barbara Childs Kiker 2 sessions, $60*

**BUS-381 Grow Your Cruise Business** 0.6 CEU
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople! Do you know the rewards for selling cruises? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How reliable are you as a travel agent when things go wrong on a client’s trip? How can you protect yourself? Get the answers to these questions and more so you can successfully promote the group travel market. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $60*

**BUS-382 Sales and Marketing in the Leisure Travel Industry** 0.6 CEU
This course covers all aspects of selling leisure travel, including cruise sales, packages, and other leisure travel products. Instructor: Barbara Childs Kiker 2 sessions, $60*

**BUS-383 Leisure Travel Management** 0.6 CEU
Learn the ins and outs of the leisure travel industry. This course covers all aspects of selling leisure travel, including cruise sales, packages, and other leisure travel products. Instructor: Barbara Childs Kiker 2 sessions, $60*

**BUS-384 Leisure Travel Marketing** 0.6 CEU
Learn the ins and outs of the leisure travel industry. This course covers all aspects of selling leisure travel, including cruise sales, packages, and other leisure travel products. Instructor: Barbara Childs Kiker 2 sessions, $60*

**BUS-510 Computer Skills to Build Your Travel Businesses** 0.6 CEU
Use the computer as an effective tool for selling today’s travel in an ever evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop if you have a broadband card with wireless connection. Prerequisites required: BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $60*

**VET-313 Preparation for the Veterinary Assistant Training Course Series (Req)**
This is a must attend for those interested in learning more about the veterinary assistant field, job environment, program prerequisites and requirements. 1 session

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8702</td>
<td>1/13-1/15</td>
<td>3-4 p.m.</td>
<td>CE-104</td>
</tr>
<tr>
<td>89149</td>
<td>4/21-4/21</td>
<td>3-4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

**VET-400 Veterinary Assistant Orientation**
This is a must attend for those interested in learning more about the veterinary assistant field, job environment, program prerequisites and requirements. 1 session

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8701</td>
<td>1/20-1/27</td>
<td>6:30-9:30 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

**VET-314 Veterinary Assistant I: Outpatient Care**
This course introduces students to the outpatient care setting and equipment. Students will learn how to work in an office setting. Instructor: Mary Brennan 2 sessions, $60*

**VET-315 Veterinary Assistant II: Inpatient Care**
This course introduces students to the inpatient care setting and equipment. Students will learn how to work in an hospital setting. Instructor: Mary Brennan 2 sessions, $60*

**VET-316 Veterinary Assistant III: Patient Care and Treatment**
This course introduces students to the patient care and treatment setting and equipment. Students will learn how to work in a treatment setting. Instructor: Mary Brennan 2 sessions, $60*

**VET-317 Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care**
This course introduces students to the surgery, anesthesia, and emergency care setting and equipment. Students will learn how to work in a surgery setting. Instructor: Mary Brennan 2 sessions, $60*

**VETERINARY**

**VETERINARY ASSISTANT TRAINING**

**301-322-0878 or wdcehealthcare@pgcc.edu**

**CONTINUING EDUCATION CERTIFICATE, VETERINARY ASSISTANT**
This four-month certificate program is offered in the spring and fall semesters and consists of five courses that includes 44 hours of clinical training with live animals.

**Prerequisites:**
- Students must be 18 years old before the start of the program
- Successfully complete the Reading Comprehension Placement Test with a score of 65 or better OR provide proof of college credits before registering for the first course.

Requirements for the Continuing Education Certificate include successful completion of the following courses:
- VET 313. Preparation for the Veterinary Assistant Training Course Series (Required)
- VET-300. Veterinary Assistant I: Outpatient Care
- VET-301. Veterinary Assistant II: Diagnostics and Pharmacy
- VET-310. Veterinary Assistant III: Patient Care and Treatment
- VET-311. Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care

Prince George’s Community College’s Veterinary Assistant Training Program has been reviewed and supported by the Maryland Veterinary Medical Association.

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

It is recommended that you attend a free VET 400 Veterinary Assistant Orientation.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET-300</td>
<td>Veterinary Assistant, Part 1: Outpatient Care</td>
<td>3.0 CEUs</td>
<td>Course consists of 21 classroom hours and 12 clinical hours. Topics covered include an overview of the veterinary field, office procedures, client relations, biology, and exam room procedures. This course will include classroom competencies that must be successfully demonstrated prior to clinical placement. This training has been reviewed by the Maryland Veterinary Medical Association and Maryland Board of Veterinary Medical Examiners and approved and supported by the Maryland Veterinary Technician Association. Workbook included. Prerequisite: VET-310. 5 sessions, $290* (includes a $75 lab fee)</td>
</tr>
<tr>
<td>VET-301</td>
<td>Veterinary Assistant, Part 2: Diagnostics and Pharmacy</td>
<td>2.7 CEUs</td>
<td>This course is designed to provide veterinary assistants and those in entry level careers with an overview of laboratory procedures, pharmacy, radiology, and ultrasound imaging. Twelve clinical hours and workbook are included. Prerequisite: VET-300. 5 sessions, $225* (includes a $75 lab fee)</td>
</tr>
<tr>
<td>VET-310</td>
<td>Veterinary Assistant, Part 3: Patient Care and Treatment</td>
<td>3.0 CEUs</td>
<td>This course consists of 18 classroom hours and 12 clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisite: VET-301. 6 sessions, $260* (includes a $75 lab fee)</td>
</tr>
<tr>
<td>VET-311</td>
<td>Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care</td>
<td>2.6 CEUs</td>
<td>This course consists of 18 classroom hours and eight clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisite: VET-310. 5 sessions, $235* (includes a $50 lab fee)</td>
</tr>
</tbody>
</table>

**VIDEOGRAPHY**

**VIDEO**

301-322-0873 or itcerts@pgcc.edu

**CONTINUING EDUCATION CERTIFICATE, VIDEOGRAPHY**

This three-course videography certificate program will recognize a student's achievement in producing videos which encompass many aspects of communication. These include the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

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

Requirements for the continuing education certificate include successful completion of the following courses:

- VID-308 Videography: Part 1
- VID-329 Videography: Part 2

Once a student has completed all of these requirements, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate. A student who has completed all the requirements for this program should contact the office for verification and to request a certificate.

**VID-308 Videography: Part 1**

This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. 7 sessions, $255* (includes a $55 lab fee)

**VID-329 Video Production Techniques**

In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, 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. Prerequisite: familiar with many tools available for non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

This three-course videography certificate program will recognize a student’s achievement in producing videos which encompass many aspects of communication. These include the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

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

Requirements for the continuing education certificate include successful completion of the following courses:

- VID-308 Videography: Part 1
- VID-329 Videography: Part 2

Once a student has completed all of these requirements, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate. A student who has completed all the requirements for this program should contact the office for verification and to request a certificate.

**VID-308 Videography: Part 1**

This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. 7 sessions, $255* (includes a $55 lab fee)

**VID-329 Video Production Techniques**

In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, 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. Prerequisite: familiar with many tools available for non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

This three-course videography certificate program will recognize a student’s achievement in producing videos which encompass many aspects of communication. These include the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

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

Requirements for the continuing education certificate include successful completion of the following courses:

- VID-308 Videography: Part 1
- VID-329 Videography: Part 2

Once a student has completed all of these requirements, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate. A student who has completed all the requirements for this program should contact the office for verification and to request a certificate.

**VID-308 Videography: Part 1**

This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. 7 sessions, $255* (includes a $55 lab fee)

**VID-329 Video Production Techniques**

In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, 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. Prerequisite: familiar with many tools available for non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

This three-course videography certificate program will recognize a student’s achievement in producing videos which encompass many aspects of communication. These include the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

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

Requirements for the continuing education certificate include successful completion of the following courses:

- VID-308 Videography: Part 1
- VID-329 Videography: Part 2

Once a student has completed all of these requirements, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate. A student who has completed all the requirements for this program should contact the office for verification and to request a certificate.

**VID-308 Videography: Part 1**

This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. 7 sessions, $255* (includes a $55 lab fee)

**VID-329 Video Production Techniques**

In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, 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. Prerequisite: familiar with many tools available for non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

This three-course videography certificate program will recognize a student’s achievement in producing videos which encompass many aspects of communication. These include the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even greater knowledge of these creative possibilities.

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

Requirements for the continuing education certificate include successful completion of the following courses:

- VID-308 Videography: Part 1
- VID-329 Videography: Part 2

Once a student has completed all of these requirements, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate. A student who has completed all the requirements for this program should contact the office for verification and to request a certificate.
First Choice
Vision
Prince George’s Community College will be the community’s first choice for innovative, high quality learning opportunities.

Transforming Lives
Mission
Prince George’s Community College transforms students’ lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.

Strategic Goals 2014-2017

Enhance
Pathways
Enhancing pathways that guide students to achieve their academic, career, and personal goals

Responsive Learning
Cultivating a welcoming and responsive learning environment

Foster
Partnerships
Fostering partnerships to respond to a diverse and evolving community and workforce

Promote
Collaboration
Promoting and supporting a collaborative institutional culture for communication, decision-making and governance

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. This course is ideal for individuals interested in creating a digital story about their life or family; organizations interested in producing a compelling story about their cause or mission; and for educators interested in creating academic content for teaching and learning. Participants will write their own script, record their narration, and utilize still images, video and music to produce their own digital stories. Through the use of guided computer tutorials and instructor support, participants will be able to edit their own stories on Mac computers. Participants will be emailed materials prior to the workshop to assist them in preparation, including suggestions about scripts, image selection and use of video clips. Prerequisite: basic computer knowledge, Mac preferred, (including Internet use), ability to navigate computer files and folders and ability to use basic word processing programs. 3 sessions, $240* (includes a $80 lab fee)

87473  Su  4/12-4/26  9:30 a.m.-4 p.m.  CAT-103

APPLE
301-322-0873 or itcerts@pgcc.edu

APP-400 Apple End User Certification Exam
By passing this exam, the student earns Apple Certified Pro status, which distinguishes him/her as a skilled user of Apple Pro Apps software. 1 session, $175 (includes a $75 lab fee)

86081  F  1/30-2/10  6:30-9:30 p.m.  CAT-137

87369  F  2/20-3/20  6:30-9:30 p.m.  CAT-137

87371  F  3/20-4/20  6:30-9:30 p.m.  CAT-137

87372  F  4/24-4/24  6:30-9:30 p.m.  CAT-137

MOTION
301-322-0873 or itcerts@pgcc.edu

APP-406 Introduction to Motion 5  3.0 CEUs
Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into composting, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators, create rigs to adjust related parameters with a single control. Topics include creating Smart Motion Templates and publishing them to Final Cut Pro X, creating parameter rigs to quickly adjust related parameters with a single control and, understanding behavior-based animation, using keyframes to create animation, creating content with generators, shapes and paint strokes, stabilizing and tracking media, animating cameras and using advanced 3D features. 12 sessions, $605* (includes a $150 lab fee)

86089  TTh  1/27-3/5  6:30-9:30 p.m.  CAT-137

ADOB PREMIER
301-322-0873 or itcerts@pgcc.edu

DPR-722 Adobe Premiere Pro  3.6 CEUs
This course will discuss producing and editing video for multimedia or web productions. Emphasizes capture, editing and outputting of video using a desktop digital workstation. 9 sessions, $605* (includes a $150 lab fee)

90114  S  3/7-5/9  9 a.m.-1:30 p.m.  CAT-137
GET SET BY REGISTERING AND PAYING FOR YOUR COURSE

Follow the instructions for the online delivery format of your course (ED2GO, ProTrain, or Blackboard).

**ED2GO**
To Register for Online Courses That Use Ed2go . . .

**STEP 1: SELECT A COURSE AT ED2GO.**
1. Go to www.ed2go.com/pgcc
2. Browse the catalog by department or search for courses by keyword.
3. Select a course. You will be able to read a description of the course, including start date and price.
4. If you decide to take the course, click the “Enroll Now” button and complete the ed2go enrollment process.
5. Please note the class section number.*

*NOTE: Do not pay for the course at the **ed2go** website.

**STEP 2: REGISTER AND PAY, USING THE REGISTRATION INSTRUCTIONS FOUND IN THIS SCHEDULE (PAGE 4).**
*If your course is NOT listed on Owl Link, then register and pay for the EDG-300 generic course with the Course Code Number for the appropriate semester:
88422 for Spring 2015 courses (courses beginning in Jan.–Apr.)
LATE registration is not allowed for classes at PGCC, and no refunds are issued after the start of class.

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, please e-mail ed2go@pgcc.edu.

**ProTrain (PTRN)**
To Register for Online Courses That Use ProTrain . . .

2. Select a program area and then a course. You will be able to read a description of the course, including hours and price.
3. If you decide to take the course, contact westphalia@pgcc.edu for enrollment instructions.

*NOTE: Do not enroll or pay for the course at the ProTrain website. After you have registered and paid at PGCC (see page 4), you will receive login instructions which will be e-mailed to you by ProTrain shortly before the course begins.

**Blackboard (BLBD)**
To Register for Online Courses That Use Blackboard . . .

First, register and pay, using the Registration Instructions found in this Schedule (page 4). Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.

Then, activate your Owl Link account, which is needed for accessing your Blackboard online course.

GO! YOU’RE READY TO START YOUR COURSE!

Follow the instructions for the online delivery format of your course (ed2go, ProTrain, or Blackboard).

On the start date of your course: ed2go
At www.ed2go.com/pgcc, click the “My Classroom” link and login to get started.

ProTrain
Login using the login information sent you by ProTrain.

Blackboard
Login at pbgcoloronline.blackboard.com.

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

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. Read descriptions of the courses, see their start dates, and learn their prices.

We’ve got something to interest everyone!
WHAT IF I'M NOT REALLY TECHNICAL?

PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to login to your online classroom and how to navigate your online class. Individual orientation sessions can be conducted by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact the eLearning Services office by e-mail at eLearning@pgcc.edu or by phone at 301-322-0463. Please refer to the Noncredit Online-Learning website (www.pgcconline.com) for complete orientation information. For support for your online course, see the eLearning Services office.

WHAT ARE NONCREDIT ONLINE COURSES?

Students who are computer literate and have access to a computer and the Internet may want to consider taking online courses at Prince George’s Community College (PGCC). Online courses can save you the time and expense of driving to campus and give you flexibility in time, location, and pace of study. The computer becomes the classroom. Students can work more independently and set their learning hours to fit their personal schedules. Students communicate with their instructor and fellow classmates via the Internet in password-protected online classrooms with access to e-mail, course content, chat, discussion board, and other course tools. Students can use their own computer at home or work or use a computer at the college’s computer center to conduct course communications.

Noncredit online courses at PGCC are offered in three delivery formats: ed2go, ProTrain, or Blackboard. For more information, visit www.pgcconline.com, call 301-322-0463, or e-mail elearning@pgcc.edu.

NOTE: To see the dates and synonym numbers and online delivery format of the courses, turn to the appropriate section in this Schedule.

ED2GO ONLINE COURSES

See the Online Courses section on page 91 for ed2go registration details.

ACCOUNTING AND BOOKKEEPING

Accounting, page 11
OFC-350  Accounting Fundamentals
OFC-354  Accounting Fundamentals: Part 2

Quickbooks, page 12
DPR-797  Introduction to Quickbooks 2014
DPR-406  Introduction to Quickbooks 2013

BUSINESS AND MANAGEMENT SKILLS

Event Planning, page 13
BUS-558  Wow What a Great Event!

General Business Skills, page 15
OFC-346  Administrative Assistant Fundamentals

Management and Supervisory Skills, page 15
OFC-322  Fundamentals of Supervision and Management: Part 1
MGT-707  Understanding the Human Resources Functions

Nonprofit Management, page 16
MGT-649  Introduction to Nonprofit Management
VOL-332  A to Z Grant Writing

Project Management Professional Exam Prep (PMP), page 17
MGT-626  Project Management Fundamentals
MGT-623  Project Management Professional Certification: Prep 1
MGT-624  Project Management Professional Certification: Prep 2
MGT-711  Project Management Applications
MGT-646  High Speed Project Management

Public Services, page 20
LAW-350  Paralegal, Part 1
LAW-630  Workers’ Compensation

Small Business, page 20
BUS-355  Start and Operate Your Own Home-Based Business

BUS-438  Starting a Consulting Practice
BUS-535  Creating a Successful Business Plan

COMPUTERS AND INFORMATION TECHNOLOGY

Computer Online Training, page 32
DPR-393  Designing Effective Websites
OFC-388  Keyboarding
DPR-696  Introduction to PC Troubleshooting
DPR-649  Wireless Networking
DPR-431  Introduction to Networking
DPR-591  Intermediate Networking
DPR-719  Introduction to Windows 8
DPR-699  Introduction to Microsoft Word 2010
DPR-451  Computer Skills for the Workplace
DPR-394  Introduction to Buying and Selling on eBay
DPR-771  Mac, iPhone, and iPad Programming
DPR-773  Introduction to Microsoft Outlook 2010
DPR-723  How to Get Started in Game Development
DPR-758  Introduction to Microsoft Access 2010
DPR-710  Introduction to Microsoft Excel 2010
DPR-462  Introduction to Database Development
DPR-463  Introduction to SQL
DPR-712  Introduction to Microsoft PowerPoint 2010
DPR-793  Introduction to Microsoft Project 2013
DPR-746  Introduction to Microsoft Project 2010
DPR-479  C++ for the Absolute Beginner
DPR-485  Creating Web Pages
DPR-724  Introduction to Google Analytics
DPR-717  Introduction to Dreamweaver CS6
DPR-718  Introduction to Flash CS6
DPR-329  Java for the Beginner
DPR-651  Intermediate Java Programming
DPR-540  Introduction to PHP and MySQL
DPR-670  Introduction to PC Security
DPR-671  Advanced Personal Computer Security
DPR-672  Introduction to CSS and XHTML
DPR-741  Introduction to Creating WordPress Websites
DPR-766  Creating WordPress Websites 2
DPR-765  Creating Mobile Apps with HTML
DPR-780  Introduction to InDesign CS6
CREATIVE AND PERFORMANCE ARTS
Creative Writing, page 44
SKB-326 Write Fiction like a Pro
SKB-386 Keys to Effective Editing
SKB-307 The Craft of Magazine Writing
SKB-367 Writing Your Life’s Story
SKB-403 Travel Writing
SKB-393 Beginner’s Guide to Getting Published
SKB-465 Writing Young Adult Fiction
SKB-722 Beginning Writer’s Workshop
SKB-463 Writerific: Creativity Training for Writers
SKB-402 Writing for Children

Performing Arts and Music, page 47
DPR-779 Intro to Illustrator CS6
MUS-339 Music Made Easy

EARLY CHILDHOOD EDUCATION
Child Care Classes, page 49
DCR-529 Teaching Pre-School: A Year of Inspiring Lessons

Education and Teacher Training, page 51
SKB-416 Survival Kit for New Teachers
SKB-431 Strategies for Teaching Students with Autism
SKB-433 Reading Strategies That Work
SKB-616 Merrill Ream Speed Reading
SKB-475 Creating the Inclusive Classroom
SKB-476 Solving Classroom Discipline Problems
SKB-477 Solving Classroom Discipline Problems 2
SKB-568 Teaching Adult Learners
SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD)
SKB-479 Creating a Classroom Website
SKB-727 Teaching Students With Learning Disabilities

ENGLISH COMMUNICATION AND WRITING
Communication Skills, page 52
OFC-347 Grammar Refresher
Writing, page 53
OFC-321 Effective Business Writing
OFC-358 Fundamentals of Technical Writing
SKB-462 Writing Essentials

ENRICHMENT AND PERSONAL GROWTH
Career Planning, page 53
JCL-359 Resume Writing
JCL-363 Twelve Steps to a Successful Job Search
JCL-362 Achieving Success with Difficult People
JCL-361 Building Teams That Work
JCL-360 Jumpstart Your Career with LinkedIn

Student Success, page 54
SKB-357 Graduate Record Exam (GRE) Preparation, Course 1: Verbal
SKB-358 Graduate Record Exam (GRE) Preparation, Course 2: Quantitative
SKB-361 Law School Admission Test (LSAT) Preparation: Course 1
SKB-362 Law School Admission Test (LSAT) Preparation: Course 2

Personal Finance, page 55
FIN-345 Introduction to Stock Options
FIN-346 Personal Finance
RES-325 Real Estate Investing
FIN-340 Key to Successful Money Management

HEALTH CARE SUPPORT
Caregiving, page 59
HES-571 Caring for Aging Parents
HES-588 Certificate in Stress Management
HES-589 Certificate in Meditation

Pharmacy Technician, page 62
HES-577 Medical Math

Medical Billing Specialist, page 65
HES-354 Medical Terminology: Word Association Approach
HES-554 Human Anatomy and Physiology: Part 1
HES-555 Human Anatomy and Physiology: Part 2

Medical Office Assistant, page 66
HES-546 Spanish for Medical Professionals
HES-545 HIPAA Compliance

HOME AND GARDEN
Home Interior, page 68
ENR-541 Introduction to Interior Design

HUMAN RESOURCES AND PAYROLL MANAGEMENT
Human Resources Electives, page 72
MGT-423 Leadership (online)
MGT-492 Employment Law (online)

LANGUAGE COMMUNICATION
Conversational Foreign Language, page 74
LGE-521 Speed Spanish

PHOTOGRAPHY, PAGE 76
PHO-331 Introduction to Photoshop CS6
CRE-349 Exploring Digital Photography: An Online Class
PHO-324 Introduction to Lightroom 4
PHO-325 Mastering Your Digital SLR Camera

Do you see an ed2go online course that you would like to take, but you would rather start the class in a different month?

**NO PROBLEM!** At your request, we will set up a class section for you that begins in the month of your choice.

- Go to the ed2go.com/pgcc website
- Search for your desired course
- Click the “Enroll Now” button
- Choose which month you want to begin the course.

**Ed2go online courses can begin every month of the year!**

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
HYBRID/ONLINE COURSES
See the Online Courses section on page 91 for Blackboard registration details.

EARLY CHILDHOOD EDUCATION
Child care Classes, page 49
DCR-303 Child Growth and Development: 45 Hours (HYLCC)
DCR-304 Curriculum/Activities: 45 Hours (HYLAG)
DCR-315 Infant and Toddler: 45 Hours (HYLAG)
DCR-456 School-Age Curriculum Development: 45 Hours (HYLCC)
DCR-466 Child Care Administration for Directors (HYLCC)

HEALTH CARE SUPPORT
Medical Billing Specialist, page 65
HES-594 Coding Certification Exam Preparation (HYLAG)

Medical Office Assistant, page 66
HES-396 Medical Office Assistant Overview (HYLAG)

MORE ONLINE ED2GO COURSES: SPRING 2015
Prince George’s Community College offers many more online courses using the ed2go delivery format than can be listed with their descriptions in the Schedule. Here are just some of the titles of more online courses that may interest you. If you see one that you like—or want to see more—then visit www.ed2go.com/pgcc and “View Catalog.”

Advanced Microsoft Excel 2007
An Introduction to Teaching ESL/EFL
Becoming a Grant Writing Consultant
Business Finance for Non-Finance Personnel
Creating Classroom Centers
Distribution and Logistics Management
Easy English 3
Empowering Students with Disabilities
Get Funny!
GMAT Preparation
Guided Reading and Writing: Strategies for Maximum Student Achievement
Instant Italian
Intermediate CSS and XHTML
Intermediate Flash CS6
Intermediate Microsoft Access 2007
Intermediate Microsoft Word 2007
Intermediate Photoshop CS5
Intermediate QuickBooks 2012
Intermediate Visual Basic
Introduction to Adobe Acrobat X
Introduction to Algebra
Introduction to Criminal Law
Introduction to Illustrator CS6
Introduction to Internet Writing Markets
Introduction to Microsoft Access 2007
Introduction to Microsoft Outlook 2013
Introduction to Microsoft Project 2010
Introduction to Microsoft Word 2007
Introduction to Programming
Introduction to Screenwriting
Introduction to Statistics
Introduction to Visual Basic
Legal Nurse Consulting
Luscious, Low-Fat, Lightning-Quick Meals
Manufacturing Applications
Marketing Your Nonprofit
Mastery of Business Fundamentals
Microsoft PowerPoint 2013 in the Classroom
Nonprofit Fundraising Essentials
Performing Payroll in QuickBooks 2013
Photographing People with Your Digital Camera
Photoshop CS6 for the Digital Photographer
Photoshop Elements 12 for the Digital Photographer
Practical Ideas for the Adult ESL/EFL Classroom
Publish and Sell Your E-Books
QuickBooks 2013 for Contractors
Research Methods for Writers
Secrets of the Caterer
Singapore Math: Number Sense and Computational Strategies
Small Business Marketing on a Shoestring
Speed Spanish 2
Start Your Own Arts and Crafts Business
Supply Chain Management Fundamentals
Teaching ESL/EFL Vocabulary
Teaching Writing: Grades K-3
The Creative Classroom
Travel Photography for the Digital Photographer
Using Social Media in Business
Using the Internet in the Classroom
Where Does All My Money Go?
Writing Effective Grant Proposals

WHAT ARE NONCREDIT HYBRID/ONLINE COURSES?
A hybrid/online course combines classroom meetings and online instruction. Students enrolled in a hybrid/online course come to campus at scheduled times during the semester to meet face-to-face with their professor and fellow students. Other course work, assignments, and discussions are accomplished through the Internet. Noncredit hybrid/online courses at Prince George’s Community College are offered using the Blackboard delivery format. For class times and locations, see the course schedule.

Note: HYLCC is a hybrid course that meets on the Largo campus; HYLAG is a hybrid course that meets at the Laurel Center.
**DEGREE CENTERS**

**Joint Base Andrews**

1415 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-322-0778 or 301-981-5949
See the Joint Base Andrews section (page 98) for course listings.

**Laurel College Center**

(A Partnership of Prince George’s Community College and Howard Community College
(A Maryland Regional Higher Education Center)
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
See the Laurel College Center section (pages 96) for course listings.

**University Town Center**

6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-546-8360.
See University Town Center section (page 99) for course listings.

**EXTENSION CENTERS**

**Skilled Trades Center**

6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-322-0894
Fax: 301-322-0898
For more information, call 301-322-0894.
See Skilled Trades Center section (page 98) for course listings.
(No registration or advisement offered at this location.)

**Westphalia Training Center**

9109 Westphalia Road
Upper Marlboro, MD 20774
For more information, call 301-322-0964.
See Westphalia Training Center section (page 99) for course listings.
(No registration or advisement offered at this location.)

**ADDITIONAL LOCATIONS**

**Culinary Arts Program**

John E. Howard Community Center
4400 Shell Street
Capitol Heights, MD 20743
For more information, call 301-341-3027.

**Law Library, Upper Marlboro**

Prince George’s County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
For more information, call 301-322-0785.

Prince George’s Community College degree and extension centers bring education closer to your neighborhood by offering more than 200 course sections per semester at locations throughout the county. Classes are identical in title, number, course content, credit, and transferability to those offered on the main campus. Students may register in person for any course at most locations. A degree center offers courses that allow students to complete requirements toward a degree.
LAUREL COLLEGE CENTER

www.laurelcollegecenter.org

A Partnership of Prince George’s and Howard Community Colleges

A Maryland Regional Higher Education Center

Laurel College Center, 312 Marshall Avenue, Laurel, MD 20707
1-866-228-610 or 443-518-4162

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

The Laurel College Center (LCC) resulted from a unique joint effort between Prince George’s Community College and Howard Community College to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. This partnership was established in fall 2001, and has been growing ever since. Conveniently located in downtown Laurel, LCC offers over 100 credit and 100 continuing education classes each semester. The classes are small, personal, with day, evening, and weekend classes. LCC offers a wide range of services including admissions, placement testing, academic advising, registration and bill payment.

Registration Instructions

Mail
Since mail is the slowest option and classes fill quickly, mail your registration form at least two weeks before the class begins or choose another registration option. Complete the registration form and mail along with your check, money order or credit card information (payable to PGCC) to:

Cashier’s Office
Prince George’s Community College
301 Largo Road
Largo, MD 20774-2199

Walk-in
You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–4:30 p.m. You also may use walk-in registration at either college during their regular registration hours.

Web Registration for Continuing Education Students
To register online, simply go to the college’s website, www.pgcc.edu. Click on Owl Link in the menu. Click on the “Workforce Development & Continuing Education Students” box. Then, click on “Register for Noncredit Course”. Follow instructions to register and pay for your class. You are not registered in any of your classes until you submit payment. If you have questions during any part of the registration process, click on “Help”.

Payment Information
The noncredit course cost (including tuition and fees) is listed with each course description.

- If you live in a different county (other than Howard County) in Maryland, in the District of Columbia or another state, you should use the Prince George’s Community College (PGCC) synonym numbers and submit payment to PGCC or Laurel College Center.

- If you register through PGCC, a registration fee of $15 each semester will be added to your bill (regardless of the number of courses you are taking).

- Senior citizens and students retired on disability will be charged a $50 registration fee per term.

- Also, non-Prince George’s County residents are charged an additional fee when they register through PGCC (Other MD county: $5 per course; DC/out-of-state: $10 per course).

You may use the following payment methods:

- Cash-only at the home campus (not LCC)
- Personal check
- Credit card (MasterCard, Visa or Discover)
- Money order
- Employer voucher or purchase order
- Properly documented financial aid or scholarship

General Information
Websites
Prince George’s Community College
www.pgcc.edu

Laurel College Center
www.laurelcollegecenter.org

Room Locations
Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

Parking
During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

Textbooks
If a course requires a textbook, that information is listed with the course description. You can order textbooks online by accessing www.pgccbookstore.com. You may call 301-322-0912 or use textbook. Have the reference number of the course ready when you call or access the website. Online or phone purchase requires a credit card. You can request that your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-322-0912 for bookstore information.

Noncredit Refund Policy
In the event you need to withdraw from a course, check with the college where you registered to determine its specific refund policy and procedures.

Eligibility
Noncredit courses are open to all students 16 years of age and older, unless the course is specially designed for a limited age group. There are no educational prerequisites for most noncredit courses.

Tuition Waiver
Senior Citizens
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: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.

MARYLAND DISABLED PERSONS
Any Maryland resident who is out of the workforce because of a permanent disability may be eligible for a waiver of tuition, but not fees, for continuing education instruction designed to lead to employment, including life skills instruction.

Contact the Office of Admissions and Records, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or e-mail your name and address to enroll@pgcc.edu to have the forms mailed to you. Be sure to put “Tuition Waiver Forms” in the subject line of your e-mail.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students. Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.

BUSINESS MANAGEMENT SKILLS
Event Planning, page 13
- BUS-422  Conference Planning Management
- BUS-460  The Site Selection Process
- BUS-347  Working with Hotels
- BUS-410  Starting Your Meeting Planning Company
- BUS-371  Marketing Your Meetings and Exhibits
- BUS-466  Crash Course in Event Planning
- BUS-572  Event Design and Production
- BUS-417  Fashion Show Production
- BUS-549  Not-For-Profit Fundraisers/Events

Non-Profit Management, page 16
- VOL-313  Writing Grant Proposals

Small Business, page 20
- BUS-427  Accounting and Recordkeeping for Small Business
- BUS-414  Legal Issues for Business Owners
- BUS-435  Basic Federal Tax Information for Small Businesses

BUS-328  Is Entrepreneurship Really for You?
BUS-547  Entrepreneurship as a Second Career
BUS-386  Copyrights, Trademarks, Trade Secrets and Licensing
BUS-562  Making Money on the Internet: Lead Generation
BUS-577  Making Webinars Work for Your Business

COMPUTER AND INFORMATION TECHNOLOGY
Keyboarding, page 24
- OFC-314  Introduction to Keyboarding

Microsoft Office, page 25
- DPR-354  Introduction to MS-Word: Level 1
- DPR-470  Microsoft-Excel: Level 1

Database Design, page 28
- DPR-327  Introduction to SQL

CONSTRUCTION MANAGEMENT
Construction, page 37
- CST-354  Construction Planning and Scheduling

COSMETOLOGY/BRAIDING/MAKEUP
Makeup Artistry, page 44
- OCU-428  Professional Makeup for Beginners
- OCU-437  Advanced Professional Makeup
- OCU-427  Polished Daytime Makeup
- OCU-436  Bridal and Special Occasion Makeup

CREATIVE AND PERFORMANCE ARTS
Fine Arts Creativity, page 46
- ART-372  Landscapes in Watercolor
- ART-392  Design and Create Jewelry!
- ART-395  Doodling
- ART-363  Abstract Collage
- ART-401  Painting and Collage
- ART-402  Paper Frenzy
- ART-307  Intimate Expressions-Place for Memories

Performing Arts and Music, page 47
- COM-347  Voice-overs: Now is Your Time
- ART-398  Getting Started in Acting

EARLY CHILDHOOD EDUCATION
Child Care, page 49
- DCR-303  Child Growth and Development : 45 Hours
- DCR-322  Infant/Toddler Care
- DCR-485  Medication Administration
- DCR-456  School-age Curriculum Development: 45 Hours
- DCR-466  Child Care Administration for Directors
- DCR-464  Emergency Preparedness Training

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)
ESL, page 52
- ESL-353  Transition Reading & Writing for Life and Work 1
- ESL-354  Reading and Writing for Life and Work 2
- ESL-367  Conversational English

ENGLISH COMMUNICATION AND WRITING
Communication Skills, page 52
- ENR-537  Speaking with Confidence

ENRICHMENT AND PERSONAL GROWTH
Lifestyle, page 54
- ENR-437  Fit and Fabulous in 15 Minutes
- ENR-465  The Family Newsletter
- ENR-533  A Family Affair to a Family Reunion
- ENR-375  Develop Your Psychic Ability
- ENR-556  Connect With Your Angels

Personal Finance, page 55
- FIN-359  Little Known Secrets of Paying for College

HEALTH CARE SUPPORT
Nursing Assistant (CNA/GNA), page 63
- HES-544  Certified Nursing Assistant: Theory
- HES-417  Certified Nursing Assistant: Clinical

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

Building 1413, Arkansas Road
Joint Base Andrews, MD 20762
301-322-0778 or 301-981-5949

Prince George's Community College at Andrews is a safe, convenient location for those living in the southern part of Prince George's County. Located on Joint Base Andrews since 1972, the college offers a full range of services, such as admission, placement testing, registration and academic advising, and at least 40-50 course offerings each fall and spring semester. Classes are small and personal. Civilians can easily access the base through the Visitor Center just outside the main gate off Allentown Road, although approximately 65% of Prince George's Community College students on Andrews have a military ID.

SKILLED TRADES CENTER

6400 Old Branch Avenue
Camp Springs, MD 20748
301-322-0894

Launched in January 2007, Prince George's Community College'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.

HOME AND GARDEN

Floral, page 68
OCU-338 Basic Floral Design

Home Interior, page 68
ENR-566 Feng Shui - From Your Car Door to Your Front Door
ENR-460 Interior Decorating Basics
ENR-514 Home Staging: The Key to Selling a Home for Top Dollar
ENR-554 De-Clutter Your Home

LANGUAGE COMMUNICATION

American Sign Language (ASL), page 73
COM-325 Sign Language 1
COM-330 Sign Language 2

Conversational Foreign Language, page 74
LGE-370 Introduction to Spanish: Part 1
LGE-328 Introduction to Spanish: Part 2
LGE-307 Beginning French

REAL ESTATE AND INSURANCE

Real Estate Applications, page 80
RES-400 Real Estate: Appraisal Standards and Ethics
RES-404 Appraisal Practices and Analysis: Part 1
RES-405 Appraisal Practices and Analysis, Part 2

TRANSPORTATION AND DISTRIBUTION

Commercial Driver License:
Class A and B, page 83
CDL-315 Commercial Driver License: Learner's Permit Preparation

HOCU-404 Building Maintenance Engineer: Level 1
HOCU-402 Building Maintenance Engineer: Level 2

Core Skills, page 39
HOCU-408 CORE: Introductory Craft Skills, Part 1
HOCU-416 CORE: Introductory Craft Skills, Part 2

HVAC, page 40
HVC-340 CFC Preparation and Certification
HVC-300 Introduction to HVAC/R Level 1: Part 1
HVC-331 HVAC/R Level 1: Part 2
HVC-360 HVAC/R Level 3, Part 1
HVC-362 HVAC/R Level 3, Part 3

Plumbing, page 42
OCCU-411 Introduction to Plumbing Level 1: Part 1
OCCU-412 Introduction to Plumbing Level 1: Part 2
OCCU-417 Introduction to Plumbing: Level 1: Part 3A

Residential Maintenance, page 42
OCU-329 Electrical Repair: Basic Skills
OCU-330 Plumbing Repair: Basic Skills
SPRING 2015 DEGREE AND EXTENSION CENTERS

UNIVERSITY TOWN CENTER
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
301-546-8360

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.

BUSINESS AND MANAGEMENT SKILLS
Management and Supervisory Skills, page 15
MGT-316  Professional Project Management Framework and Introduction

CREATIVE AND PERFORMANCE ARTS
Fine Arts Creativity, page 46
ART-381  Drawing and Sketching

Performing Arts and Music, page 47
ART-382  Art Journaling - Going Beyond Scrapbooking

EARLY CHILDHOOD EDUCATION
Child care, page 49
DCR-303  Child Growth and Development: 45 Hours
DCR-304  Curriculum/Activities: 45 Hours

FITNESS AND HEALTH
Wellness, page 56
HES-336 Pilates/Yoga
HES-368 Total Body Fitness

HEALTH CARE SUPPORT
First Aid and CPR, page 58
HES-344  CPR for Health Professionals

Nursing Assistant (CNA/GNA), page 63
HES-544  Certified Nursing Assistant: Theory

WESTPHALIA TRAINING CENTER
9109 Westphalia Road
Upper Marlboro, MD 20774
301-322-0964

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.

AGRICULTURE
Farming, page 13
AGR-318  Home Vegetables Gardening 101

CONSTRUCTION SKILLED TRADES
Apartment Maintenance Technician Program, page 39
OCU-611  Building and Certificate for Apartment Maintenance Technician Program

Carpentry, page 39
CRP-301  Introduction to Carpentry: Part 1
CRP-302  Introduction to Carpentry: Part 2

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Prince George's Community College
Transforming Lives
301-336-6000
www.pgcc.edu

SPRING 2015

DEGREE AND EXTENSION CENTERS

Electricity and Advance Electrical, page 40
ELC-322 Residential Wiring 1, Part 3
ELC-348 Electrical Level 3, Part 3
ELC-349 Electrical Level 4, Part 1
ELC-350 Electrical Level 4, Part 2
ELC-324 Construction Electricity 2: Part 2

HVAC, page 40
HVC-336 HVAC/R Level 2: Part 3
HVC-342 HVAC/R Level 2: Part 4
HVC-365 HVAC/R Level 4, Part 1

General Locksmithing, page 41
KEY-399 Locksmith Background Screening
KEY-300 Locksmithing 101
KEY-301 Locksmithing 102
KEY-305 Locksmithing 201
KEY-304 Locksmithing 202

COSMETOLOGY/BRAIDING/MAKEUP
Professional Braiding, page 43
OCU-430 Professional Braiding: Level 1
OCU-431 Professional Braiding: Level 2
OCU-432 Professional Braiding: Level 3
OCU-433 Professional Braiding: Level 4

Makeup Artistry, page 44
OCU-422 Introduction to Makeup Artistry
OCU-423 Advanced Makeup Artistry
OCU-429 From Blah to Beautiful

FACILITY MANAGEMENT CREDENTIAL PROGRAMS
Facility Management, page 56
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

TRANSPORTATION AND DISTRIBUTION
Auto Technology, page 81
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

Forklift, page 84
HEO-305 OSHA Forklift Operator Certification

Motorcycle Mechanics, page 86
OCC-376 Motorcycle Mechanics and Repair

INNOVATE.

Torrie Liverman
Radiography

INTERCOLLEGIATE ATHLETICS

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!

Novak Field House | 301-322-0518
2015 Summer Youth Programs

Activities for Grades 2–11

Make summer memorable. Enroll Today!

www.pgcc.edu/go/summeryouth
301-322-0158
## Summer Youth Planner—Grades 2-8

### SESSION I: JULY 6–JULY 17

**JULY 6–JULY 17
8:30–11:30 a.m.**
- Language Arts: Elementary Grades 2-3 Syn# 90229
- Language Arts: Elementary Grade 4 Syn# 90231
- Language Arts: Elementary Grade 5 Syn# 90232
- Language Arts: Middle Grade 6 Syn# 90234
- Language Arts: Middle Grade 7 Syn# 90238
- Language Arts: Middle Grade 8 Syn# 90240

**11:30 a.m.–12:30 p.m.**
Lunch

**JULY 6–JULY 10
12:30–3:30 p.m.**
- Baking Grades 2-5 Syn# 89263
- Art: Painting Grades 2-5 Syn# 88573
- Video Game Design (2 weeks) Grades 2-5 Syn# 89259
- Minecraft Code/Design (2 weeks) Grades 5-8 Syn# 90446
- Photography Grades 6-8 Syn# 88198
- Spanish Grades 5-8 Syn# 88566

**JULY 13–JULY 17
12:30–3:30 p.m.**
- Trendy Fashion Art Grades 2-5 Syn# 88569
- Lego Games Grades 2-5 Syn# 90075
- Urban Art Grades 4-8 Syn# 88571
- Academic Survival Skills MS Grades 5-6 Syn# 88570

**JULY 6–JULY 17
3:30–6 p.m.**
- Extended Day: Wind Down Grades 2-8 Syn# 88652

### SESSION II: JULY 20–JULY 31

**JULY 20–31
8:30–11:30 a.m.**
- Math: Elementary Grade 2 Syn# 90243
- Math: Elementary Grades 3-4 Syn# 90246
- Math: Elementary Grade 5 Syn# 90247
- Math: Basic Math Grade 6 Syn# 90251
- Math: Pre-Algebra Grade 7 Syn# 90252
- Math: Basic Algebra Grade 8 Syn# 90253

**11:30 a.m.–12:30 p.m.**
Lunch

**JULY 20–24
12:30–3:30 p.m.**
- Veterinarian Grades 2-5 Syn# 88572
- Minecraft Code/Design (2 weeks) Grades 2-5 Syn# 90447
- Sign Language (2 weeks) Grades 2-5 Syn# 88568
- App Design (2 weeks) Grades 5-8 Syn# 88708
- Cartooning Grades 5-8 Syn# 89306
- Jewelry Grades 5-8 Syn# 88567

**JULY 27–31
12:30–3:30 p.m.**
- Line Dancing Grades 2-5 Syn# 89262
- App Adventures Grades 5-8 Syn# 89426
- Law/Mock Trial Grades 5-8 Syn# 90451

**JULY 20–31
3:30–6 p.m.**
- Extended Day: Wind Down Grades 2-8 Syn# 88653
**ENRICHMENT** JULY 6–12, 2015  
John Eager Howard Elementary School  
4400 Shell Street  
Capitol Heights, MD 20743

**CULINARY ARTS**  
This is an introductory food production camp for youth interested in the culinary food production industry. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. This is an introductory food production camp for students interested in the culinary field. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. **$230 (includes a $100 lab fee)**

<table>
<thead>
<tr>
<th>Syn #</th>
<th>MTWThF</th>
<th>Time</th>
<th>Ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>#88560</td>
<td>July 6-31</td>
<td>8:30-11 a.m.</td>
<td>14-15</td>
</tr>
<tr>
<td>#88561</td>
<td>July 6-31</td>
<td>8:30-11 a.m.</td>
<td>16-18</td>
</tr>
</tbody>
</table>

**IT FUNDAMENTALS**  
CompTIA Strata (IT Fundamentals) is for students who desire to learn more about a career in Information Technology (IT), and/or students who are interested in pursuing an IT education and wish to have a deeper understanding of technology. With this basic understanding of personal computer (PC) and networking fundamentals made possible by Strata (IT Fundamentals) training, students will have confidence to pursue more advanced skills certifications, and have a valuable credential to prove to prospective employers that they’re ready to enter the IT workforce. **$180 (includes a $50 lab fee)**

<table>
<thead>
<tr>
<th>Syn #</th>
<th>MTWThF</th>
<th>Time</th>
<th>Ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>#89424</td>
<td>July 6-31</td>
<td>8:30-11 a.m.</td>
<td>14-15</td>
</tr>
<tr>
<td>#89425</td>
<td>July 6-31</td>
<td>8:30-11 a.m.</td>
<td>16-18</td>
</tr>
</tbody>
</table>

**LANGUAGE ARTS/WRITING REVIEW**  
This course will provide a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Review of these concepts will assist those taking the SAT test in the fall. Topics will include: Inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. **$85 (includes a $30 lab fee)**

<table>
<thead>
<tr>
<th>Syn #</th>
<th>MTWThF</th>
<th>Time</th>
<th>Ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>#88562</td>
<td>July 20-31</td>
<td>11:15 a.m.–12:45 p.m.</td>
<td>14-15</td>
</tr>
<tr>
<td>#90263</td>
<td>July 20-31</td>
<td>11:15 a.m.–12:45 p.m.</td>
<td>16-18</td>
</tr>
</tbody>
</table>

**MATH REVIEW**  
This course will focus on reviewing concepts learned during the previous school year. Review of these concepts will assist those taking the SAT test in the fall. Topics may include: Measurement and Geometry Proportion and Percent; Statistics and Probability; Factoring and Rational Expressions; Functions, Graphing, and Systems of Equations. Materials needed: graphing calculator. **$85 (includes a $30 lab fee)**

<table>
<thead>
<tr>
<th>Syn #</th>
<th>MTWThF</th>
<th>Time</th>
<th>Ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>#88564</td>
<td>July 6-17</td>
<td>11:15 a.m.–12:45 p.m.</td>
<td>14-15</td>
</tr>
<tr>
<td>#90264</td>
<td>July 6-17</td>
<td>11:15 a.m.–12:45 p.m.</td>
<td>16-18</td>
</tr>
</tbody>
</table>

---

**Summer 2015 Youth Courses**

**An Educational camp for kids**  
We help your child reach their full potential and put the fun back in learning!

**ASSESSMENT TESTING (LANGUAGE ARTS AND MATH)**  
To ensure our students are placed in the appropriate level based on their knowledge base, assessment testing online is required. One week after the student has registered and paid for the Language Arts or Math camps, they are to go to: www.myskillstutor.com.

Your user name will be the first letter of your first name and your last name (ex: Jane Doe – jdoe). **PROGRESS REPORTS ARE SENT HOME EVERY FRIDAY.**

- Password: pgcc (Do not change your password)
- Site: pgcc01
- Take all applicable PRETESTS (ONLY)

**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 (WALK-IN REGISTRATION ONLY)**  
For each child attending, please complete the Course Registration Form, the mandatory Health Information Form, and Permission Form—all found in the back of this booklet. Bring the forms and an original, current report card, and full payment to:

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

Open for registration Monday–Thursday, 8:30 a.m.–7:30 p.m. and Friday, 8:30 a.m.–4:30 p.m.

**Students will not be registered without the required forms.**

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

**REGISTRATION OPENS FEB. 1, 2015, SO REGISTER EARLY!**

**REFUND POLICY**  
Refunds will be issued if students are dropped two days prior to course start date. No refund will be given after the camp begins. If a course is canceled due to insufficient enrollment, a refund will be automatically mailed/credited within 14 days.

---

*The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu*
Summer Youth Courses 2015 Camp Descriptions

These courses are designed for students leaving grades 2–12 during the 2013-14 school year. All classes meet Monday–Friday. Continuing Education’s enrichment courses offer intellectually challenging and stimulating opportunities for the motivated youngster in a college setting combined with fun, interest-based activities. Register the students for the grade level they have completed.

YTH-369 Academic Survival Skills for Middle Schoolers (Grades 5 and 6)
Organization, goal setting, time management, note taking and test taking skills are the key to your academic success. This course will focus on these skills to assist you in gaining the confidence needed to improve your school performance. $75 (includes a $25 lab fee)

YTH-321 Art: Painting (Grades 2-5)
Explore and learn to create colorful designs on drawing paper using drawing pencils and various forms of paint. $75 (includes a $25 lab fee)

YTH-314 Cartooning (Grades 5-8)
Have fun as you learn the basic steps of cartooning. Apply drawing techniques as you create your own cartoon characters. $80 (includes a $30 lab fee)

YTH-461 App Design (Grades 5-8)
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized game development tool, students will explore the world of phone-based and tablet applications. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App’s publishing functions. Student created apps will be accessible on a private site and can be played on any mobile device or computer. Parents may choose to publish apps if certain criteria are met and final decisions are the sole discretion of Apple or Google. No prior experience is necessary and students do not need to own a smartphone or tablet to take the camp. Offered in cooperation with Black Rocket Productions, LLC. $220 (includes a $150 lab fee)

YTH-469 App Adventures! The Next Level (Grades 5-8)
Continue your quest to make the next viral app! Whether you want to move past the basic techniques learned in App Attack or want to jump right in, we are ready for you! All students will choose from a selection of different mobile app types and explore more in depth programming concepts. Student created apps will be accessible on a private site and can be played on any mobile device or computer. Parents may choose to publish apps if certain criteria are met and final decisions are the sole discretion of Apple or Google. No prior experience is necessary and students do not need to own a smartphone or tablet to take the camp. Offered in cooperation with Black Rocket Productions, LLC. $110 (includes a $75 lab fee)

YTH-464 Baking for Kids: Cupcakes and Cakes (Grades 2-5)
Eating cupcakes is fun, but they taste much better if you decorated them yourself? Learn how to decorate cakes and cupcakes with fun and pizzazz. Make your own icing, learn a few techniques using pastry bags and decorating tips. $95 (includes a $50 lab fee)

YTH-301 Extended Day: Wind Down (Grades 2-8)
Students enrolled in full-day camps can begin and end the day by creating arts and craft projects, playing board and word games or watching a video. $95 (includes a $50 lab fee)

YTH-440 Introduction to Jewelry Design (Grades 5-8)
Discover jewelry design basics including jewelry and beading technology, basic beading techniques, using crimp beads, beading wire, and various findings such as head pins, eye pins, and earrings. You will be shown in detail how to attach closures and complete a jewelry piece. Discussion and demonstration of the use of different tools will also be addressed. Feel free to bring any assortment of gemstones and beads, and even an unfinished project is welcome. Toolkits and materials to complete two projects will be provided. $85 (includes $50 lab fee)

YTH-434 Language Arts Elementary (Grades 2/3)
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, language mechanics, sentence structure, language usage, spelling, vocabulary and comprehension. $150 (includes a $50 lab fee)

YTH-434 Language Arts Elementary (Grade 4/5)
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, Main idea, Sequencing, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $150 (includes a $50 lab fee)

YTH-443 Language Arts Middle (Grades 6-8)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: Inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $150 (includes a $50 lab fee)

YTH-468 LEGO Video Games
Combine your two favorite activities: LEGOs and Video Games! Students will create their own LEGO universe, characters, and adventures in an interactive 2-D Video Game. Everyone is welcome in this one of a kind class. At the end of the program, every student will have a finished LEGO Video Game that can be shared with friends and family through a password protected Black Rocket website. Games are only compatible on PC computers; Mac versions can be created after the program for a $15 conversion fee. Students will work in pairs or teams for most of the program. Offered in cooperation with Black Rocket Productions, LLC. $110 (includes a $75 lab fee)

YTH-328 So You Want To Be A Lawyer/Mock Trial
Learn what it takes to become an attorney. Explore concepts of the American legal system and hone your debating skills and practice using logic to reenact a mock trial. $75 (includes a $30 lab fee)

YTH-354 Line Dance – Moovin’ and Groovin’ (Grades 2-5)
Put your dance ideas and moves to the test. This non-partner dancing technique will allow you and a group of people to dance a pre-choreographed sequence of movements in unison. Who knows, you may develop the Summer Youth Program Shuffle! $75 (includes a $30 lab fee)
YTH-432 Math Elementary (Grade 2)
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. $150 (includes a $50 lab fee)

YTH-433 Math Elementary (Grades 3/4/5)
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. $150 (includes a $50 lab fee)

YTH-448 Math: Basic Math (Grades 6)
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. $150 (includes a $50 lab fee)

YTH-449 Math: Pre-Algebra (Grade 7)
This camp will focus on reviewing concepts learned during the previous school year. It will reinforce arithmetic skills, developing the pre-algebra concepts of variable recognition, signed numbers, formulas and single variable equations. Topics may include an introduction to algebraic symbolism, simplifying expressions, solutions to elementary equations, and the graphic representations associated with variables. $150 (includes a $50 lab fee)

YTH-454 Math: Basic Algebra (Grade 8)
This camp will focus on reviewing concepts learned during the previous school year. It will emphasize the principles of algebra. Topics may include algebraic symbolism, simplifying complex expressions, solutions to linear and quadratic equations, and graphic representations associated with variables. Students will apply algebraic representations to word problems and analyze the nature of changes in linear and non-linear relationships. $150 (includes a $50 lab fee)

YTH-470 Minecraft Coders and Designers
If you love the game Minecraft, but always wanted to design your own characters and buildings for your game this class is for you! Learn the basics of creating 3-D models using a new software to design your own objects, create skins for characters, and import them into your favorite Minecraft games. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Students will work in teams for most of the program. Offered in cooperation with Black Rocket Productions, LLC. $220 (includes a $150 lab fee)

YTH-365 Photography (Grades 6-8)
In this camp 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 camp. $75 (includes a $35 lab fee)

YTH-416 Sign Language: Let your fingers do the Talking (Grades 2-5)
"Talk" to friends or relatives (or each other) using your hands. Common hand signs of American Sign Language are used to introduce this interesting means of communication. $150 (includes a $50 lab fee)

YTH-377 Spanish (Grades 5-8)
"Buenos Dias, amigo." Enjoy the experience of learning another language. Focus will be on key Spanish words and phrases and the Spanish culture. This camp can be used as a refresher for some students and as a beginning course for students with no previous Spanish experience. $75 (includes a $25 lab fee)

YTH-465 Trendy Fashion Art (Grades 2-5)
Crocheting is an art that is returning. Learn the stitches to make hats and scarves that will go with any outfit. Did you know that duct tape can be used to make anything from a wallet to a purse? Use duct tape to make a project that you will be proud to display. Have any torn or ripped clothing? Maybe it's missing a button - we'll teach you how to fix them and then make jewelry to complement your new look! This camp includes duct tape art, crocheting, sewing and Jewelry designing, $90 (includes $40 lab fee)

YTH-466 Urban Art (Grades 4-8)
Explore the use and purpose of art in expressing city life in a variety of media. Use visual art to impact and improve the quality of your schools, neighborhoods and communities; and how murals are used to communicate positive affirmation within your direct community. Students will examine architecture, graffiti-style cartoons, murals, side walk art and grand monuments. Learn about urban artists like, Jacob Lawrence, Romare Bearden, Diego Rivera, and David Macaulay. Through drawings, paintings, and illustrations, you will be taught the method and technique of creating the illusion of distance and depth in order to demonstrate a 2 dimensional Perspective drawing with positive affirmation and messages. Learn how Linear Lines, Vertical Lines, Horizontal Lines, Horizon Lines and Vanishing Points are intertwined with Visual Art Concepts. Students will Students will experience the inter-relationship between art and math in creating architectural drawings and illustrations. $80 (includes a $30 lab fee)

YTH-330 Veterinarian (Grades 2-5)
Explore what it takes to be a good pet owner, animal behavior, how to care for pets, careers that involve working with animals, tricks and tips on grooming and feeding pets. $75 (includes a $25 lab fee)

YTH-462 Video - Video Game Design (Grades 2-5)
If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind camp that shows you the crucial keys to designing your first 2-D game. Conceptualization, play experience, challenge levels, graphics and elements, music and sound, software, and simple coding are just some of the concepts that we’ll explore as you learn how to really get into the game because you made it yourself! No prior experience necessary just a desire to have fun. Student created games will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers. Mac versions can be created after the camp for $15.00 conversion fee. Offered in cooperation with Black Rocket Productions, LLC. $220 (includes a $150 lab fee)
Parental Permission/Responsibility Forms
(Please submit this form with registration form.)

Student Pick Up Form

Child’s Name   Parent’s Name

Signature   Date

Please provide names and telephone numbers (other than the child’s home number) of two people to contact after 4 pm and 6 p.m. They MUST be able to pick up the child.

Name   Name

Phone Number   Phone Number

Relationship to Child   Relationship to Child

Signature   Date

Self-Sign-Out Authorization

I allow my child                      , age 13 or over to sign himself/herself out of camp.

I understand that the college is not responsible for my child once he/she signs out. I also understand that my child is expected to respect the rules and demonstrate appropriate behavior and language as long as he/she is on the College Campus.

Signature   Date

Student Code of Conduct

A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college’s function as an educational institution. Misconduct for which students are subject to discipline generally falls into the following categories:

1. Knowingly furnishing false information to the college by the student’s parent or guardian.
2. Conduct that threatens or endangers the health or safety of any person lawfully on college property.
3. Failure to comply with directions of college officials acting in performance of their duties during the camp day.

The goal of student discipline is generally deterrence rather than removal of the offending student from the college community. The short term nature of the Youth camps will require a quick, firm response resulting in the following:

a. Warning: Written notification will be sent to the parent/guardian regarding the nature of the unacceptable behavior the student exhibited. A signed copy of this notice must be returned to the college for the minor student to return to class.

b. Dismissal: Should a second warning be necessary, the parents will be called to pick up their child immediately. The student will be terminated from the remainder of the Youth program for that summer with no refund.

I will take responsibility for seeing that my child complies with the student code of conduct.

SIGNATURE OF PARENT OR GUARDIAN   DATE

To receive a more expanded version of the Student Code of Conduct, please contact the Office of the Vice President for Student Services at 301-546-0412.

Photography/Video Model Release Form for Prince George’s Community College

We Capture Your Child’s Smiles

Occasionally, Prince George’s Community College photographs and/or videotapes during the Summer Youth Camp. Photos and videos are used for many different purposes including college publications, college advertising, and promotional materials. We need your signature on file if you give your permission to use photos/videos of your child for promotional purposes.

☐ I give permission to Prince George’s Community College to use photographs/videotapes of ________________, while attending his/her Summer Youth 2012 class.

☐ I do not give permission.

SIGNATURE OF PARENT OR GUARDIAN   DATE
# Health/Contact Information Form

(Please submit this form with registration form.)

## Contact and Emergency Information

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>MONTH</td>
</tr>
</tbody>
</table>

My child is registered for the following week(s):  
- [ ] Week 1  
- [ ] Week 2  
- [ ] Week 3  
- [ ] Week 4

### Mother/Guardian Name
- Home Phone
- Work Phone
- Cell Phone
- E-mail Address

### Father/Guardian Name
- Home Phone
- Work Phone
- Cell Phone
- E-mail Address

Name(s) of Authorized Adult(s) picking up the student

### In an Emergency, contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List anyone who specifically would NOT be authorized to pick up the child and their relationship to the child.

<table>
<thead>
<tr>
<th>Non-authorized person</th>
<th>Relationship to child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Health/Contact Information Form  page 2 of 2  (Your registration should not be accepted without this form.)

The following information is required for participants to be admitted into the program.
All participants must be current on all immunizations, visit www.edc.org

1. Provide date (month and year) of participant’s last tetanus (or DPT) shot: ____________________________

IMMUNIZATION INFORMATION

For campers who reside within the United States, a United States territory, or the District of Columbia:

State/territory in which child resides: ____________________________

OR

Country in which child resides: ____________________________

Is this child exempt from any immunizations?

☐ NO
☐ YES, List them ____________________________

For campers who reside outside the United States, a United States territory, or the District of Columbia:

Attach Department form DHMH-896 (record of vaccination or immunity). All participants must be current on all immunizations, see www.edc.org (Immunization).

2. Provide information on any medical conditions. Psychological conditions. Behavioral conditions. Medication, dietary restrictions. Allergies or special needs that we need to be aware of to ensure your child’s camp experience is positive?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Is your child allergic to: (check all that apply)  ☐ Insect bites  ☐ Nuts  ☐ Other (please explain)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Camper’s Physician  Phone Number

*If your child requires any medications to be administered, you must complete a Medication Administration Form

Signature

Authorization for treatment: I hereby give permission to the college to administer medications and first aid. This completed form may be photocopied for field trips.

Signature of Parent/Guardian  Date
Prince George’s Community College and Prince George’s County Economic Development Corporation—Workforce Services Division are partnering to provide ACE* training for the following professions:

- Certified Nursing Assistant (CNA)
- Geriatric Nursing Assistant (GNA)
- Medical Office Assistant

Classes Forming NOW!

*Accelerating Connections to Employment

Training, books and supplies provided FREE of cost after meeting eligibility requirements and random selection.

For more information, contact Cheryl Hills
301-362-1419 | 301-362-9708 | chills@co.pg.md.us
Strong businesses plan for change.
They know that being on the frontline of technological innovation and profitable growth requires continuous development of workforce skills and savvy.

The Center for Business and Industry Training (CBIT) at Prince George’s Community College helps you capitalize on these changes by providing training and education designed to help your workforce keep its competitive edge.

Learn more at www.pgcc.edu or call 301-336-6000.
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.
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

As a Maryland Regional Higher Education Center, Laurel College Center features five colleges and universities offering 12 degrees and more than 150 courses right in your own back yard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including the traditional classroom, online, and evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including:

• Business and Entrepreneurship
• Computers and Information Technology
• Child Care
• Certified Nursing Assistant
• Arts, Crafts and Hobbies

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org
or call toll-free 1-866-228-6110

Laurel College Center
A Community of Colleges & Universities
Call toll-free 1-866-228-6110 or visit www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Get Ahead in Life.
<table>
<thead>
<tr>
<th>Course (Letter)</th>
<th>Synonym # (Section)</th>
<th>Start Date (mm/dd)</th>
<th>Tuition</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A registration fee of $15 will be assessed to every standard student each term. The fee will allow the individual to register for one or more noncredit courses during the term.

The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George’s County or Maryland residents. Additional course fees may be required. Please see the Schedule of Noncredit Classes for details.

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

Student Signature ____________________________ Date ____________

E-mail ____________________________
New YEAR, new YOU!

This year, follow your passion and make it the year you transform your life! Whether you’re interested in taking a computer course or exploring a new hobby, Prince George’s Community College offers more than 200 personal enrichment, continuing education, and workforce training courses, all designed to make this your year of transformation!

REGISTER TODAY!

Ongoing enrollment and varying start dates throughout the year.

301-336-6000 • PGCC.edu