Summer 2012

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

NONCREDIT CLASSES

Transforming lives.
PRINCE GEORGE'S COMMUNITY COLLEGE
A future in THEATRE begins at Prince George’s Community College.

Specialize in theatre performance or theatre foundations as you learn play production, stage makeup, principles of acting, fundamentals of script analysis, voice and diction, theatre design, and more through the Theatre Arts Option associate degree program.

Learn to work “behind the scenes” to become a theatre and entertainment technician in the certificate program, a cooperative venture between the college and the International Alliance of Theatrical Stage Employees (IATSE). Or, earn a certificate in the community arts and entertainment program.

Apply online at www.pgcc.edu or call 301-336-6000
# Prince George's Community College Summer 2012 Schedule of Noncredit Classes

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We’re Charting a NEW COURSE in Minority Business Development

The goal of the Center for Minority Business Development (CMBD) at Prince George’s Community College is to narrow the participation gap between minority and non-minority owned businesses in Prince George’s County by helping Local Minority Business Enterprises (LMBE) build the capacity to compete.

Our innovative approach includes:
- LMBE Accelerator Program
- Entrepreneurial Development Program
- Technical Assistance
- Executive Coaching

Call the CMBD to learn how we can help you grow your business.
301-583-5205 • www.cmbd.biz • cmbd@pgcc.edu

www.pgcc.edu
Registration Instructions

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

To Access Owl Link
NEW STUDENTS
I. Go to www.pgcc.edu
  1. Select Owl Link.
  3. Select Enroll and register for classes
  4. Click on the 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 and then press the submit button. This will cause you to be returned 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 hit SUBMIT.
  7. You will be sent two separate emails with your Owl Link User ID and temporary password.
  8. After retrieving this information, select the Workforce Development and Cont. Ed. Menu again. Select the Enroll and Register. Courses option again Cont. Ed
  9. This time, you will choose the option Login to Owl Link.
     • Login using the information provided to you in your email.
     • You will have to reset your password to one of your choosing during the login process.
II. Select the Workforce Dev. And Cont. Ed. Menu again.
  1. This time select the link ‘Register Cont. Ed. Courses’
  2. Select Register Cont. Ed. Courses”
  3. If you know the course that you want to register for, type the course number in the second box which is called Course Code (ex. ENR-317).
     • 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 can 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 then be prompted for your credit card information.
  9. Fill out all the necessary information and then press Submit.
III. After submitting you will receive 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 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 Dev. And Cont. Ed. Menu again.
  1. This time select the link ‘Register Cont. Ed. Courses’.
  2. If you know the course that you want to register for, type the course number in the second box which is called Course Code (ex. ENR-317).
     • This will give you a list of all available sections for that course.
  3. Choose the section you want and submit.
  4. On the following screen, you will be shown the section you registered for and, if you like, you can choose your education goal, reason for taking and how you learned of this class, then submit.
  5. The Pay for Class screen will come up.
  6. 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.
  7. You will then be prompted for your credit card information.
  8. Fill out all the necessary information and then press Submit.
III. After submitting you will receive 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, Records and Registration area located in Bladen Hall, Room 126.
Hours: Monday–Thursday, 8:30 a.m.–8 p.m.
Friday, 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). All mail-in registrations should be postmarked two weeks in advance of the class start date.
Cashier’s Office
Prince George’s Community College
301 Largo Road
Largo, MD 20774

We’re Always Adding Courses!

Prince George’s Community College continues to add courses throughout the year. So please check Owl Link regularly for newly added courses and course updates including cancellations. Owl Link is always your best source for current course offerings.
How to Read the Noncredit Schedule of Classes

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

What You Need to Know to Get Started

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

Did you know...

...there are two ways adults can earn a Maryland High School Diploma?

Prince George’s Community College offers them both!

GED Option
Classes to prepare for the GED Exam
Classes throughout the year
Call 301-322-0891
E-mail: adulteducation@pgcc.edu

Portfolio Option
National External Diploma Program
Individual appointments
Orientations held monthly

Call 301-336-6000, Monday to Thursday evenings
Tuition and Payment Information

Tuition (Subject to Change)
Tuition must be paid in person or by mail to the Cashier’s Office in Bladen Hall, Room 120. Tuition listed is for residents of Prince George’s County. Tuition for residents of other Maryland counties is an additional $5 per course. 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 Who Are 60 Years Or Older
Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as 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.

It should be noted that, notwithstanding the provisions for above exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Fees (Subject to Change)
Registration Fees
A $7 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 per term. The $50 fee applies to courses in this schedule that a $50 registration fee that are marked with an asterisk no matter what the tuition.

A senior who enrolls in a $25 course and two are canceled the senior is still responsible for the $50 registration fee. The terms which a registration fee will be assessed are the following:

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<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>January 1</td>
<td>April 30</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1</td>
<td>August 29</td>
</tr>
<tr>
<td>Fall</td>
<td>August 30</td>
<td>December 2</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 pays the $50 registration fee, enrolls in three courses and two are canceled the senior is still responsible for the $50 registration fee.

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

Purchase Orders
If your business wishes to pay for your course with a purchase order, you must register in person at the Admissions and Records Office in Bladen Hall, Room 126 between 9 a.m. and 4 p.m. on Monday–Thursday and on Friday between 9 a.m. and 4 p.m. register by telephone and bring in your bill with the original completed purchase order to the Cashier’s Office in Bladen Hall, Room 120, between 8:30 a.m. and 7 p.m., Monday–Thursday and on Friday between 8:30 a.m.–4 p.m.

Employer-Paid Tuition
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: It is your responsibility to present the purchase order (two copies), tuition assistance form or letter of intent at the time you pay your tuition to the Cashier’s Office.

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

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 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 return 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 will be issued a 100 percent refund of tuition, and course-related fees, but not registration fees. No refunds will be issued after that date.

Interested in Child Care
Are you interested in becoming a family child care provider or working in a child care center? Prince George’s Community College can help with the required training! Call 301-386-7545, e-mail EOlsen@pgcc.edu, or visit the website www.pgcc.edu/go/childcare.

So many online classes, we couldn’t list them all!

To view the entire online ed2go course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc.

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.

- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design & Composition
- Health Care & Medical
- Language & Arts
- Law & Legal
- Professional Development
- Teaching & Education
- Technology
- Writing & Publishing

We have something to interest everyone! See page 46 for details.
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. There are no educational prerequisites for most 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 Assignments and Changes
Classes without specific rooms assigned in the class schedule will be assigned before classes begin. In addition, some classes may need to be changed to accommodate class sizes or special needs. Room assignments and changes to room assignments are available on Owl Link as soon as they are made.

Check the Web 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.—5 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 bookstore is located at Prince George's Community College on the first floor of the Largo Student Center. Call 301-322-0910 or visit www.pgcccbookstore.com

Hours: Monday—Thursday, 9 a.m.—5 p.m.
      Friday, 9 a.m.—4 p.m.

Bookstore hours are subject to change and may be extended when credit classes first begin. In addition to in-store purchases, students can purchase books via the telephone during regular business hours. The books can be charged to a credit card and then picked up at the store or shipped to the customer via UPS (additional charge for shipping). Students also may purchase books online from the bookstore website (7 days a week, 24 hours a day). Books will be shipped via UPS (additional charge for shipping). Students taking classes at the University Town Center or Laurel College Center may order books by phone or online. The books will then be sent to the center via the campus pony on Monday, Wednesday or Friday with no charge for shipping cards.

Holidays
Courses will not be scheduled on the following dates:

- May 28: Memorial Day
- July 4: Independence Day

College Closings
Students may receive direct notification of closings 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 http://scripts.pgccc.edu/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: WTOP, WNAS, WCFY, WBOC, WJZ, WUSA, WTOP, WNAS, WCFY and WWX. 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.pgccc.edu as well as by calling 301-336-6000.

In case of hazardous weather, extension center classes will be canceled, and all classes will be canceled at their respective centers. 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 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 automatically 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 credit classes.

Child Care
The Childtime Children's Center offers full day care, hourly care, and summer day camp child care services for the students, staff, and faculty of the college. The center is an independent facility that leases its campus location. For additional information, call the Childtime Children's Center, 301-336-7740.

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

Nondiscrimination Information
Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person shall be excluded from any educational program or activity of this institution 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, ancestry, national origin, 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 Amendments 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 can be obtained from the Office of Planning and Institutional Research, Kent Hall, Room 231.

Campus Security Act
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.

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 to change, 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 personnel and other such limitations). 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 responsibilities.

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 by notifying the director of admissions and records in writing of your wish to be excluded from such a release of information.

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.

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu.
General 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 referral to the appropriate criminal authorities for prosecution, and may require the completion of an appropriate rehabilitation program.

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.

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. 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.

Prince George’s Community College
Transforms students’ lives.

Mission
Prince George’s Community College transforms students’ lives.

The college exists to educate, train, and serve its diverse populations through accessible, affordable, and rigorous learning experiences.

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

Mission
Transform
Prince George’s Community College transforms students’ lives.

The college exists to educate, train, and serve its diverse populations through accessible, affordable, and rigorous learning experiences.

Create
Strategic Goals 2011–2013
Equate—Respond to and anticipate the learning needs of a diverse student population by creating and expanding educational opportunities and support services.

Respond—Create and expand educational opportunities and support services that respond to and anticipate evolving workforce demands.

Partner—Secure mission-compatible alternative funding, build mutually beneficial partnerships, and strategically allocate financial resources.

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

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

Additional Locations

1. AMH—Aliance Material Handling
   8320 Sherwick Court
   Jessup, MD 20794

2. AYT1—AYT Institute
   5700 Kirby Road
   Clinton, MD 20735

3. AYT2—AYT Institute
   2266 25th Place, N.E.
   Washington D.C. 20018

4. BLE Executive Suites
   9701 Apollo Drive Suite 301
   Largo, MD 20774

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

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

7. CHHS—Crossland High School
   6901 Temple Hills Road
   Temple Hills, MD 20748

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

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

10. GLHR—Greater Laurel Health/Rehabilitation Center
    14200 Laurel Park Drive
    Laurel, MD 20707

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

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

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

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

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

16. QBLJ—Q-Ball1e
    7945 Central Avenue
    Capitol Heights, MD 20743

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
    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

www.pgcc.edu
# 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.  
**Regular Hours**  
Mon.–Thurs.: 8:30 a.m.–8:00 p.m.  
Fri.: 8:30 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

**Admissions** 301-322-0866  
Bladen Hall, Room 126  
Credit student applications.  
You must be in the office 15 minutes before closing to process your application.  
**Regular Hours**  
Mon.–Thurs.: 8:30 a.m.–8:00 p.m.  
Fri.: 8:30 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

**Bookstore** 301-322-0912  
Large Student Center  
Cash, check, company voucher, Visa, MasterCard, American Express and Discover are accepted.  
Check the bookstore’s website (pgccbookstore.com) for textbook information.  
**Regular Hours**  
Mon.–Thurs.: 9 a.m.–5:00 p.m.  
Fri.: 9 a.m.–4:00 p.m.  
Sat. & Sun.: Closed

**Career/Job Services** 301-322-0109  
Marlboro Hall, Room 2102  
Career advising and job placement  
**Regular Hours**  
Mon.–Thurs.: 8:30 a.m.–8:00 p.m.  
Fri.: 8:30 a.m.–5:00 p.m.  
Sat. & Sun.: Closed  
Closed Aug. 4-24

**Cashier** 301-322-0691  
Bladen Hall, Room 120  
Bill payment: cash, check, company voucher, Visa, MasterCard and Discover  
**Regular Hours**  
Mon.–Thurs.: 8:30 a.m.–8:00 p.m.  
Fri.: 8:30 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

**College Life Services** 301-322-0853  
Largo Student Center, Room 149  
**Regular Hours**  
Mon.–Fri.: 8 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

**College Web Address** [www.pgcc.edu](http://www.pgcc.edu)  
Online  
View catalog, class schedules, and course availability.

**Continuing Education** 301-322-0159  
Kent Hall, Room 227  
**Regular Hours**  
Mon.–Fri.: 9 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

**Bladen Hall, Room 126**  
**Regular Hours**  
Mon.–Thurs.: 8:30 a.m.–7:30 p.m.  
Fri.: 8:30 a.m.–4:30 p.m.

**Disability Support Services** 301-322-0838  
Bladen Hall, Room 124  
**Regular Hours**  
Mon.–Fri.: 8:30 a.m.–4:30 p.m.  
Sat. & Sun.: Closed

**General Information/Directory Assistance** 301-336-6000  
**Regular Hours**  
Mon.–Fri.: 9 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

**Help Desk (Owl Link)** 301-322-0637  
Bladen Hall, Room 106  
**Regular Hours**  
Mon.–Fri.: 8 a.m.–9:30 p.m.  
Sat.: 10 a.m.–4:00 p.m.

**Library/Media Center** 301-322-0105  
Accokeek Hall  
**Regular Hours**  
Mon.–Thurs.: 8:30 a.m.–8:00 p.m.  
Fri.: 8:30 a.m.–5:00 p.m.  
Sat.: 9 a.m.–1:00 p.m.  
Sun.: Closed

**Lost and Found** 301-322-0853  
Largo Student Center, Room 149  
**Regular Hours**  
Mon.–Fri.: 8 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

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

**Records/Registration** 301-322-0866  
Bladen Hall, Room 126  
Transcripts, graduation certification, evaluation of transfer credit in-person registration for both credit and Workforce Development and Continuing Education courses. You must be present 15 minutes before closing for full service.  
**Regular Hours**  
Mon.–Thurs.: 8:30 a.m.–8:00 p.m.  
Fri.: 8:30 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

**Student Accounting** 301-322-0691  
Bladen Hall, Room 120  
**Regular Hours**  
Mon.–Fri.: 8:30 a.m.–4:00 p.m.  
Sat. & Sun.: Closed

**Testing Center** 301-322-0147  
Bladen Hall, Room 100  
**Regular Hours**  
Mon.–Thurs.: 8:30 a.m.–7:00 p.m.  
Fri.: 8:30 a.m.–4:00 p.m.  
Sat. & Sun.: Closed

**Veteran Services** 301-322-0820  
Bladen Hall, Room 126  
Certification of educational benefits  
**Regular Hours**  
Mon.–Thur.: 9 a.m.–7:00 p.m.  
Fri.: 9 a.m.–5:00 p.m.

**Web Registration** [www.pgcc.edu](http://www.pgcc.edu)  
Also available weekends and holidays.  
**Regular Hours**  
Mon.–Sun.: 7 a.m.–midnight

**Other numbers not listed** 301-336-6000  
**Regular Hours**  
Mon.–Fri.: 9 a.m.–5:00 p.m.  
Sat. & Sun.: Closed

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**Get Social!**  
Look for social media badges at [www.pgcc.edu](http://www.pgcc.edu).

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*The schedule of classes is subject to change. Visit Owl Link for the latest course updates at [www.pgcc.edu](http://www.pgcc.edu).*
Summer 2012 Noncredit Classes

Class Location Abbreviations (see campus map page 3)

Largo Campus
ACCC ........................ Acocreek Hall
AUTO-BAY ..................... Auto Bay-Facilities Bldg.
BLAD ............................ Bladen Hall
CAT .............................. Center for Advanced Technology (Formerly High Technology Center)
CE or CONT .................... Continuing Education Building
CHES ............................ Chesapeake Hall
LAN ............................. Lanham Hall
LSC ............................... Largo Student Center
MARL ............................ Marlboro Hall
NOVK ............................ Novak Field House/Natatorium
QA ............................... Queen Anne Fine Arts Building
TM1 .............................. Temporary Building (behind the running track near Campus Police Station)
TO, TS & TZ ..................... Temporary Buildings (behind Lanham Hall)
TBA .............................. To be arranged

Extension Centers
LCC .............................. Laurel College Center in Laurel
STC .............................. Skilled Trades Center
UTC .............................. University Town Center in Hyattsville
WTC .............................. Westphalia Training Center

Off Campus
AMH .............................. Alliance Material Handling
AYTI ............................. Tommy's Auto Body
BLHS ............................. Bladensburg High School
CHCF ............................. Cherry Hill Composting Facility
CHRHS ......................... Crossland High School
ECOF ............................ Eco City Farm
FTWM ............................ Fort Washington Marina
GLHR ............................. Greater Laurel Health/Rehabilitacion Center
GTSV ............................ Greenbelt Travel Services
HHSV ............................. Hyattsville Vacuum Service
JHES ............................. John Eager Howard Elementary School
LDS ............................. Linnel Driving School
OBLI ............................. Old Bill 1
SHS .............................. Suitland High School
UMD ............................. University of Maryland
UPHI ............................. U-Photo

Other (Designates An Online Course)
Blackboard ........................ See eLearning@PGCC on p.44-46
Ed2Go ............................ See eLearning@PGCC on p.44-46
ProTrain .......................... See eLearning@PGCC on p.44-46
CONN ............................ Connect connect on p.44

A NOTE: An abbreviation may be followed by a room number in some cases. See page three for locations on Largo Campus and page 48-50 for off campus locations.

Accounting & Bookkeeping

OFC-350 Accounting Fundamentals .......................... 2.4 CEUs

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also 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, $120* (includes a 560 lab fee)

AGR-302 Intensive Introduction to Urban Commercial Agriculture .......................... 2.2 CEUs

In this very hands-on course you will be taught sustainable strategies for planning and designing an intensive food production system, based on your needs, goals, and resources, and suited to your own individual urban space. Starting with the basic principles of sustainable farming, the course will touch on soil fertility, nutrient and water management, crop plant families and crop rotation, and maximizing the use of urban resources and infrastructure. The course will also explore community composting, including a walk-through of the composting process. We will explore "recipes" for effective composting and compare different approaches to composting, particularly bins versus windrows. The course will cover incorporating worms into your compost system for a value-added product (worm castings). In addition, this course will provide practical experience for anyone interested in constructing hoophouses as a means to extend the growing season, grow year-round, or get a head start with seedlings. It will cover specific construction techniques, such as bending metal hoops, as well as techniques related to the use of the hoophouse, such as cover materials, ventilation and irrigation. This course will also examine existing ordinances related to the raising of small farm animals, focusing on chickens, bees, fish and worms, within urban/suburban neighborhoods and the important differences between keeping small livestock and pets. In this course you will also learn what you need to know to select, harvest, process, prepare and present your produce for sale. Strategies for selling to restaurants, retailers and food co-ops, as well as direct-market strategies such as farmers markets, pick-your-own and community supported agriculture will be discussed.

sessions, $525*

AGR-315 Distribution: Getting Your Food from Farm to Table .......................... 0.9 CEU

Growing fresh food is the first step in getting into urban agriculture. The next steps aren't always so easy to figure out. What do you do with the food once it's grown? How do you create a distribution plan? Who are the best customers for you, and how do you find them? This course teaches you the basic steps to distributing your farm fresh goods to large and small customers. Students will learn when to start marketing, who to market to, and how to set prices. At the completion of the course, you will know how to sell your food to get it on anyone's table. A materials fee of $45 payable to the instructor is due at the beginning of the first class.

3 sessions, $105*

AGR-313 Food Systems 101 .......................... 7.5 CEUs

With healthy foods not being accessible in all communities, more and more individuals and organizations are looking to develop farmers markets to increase access to healthy foods in their communities. This class will give you the tools necessary to start a farmers market.

3 sessions, $115*

AGR-314 Food Systems Manager .......................... 1.2 CEUs

This course is a follow up to Foods Systems 101. Every farmers market needs a trained and skilled food systems manager. This class gives you the skills and training needed to take the next step to become a successful food systems manager. 3 sessions, $135*

AGR-316 Start Your Own Edible Garden .......................... 2.4 CEUs

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you will learn how to give your garden a healthy start and keep it growing strong all season. You will discover the secrets for growing leafy greens, root vegetables, fruit, herbs, and more. In addition, you will learn how to spot pests and diseases before they destroy your bounty. You will find out how to fix pH and drainage problems in your soil, and take the guesswork out of watering as you explore a variety of irrigation options. Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills you need to ensure a successful harvest.

12 sessions, $120* (includes a 560 lab fee)
Agriculture | Apple Classes | Business & Management Skills

Apple Classes

**APP-300 Quick Guide: Using the Mac: Part 1**
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. Text required: Mac Basics Superguide(Snow Leopard Edition) Macworld.com. Instructor: Sonya Washington. 2 sessions, $45* (includes a $20 lab fee)

**Syn# 51666** W/F 7/18–9/7 online E2GO
**Syn# 51667** W/F 8/15–10/5 online E2GO

**APP-301 Quick Guide: Using the Mac: Part 2**
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. Text required: Mac Basics Superguide(Snow Leopard Edition) Macworld.com. Instructor: Sonya Washington. Recommended completion of APP-300 or experience with topics from that class. 2 sessions, $45* (includes a $20 lab fee)

**Syn# 52002** T/Th 7/21–8/9 6:30–9:30 p.m. Main Campus, CAT-137

**APP-403 iPad and iLife** 1.2 CEUs
The iPad and iLife course has focused lessons that take you step by step through all aspects of iLife-everything from organizing and editing your photo library to creating polished movies and soundtracks. Along the way, you’ll produce movie trailers, photo books, soundtracks and music. Learn to publish and share your projects. Text required: Apple Training Series: iLife (iLife ’09 Edition), By Michael E. Cohen, Michael Wohl, Richard Harrington, Mary Plummer, published March 26, 2009 by Peachpit Press. 4 sessions, $120* (includes a $60 lab fee)

**Syn# 52013** W 6/20–6/27 6:30–9:30 p.m. Main Campus, CAT-137

**APP-406 Introduction to Motion 5** 1.8 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 composing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control. 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, 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. 6 sessions, $550* (includes a $150 lab fee)

**Syn# 52196** T/Th 7/10–7/26 6:30–9:30 p.m. Main Campus, CAT-137

**APP-350 Final Cut Pro X** 3.0 CEUs
Final Cut Pro X is a revolutionary video editing application that makes it possible for beginners and experienced users to produce professional quality videos. This hands-on course teaches students to perform basic editing functions while becoming familiar with the user interface. Start with basic video editing techniques and work all the way through Final Cut Pro’s powerful advanced features. Students work with dramatic real-world media to learn the practical techniques used daily in editing projects. This class is designed for anyone looking to edit professional-quality video with Final Cut Pro X and who prefers hands-on and interactive instruction to best explore its functionality. Students should have the following prerequisite knowledge prior to attending the course: Knowledge of OS X and basic computer navigation. Basic knowledge of editing terminology is highly recommended. 10 sessions, $550* (includes a $150 lab fee)

**Syn# 52200** T/Th 5/29–6/28 6:30–9:30 p.m. Main Campus, CAT-137

**APP-400 Apple End User Certification Exam**
By passing this exam, the student earns Apple Certified Pro status, which distinguishes him/her as a skilled user of Apple Pro Apps software. 1 session, $143 (includes a $75 lab fee)

**Syn# 46522** F 5/18–5/18 6:30–9:30 p.m. Main Campus, CAT-137
**Syn# 52197** F 6/29–6/29 6:30–9:30 p.m. Main Campus, CAT-137
**Syn# 52198** F 7/17–7/27 6:30–9:30 p.m. Main Campus, CAT-137
**Syn# 52199** F 8/17–8/17 6:30–9:30 p.m. Main Campus, CAT-137

**Aquatics**
Please contact the Robert I. Bickford Natatorium for Learn to Swim information. http://www.pgcc.edu/go/swim 301-322-0979 Flyers will also be available at the Natatorium.

**OCC-325 Swimming Pool Management**
This course covers the safety regulations, administrative practices, operation procedures, and chemical knowledge required to meet the standards set by the Prince George’s County Division of Environmental Health. Topics include water chemistry, filtration, chlorination, record keeping, regulations, and legal responsibilities. Students successfully completing the course receive a letter of certification, which satisfies the training course requirements to receive a pool operator’s license. To successfully complete the course, a student must attend all sessions and receive a passing grade of at least 75 percent on the course examination. Textbook should be brought to first class. Text required: Pool and Spa Operators’ Handbook, by L. Kowalsky. Note: Students who are late or miss a class will not be eligible to take the course examination. 5 sessions, $140*

**Syn# 47129** M/T/Th 5/7–5/14 6–9 p.m. Main Campus

**Syn# 51137** S 7/14–7/14 9 a.m.–4 p.m. Laurel College Center

**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, $50*

**Syn# 51139** S 6/6–6/9 9 a.m.–4 p.m. Main Campus

**BUS-460 The Site Selection Process**
Learn the basic steps of the site selection process. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. 1 session, $25

**Syn# 51138** Th 6/21–6/21 6:30–9:30 p.m. Laurel College Center

**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, $50*

**Syn# 51137** S 7/14–7/14 9 a.m.–4 p.m. Laurel College Center

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
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, how to identify and understand your competition and how to monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $25
Syn# 51136 Th 7/19–7/19 6:30–9:30 p.m. Laurel College Center

BUS-467 Creating a RFP (Request for Proposal)
0.6 CEU
Request for Proposal (referred to as RFP) is a invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information and the company’s history: RFPs often include the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. Instructor: Beverly Litsinger. 1 session, $50
Syn# 45498 S 6/5–6/6 9 a.m.–4 p.m. Laurel College Center

BUS-307 Developing Sponsorship Opportunities
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a year long basis. Instructor: Beverly Litsinger. C.M.P. 1 session, $25
Syn# 45488 Th 5/17–5/17 6:30–9:30 p.m. Laurel College Center

BUS-466 Crash Course in Event Planning
0.5 CEU
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. The student should be ready to discuss an event on which they are currently working, such as a baby shower, birthday, conference, retreat etc. Lets work together to make your event a success! Instructor: Lisa Byrd. 2 sessions, $45*
Syn# 52104 T/Th 6/12–6/14 6:30–9:30 p.m. Laurel College Center
Syn# 52105 T/Th 7/10–7/12 6:30–9:30 p.m. Main Campus

BUS-516 Parties for Every Occasion
This course demonstrates how to plan colorful and fun filled parties and highlights several party styles, touching on most walks of life. To guarantee planning success, “party time” is a guide on using proven best practices for children’s parties, holiday gatherings, themed festivities, destination affairs, cocktail and dinner receptions and many other socials. Instructor: Jennifer Saul. 1 session, $25
Syn# 45500 M 5/21–5/21 6:30–9:30 p.m. Main Campus

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 ban- quet? Whether you are coordinating for a small elegant dinner for two or hosting a conference for hundreds, here is how to determine if a Museum or Historic Site is suitable for you, your clients and attendees. Instructor: Renee Maxwell. 1 session, $25
Syn# 45504 Th 5/10–5/10 6:30–9:30 p.m. Laurel College Center

BUS-555 Copping With the Inner Bridezilla
Whether you are a planner, bride, bridesmaid or vender, you may have to manage a bridezilla. It is extremely important to nurture and foster various relationships throughout the very stressful wedding planning process. This course will help you, regardless of your role, to build and retain great relationships from beginning to end of the planning process. Vendors get repeat customers, brides keep close friends close and family members happy and bridesmaids make the bride happy without being miserable themselves. Instructor: Jennifer Saul. 1 session, $25
Syn# 51559 S 6/16–6/16 10 a.m.–1 p.m. Main Campus
Syn# 51561 W 7/11–7/11 6:30–9:30 p.m. Laurel College Center

Financial Services
FIN-364 Comprehensive Income Tax Preparation
This 20-hour course will give you a solid foundation in individual income tax preparation, enabling you to complete all of the standard returns. This course focuses on the majority of tax forms needed to complete tax returns for yourself and the general public. In the course you should acquire the knowledge and skills necessary to complete federal income tax returns and re- search tax issues. Because “Practice makes perfect”, the course requires at least two tax returns prepared for most chapters. Books Included. 60 hours. Mentor Supported. 20 sessions, $600* (includes a $500 lab fee)
Syn# 50742 M/T 6/4–9/28 online PRIN
Syn# 50744 M/T 8/27–11/30 online PRIN

General Business Skills
OFC-346 Administrative Assistant Fundamentals
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative as- sistants. Discover and master the essentials of managerial and staff support, information and record management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your

BUS-354 Contract Opportunities in the State and County
This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions and the opportunity to contact contracting officers specializing in procurement. Instructor: Mike Turner. 1 session, $25
Syn# 50739 M 7/16–7/16 6:30–9:30 p.m. Laurel College Center

BUS-304 Sub-Contracting with the Government
A must for potential subcontractors, topics in this course will include: Identifying prime contractors, how best to market early in the acquisition process, and the contractual relationships between the contractor, subcontractor, and the government. Sample documents will be provided. Instructor: James Brandon. 1 session, $25
Syn# 50579 S 6/23–6/23 9 a.m.–12 p.m. Main Campus

BUS-372 Federal Contracting by Seal Bidding
Learn how the federal government contracts for goods, products and services using Seal Bid- ding. This workshop will address bid preparation, submission, guidelines, openings, evalua- tion, and the contract selection process. Sample bid documents will be provided. Instructor: James Brandon 1 session, $25
Syn# 46012 S 5/12–5/12 9 a.m.–12 p.m. Main Campus
Syn# 50580 S 6/9–6/9 9 a.m.–12 p.m. Main Campus

BUS-330 The Proposal Evaluation and Selection Process
Gain an in-depth understanding of the federal evaluation process, including the initial proposal review, assignment of proposals to evaluation teams, what evaluators look for, and how the contracting officer uses the evaluation results to select potential contractors. Sample documents will be provided. Instructor: James Brandon 1 session, $25
Syn# 50578 W 5/16–5/23 6:30–9:30 p.m. Main Campus

BUS-373 Federal Contracting by Request for Proposal
Learn how the federal government contracts for goods, products and services using Request for Proposal (RFP). This course is a method for purchasing goods and services from the private sector and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $45*
Syn# 50581 W 5/16–5/22 6:30–9:30 p.m. Main Campus

BUS-340 The Proposal Writing Process
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. Also, understanding that a Request for Proposal (RFP) is a method for purchasing goods and services from the private sector and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $45*
Syn# 50579 S 6/23–6/23 9 a.m.–12 p.m. Main Campus

MGT-463 Developing Supervisory Skills
This course provides an introduction to the major duties and responsibilities of a supervisor which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. Instructor: Beverly Litsinger. 1 session, $25
Syn# 46012 S 5/12–5/12 9 a.m.–12 p.m. Main Campus

MGT-465 Managing Human Resources
This course will show how to monitor the results of your marketing plan. Instructor: Beverly Litsinger.

Continuing Education Certificate, Management & Supervision
This 60 hour program focuses on building leadership skills in a broad range of duties in virtually every economic sector.
Taught by practicing professionals and training consultants who understand both public- and private-sector business practices in the Washington Metropolitan Area, these courses—either as the whole program—or as individual courses—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
• 6 hours of additional elective coursework

MGT-463 Developing Supervisory Skills
This course provides an introduction to the major duties and responsibilities of a supervisor and the three key roles: manager, leader, and administrator. You will be shown how to plan, organize, and control work; build a working relationship with your boss; and effectively supervise your staff. Text required: Supervisor's Survival Kit, 11th Edition (Prentice Hall).
4 sessions, $125*
Syn# 50027 M/W 6/11–6/20 6:30–9:30 p.m. Main Campus

MGT-464 Leadership Dynamics
This course will examine the factors that will affect your budget, how to identify and understand your competition and how to monitor the results of your marketing plan. Instructor: Beverly Litsinger.
4 sessions, $125*
Syn# 50028 Th/F 6/19–7/28 6:30–9:30 p.m. Main Campus
MGT-465 Managing Human Resources  1.2 CEUs
In today's complex work environment, knowledge of human resource management is a critical skill for supervisors. This course helps you increase your understanding of personnel management and human resource functions. Topics of discussion include staffing, interviewing, training, motivation, performance appraisal, and employee services. Text required: Leadership Dynamics, Human Resources Optimization (Russ Campbell). 4 sessions, $125*

MGT-585 Introduction to Business  4.5 CEUs
Basic characteristics of the business enterprise, its organizational and role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BUS-1010. Prerequisite: Reading Proficiency. 14 sessions, $400*

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 will 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, $120* (includes a $60 lab fee)

MGT-307 Notary Public Procedures  0.5 CEU
For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include: how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructor: Elaine Wright and Frederick Harris. 1 session, $45*

GEN-339 Applied Notary Practices and Procedures  0.5 CEU
A continuation of GEN-307. Notary Public course, 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. Instructor: Elaine Wright and Frederick Harris. 1 session, $45*

Continuing Education Certificate, Business Owners Success Series (BOSS)
Most business owners and prospective entrepreneurs have a common goal: Success! Nobody ever said that it was going to be easy, and you're probably finding that to be true. So, how do you achieve and increase success in your business? It's a building process, and Prince George's Community College has the resources to help you grow and prosper.

With an instructional team of experts in various business subjects, the BOSS Program will help you develop new entrepreneurial skills and strengthen existing ones. A group of core courses in general business skills can be supplemented by a range of elective courses that are not only relevant to today's business environment, but to your specific business focus. Participants who successfully complete the 42-hour BOSS course of study will be eligible for a Continuing Education Certificate.

For more information about the BOSS program or individual courses, call 301-322-0797.
- BUS-427 Accounting and Recordkeeping for Small Business (0.6 CEU)
- BUS-414 Legal Issues that Face Business Owners: Your Business and the Law (0.6 CEU)
- BUS-435 Basic Federal Tax Information for Small Business (0.6 CEU)
- BUS-418 Business Plan: Developing the Blueprint for Success (0.6 CEU)
- BUS-411 Financial Aspects of Your Business (0.6 CEU)
- BUS-440 Marketing Strategies for Today and Tomorrow (0.6 CEU)
- Plus 6 hours of additional coursework

BUS-418 Business Plan: blueprint for Success  0.6 CEU
Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. one hour lunch break. Instructor: Joel Leifer. 1 session, $50*

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 one sues, how to limit exposure to liability exposure, customer nonpayment issues, operating a business from your house, other issues relevant to participating students. Instructor: Charles J. Kenny. ESQ. 2 sessions, $50*

BUS-440 Marketing Strategies for Today and Tomorrow  0.6 CEU
Learn the timeless marketing basics that every business owner must know, including: the marketing metrics, targeting by profiling, advertising, sales, customer service and Web strategies and more. 1 session, $50*

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, what is a factor?, and the differences between conventional loans and Small Business Administration (SBA) loans. Instructor: Karlene Robinson. 1 session, $50*

Finding All Notaries!
2011 Notary Public Scholarship Awards
The 2009 Notary of the Year, Elaine Wright, on behalf of the National Notary Association, in cooperation with the National Notary Foundation, designated Prince George's Community College as the recipient of a $500 scholarship award. To recognize the efforts of Notaries Public who enroll in nonprofit courses related to proper notarial practices and procedures, Scholarships will be awarded to qualifying Notaries.

To find out how you can qualify for the award, visit www.wrightnotarypublicnews.com or call Mary Jane Shearer, 301-322-0797.
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, $50*

BUS-435 Basic Federal Tax Information for Small Businesses 0.6 CEU
This course provides guidelines to new or prospective business owners on their rights and obligations under our nation's tax system. Topics will include: types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and 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) that specializes in start-up business. Instructor: Betty Stehman. 1 session, $50*

BUS-542 How to Market and Sell Your Hand-Crafted Jewelry
This course is to get you tuned in to your dream of selling your hand-crafted jewelry in these very tough economic times. You should be brutally honest with yourself while developing your business. Be willing to face your strengths and weaknesses in order to create a sound and competitive business. Subjects cover include: personal branding, goal setting, pricing/marketing, exhibiting, and social networking websites. Bring your questions and leave with fresh motivation for your exciting new venture. Instructor: Vivian Pollard. 1 session, $20

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

BUS-328 Is Entrepreneurship Really for You?
Thinking about starting a business? Have you recently started your own business or getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable 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, $25

BUS-407 Starting a Small Business 1.2 CEUs
Learn from the colleague of the author of Starting a Small Business how to create effective business strategies, how to analyze competition, how to set up books for successful financial management, and much more. You will have ample opportunity to ask questions and to develop worksheets specifically tailored to your own businesses, and you will come away from class with tips, techniques, and an action plan you can start using right away. You will also receive a copy of Starting a Small Business. 2 sessions, $170*

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 (HGTB) 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 you with guidance and instruction on the implications of copyright, trademark, and trade secret laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, ESQ. 1 session, $25

BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
Everything your business develops should remain your exclusive asset, such as company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, and trade secret laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, ESQ. 1 session, $25

BUS-470 Establishing a Consulting Practice 0.6 CEU
If you have a marketable skill, you can develop your own full- or part-time consulting business by identifying future trends and opportunities in the consulting industry; estimating start-up costs and monthly expenses; locating clients, and marketing your services. Instructor: Eric Cole. 1 session, $50*

BUS-400 Successfully Managing a Beauty Salon
Effective salon management can make or break your business; and there are tried and true methods for doing so. Topics will include: employee relations, inventory control, budget management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis. 1 session, $50*

BUS-432 Virtual Assistant Business 0.6 CEU
A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Antionette Arizt. 1 session, $50*

BUS-355 Start and Operate Your Own Home-Based Business 0.6 CEU
Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for a business or to enhance the one you already have. 12 sessions, $120* (includes a $60 lab fee)

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

BUS-530 Three Techniques that Every Salesperson Should Know
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. 1 session, $25

BUS-553 The Marketing Pulpit Boardroom Series
Learn the marketing necessities in a comfortable executive boardroom setting. This exciting series of classes are offered by “Marketing Pulpit” radio talk show host, Robert Gatewood, MBA. Location: BLE Executive Suites, 9701 Apollo Drive, Suite 301, Largo MD 20774. 1 session, $15

BUS-514 The Psychology of Marketing
Location, Location, Location
The Psychology of Marketing
Location, Location, Location

BUS-551 First Step to Business Ownership 0.6 CEU
The participants will discuss leadership styles and which styles make effective business owners. Real life examples of everyday challenges of the entrepreneur will be shared and the participants will be challenged to answer six questions that will allow them to conduct a self-evaluation of their own enterprise. Instructor Sharon Sauls. 2 sessions, $50*

BUS-541 Visibility (V=C=P)
In order to be profitable, you need to be visible and have credibility. You will explore the three phases of this relationship marketing to increase your business profitability. Instructor: Eric Cole. 1 session, $25

BUS-555 First Step to Business Ownership 0.6 CEU
The participants will discuss leadership styles and which styles make effective business owners. Real life examples of everyday challenges of the entrepreneur will be shared and the participants will be challenged to answer six questions that will allow them to conduct a self-inventory to determine if they have what it takes. Instructor Sharon Sauls. 2 sessions, $50*

BUS-554 Fashion Stylist: Breaking into the Industry 0.6 CEU
Have you ever wondered what a day in the life of a Fashion Stylist would be like? This course gives you the opportunity to do a reality check on the ins and outs of the business. Is it all glitz and glamour or really, “hard labor”? Topics to be covered include establishing relationships with designers/boutiques, getting started, Stylist kit the portfolio, and budgets and contracts. At the end of the course, you will complete a “mini photo shoot”: Fashion Stylist, Carmelita Maricia. 2 sessions, $50*

BUS-428 Location, Location, Location
Location, Location, Location

BUS-517 The Psychology of Marketing
Location, Location, Location
The Psychology of Marketing
Location, Location, Location

BUS-501 The Business of Home Staging
Love decorating? Ever said to yourself, “I can do that,” after watching one of those home staging shows on Home and Garden Television (HGTB) 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 you with guidance and instruction on the implications of copyright, trademark, and trade secret laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, ESQ. 1 session, $25

BUS-483 Virtual Assistant Business 0.6 CEU
A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Antionette Arizt. 1 session, $50*

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Location, Location, Location

BUS-551 First Step to Business Ownership 0.6 CEU
The participants will discuss leadership styles and which styles make effective business owners. Real life examples of everyday challenges of the entrepreneur will be shared and the participants will be challenged to answer six questions that will allow them to conduct a self-inventory to determine if they have what it takes. Instructor Sharon Sauls. 2 sessions, $50*

BUS-541 Visibility (V=C=P)
In order to be profitable, you need to be visible and have credibility. You will explore the three phases of this relationship marketing to increase your business profitability. Instructor: Eric Cole. 1 session, $25

BUS-555 First Step to Business Ownership 0.6 CEU
The participants will discuss leadership styles and which styles make effective business owners. Real life examples of everyday challenges of the entrepreneur will be shared and the participants will be challenged to answer six questions that will allow them to conduct a self-inventory to determine if they have what it takes. Instructor Sharon Sauls. 2 sessions, $50*

BUS-554 Fashion Stylist: Breaking into the Industry 0.6 CEU
Have you ever wondered what a day in the life of a Fashion Stylist would be like? This course gives you the opportunity to do a reality check on the ins and outs of the business. Is it all glitz and glamour or really, “hard labor”? Topics to be covered include establishing relationships with designers/boutiques, getting started, Stylist kit the portfolio, and budgets and contracts. At the end of the course, you will complete a “mini photo shoot”: Fashion Stylist, Carmelita Maricia. 2 sessions, $50*
BUS-556 Humorits Laughtingitis: Effectively Using Humor to Achieve Small Business Success
How can humor help you attract more customers to your small business? What role does humor play in sales? In what ways does humor contribute to small business problem solving? Get ready to tickle your funny bone as we explore these questions and more from the perspective of the newly born small business owner. Learn humorous strategies for marketing, promoting, and growing your business as well as fun exercises for reducing common entrepreneur stressors. Laugh your way to small business success! Instructor: Steve Young.
1 session, $25
Syll# S1950 W 7/18–7/18 6:30–9:30 p.m. Main Campus

BUS-543 Corporate Ready in 15: Get Ahead of the Competition
Are you struggling to put together professional looking outfits with oomph on a budget? Have you always wanted a hip look but couldn't pull off what you see in magazines? This class will show you how to walk the talk, what styles look good on your shape, how to dress to impress for any setting, and never exceed your budget. Tips for men and women to present a clean crisp look bound to make senior leadership stop and take notice. Grooming tips, clothes, shoes for men, and stylish hair, fashion and glamour for women included. Instructor: Kay Logan. 1 session, $25
Syll# S1700 Th 6/7–6/7 6:30–9:30 p.m. Laurel College Center

BUS-448 Ask the Owner: Spend an Evening with Shelby
This series is designed to give participants an opportunity to ask successful Business Owners with ‘real-time’ experience the questions that are not covered in a traditional course. Spend an evening with Shelby Tuck-Horton, Master Bridal Consultant, President of Exquisite Events, Expressions and Events, MD/DC State Planner, Association of Bridal Consultants, The Best of ‘The Knot’ for 2007 & 2008, and Washington’s Bride and Groom Best Wedding Vendor 2009. 1 session, $25
Syll# S2552 W 7/18–7/18 6:30–9:30 p.m. Main Campus

Child Developmental Clinic & Students with Special Needs

Children's Development Clinic

Special Populations, Developmentally Disabled Summer Clinic, 2012 (Birth through age 12 years old)
The Children's Developmental Clinic is a community service program that is conducted by the Workforce Development and Continuing Education Division at Prince George's Community College. The clinic provides a special service to children who are experiencing various developmental difficulties such as learning problems, physical fitness and coordination 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 the language and reading programs at the clinic.
The Five Week Summer Session is held only at the main Largo Campus, Birth through ages 12. Children are scheduled to attend one and one-half hour sessions, two days per week. Two schedule options are offered: Mondays and Wednesdays or Tuesdays and Thursdays. A Parent Education Program runs in conjunction with the children’s sessions.
Choice of weekdays: Choice of times:
Mon. & Wed. June 18th–July 19, 2012 8:30 a.m.–10 a.m.
Tues. & Thurs. June 18th–July 19, 2012 10:15 a.m.–11:45 a.m.
12 noon–1:30 p.m.
NOTE: Clinic closed July 4th-Makeup day: Friday July 6th
The cost for a child and his/her parent to attend the five-week session of $169 for Prince George's County residents, $179 for out-of-county residents and $189 for out-of-state residents. To register additional children, the fee is $132 per child for in-county residents. For more information and registration forms for the summer session, please visit our website at www.pgcc.edu/go/cdc. Print out all forms for correct information.

College for Living (16 years or older)
Prince George's Community College, in cooperation with the Prince George's County AEHC, provides special training courses for adults, 16 years of age or older, with developmental disabilities. A number of the courses in the program have been developed to use an individualized computer-assisted approach to learning.
For more information, please call 301-583-5217.

SPP-310 Personal Health and Fitness
Get started on the road to proper nutrition and physical fitness. Students will be introduced to the fundamentals of proper nutrition and physical fitness. Topics will include selecting and preparing nutritious meals, developing healthy relationships with peers, and the importance of exercise in leading a healthy lifestyle. 12 sessions, $77* (includes a $10 lab fee)
Syll# S2236 S 5/19–8/11 8:15–10:45 a.m. Main Campus

SPP-305 Self-Paced Functional Reading
Practice or improve your reading skills at your own pace! This course will provide an individualized computer-assisted reading program focusing on basic vocabulary, comprehension, questions/answers, auditory and visual/memor concepts needed for independent living. Material covered will be applicable to students who read at the pre-primer and up levels.
12 sessions, $77* (includes a $10 lab fee)
Syll# S2228 $ 5/19–8/11 11 a.m.–1:30 p.m. Main Campus

SPP-306 Self-Paced Functional Reading Part 2
This course will provide students with an individualized computer-assisted reading program that focuses on basic vocabulary, comprehension, questions/answers, auditory and visual/memor concepts needed for independent living. Material covered will be applicable for students who have mastered concepts in Functional Reading 1. 12 sessions, $77* (includes a $10 lab fee)
Syll# S2229 $ 5/19–8/11 11 a.m.–1:30 p.m. Main Campus

SPP-335 Self-Paced Functional Math: Part 1
This course will provide students with an individualized computer-assisted math program focusing on basic addition, subtraction and multiplication, and mathmatic concepts needed for independent living. This course is designed for students at the pre-primer level and up.
12 sessions, $77* (includes a $10 lab fee)
Syll# S2240 $ 5/19–8/11 11 a.m.–1:30 p.m. Main Campus

SPP-336 Self-Paced Functional Math: Part 2
This course will provide students with an individualized computer-assisted math program that focuses on basic addition, subtraction, multiplication and other mathematical concepts needed for independent living. This course is designed for students who have mastered concepts in Functional Math 1.
12 sessions, $77* (includes a $10 lab fee)
Syll# S2241 $ 5/19–8/11 11 a.m.–1:30 p.m. Main Campus

SPP-312 Introduction to Computers and the Internet
Come and learn the basic components of the computer, keyboarding skills, basic Internet and email skills. This course is designed to provide adults with developmental disabilities (age 16+) with an introduction to the basic use of computers and the Internet. 12 sessions, $85* (includes a $20 lab fee)
Syll# S2242 $ 5/19–8/11 11 a.m.–1:30 p.m. Main Campus

SPP-308 Money Management: Part 1
This course will provide students with instruction in the fundamentals of fiscal planning. Topics will include purpose and value of money; concepts of saving and investing; budgets and budget preparation; making change and counting change; and paying bills. 12 sessions, $77* (includes a $10 lab fee)
Syll# S2244 $ 5/19–8/11 2–4:30 p.m. Main Campus

Computers & Information Technology

Keyboarding

OFC-314 Introduction to Keyboarding 1.8 CEUs
Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. Text book required: College Keyboarding Lessons 1-25 (Package) Pro 9 CD 18th Edition, VanHuss Forde Wido Text/software is available at Howard Community College or Prince George's Community College Bookstore (not included in course cost).
6 sessions, $144* (includes a $45 lab fee)
Syll# S1532 T 6/19–7/24 6:30–9:30 p.m. Laurel College Center

Beginners

Continuing Education Certificate

Basic Computer Skills for Business Applications
This program is designed to recognize a student's achievement in the use of a personal computer for general business applications using the Microsoft Office Suite, including applications for word processing, spreadsheet, and data management. Requirements include successful completion of the following courses:
• DPR-332: Introduction to Personal Computers (or equivalent experience)
• DPR-331: MS-Windows
• DPR-664: MS-Word
• DPR-674: MS-Excel
• DPR-679: MS-Access
• Additional classes as needed to fulfill the 8 class certificate requirement, selected from among any of the “DPR” courses listed in this Schedule.
Once a student has completed all of the requirements for either of these programs, he/she should call 301-322-0873 for verification and to request a certificate.
All Workforce Development and Continuing Education (WDCE) computer students must bring a USB-compatible memory stick or portable drive to each class to store lessons and personal files.
Computer & Information Technology

DPR-332 Introduction to Personal Computers 0.6 CEU

This course is essential for those without any computer experience. Class includes hands-on computer operations and a must for all beginning users. No prerequisites are required. Text: Computer Concepts and Windows. (Labyrinth Pub.). Students should also bring a USB Compatible flash drive to each class on which to store data. 2 sessions, $95* (includes a $45 lab fee)

Syn# 50395 F 5/11–5/18 6:30–9:30 p.m. Main Campus, CAT-105
Syn# 50396 S 7/7–7/14 9 a.m.–4 p.m. Main Campus, CAT-105

DPR-331 Windows 7 0.6 CEU

This course addresses the features of Windows for use on personal computers. Text required: Call Prince George's Community College Bookstore. Prerequisite: DPR-332. Introduction to Personal Computers. Students should also bring a USB Compatible flash drive to each class on which to store data. 1 session, $95* (includes a $45 lab fee)

Syn# 50397 S 7/21–7/22 6:30–9:30 p.m. Main Campus, CAT-105

DPR-665 Career Track: MS-Word 2010 2.4 CEUs

This course provides instruction on using Microsoft Word 2010 basic, intermediate, and advanced features. Topics include character and paragraph formatting, editing text, creating numbered and bulleted lists, using various proofing tools, creating tables, working with page layout and document management. Intermediate topics include working with sections, columns and tables, importing data, using styles and auto text and inserting graphics into documents. Advanced topics include mail merging letters and labels, creating forms, working with large documents including master documents and table of contents, collaborating documents using track changes and automating actions with macros. Prerequisite: Students should be familiar with using personal computers and have a mouse and keyboard. Text books required: Microsoft Office Word 2010 Levels 1, 2, 3, (Element K. Press). All three books required. Students should also bring a USB Compatible flash drive to each class on which to store data. 6 sessions, $750* (includes a $150 lab fee)

Syn# 50516 S 5/5–6/16 9 a.m.–4 p.m. Main Campus, CAT-105

Microsoft-Office

DPR-664 Introduction to Word 2010: Level 1 1.8 CEUs

See how to create and modify documents in Word 2010, one of the most popular word-processing programs available. Prerequisite: Introduction to Windows. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Text required: Microsoft Word 2010 Level 1 (Element K. Press). 4 sessions, $215* (includes a $80 lab fee)

Syn# 51590 M/W 5/7–5/16 6:30–9:30 p.m. Laurel College Center

DPR-691 Introduction to Microsoft Word 2010: Level 1 1.8 CEUs

This continuing education 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: Introduction to Windows. Text required: Microsoft Word 2010, Level 1, (Element K. Press). Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $215* (includes a $80 lab fee)

Syn# 50479 T/Th 5/2–6/7 6:30–9:30 p.m. Main Campus, CAT-105

DPR-692 Intermediate Microsoft Word 2010: Level 2 1.8 CEUs

This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2010. Topics include how to manage lists, customize tables and charts, create customized formats with styles and themes, create customized graphics, and more. Prerequisites: Introduction to Windows. Introduction to Microsoft Word 2010 Level 1. Text required: Microsoft Word 2010, Level 2, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $215* (includes a $80 lab fee)

Syn# 50480 T/Th 6/12–6/28 6:30–9:30 p.m. Main Campus, CAT-105

DPR-693 Advanced Microsoft Word 2010: Level 3 1.8 CEUs

This continuing education course is one of a series of courses designed to provide instruction on using the most advanced features of Microsoft Word 2010. Topics include how to use Word for business and personal purposes. No prerequisites. Microsoft Excel and Access are not required. Topics include text and notes, creating forms, and more. Prerequisites: Introduction to Windows. Introduction to Microsoft Word 2010 Levels 1 and 2. Text required: Microsoft Word 2010, Level 3, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $215* (includes a $80 lab fee)

Syn# 50481 T/Th 7/10–7/26 6:30–9:30 p.m. Main Campus, CAT-105

DPR-603 Introduction to Microsoft Office 2010 3.6 CEUs

Microsoft Office 2010. This course is designed to provide students with the fundamentals of the new office 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: Office-314 Introduction to Keyboarding or Office-386 Keyboarding for Business Documents and Reports. Students should also bring a USB Compatible flash drive to each class on which to store data. 6 sessions, $750* (includes a $150 lab fee)

Syn# 52109 S 7/28–8/9 9 a.m.–4 p.m. Main Campus, CAT-105

DPR-470 Introduction to MS-Excel: Version 2010 1.2 CEUs

See how to create, modify, print, and format worksheets; use templates, styles and AutoFormatting tools, and find and replace data. Prerequisite: Windows or equivalent Personal Computers (PC) skills. 4 sessions, $215* (includes a $80 lab fee)

Syn# 51550 T/Th 8/7–8/16 6:30–9:30 p.m. Laurel College Center

DPR-674 Introduction to Microsoft Excel 2010: Level 1 1.8 CEUs

This course introduces the basic features of Microsoft Excel 2010. Create worksheets and enter and edit text, values, formulas and pictures. Understand basic formatting tools and functions. Learn how to use the help system and navigate worksheets and workbooks. Prerequisite: Introduction to Windows. Text required: Microsoft Excel 2010, Level 1, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $215* (includes a $80 lab fee)

Syn# 50522 M 5/7–6/18 6:30–9:30 p.m. Main Campus, CAT-105

DPR-711 Intermediate Microsoft Excel 2010: Level 2 1.8 CEUs

This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2010. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, sizers, and pivot charts, and more. Prerequisites: Introduction to Windows and Introduction to Microsoft Excel 2010 Level 1. Text required: Microsoft Excel 2010, Level 2, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $215* (includes a $80 lab fee)

Syn# 50523 M 6/25–7/30 6:30–9:30 p.m. Main Campus, CAT-105

DPR-681 Advanced Excel 2010: Level 3 1.8 CEUs

This course is a continuation of Excel 2010. Topics creating and editing in macros protecting files, auditing worksheets, importing and exporting data and more. It covers the more advanced features of Excel 2010. 6 sessions, $215* (includes a $80 lab fee)

Syn# 50524 T/Th 8/7–8/23 9 a.m.–4 p.m. Main Campus, CAT-105

DPR-380 PowerPoint Presentations 0.6 CEU

This introductory hands-on course shows the student how to create, edit, manipulate and save "slides" for use in presentations. Prerequisites: Basic PC knowledge and knowledge of Windows and Word or permission of the instructor. Text: PowerPoint 2010, Level 1, (Element K. Press). 2 sessions, $130* (includes a $40 lab fee)

Syn# 51557 M/W 8/13–8/15 6:30–9:30 p.m. Laurel College Center

DPR-662 Introduction to PowerPoint 2010 0.6 CEU

This class covers the introductory functions of the presentation software, MS-PowerPoint. Text: PowerPoint 2010, Level 1, (Element K. Press) Prerequisite: Introduction to Windows. Students should bring a USB compatible flash drive to store in-class work on to all class sessions. 2 sessions, $130* (includes a $45 lab fee)

Syn# 50521 S 6/23–6/30 9 a.m.–12 p.m. Main Campus, CAT-105

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

This continuing education 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: Introduction to Windows. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text and Project 2010: Level 1. (Element K. Press). 6 sessions, $215* (includes a $80 lab fee)

Syn# 50398 T/Th 5/5–5/17 6:30–9:45 p.m. Main Campus, CAT-105

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 overall project success and more. 6 sessions, $215* (includes a $100 lab fee)

Syn# 52176 T/Th 6/5–6/21 6:30–9:30 p.m. Main Campus, CAT-212

Help Desk

Continuing Education Certificate, Help Desk Technology

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

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

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

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

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

Online Program Delivery

Successful completion of any of the following online courses to qualify the student for a certificate:

- DPR-498 or DPR-582 Advanced Microsoft Publisher
- DPR-409 Achieving Top Search Engine Positions for Your Website
- DPR-310 Introduction to Dreamweaver MX 2004
- DPR-329 Java for the Absolute Beginner
- DPR-464 Introduction to Perl Programming
- DPR-385 Introduction to ASP.NET
- DPR-403 Introduction to Flash Version 8
- DPR-485 Creating Web Pages: Part 1
- DPR-445 Alike 2.0 Programming
- DPR-469 Creating Web Pages: Part 2
- DPR-609 Introduction to Dreamweaver
- DPR-540 Introduction to PHP and MySQL
- DPR-583 Intermediate PHP and MySQL Hybrid Program Delivery

Successful completion of following core knowledge and elective courses (totaling eight courses) qualify the student for a certificate:

- DPR-426 Web Design with XHTML: Part 1
- DPR-427 Web Design with XHTML: Part 2
- DPR-428 Web Design with JavaScript: Part 3
- Plus an additional 5 "DPR" Internet-related courses available in an online format

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

DPR-426 Web Design with XHTML: Part 1

Construct and reformulate Web pages using Hypertext Markup Language (HTML). Apply the structure of Extensible Markup Language (XML) to comply with new Extensible HTML (XHTML) standards. Learn new rules for displaying and formatting text using Cascading Style Sheets (CSS). Students should bring a USB compatible flash drive to store all class projects. Text required: New Perspectives on XHTML and CSS. Comprehensive, by Patrick Carey. Prerequisites: 4 sessions, $165* (includes a $45 lab fee)

DPR-427 Web Design with XHTML: Part 2

Learn to produce Web pages enhanced using Cascading Style Sheets (CSS). Explore how CSS control the appearance and layout of objects. Learn to apply multimedia -audio and video create and format tables and use HTML frames. Students should bring a USB compatible flash drive to store all class project. Prerequisite: DPR-426: Web Design with XHTML: Part 1. 4 sessions, $165* (includes a $45 lab fee)

DPR-428 Web Design with Javascript, Part 3

This course is designed to perfect the skills needed to create interactive dynamic Web pages; capture user information with HTML forms, fields and buttons; and the application of Javascript. With Javascript users can spice up Web pages with alert boxes, rollover images, mouse events, slideshows and pop-up windows. No previous programming experience required.

Text required: New Perspectives on JavaScript Comprehensive, by Patrick Carey. Prerequisite: DPR-427: Web Design with XHTML, Part 2. 4 sessions, $165* (includes a $45 lab fee)

Hardware

DPR-697 CompTIA A+ Certification Preparation Part 1

This course is the first of a two part series designed to train those that want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and trouble shooting. Topics covered include hardware, operating systems, networking and security. Required text is Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, Third Edition (Exams 220-701 & 220-702). McGraw-Hill/Osborne. 20 sessions, $550* (includes $100 lab fee)

DPR-698 CompTIA A+ Certification Preparation Part 2

This course is the second of a two part series designed to train those that want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Required text: Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, Third Edition (Exams 220-701 & 220-702). McGraw-Hill/Osborne. Prerequisite: Is successful completion of CompTIA A+ Certification Preparation Part 1. 20 sessions, $550* (includes $100 lab fee)

Online Training

All students registering for online courses must have Internet access, the Internet Explorer eLearning browser, and have an e-mail account. Please see the registration instructions and other important information for online students under Distance Learning.

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

DPR-696 Introduction to PC Troubleshooting

Are you ready to dive under the hood of your Personal Computers (PC)? Introduction to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and gives 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.

Introduction to PC Troubleshooting continues on next page
**Computer & Information Technology**

**Introduction to PC Troubleshooting** continues on previous page

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

Syn# 50913 W/F 7/16–7/6 online E260
Syn# 50914 W/F 6/20–7/6 online E260
Syn# 50915 W/F 7/18–8/7 online E260
Syn# 50916 W/F 8/15–10/5 online E260

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

Syn# 50927 W/F 7/16–7/6 online E260
Syn# 50928 W/F 6/20–7/6 online E260
Syn# 50929 W/F 7/18–8/7 online E260
Syn# 51000 W/F 8/15–10/5 online E260

**DPR-517 Introduction to the Internet** 2.4 CEUs

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, e-mail, and more. Requirement: Personal Computers with Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50816 W/F 7/16–7/6 online E260
Syn# 50817 W/F 6/20–7/6 online E260
Syn# 50818 W/F 7/18–8/7 online E260
Syn# 50819 W/F 8/15–10/5 online E260

**DPR-431 Introduction to Networking**

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. No text required. Prerequisite: Basic knowledge of the PC and Windows. Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on "Get Adobe Flash Player" and "Get Adobe Reader"), MS-Windows '95 or higher and completion of Introduction to Networking.

DPR-450 Introduction to Windows XP 2.4 CEUs

See how Windows XP makes it possible to work with text, pictures, audio, video, and more.

DPR-415 Introduction to Windows Vista 2.4 CEUs

Windows Vista is a departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this new version has to offer. In this course, specifically designed for beginners and casual users, you'll be shown how to use Vista's best and most important features. Requirements: MS-Windows Vista and Internet access. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50772 W/F 7/16–7/6 online E260
Syn# 50773 W/F 6/20–7/6 online E260
Syn# 50774 W/F 7/18–8/7 online E260
Syn# 50775 W/F 8/15–10/5 online E260

**DPR-514 Introduction to Linux** 2.4 CEUs

See how to navigate through the world of desktop Linux and how to use free office productivity, multimedia, and Internet software packages included with Linux. In addition, see how to use your Linux desktop to access the Internet to browse websites, download files, chat with friends, and work with e-mail. This course requires that you have a basic knowledge of using Windows or Macintosh and are comfortable with working in a graphical PC environment. You must have a PC available to run the Simply MRPIS Version 6.5 Linux Operating System either from the hard disk or from a live CD. That PC must meet the minimum requirements for the Simply MRPIS version 6.5 Linux distribution: A PC with an Intel Pentium or equivalent processor, a bootable CDROM drive, at least 2GB hard drive, and at least 54MB of RAM. If you have a dial-up Internet connection, you can order the Simply MRPIS version 6.5 CD for a minimal cost of approximately $15. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50831 W/F 7/16–7/6 online E260
Syn# 50832 W/F 6/20–7/6 online E260
Syn# 50833 W/F 7/18–8/7 online E260
Syn# 50835 W/F 8/15–10/5 online E260

**DPR-394 Introduction to Buying and Selling on eBay** 2.4 CEUs

Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, how to create and upload photos of the items you are selling, how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship items. If you’re a buyer, you’ll be shown how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete against other bidders. No text. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50796 W/F 7/16–7/6 online E260
Syn# 50797 W/F 6/20–7/6 online E260
Syn# 50798 W/F 7/18–8/7 online E260
Syn# 50800 W/F 8/15–10/5 online E260

**DPR-395 Introduction to Linux** 2.4 CEUs

See how computers are used in the work place and the technical skills so many employers value. No text. Requirements: Microsoft Windows 95 or newer with any addition of Microsoft Office 2000 or newer (please make sure Microsoft Office is installed and operating before the course begins). Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Note: Mac users are welcome, but please note that the course was written using Microsoft Windows. Students using Mac OS X with any edition of Microsoft Office 2004 (Mac) can be supported in the discussion areas. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50776 W/F 5/16–7/6 online E260
Syn# 50777 W/F 6/20–7/6 online E260
Syn# 50778 W/F 7/18–8/7 online E260
Syn# 50779 W/F 8/15–10/5 online E260

**DPR-394 Introduction to Buying and Selling on eBay** 2.4 CEUs

Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, how to create and upload photos of the items you are selling, how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship items. If you’re a buyer, you’ll be shown how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete against other bidders. No text. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50762 W/F 5/16–7/6 online E260
Syn# 50763 W/F 6/20–7/6 online E260
Syn# 50764 W/F 7/18–8/7 online E260
Syn# 50767 W/F 8/15–10/5 online E260

**DPR-530 Introduction to MS-Word: Version 2007** 2.4 CEUs

See how to create and modify documents in Word 2007, the most popular word-processing program available. Requirements: MS-Windows Vista or XP; MS-Word Home and Student Edition 2007, Internet access and basic PC knowledge. No text. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50840 W/F 5/16–7/6 online E260
Syn# 50841 W/F 6/20–7/6 online E260
Syn# 50842 W/F 7/18–8/7 online E260
Syn# 50843 W/F 8/15–10/5 online E260

**DPR-655 Intermediate Word: Version 2007** 2.4 CEUs

In this course, you’ll see demonstrated Microsoft Word’s more advanced features. Topics covered include: how to create an index, a list of figures, tables of contents; how to perform desktop publishing, a mail merge, and use macros. Requirements: Microsoft Word 2007 or Microsoft Office 2007 (any edition) are all acceptable (software must be installed and fully operational before the course begins). Microsoft Windows XP or Vista; Internet access; how to mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads
by clicking Get Adobe Flash Player and Get Adobe Reader). Note: This course is not suitable for Macintosh users. 12 sessions, $120* (includes a $60 lab fee)

DPR-532 Introduction to MS-Access Version 2007  2.4 CEUs
This course covers shortcuts for setting up formatted worksheets efficiently. See how to write powerful formulas, use functions, sort and analyzing data, create custom charts, create three dimensional workbooks, build links, and create macros and custom toolbar buttons. Requirements: MS-Windows Vista or XP, and MS-Excel 2007 or MS-Excel Home and Student 2007 or MS-Office 2007 (the Home and Student Edition, Standard Edition, Small Business Edition, or Professional Edition of MS-Office). This course is not suitable for Macintosh users or for users of older versions of MS-Excel. 12 sessions, $120* (includes a $60 lab fee)

DPR-641 Intermediate MS-Excel Version 2007  2.4 CEUs
See how to use the advanced features of the Microsoft Excel version 2007 software. Topics covered include: macros, PivotTables and charting. The general emphasis of this class is on increasing productivity as an Excel user. Requirements: MS-Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins, free from www.adobe.com/downloads. This course is not suitable for Mac users or for older versions of the Excel software. 12 sessions, $120* (includes a $60 lab fee)

DPR-639 Introduction to MS-Access: Version 2007  2.4 CEUs
Learn how Microsoft’s Access database software can help you store, manage, search, analyze and display important business, personal or scientific data. Topics covered include: tables, relationships, data entry forms, queries, mailing labels, and macros. Class not suitable for Mac users. Prerequisite: Basic Personal Computers (pc) skills and knowledge of Windows. Requirements: Windows Vista or XP, Access 2007 software or MS Office Professional (installed on your pc before the start of the class) and Internet access. 12 sessions, $120* (includes a $60 lab fee)

DPR-642 Intermediate MS-Access: Version 2007  2.4 CEUs
See how to expand your Microsoft Access version 2007 skills to build more user-friendly Access databases. Requirements: MS-Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins, free from www.adobe.com/downloads. This course is not suitable for Mac users or for older versions of the Access software. Students must have MS-Access 2007 for this class. 12 sessions, $120* (includes a $60 lab fee)

DPR-596 Introduction to MS-Publisher: Version 2007  2.4 CEUs
This is a hands on, project oriented class for beginners. Students will be shown how to design, create and publish brochures, newsletters and flyers using Microsoft Publisher 2007. Publishing to the World Wide Web is also covered. Requirements: MS-Publisher 2007 or MS Office 2007 software (earlier versions of the software are not supported in this class); Windows Vista or XP, Internet access, e-mail and a Web browser such as MS-Internet Explorer or Mozilla Firefox; Two Adobe plug-ins: Flash and PDF available at www.adobe.com/downloads (free) by clicking Get Adobe Flash Player and Get Adobe Reader. Prerequisite: Basic PC knowledge. This course not suitable for MAC users. 12 sessions, $120* (includes a $60 lab fee)

DPR-631 Introduction to Quickbooks 2009  2.4 CEUs
See how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts and statements; track your payables, inventory and receivables; and create estimates and generate reports with QuickBooks Pro 2009 or QuickBooks Premiere Edition 2009. The software must be installed on your computer before the class starts. Requirements: QuickBooks Software, MS-Windows Vista or XP, access to the Internet with e-mail account and MS-Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (free downloads from http://www.adobe.com/downloads). This course is not suitable for Macintosh users or users of QuickBooks Online or QuickBooks Simple Start. No text required. 12 sessions, $120* (includes a $60 lab fee)

DPR-492 Introduction to Crystal Reports: Version 10  2.4 CEUs
See how to use Crystal Reports to convert raw database or accounting data into readable reports. See how to use charts and maps to present information visually, cross-tabs to show correlations between loosely related data items, create a library of custom functions you can use over and over in report after report. Requirements: Crystal Reports ten software, Internet access and basic computer skills. 12 sessions, $120* (includes a $60 lab fee)

DPR-461 Introduction to Oracle  2.4 CEUs
Gain hands-on experience with Oracle’s PL/SQL programming language, with assistance from an IT veteran. PL/SQL is Oracle’s procedural language extension to Structured Query Language (SQL). This course will show you the skills you need to write flexible programs using the language. You’ll be shown the building blocks and core features of PL/SQL, and how to begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing.

Intermediate Oracle  continued on next page

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

**Requirement: Oracle Version 7, 8, or 9. Prerequisite: Intermediate Oracle or equivalent experience.**

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

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### DPR-470 C++ for the Absolute Beginner

2.4 CEUs

See how to program in C++, even if you have no prior programming experience. See how to create programs for MS-Windows using Borland C++ Builder, and Object-Oriented techniques. See how to create windows and forms, and how to program in a step-by-step manner. Requirement: Borland C++ Builder, standard edition or 5.0 is preferred, Internet access and basic PC knowledge. 12 sessions, $120* (includes a $60 lab fee)

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### DPR-435 Introduction to C# Programming

2.4 CEUs

See the fundamentals of computer programming with the C# programming language. Input/output operations, decision making, looping, and object oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your very own Graphical User Interface (GUI) application. Requirements: MS-Visual C.Net Standard 2003, Internet access and basic PC knowledge. 12 sessions, $120* (includes a $60 lab fee)

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### DPR-485 Creating Web Pages

2.4 CEUs

See how to create and post a own 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 of search engine listings, and no-cost or low-cost web marketing strategies. 12 sessions, $120* (includes a $60 lab fee)

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### DPR-409 Achieving Top Search Engine Positions

2.4 CEUs

An estimated 140 million people use search engines to find products and services every day.

One important thing one can do to increase its website's traffic is to increase engine ranking. **Prerequisite: Experience creating or editing Web pages with HTML or HTML editing software such as FrontPage or PageMill.** 12 sessions, $120* (includes a $60 lab fee)

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### DPR-659 Introduction to Flash CS4

2.4 CEUs

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

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DPR-383 Introduction to ASP.NET  2.4 CEUs
Learn how to create exciting, interactive, and professional websites with ASP.NET. In this hands-on course, you’ll begin by adding the power of interactive controls to your Web pages, and you’ll discover how you can use style sheets to give every Web page you create the same clean and consistent look and feel. You’ll find out how to connect to a database and put the information it contains on public display. Then, you’ll develop a true community-based Web site that allows users to register, log in, create and update profiles, and post messages to a forum. You’ll also explore the issue of Web security, and learn some simple things you can do to secure your site against some common attacks. Requirements: Microsoft .NET Framework version 2.0 or better and Visual Web Developer 2005 Express Edition, both available from http://asp.net. Windows 2000 (with Service Pack 4), Windows XP (with service Pack 2), or Windows Vista, 192 MB RAM or more, 500 Mybytes Free Disk Space (full installation requires 1.3 GB free disk space). This course is not suitable for Macintosh users. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50757 W/F 5/16–7/6 online E2GO
Syn# 50758 W/F 6/20–8/10 online E2GO
Syn# 50759 W/F 7/18–9/7 online E2GO
Syn# 50761 W/F 8/15–10/5 online E2GO

DPR-464 Introduction to Perl Programming  2.4 CEUs
This course covers program Web development or system administration. Prerequisites: Prior programming experience. Requirements: Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader), a computer on which you can run the course software - the Perl interpreter and the Apache Web Server. The course itself supplies all necessary software for Windows. The software is also available (for free) for many other platforms, including Mac OS X and Linux, although you’ll need to download, install and configure it yourself if you are running on one of those systems. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50812 W/F 5/16–7/6 online E2GO
Syn# 50813 W/F 6/20–8/10 online E2GO
Syn# 50814 W/F 7/18–9/7 online E2GO
Syn# 50815 W/F 8/15–10/5 online E2GO

DPR-640 Introduction to Ruby Programming  2.4 CEUs
See how to create an interactive Web blog that allows visitors to register and post articles and comments. See how the popular Ruby on Rails framework environment creates much of the code, and how to use the Ruby programming language to modify the code to customize a website. In the class, the blog the student is shown how to create, will also use the MySQL database server to store the blog data that appears on the site and students can work with providing a search feature to allow the website visitors to easily search past blog entries. Requirements: Prior HTML coding experience is helpful but not required. A Ruby on Rails development environment is required for this class. The first lesson walks the student through the installation process of the InstantRails software package which fills the software requirements for this class. Ruby on Rails development environment, Apache Web server and MySQL database server for the Windows platform. InstantRails can be downloaded from www.rubyforall.org. You must have Windows NT, 2000, XP or Vista for the download to operate. Other versions of Windows will not work for this class. The course software is also available in a Macintosh platform format. Use the default Ruby environment included on MAC OS X 10.4 (Tiger) or 10.5 (Leopard.) Consult the Apple website for further instructions on how to update this software to the most current Ruby on Rails version available. Also needed for all students: MS Internet or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins, free from www.adobe.com/downloads. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50880 W/F 5/16–7/6 online E2GO
Syn# 50881 W/F 6/20–8/10 online E2GO
Syn# 50882 W/F 7/18–9/7 online E2GO
Syn# 50883 W/F 8/15–10/5 online E2GO

DPR-672 Introduction to CSS and XHTML  2.4 CEUs
Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. 12 sessions, $120* (includes a $60 lab fee)

Syn# 50952 W/F 5/16–7/6 online E2GO
Syn# 50953 W/F 6/20–8/10 online E2GO
Syn# 50954 W/F 7/18–9/7 online E2GO
Syn# 50955 W/F 8/15–10/5 online E2GO

DPR-671 Advanced PC 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, $120* (includes a $60 lab fee)

Syn# 50948 W/F 5/16–7/6 online E2GO
Syn# 50949 W/F 6/20–8/10 online E2GO
Syn# 50950 W/F 7/18–9/7 online E2GO
Syn# 50951 W/F 8/15–10/5 online E2GO

Construction Skill Trades

Continuing Education Certificate, Construction Management
This seven course program was developed by the nationally recognized Construction Education Committee to meet the needs of the construction industry. Course instructors, working members of the industry, have been carefully selected according to their particular fields of expertise. The curriculum consists of five required core courses and two additional courses to enhance the student's background. To meet program requirements and qualify for the certificate, the core courses must be successfully completed. The first three may be taken in any order, then, the next two in the order shown.

- CST-335 Construction Management 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. Students may call 301-341-3075 for additional information.

Math Requirements
Students are expected to be competent in basic construction math before registering for CST-383 Estimating. This includes a working understanding of basic 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).

CST-344 Construction Codes: 2006 International Building Code  4.2 CEUs
This course is designed to give the student a general understanding of the 2006 International Building Code. Emphasis is placed on commercial construction. Text required: International Building Code 2006. 14 sessions, $380*

Syn# 50565 T/Th 6/5–7/9 6-11 p.m. Main Campus
Syn# 50562 M/W 6/4–7/23 6–9 p.m. Main Campus

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, $380*

Syn# 50567 T/Th 6/5–7/9 6–9 p.m. Main Campus

CST-416 Construction Surveying  4.2 CEUs
This course is designed to give the student a general understanding of the 2006 International Building Code. Emphasis is placed on commercial construction. Text required: International Building Code 2006. 14 sessions, $380*

Syn# 50881 W/F 6/20–8/10 online E2GO
Syn# 50880 W/F 5/16–7/6 online E2GO
Syn# 50883 W/F 8/15–10/5 online E2GO
Syn# 50882 W/F 7/18–9/7 online E2GO
Syn# 50563 M/W 6/4–7/23 6–9 p.m. Main Campus

Building Maintenance

Continuing Education Certificate, Building Maintenance Engineer
General maintenance and repair workers are employed in almost every industry, in businesses, schools, hospitals, nursing homes, apartments, condominiums, and in other facilities. Technicians are required to perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success. Prince George's Community College offers a Continuing Education Certificate in Building Maintenance Engineer upon completion of:

- OCU-404 Building Maintenance Engineer, Level 1
- OCU-402 Building Maintenance Engineer, Level 2

Training is provided at the Skilled Trades Center, 6400 Old Branch Avenue, Camp Springs, MD 20748. For more information, please call 301-322-0964.

OCU-404 Building Maintenance Engineer: Level 1  4.5 CEUs
This course covers the basic knowledge needed for entry-level positions in building maintenance. May be taken concurrently with OCU-402. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools, general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and...
Building Maintenance continued from previous page
ventilation systems; and convectors and fan coils. Textbook required at first class: Readers Digest New Fix It Yourself Manual. Instructor: Ellis Housden. 15 sessions, $450*
Syn# 50001 W 5/9–6/22 5–8 p.m. STC

OCU-402 Building Maintenance Engineer: Level 2 4.5 CEUs
This course provides the hands-on training to coincide with the knowledge training provided in OCU-401. May be taken concurrently with OCU-404. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools, general repair and maintenance, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical, drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook required at first class: Readers Digest New Fix It Yourself Manual. Instructor: Ellis Housden. Prerequisite: OCU-404. 15 sessions, $450*
Syn# 50002 Th 5/10–7/16 5–8 p.m. STC

Residential Maintenance

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, $120*
Syn# 50006 T 7/31–8/21 6–9 p.m. STC

OCU-354 Drywall: Installation and Repair
This hands-on course introduces 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, $150*
Syn# 65232 T 5/1–5/29 6–9 p.m. STC

Carpentry

CRP-301 Introduction to Carpentry: Part 1 4.8 CEUs
This is the first level of the National Center for Construction Education and Research (NCCER) curriculum for carpentry students. Topics will include: an orientation to the trade; basic safety, building materials, fasteners and adhesives, hand and power tool usage; and blueprint reading. Text, basic tools, and calculator required. Prerequisite: CRP-410. Note: Due to scheduling, required OCU-410 Introductory Craft Skills (Core) may be completed concurrently. 16 sessions, $565* (includes a $80 lab fee)
Syn# 50003 M/W 5/2–6/27 6:45–9:15 p.m. WTC

CRP-302 Introduction to Carpentry: Part 2 4.8 CEUs
This course 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. Text, basic tools, and calculator required. Prerequisite: CRP-301 and OCU-410. 14 sessions, $565* (includes a $80 lab fee)
Syn# 50004 M/W 7/11–8/27 5:45–9:15 p.m. WTC

Now Offering NCCER Levels 3 and 4
Prince George's Community College has a new partnership with Associated Builders and Contractors (ABC). If you successfully completed the NCCER Level 2 courses in Electrical, HVAC, Masonry or Plumbing at Prince George's Community College, you may be able to take Levels 3 and 4 of those trades in combined Prince George's Community College-ABC courses at the ABC training facility in Hyattsville. We are taking contact information from interested students: e-mail Dr. Ricky Godbolt at Godbolrc@pgcc.edu. for details.

Core Skills

Online Core Skills
OCU-410 is offered both in a traditional classroom setting and as a hybrid/online course. If you choose the hybrid/online course, in addition to time spent on the Contren Connect website, you will also be required to meet with the instructor in person multiple times during the class. Class meetings will be at the Skilled Trades Center, 6400 Old Branch Avenue, Camp Springs, MD 20748, typically four Monday evenings during the course.

OCU-410 Introductory Craft Skills (Core) 7.3 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 basic safety; introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Textbook and calculator required. For instructions regarding the online class, visit the eLearning@PGCC page under Contren Connect (CONN). 21 sessions, $725*
Syn# 50077 M 5/7–7/16 online CONN
(16 sessions)
Syn# 50076 T/Th 5/8–7/17 5:30–9 p.m. STC
Syn# 50078 T/Th 6/12–8/21 5:30–9 p.m. WTC

Residential Wiring

Continuing Education Certificate: Residential Wiring
A Continuing Education Certificate in: Residential Wiring has been designed to meet the needs of students who want to upgrade their electrical skills to seek employment in the residential area of the electrical field. The certificate is awarded upon satisfactory completion of:
• ELC-301 Electrical Level 1
• ELC-306 Residential Wiring: Part 1, Part 2
• ELC-311 Electrical: Residential Wiring 1, Part 2
• ELC-321 Electrical: Residential Wiring 1, Part 3

ELC-301 Electrical: Level 1 2.7 CEUs
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. Topics will include: an orientation to the trade, electrical safety, electrical circuits, and electrical theory. Textbook, calculator and a copy of the 2011 edition of the National Electric Code (NEC) is required at the first class session. 7 sessions, $265*
Syn# 51397 M 6/4–7/16 5:45–9:10 p.m. WTC

ELC-306 Residential Wiring: Part 1 2.7 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level I electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics will include: an introduction to the National Electric Code (NEC), device boxes, and hand bending. Textbook and calculator required. 9 sessions, $325* (includes a $50 lab fee)
Syn# 51398 T/Th 5/8–7/17 5:45–9:10 p.m. WTC

ELC-311 Residential Wiring: Part 2 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 1 residential wiring curriculum for electrical students. Topics will include: basic electrical construction drawings, residential electric services, and electrical test equipment. Textbook required. Prerequisite: ELC-308. 9 sessions, $325* (includes a $50 lab fee)
Syn# 51399 T/Th 8/5–9/4 6–9 p.m. WTC

ELC-321 Electrical: Residential Wiring 1, Part 2 2.7 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 basic safety; introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Textbook and calculator required. For instructions regarding the online class, visit the eLearning@PGCC page under Contren Connect (CONN). 21 sessions, $725*
Syn# 50077 M 5/7–7/16 online CONN
(16 sessions)
Syn# 50076 T/Th 5/8–7/17 5:30–9 p.m. STC
Syn# 50078 T/Th 6/12–8/21 5:30–9 p.m. WTC

Electricity

Continuing Education Certificate, Construction Electrician
A Continuing Education Certificate in Construction Electricity has been designed to meet the needs of students who seek employment or working toward a career in the construction area of the electrical field. The certificate requires satisfactory completion of the residential wiring and construction electricity programs. Following the award, students should contact the Washington Metro Area Associated Builders and Contractors to complete Levels 3 and 4. The sequence of study is as follows:
• ELC-312 Electrical, Level 2
• ELC-323 Construction Level 2, Part 1
• ELC-324 Construction Level 2, Part 2

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. Textbook required at first class session: Electrical Level 2, 7th ed. and 2011 NEC. 11 sessions, $375*
Syn# 47046 T/Th 5/8–7/31 5:45–9 p.m. WTC
Syn# 47047 T/Th 8/7–9/4 9 a.m.–1:15 p.m. WTC
Advanced Electrical

ELC-321 Basic Electronics and Motor Controls  5.2 CEUs
This is a basic course designed for journeymen, apprentice electricians, building mainte-
nance engineers, property management, plant operators and facilities maintenance, elevator,
escalator, refrigeration and Heating, Ventilation, Air Conditioning (HVAC) service personnel.
Students will develop knowledge of how controls are assembled, theory application and review
the use of schematics for functional circuits and timers. The NCCER curriculum in electronic
theory, motor calculations and motor controls will be covered with preventative maintenance
tips throughout the course. Proficiency of 70 percent is required to receive a certificate.
Textbook: Electrical Level 4 required at first class. Prerequisite: ELC-301 or knowledge of basic
Electrical: 13 sessions, $520*

CST-376 National Electric Code: Journeyman Preparation  4.2 CEUs
This course prepares students for the journeyman electrician examination. Prerequisite: Basic
knowledge of the National Electric Code and trade experience. Textbook required. first session and 2011 National Electric Code. 13 sessions, $420*

CST-431 NEC Update 2011  1.1 CEUs
This course provides a review of significant areas of the National Electrical Code (NEC). The
focus will be on the application of changes made during the 2011 NEC update. This course
is not limited specific, but qualifies for ten hours of continuing education required to
maintain a master's license. Text required: 2011 NEC Code Book. Saturday class, bring bag
lunch. 2 sessions, $220*

ELC-330 Masters Electrical Exam Prep  6.0 CEUs
This course is designed to prepare students for the Master Electrical exam. Using the National
Electric Code Book, 2008 edition, we will cover the responsibilities of a master electrician;
electrical calculations; special applications; and primary and secondary overcurrent devices.
Textbook and NEC 2008 code book required. Instructor: Robert Welborne. 20 sessions, $600*

HVC/R (Heating, Ventilation, Air Condition & Refrigeration)

NATE Certification Testing, HVAC/R
North American Technician Excellence (NATE) certification testing for HVAC/R technicians is now available at Prince George's Community College. To schedule testing, contact Ricky Godbolt at 301-322-0964. To learn more about NATE and certification, visit NATE's website at www.natex.org.

Continuing Education Certificate, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Systems 1
This 190 hour program provides foundational training in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) systems and recognizes completion of a series of courses designed to prepare HVAC students for advancement in this growing industry. Once a student has completed these requirements, they should call Ricky Godbolt at 301-322-0964. To be eligible for the program, you must successfully pass a criminal background check. For more information and to receive the background check application, please contact Helen, Bree, or Mary at 301-322-0964 or pick one up at the Westphalia Training Center.

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, chim-
neys, vents and flues, hydronic systems, air quality equipment and leak detection, evacuation,
recovery and charging. Textbook required. Prerequisites: HVC-331: Introduction to HVAC/R Level 1, Part 2. 14 sessions, $520*

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, ba-
sic electronics, electric heating, and introduction to circuit control troubleshooting. Textbook
required. Prerequisites: HVC-334: HVAC/R Level 2: Part 1. 14 sessions, $525*

HVC-336 HVAC/R Level 2, Part 3  5.3 CEUs
This course is third in our series of four courses in the NCCER level two curriculum for
HVAC/R students. Topics include: Troubleshooting gas heating; troubleshooting cooling
equipment; and heat pumps. Textbook required. Prerequisite: HVC-335: HVAC/R Level 2:
Part 2. 15 sessions, $525*

HVC-342 HVAC/R Level 2: Part 4  2.7 CEUs
This course completes the National Center for Construction Education and Research
(NCCER) Level 2 curriculum for HVAC/R students. Topics include: Basic installation and
maintenance practices, sheet metal, fiberglass, and flexible duct systems. Textbook required.
Prerequisite: HVC-336 Level 2, Part 3. 9 sessions, $275*

Locksmithing

Continuing Education Certificate, General Locksmithing
This program offers comprehensive hands-on lab and lecture to train individuals for careers
in locksmithing. At the conclusion of the program, students will be familiar with impressioning, lock picking, closed circuit TV, safe lock installation, troubleshooting, and automotive lock opening.
• 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. To be eligible for the program, you must successfully pass a criminal background check. For more information and to receive the background check application, please contact Helen, Bree, or Mary at 301-322-0964 or pick one up at the Westphalia Training Center.

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 impres-
sioning and picking, autolock, lock functions and finishes. Textbook required. Prerequisite: Locksmith Background Screening. 14 sessions, $528* (includes a $40 lab fee)

KEY-301 Locksmithing 102  4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic mas-
ter keying. Topics include a review of rules of master keying, progression charts, master key
cylinders, cross keying, combinations and key punching, mortise locksets and introduction
to codes. Text and tools required by second week. Prerequisite: KEY-300. 14 sessions, $528* (includes a $40 lab fee)

KEY-305 Locksmithing 201  4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding de-
vices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware
selection. Master keying will continue on an intermediate level. Textbook and tools required.
Prerequisite: KEY-301 or background screening and commensurate experience working as a profes-
sional locksmith. 14 sessions, $528* (includes a $40 lab fee)

KEY-304 Locksmithing 202  4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include:
closed circuit television, investigative forensics, safe lock troubleshooting and servicing, basic
electricity and access control. Prerequisite: KEY-305. 14 sessions, $528* (includes a $40 lab fee)
### Masonry

**Continuing Education Certificate, Residential Masonry**
Prince George's Community College provides the knowledge and hands-on training needed to pursue a career in masonry. A Continuing Education Certificate in Residential Masonry is awarded upon completion of:

- OCU-410 Introductory Craft Skills (Core)
- OCU-413 Introduction to Masonry: Level 1, Part 1
- OCU-414 Introduction to Masonry: Level 1, Part 2
- OCU-415 Introduction to Masonry: Level 2, Part 1

Training is provided at Crossland High School, 6901 Temple Hill Road, Temple Hills, MD 20748. For more information, please call 301-322-0964.

#### OCU-413 Introduction to Masonry, Level 1: Part 1
5.3 CEUs

This course is one of two in the level one National Center for Construction Education and Research (NCCER) curriculum for masonry students. In this course, students will receive an introduction to masonry; materials, methods, safety practices, protective equipment, gas powered tools and equipment, measurements, drawings and specifications, mortar and various bricklaying techniques. Textbook and basic tools required. Prerequisites: OCU-410. Note: Due to scheduling, required OCU-410: Introductory Craft Skills (Core) may be completed concurrently. 15 sessions, $605* (includes a $80 lab fee)

Syn# 49999 T/Th 5/1-6/19 6:30–9 p.m. CRIS

### Cosmetology/Braiding

**Cosmetology**
This 1500 clock hour program will prepare students with techniques and management skills in the combined areas of the beauty profession which include, but are not limited to: hair care and styling, skin care and make-up, manicure and pedicure techniques as well as business practices and communication skills. Upon successful completion of the program, students are eligible to take the state cosmetology license examination. Harmon’s Beauty School will facilitate the PGCC Cosmetology program. Harmon’s Beauty School has offered cosmetology for over 40 years and is approved by the Maryland Higher Education Commission (MHEC). Approximate tuition cost is $15,000.00. Additional fees of approximately $1,350.00 (registration, entrance exam, textbooks, lab, 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 Call 301-772-2246. Please visit www.harmonbeautyschool.com and click on “Are You Prepared” before scheduling an appointment.

#### COS-310 Cosmetology: Part 1
This course is the first in a series of fifteen courses in cosmetology. Topics include types and classifications of bacteria as well as the importance of decontamination and infection control; properties of the hair and scalp; methods of drying and preparing the client for services; and procedures for shampooing, rinsing, condition and permanent waves. 20 sessions, $400* (includes a $360 lab fee)

Syn# 48730 T/Th/F/S 1/3–1/28 9 a.m.–12:30 p.m. HBS
Syn# 48731 T/Th/F/S 2/7–3/3 9 a.m.–2:30 p.m. HBS
Syn# 48732 T/Th/F/S 3/6–3/31 9 a.m.–2:30 p.m. HBS
Syn# 48733 T/Th/F/S 4/3–4/28 9 a.m.–2:30 p.m. HBS

### Professional Braiding

**Workforce Development and Continuing Education Certificate in Hair Braiding**
Prince George’s Community College will award to each student who successfully completes all four levels of classes in the series a Workforce Development and Continuing Education Certificate. When the students complete the final class they should call the Program coordinator at 301-322-0120 to request verification and processing of their certificate.

**Braiding in a Salon Environment**
The series of four courses is designed to prepare the student to work as a Professional braider in a salon. While the state of Maryland has no licensing requirements for hair braiders, a salon will expect any potential braiding employee to have some formal training. Because this course is for those who wish to be professional braiders, students are expected to successfully pass the skills tests with a minimum of 75 percent. Students must purchase items for their braiding kit, which will be used for all four courses.

All courses will meet at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774. Please note that the courses do not meet current requirements for a license in Virginia or the District of Columbia. For additional information call 301-336-6000. Wear comfortable dark clothing.

**Materials to purchase for class:**
- Manniquin “Gail” or “Michelle”, Manniquin Head Holder, Professional AC Blower Dryer (with comb attachment), All Purpose Cape, Paddle Brush, Thermal Brush, Detangler Comb or Rack Comb, 3 Rat Tail Combs, Duck Bill Clips 4ct (minimum of 4 clips), Butterfly Clips 4ct (minimum 4 clips), Cold Wave Rods 1 pack long Gray/1 pack long pink, Sanex neck strips 1 pack, Kanekalon Braiding Hair 1 pack, Tote to fit all tools

#### OCU-430 Professional Braiding: Level 1
Topics include an overview of natural hair care, sanitation and infection control, shampooing and rinsing, blow drying, sectioning and parting, hand placement; 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. 5 sessions, $200* (includes a $50 lab fee)

Syn# 49899 M 5/14–6/11 6–9:30 p.m. WTC

#### OCU-431 Professional Braiding: Level 2
Topics include types of hair; product demonstrations, basic braid/plait, introduction to French braid, Fishtail braid, Flat Twist braid, and Two-Strand Twist braid; hands-on practice. Prerequisites: OCU-430: Level 1. 5 sessions, $200* (includes a $50 lab fee)

Syn# 49864 M 6/20–7/16 6–9:30 p.m. WTC

#### 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, $200* (includes a $50 lab fee)

Syn# 49738 T 5/1–5/29 6–9:30 p.m. WTC
Syn# 49895 S 7/23–8/20 6–9:30 p.m. WTC

#### OCU-433 Professional Braiding: Level 4
Topics include a continuation of Senegalese and Corkscrew braids, Silky Lock braid, Nubian Twist braid, professional ethics, portfolio techniques, hands-on practice. Prerequisite: OCU-432. 5 sessions, $200* (includes a $50 lab fee)

Syn# 49896 T 6/5–7/3 6–9:30 p.m. WTC
Syn# 49897 M 8/27–9/10 6–9:30 p.m. WTC

#### OCU-434 Advanced Braiding for Cosmetologists
This course is designed for current licensed cosmetologists who are looking for an introduction or a refresher course in braiding. Proof of licensing required at the first class session. Topics include sanitation and infection control update and the following braiding techniques: French, Fishtail, Flat Twist Senegalese, Corkscrew, Silky Lock, Nubian Twist and extension with burn finishing with a cornrow and a braid, hands-on practice. Prerequisites: Basic knowledge of cornrow, plait, two strand twist, must hold a current cosmetology license and must bring the professional kit to the first class. 5 sessions, $100*

Syn# 50738 M 5/14–6/11 10 a.m.–12:30 p.m. WTC

### Creative & Performance Arts

**Creative Writing**

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

**SKB-326 Write Fiction Like a Pro**
2.4 CEUs
This class presents the dramatic story structure, and how to turn a bare-boned story structure into a three-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, $120* (includes a $60 lab fee)

Syn# 51891 W/F 5/16–7/6 online E260
SKB-367 Writing Your Life’s Story  2.4 CEUs
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. 12 sessions, $120* (includes a $60 lab fee)

SKB-403 Travel Writing  2.4 CEUs
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, books and novels. See online of the writing styles and methods used to sell material in today’s competitive market, including lead paragraphs, descriptive passages and the uses of interviews, quote and facts. 12 sessions, $120* (includes a $60 lab fee)

SKB-393 Beginner’s Guide to Getting Published  2.4 CEUs
An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers' clubs, and the future of publishing. 12 sessions, $120* (includes a $60 lab fee)

SK-722 Beginning Writer’s Workshop  2.4 CEUs
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. 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. Our emphasis in this course is on developing your skills through practice, so you’ll spend more time writing than reading. You’ll master important concepts by completing enjoyable writing exercises and assignments, and you’ll discover a variety of strategies and techniques the pros use to develop characters, create a compelling plot, and develop your own unique voice. By the end of this course, you will have a complete short story ready to be shared with a highly supportive group of fellow writers. 8 sessions, $120* (includes a $60 lab fee)

SKB-460 Introduction to Plot and Structure for Fiction Writers  0.6 CEU
In this three-session course, discover what’s driving your plot, develop your story’s three key concepts by completing enjoyable writing exercises and assignments, and you’ll discover a variety of strategies and techniques the pros use to develop characters, create a compelling plot, and develop your own unique voice. By the end of this course, you will have a complete short story ready to be shared with a highly supportive group of fellow writers. 8 sessions, $120* (includes a $60 lab fee)

ART-312 Watercolor: Landscapes  3 sessions, $150*
This class introduces students to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. Intermediate and advanced painters are welcome too. The approximate cost of materials for this course is $90. Instructor: Edward Taylor.

ART-391 Studio Time  One and a half hours to practice painting techniques with guidance and one-on-one instruction. (To follow ART-312 and ART-313 in the same art room.) 5 sessions, $25

ART-392 Design and Create Jewelry!  Former owner of the Reader’s Workshop will teach you how to design a classic beaded necklace, create stunning wire wrapped beaded 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. 3 sessions, $50

ART-389 Fashion Sketching  Do you have a passion for fashion? Join Tracy K. Banks. Fashion Designer & Dressmaker and other fashion enthusiasts to create a technical flat sketch as if it were laid out flat on a table, very similar to the drawings on the back side of a commercial store bought pattern for dressmaking. The drawing is a two-dimensional flat drawing without a figure drawn to scale. Supply list: Bring to class fashion magazines, tracing paper, pad (size 9”x12”), fine point mechanical pencil, gum eraser, color markers, fine point Sharpie tm black marker, masking tape and clear plastic 1” ruler. Optional supplies: small swatches of fabric. Additionally, a $20 instructional workbook with templates and handouts will be required for class participation, fee payable to the instructor. 1 session, $30

ART-390 Fashion Sketching  Begin your clothing business without any formal training in the fashion industry. Join Tracy K. Banks, Fashion Designer & Dressmaker and other fashion enthusiasts interested in developing fabulous dimensional fashion figure sketches drawing your very own garments and figures with style and detail. Supply list: Bring to class with your fashion magazines, tracing paper pad (size 9”x12”) fine point mechanical pencil, gum eraser, color markers, fine point Sharpie tm black marker, masking tape, and a clear plastic 1” ruler. Optional supplies: small swatches of fabric. Additionally, a $20 instructional workbook with templates and handouts will be required for student participation in class. Fee payable to the instructor. 1 session, $30

COM-347 Voiceovers: Such a Voice  Begin your clothing business without any formal training in the fashion industry. Join Tracy K. Banks, Fashion Designer & Dressmaker and other fashion enthusiasts interested in developing fabulous dimensional fashion figure sketches drawing your very own garments and figures with style and detail. Supply list: Bring to class with your fashion magazines, tracing paper pad (size 9”x12”) fine point mechanical pencil, gum eraser, color markers, fine point Sharpie tm black marker, masking tape, and a clear plastic 1” ruler. Optional supplies: small swatches of fabric. Additionally, a $20 instructional workbook with templates and handouts will be required for student participation in class. Fee payable to the instructor. 1 session, $30

ART-339 Beginning Sculpture  1.2 CEUs
Express yourself through sculpture. Students will be taught about tools, methods and the fundamentals of classical sculpture. Using terra cotta the students will build sculptures that will be ready to fire. Emphasis on proportion, clarity of form, balance and harmony are studied in this class. Material list given at first class. Instructor: Ricardo Pontes. 4 sessions, $125*

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, how to read treble and bass clefs, build major scales, recognize different pitches, construct simple chords, and

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
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.pgccc.edu and completes the online class orientation at www.ed2go.com/pgcc. 12 sessions, $120 (includes a $60 lab fee)

Syn# 51740  W/Th 7/18–9/7 online  E260

SYNOGRAPHY

Continuing Education Certification in Photography

The continuing education certificate 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. To earn this certificate successful completion of the following classes is required:

• PHO-300 Digital Photography the Basics 1.8 CEUs
  In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera. Students will have the opportunity to own their work evaluated by the instructor. There is a $10.00 fee for printed materials payable to the instructor. 6 sessions, $225* (includes a $125 lab fee)

Syn# 50360  T/Th 6/5–6/21 6:30–9:30 p.m.  Main Campus, CAT-103

• PHO-310 Adobe Photoshop Elements 9: Part 1 1.2 CEUs
  Tired of red eyes in your photos? Then this is the course for you. Adobe Photoshop Elements 9 is the #1 selling consumer photo-editing software. In this course, the first of a two part series, you will be shown how to create extraordinary photos, 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 photo and video clips. Suggested text: The Photoshop Elements 9 Book for Digital Photographers by Scott Kelly. Students should have basic PC and Windows skills. Students are required to bring a USB portable drive to each class. 4 sessions, $150* (includes a $50 lab fee)

Syn# 50363  F 6/8–6/29 6:30–9:30 p.m. Main Campus, CAT-105

• PHO-311 Adobe Photoshop Elements 9: Part 2 1.2 CEUs
  This is the second course in the two part series on Adobe Photoshop Elements 9, 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. Suggested text: The Photoshop Elements 9 Book for Digital Photographers by Scott Kelly. Students are required to bring a Universal Serial Business (USB) portable drive to each class. Prerequisite: PHO-310. Adobe Photoshop Elements 9 Part 1. 4 sessions, $150* (includes a $50 lab fee)

Syn# 50364  F 7/6–7/27 6:30–9:30 p.m. Main Campus, CAT-105

• PHO-305 Introduction to Photoshop CS5 1.8 CEUs
  Create powerful images with the professional standard Adobe Photoshop CS5. This is the first course in a two part series designed for professional photographers or those 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. Suggested text: Teach yourself Visually Photoshop CS5 (Wiley Pub.) Students must have basic computer skills. Students are required to bring a USB portable drive to each class. 6 sessions, $200* (includes a $50 lab fee)

Syn# 50361  T/Th 7/10–7/26 6:30–9:30 p.m. Main Campus, CAT-103

• PHO-306 Advanced Photoshop CS5 1.8 CEUs
  This is the second of a two part series on Adobe Photoshop CS5, 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. Suggested text: Teach yourself Visually Photoshop CS5 (Wiley Pub.) Students are required to bring a USB portable drive to each class. Prerequisite: PHO-305. Adobe Photoshop CS5 Part 1. 6 sessions, $200* (includes a $50 lab fee)

Syn# 50362  T/Th 8/7–8/23 6:30–9:30 p.m. Main Campus, 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.pgccc.edu and also completes the online class orientation/registration at www.ed2go.com/pgcc. 12 sessions, $120 (includes a $60 lab fee)

Syn# 50470  W/Th 5/16–7/16 online  E260
Syn# 50472  W/Th 5/16–7/16 online  E260
Syn# 50474  W/Th 6/20–8/10 online  E260
Syn# 50472  W/Th 7/18–9/7 online  E260
Syn# 50470  W/Th 8/15–10/5 online  E260

certificate of Continuing Education, Videography

Producing videos encompasses consideration of many aspects of communication. Some are the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even further knowledge of these creative possibilities. As technology advances and prices fall into more affordable ranges, video presentations are becoming more popular in many professions. Some include: teaching, government, traditional photography, real estate, marketing, medicine, and the ministry. Even if you’re only taking home videos, this program can help enhance your skills.

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

• VID-308 Videography 1 2.1 CEUs
• VID-329 Videography 2 2.1 CEUs
• Any Final Cut Pro course listed in this schedule under Apple-Based Technologies

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

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

VID-308 Videography: Part 1 2.1 CEUs

This course, the first of a two part series offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. 7 sessions, $210* (includes a $45 lab fee)

Syn# 50365  M 5/7–6/25 6–9 p.m. Main Campus, CAT-137

VID-329 Videography: Part 2 2.1 CEUs

In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal wiki. Prerequisite: VID-308 Videography: Part 1. 7 sessions, $210* (includes a $45 lab fee)

Syn# 50366  M 7/9–8/20 6–9 p.m. Main Campus, CAT-137

VID-332 Video Production Techniques 2.8 CEUs

In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the Web and methods currently used by industry for presentation and distribution. Prerequisite: VID-308 Videography, Part 1 and VID-329 Videography, Part 2 or permission from the instructor. Text: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. Third Edition. Ascher & Edward Pincus 7 sessions, $210* (includes a $45 lab fee)

Syn# 50406  W 7/11–8/22 6–9 p.m. Main Campus, CAT-137

Early Childhood Education

Maryland Child Care Certification & 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:

Music Made Easy continued from previous page

Creative & Performing Arts

Public Relations

Marketing

Creative Media

Graphic Design

Business Management

Information Technology

Creative & Performing Arts

Early Childhood Education

26 Summer 2012 Schedule of Noncredit Classes www.pgccc.edu
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**
- **DCR-455: Communication Skills for Child Care Providers**

Please read the course descriptions carefully! Many of our courses have a new Placement Test requirement. To find out more information regarding the placement test prerequisite for Child Care course please call: 301-386-7545.

**DCR-527 Asthma and Allergies Training for Child Care**

Become better prepared to assist children with asthma and allergies while in your care and provide a healthier program environment. Children with asthma and allergies are increasingly receiving care in licensed programs, and these children often require special care arrangements. This MSDE-approved course provides information and skill training appropriate for child care providers. MSDE Core of Knowledge: 6: hour’s special needs. 1 session, $69*

**(includes a $15 lab fee)**

**Syn# 51623**

3 sessions, $160*

**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 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 a pre-school or child-age programs licensed by Maryland State Department Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: 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 have mandatory campus visits. Online Course Information: 6 sessions, $160*

**Syn# 51607** 7/27 9 a.m.–3:30 p.m. Main Campus

**DCR-304 Curriculum/Activities: 45 Hours 4.5 CEUs**

Topics include communication, classroom management and development of a positive self concept. Examines 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 Prince George's Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $160*

**Syn# 51617** 7/7–7/11 online BLBD

**DCR-308 CDA Preparation 3.0 CEUs**

Are you interested in obtaining your Child Development Associate (CDA) credential? This class is designed for students who have completed their 90 classroom hours within the last five years and would like guidance with the CDA application process. Students will work on an autobiography, six competency statements, and their resource file completed in their Child Care 90 hour course. For full information on CDA certification, call the Council for Professional Recognition at 202-265-9000 or visit their website: www.cdacouncil.org

**6 sessions, $200**

**Syn# 51605** 7/7–7/11 9 a.m.–3:30 p.m. Main Campus

**DCR-315 Infant and Toddler: 45 Hours 4.5 CEUs**

Introduces the philosophy of infant and toddler care. This class is designed for students who have completed their 90 classroom hours within the last five years and would like guidance with the CDA application process. Students will work on an autobiography, six competency statements, and their resource file completed in their Child Care 90 hour course. For full information on CDA certification, call the Council for Professional Recognition at 202-265-9000 or visit their website: www.cdacouncil.org

**6 sessions, $175**

**Syn# 51609** 6/27–7/7 8:30 a.m.–4:30 p.m. Main Campus

**Syn# 51925** 7/7–7/18 9 a.m.–4:30 p.m. Laurel College Center

**Syn# 51603** 7/14–7/78 online BLBD

**DCR-345 School-Age Curriculum Development: 45 Hours 4.5 CEUs**

Discuss curriculum development for school-age children. This course provides the second 45 hours of 90 classroom hours needed to become a teacher in a school age or before/after care program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self concept. Examines 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
Early Childhood Education

School-Age Curriculum Development continued from previous page

is available at Prince George's Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $175*

**DCR-466 Child Care Administration for Directors**

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 Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Perfect attendance is required. Textbook information is available at Prince George's Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $175*

**DCR-496 Discipline and the Demanding Child**

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, $60*

**DCR-457 Family Child Care Pre-Service Module 1: Child Development**

Basic child development concepts including stages of child growth and development (birth through adolescence), overview of leading theorist, and overview of learning differences will be examined. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $30*

**DCR-458 Family Child Care Pre-Service Module 2: Curriculum**

Gain a better understanding of the components of family child care curriculum, how to create a developmentally appropriate family child care curriculum, and how to plan and design a family child care home. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $30*

**DCR-459 Family Child Care Pre-Service Module 3: Health/Safety/Nutrition**

Create health and safety policies that are practical and promote best practices. Explore the food pyramid and how it impacts menu planning. This course satisfies Maryland State Department Education (MSDE) Core of Knowledge: Health, Safety & 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, $150* (includes a $15 lab fee)

**DCR-460 Family Child Care Pre-Service Module 4: Special Needs**

Learn basic information surrounding inclusive child care setting, Americans with Disabilities Act (ADA) requirements, health and behavioral development issues and concerns. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $30*

**DCR-464 Emergency Preparedness Training**

This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires completion of a written emergency plan for center room, program, family child care program or informal program. This training will build upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. 1 session, $40* (includes a $40 lab fee)

**DCR-465 Family Child Care Pre-Service Module 5: Professionalism**

Discover the importance of policies, handbooks, contracts and supervision. Learn practices for establishing a professional environment that meets Maryland State Department Education (MSDE) Office of Child Care requirements. This course satisfies MSDE Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $30*

**DCR-469 Business of Family Child Care**

Content Area P: This course is uniquely designed to guide you through the steps to establish and run a successful family child care center within the bounds of good business practices. This course will cover the steps needed to run your family child care like a business. 3 sessions, $80*

**DCR-4644 Emergency Preparedness Training**

This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires completion of a written emergency plan for center room, program, family child care program or informal program. This training will build upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. 1 session, $40* (includes a $40 lab fee)

**DCR-431 Taking It Outdoors**

This class will help participants plan to use outdoor time for more than just running around. Social/emotional and physical skills will be developed using balls, ropes, other materials and games. 1 session, $25*

**DCR-452 Ready, Set, Read!**

Content Area D: This course will investigate what a child's growing mind must do to make sense of the written word and create writing. From there, the study will explore the development of reading and writing from infancy to the early school years, what problems to look for...
and how to assist a struggling reader. See how literacy growth is boosted during daily routines and child’s play. This course will help to build confidence in guiding a child’s literacy development and how even the smallest events can be really big steps in reading and writing success.

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

OFC-347 Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples, and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice. 12 sessions, $120* (includes a $60 lab fee)

ENR-537 Speaking with Confidence
Purge your fears and gain more confidence speaking before groups. This information-packed course, led by professional speaker and humorist Allan Misch, helps you to learn a fascinating new process to rapidly eliminate or severely reduce speaking anxieties. Gain confidence by applying powerful speech, organization, and practice strategies. A $15 material fee is due to the instructor at the first class.

1 session, $88*

COM-350 At Ease With Public Speaking: Part 2
This course is a continuation of At Ease With Public Speaking 1 and provides six weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews or boardroom presentations. 5 sessions, $135*

Syn# 51864 W/F 5/16–7/6 online E260
Syn# 51865 W/F 6/20–8/10 online E260
Syn# 51864 W/F 7/18–9/7 online E260
Syn# 51865 W/F 8/15–10/5 online E260

OFC-358 Fundamentals of Technical Writing
This course offers an in-depth look at the professional writing process and common writing disciplines. This course provides six weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews or boardroom presentations. 5 sessions, $135*

Syn# 50044 S 7/21–8/18 9–11 a.m. Main Campus

MGT-602 Grammar and Proofreading
This course provides an opportunity to improve your grammar and proofreading skills. This course offers an in-depth look at the professional writing process and common writing disciplines. This course provides six weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews or boardroom presentations. 5 sessions, $135*

Syn# 51864 W/F 5/16–7/6 online E260
Syn# 51865 W/F 6/20–8/10 online E260
Syn# 51864 W/F 7/18–9/7 online E260
Syn# 51865 W/F 8/15–10/5 online E260

Early Childhood Education [English & Writing Skills]
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 Take the GRE General Test, 10th Edition (available from Amazon.com) 12 sessions, $120* (includes a $60 lab fee)
Syn# 51817 W/F 5/16–7/6 online E2GO
Syn# 51820 W/F 6/20–8/10 online E2GO
Syn# 51822 W/F 7/18–9/7 online E2GO
Syn# 51824 W/F 8/15–10/5 online E2GO

SKB-350 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) Text required at first class: Practicing to Take the GRE General Test, 10th Edition (available from Amazon.com) 12 sessions, $120* (includes a $60 lab fee)
Syn# 51825 W/F 5/16–7/6 online E2GO
Syn# 51827 W/F 6/20–8/10 online E2GO
Syn# 51829 W/F 7/18–9/7 online E2GO
Syn# 51832 W/F 8/15–10/5 online E2GO

SKB-361 LSAT Preparation: Course 1
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series. Text required at first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDas.org). 12 sessions, $120* (includes a $60 lab fee)
Syn# 51839 W/F 5/16–7/6 online E2GO
Syn# 51840 W/F 6/20–8/10 online E2GO
Syn# 51841 W/F 7/18–9/7 online E2GO
Syn# 51842 W/F 8/15–10/5 online E2GO

SKB-362 LSAT Preparation: Course 2
Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDas.org). 12 sessions, $120* (includes a $60 lab fee)
Syn# 51843 W/F 5/16–7/6 online E2GO
Syn# 51844 W/F 6/20–8/10 online E2GO
Syn# 51846 W/F 7/18–9/7 online E2GO
Syn# 51847 W/F 8/15–10/5 online E2GO

ENR-529 The Chakra System and Auras
Use the basics of this system of energy and find out how to balance these energy spirals. You will also be given techniques to see auras and what the colors of the aura mean. Instructor: Gena Wilson, LCSW. 1 session, $20
Syn# 48574 W 5/2–5/2 7–9 p.m. Laurel College Center

ENR-534 Refuse to Be a Victim (RBAV)
Crime happens all the time. Criminals are everywhere. We are all at risk of being victimized but you can Refuse to Be a Victim. This seminar covers home, personal, auto, and travel security, self-defense training, personal protection devices and more. Find out what simple steps you can take to proactively manage your personal safety, protect your family, and secure your homes. None of us wants to be attacked, but we all should be ready just in case. Are you ready? If not, you need to attend and bring a friend. Handbook and certificate $5, payable to the instructor. Instructor: Vanessa Davis. 1 session, $20
Syn# 51893 T 6/12–6/12 6:30–8:30 p.m. Main Campus

ENR-553 A Family Affair
This Family Reunion and Oral History workshop is designed to lay the groundwork for planning a family reunion and how to use this special time to make the memories last a lifetime. Participants will 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 antidotes, history through photographs, family bibles, and create a family tree. Instructor: Nathania Branch Miles. 1 session, $25
Syn# 51892 W 6/13–6/13 6:30–9:30 p.m. Laurel College Center

ENR-536 Widowhood: Financial and Emotional Challenges
The grief experienced at the loss of a loved one is often compounded by having to face the challenges of multiple financial decisions along with new and sometimes unexpected realities. The average age of widowhood in the U.S. is 55. Whether you have just gone through this experience and are still trying to cope with these issues, have questions about how to review your current situation, or would just like to have a general overview of what to expect, you will find ideas and resources to help you negotiate this sometimes confusing landscape. This course is also valuable for those supporting widowed friends or relatives. You will receive a free Dream/Plan/Track book and a 2009 Social Security Guide. Taught by Adrienne Newberg, Financial Advisor. 1 session, $49
Syn# 57589 S 5/5–5/5 10 a.m.–12 p.m. Laurel College Center

ENR-545 Historic Prince George’s: a Confluence of Cultures
The book authored by George D. Denoy, Jr., Nathania A Branch Miles, and Donna L. Schnei- der explores the culture of who we are and how we work and play and showcases many photographs from private collections of county residents. The book is a unique combination of our culture and the history of various businesses that make our county their home. Book signing by the authors following the presentation. 1 session, $25
Syn# 51701 W 6/6–6/6 6:30–8:30 p.m. Main Campus

FIN-345 Introduction to Stock Options
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. 12 sessions, $120* (includes a $60 lab fee)
Syn# 51797 W/F 5/16–7/6 online E2GO
Syn# 51799 W/F 6/20–8/10 online E2GO
Syn# 51800 W/F 7/18–9/7 online E2GO
Syn# 51802 W/F 8/15–10/5 online E2GO

FIN-346 Personal Finance
Protect your assets and discover how best to achieve all your financial goals. Topics will include: how to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security. 12 sessions, $120* (includes a $60 lab fee)
Syn# 51804 W/F 5/16–7/6 online E2GO
Syn# 51806 W/F 6/20–8/10 online E2GO
Syn# 51807 W/F 7/18–9/7 online E2GO
Syn# 51808 W/F 8/15–10/5 online E2GO

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, $120* (includes a $60 lab fee)
Syn# 51812 W/F 5/16–7/6 online E2GO
Syn# 51813 W/F 6/20–8/10 online E2GO
Syn# 51814 W/F 7/18–9/7 online E2GO
Syn# 51815 W/F 8/15–10/5 online E2GO

FIN-340 Key to Successful Money Management
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, $120 (includes a $60 lab fee)
Syn# 51789 W/F 5/16–7/6 online E2GO
Syn# 51790 W/F 6/20–8/10 online E2GO
Syn# 51792 W/F 7/18–9/7 online E2GO
Syn# 51793 W/F 8/15–10/5 online E2GO

http://www.pgcc.edu
ATH-362 Line Dancing
This is non-partner dancing in which a group of people dance a pre-choreographed sequence of movements in unison. The choreography is simple, such as the Electric Slide, so anyone can enjoy the dance experience. Instructor: Andy Johnson. 8 sessions, $100
Syn# 50075  F  6/8–8/2  6:30–7:30 p.m. Main Campus

HES-336 Pilates/Yoga
Yoga is designed to integrate postures and poses with core strengthening exercises of Pilates. Participants realize leaner muscles, improve posture and stronger core muscles. There are benefits for all ages, especially people with muscle and joint problems. 8 sessions, $100
Syn# 50014  Th  6/14–6/29  7–8 p.m. Main Campus

ATH-334 Brain Boot Camp
Brain Boot Camp is designed for people with age-related memory concerns who wish to improve or maintain their memory. If you need tips on remembering names or notice the onset of common middle-aged pauses, this course is for you. This course is not intended for people with Alzheimer’s or other forms of dementia. The class is based on the research of the UCLA Longevity Center. 1 session, $41* (includes a $12 lab fee)
Syn# 51466  S  6/9–6/9  9 a.m.–12 p.m. Laurel College Center

HES-353 Kickboxing
This workout mixes aerobic and kickboxing elements which incorporate the use of your fists, elbows, knees, and feet. This intensive cardiovascular program will transition you from a warm to intense high kicking workout and increase your heart rate. Meets concurrently with credit course PED-1030. 14 sessions, $265
Syn# 50031  M/W/F  6/4–7/6  11–11:50 a.m. Main Campus

ATH-335 Zumba Exercise Class
Zumba is a fusion of body sculpting movements with easy to follow dance steps to the tune of Latin and International music. The routine features aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. 8 sessions, $100
Syn# 50035  T  6/12–7/31  7–8 p.m. Main Campus

ATH-333 Line Dancing
This is non-partner dancing in which a group of people dance a pre-choreographed sequence of movements in unison. The choreography is simple, such as the Electric Slide, so anyone can enjoy the dance experience. Instructor: Andy Johnson. 8 sessions, $100
Syn# 50075  F  6/8–8/2  6:30–7:30 p.m. Main Campus

PROFESSIONAL COMMUNITY COLLEGE

Learn CPR
For additional information, call 301-322-0879

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
ATH-360 Weight Training and Conditioning
Weight training is combined with aerobics and in a customized program for each individual student. Meets concurrently with the credit course PED-1030. 14 sessions, $265
Syn# 52211 M/W/F 6/4–7/6 1–3:30 p.m. Main Campus

HES-347 Reflexology
Reflexology is the art of touching specific areas of the hands and feet to reduce stress, relieve pain, and promote wellness. This hands-on class will be taught by a certified reflexology instructor and author of published articles on holistic health. Bring a towel to class. Instructor: Endjika Oluntende, ND, PhD. 1 session, $135*(includes a $50 lab fee)
Syn# 50072 S 7/21–7/21 9 a.m.–12 p.m. Main Campus

Green Training
Online Green Courses
Want to “green” your career, but don’t have a schedule that works with a typical class? Prince George’s Community College offers a selection of online green courses through online partners. For a complete list, prices, and registration information, contact Helen McClure at mcclurhr@pgcc.edu or 301-322-0964.

Health Care Support
First Aid & CPR
Cardiopulmonary Resuscitation Certification
Prince George’s Community College is privileged to use instructional materials from the American Heart Association for its CPR courses. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed these materials for this purpose. Use of these materials in an educational course, however, does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.
Courses offered may include one or more of the following modules:
• Module 1: Adult Basic Life Support
• Module 2: Infant and Child CPR
• Module 3: Two-Rescuer CPR
• Module 4: Barrier Devices
• Module 5: AED Awareness
Note: Textbooks are available at the college bookstore and are required at first class. CPR certification cards will be mailed after the course is successfully completed.

HES-380 First Aid and CPR for Child Care Providers
This course meets the educational requirements for child care providers and parents. Topics will include: injury prevention, victim assessment, treatment of shock, burns and control of bleeding, pediatric health and safety issues and adult, child and infant Cardio-Pulmonary Resuscitation (CPR). Text required: “Standard First Aid/CPR and American External Defibrillator (AED):” 1 session, $70*
Syn# 50258 S 7/14–7/24 9 a.m.–4:30 p.m. Main Campus, CONT-120

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 of one- and two-rescuer Cardio-Pulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body Airway Obstruction (FBAO), and barrier devices. Successful completion earns an American Heart Association card valid for two years to be issued within 30 days of course completion. Text required: BLS for Health Care Providers. 1 session, $65*(includes a $25 lab fee)
Syn# 47061 S 5/12–5/12 9 a.m.–3:30 p.m. Main Campus, CONT-120
Syn# 50248 S 6/2–6/2 9 a.m.–3:30 p.m. Main Campus, CONT-120
Syn# 50249 S 6/9–6/9 9 a.m.–3:30 p.m. Main Campus, CONT-120
Syn# 50250 S 6/23–6/23 9 a.m.–3:30 p.m. Main Campus, CONT-120
Syn# 50251 S 7/7–7/7 9 a.m.–3:30 p.m. Main Campus, CONT-120
Syn# 50252 S 7/21–7/21 9 a.m.–3:30 p.m. Main Campus, CONT-120
Syn# 50253 S 8/4–8/4 9 a.m.–3:30 p.m. Main Campus, CONT-120
Syn# 50254 S 8/11–8/11 9 a.m.–3:30 p.m. Main Campus, CONT-120
Syn# 50255 S 8/25–8/25 9 a.m.–3:30 p.m. Main Campus, CONT-120

HES-350 CPR Renewal
This course is for health care professionals and emergency personnel who hold a current health care provider card in Cardio-Pulmonary Resuscitation (CPR) and want to be recognized for another two years. Course must be taken before the current card expires. Must bring current card to class. Text required: BLS for Health Care Providers. 1 session, $50* (includes a $5 lab fee)
Syn# 47056 Th 5/24–5/24 6–10 p.m. Main Campus, CONT-120
Syn# 50256 Th 6/21–6/21 6–10 p.m. Main Campus, CONT-120
Syn# 50257 S 7/28–8/28 9 a.m.–1 p.m. Main Campus, CONT-120

Assisted Living Management
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. 1 session, $100* (includes a $25 lab fee)
Syn# 54274 S 6/9–6/9 9 a.m.–4 p.m. Main Campus

HES-487 Assisted Living Manager, Module 2: Assessing, Admitting and Fees 2.4 CEUs
This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics also will include: the importance of nutrition, food safety, and how to develop individualized service plans. 4 sessions, $265* (includes a $80 lab fee)
Syn# 54275 F/S 6/15–6/23 9 a.m.–4 p.m. Main Campus

HES-488 Assisted Living Manager Module 3: Clinical Management 2.0 CEUs
The third module focuses on the role of the delegating nurse, the appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics also will include: patient safety, proper infection control procedures and appropriate staffing patterns. 4 sessions, $220* (includes a $80 lab fee)
Syn# 54276 Th 7/12–7/19 9 a.m.–4 p.m. Main Campus
Syn# 54277 S 7/14–7/21 9 a.m.–4 p.m. Main Campus

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 problem and potentially harmful behaviors and key interventions. 3 sessions, $180* (includes a $60 lab fee)
Syn# 54278 F/S 8/1–8/4 9 a.m.–4 p.m. Main Campus
Syn# 54279 S 8/11–8/11 9 a.m.–11:55 p.m. Main Campus

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 a manager of an assisted living facility, recordkeeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes. 2 sessions, $170* (includes a $60 lab fee)
Syn# 54281 F/S 8/17–8/18 9 a.m.–5 p.m. Main Campus

HES-497 Assisted Living Manager Refresher 2.1 CEUs
This 20-hour refresher satisfies the requirements of the Office of Health Care Quality for Assisted Living Managers. It reviews and updates studies, household chores, managing medications, dressing or bathing. People who live in assisted living facilities generally have less complicated medical problems than people in nursing homes. This housing option enables seniors to remain in a home-like setting in their communities and promotes their independence and dignity. This course covers the basics needed to start your own assisted living business.
In this course, you will discuss and review application procedures, facility requirements, fees, employees and what inspectors need to see. 1 session, $100*
Syn# 46181 S 5/12–5/12 9 a.m.–3:30 p.m. Main Campus, CONT-103

www.pgcc.edu
Registered Nurse Case Manager/Delegating Nurse

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 medication administration. Prerequisites: A) Current active Maryland RN license in good standing; B) One-year of recent full-time experience (or its equivalent) functioning as a delegating nurse in assisted living or C) Care manager in the Medicaid Waiver for Older Adult Program and assisted living setting; D) Approval of the Maryland Board of Nursing. 3 sessions, $250*

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HES-326 The Registered Nurse Case Manager and Delegating Nurse: Asst. Living

In the State of Maryland, a student having successfully completed the Certified Nursing Assistant Program may work in most hospitals (depending on the requirements of the specific institution). In order to work in a long-term care facility, however, the student must specialize by becoming a Geriatric Nursing Assistant. Certification is achieved by passing the state competency test and, then, being entered in Maryland State Board of Nursing Registry. Specific regulations govern nursing in each state and may vary.

CNA/GNA Admission Requirements

1. Take and pass the reading comprehension (45+) and arithmetic placement tests (35+) in the college testing center before registering for the Theory course.
2. Purchase the textbook, Nursing Assistant: A Humanistic Approach to Caregiving available at the College Bookstore.
3. Able to speak and understand Standard American English at a functional level.
4. Obtain a criminal background check before attending the clinical portion of class.
5. Obtain a CPR for Health provider certification. Course is also available at the College Bookstore.
6. Present documentation of immunizations or titre tests (blood test for proof of immunizations) before attending the clinical portion of class.
7. Certified Nursing Assistant courses: HES-544 and HES-417 are approved and endorsed by the Maryland Board of Nursing.

HES-556 Math Review for Nursing Assistants

This course is designed for individuals who want to enroll in CNA but who have not passed the arithmetic placement exam. Topics include: adding, subtracting, multiplying, dividing and converting fractions and decimals. 2 sessions, $60*

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HES-544 Certified Nursing Assistant: Theory

Prepare for a career as a nursing assistant in a variety of health care settings in this Maryland Board of Nursing approved course. It provides training in life span development, vital signs, basic patient care skills, etc. It does not include Cardio-Pulmonary Resuscitation (CPR) training. Both the theory and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing Examination (GNA). Certified Nursing Assistant (CNA) theory includes 96 hours — 84 of theory and 12 hours of Geriatric Nursing Assistant (GNA) test preparation which will be scheduled after your clinical rotation. Student must also register for HES-417 (clinical portion) and pay all additional fees for certification and immunizations. 21 sessions, $750* (includes a $50 lab fee)

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HES-417 Certified Nursing Assistant: Clinical

It will provide practical clinical experience 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. The 52-hours of clinical must be taken with HES-544 to complete the program. 6 sessions, $450*

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HES-365 Nursing Home Medicine Aide Update 0.8 CEU

Course provides continuing education update required by the State of Maryland for renewal of medicine aide's certificate. Students must attend all sessions. Students may only register up to 2 months before or one month after their birthday. Students must be listed on the Maryland Board of Nursing registry as "Active"; have a letter from the Director of Nursing when registering which shows proof of 100-hours of employment as a Certified Medical Assistant (CMA) within last two years and eight hours as Geriatric Nursing Assistance (GNA). 1 session, $85*

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Assisted Living Management Career

The assisted living management career provides continuing education and training programs geared to help you acquire, maintain, and advance in your assisted living management career. We offer:

- Assisted Living Manager Course (80 hours)
- Assisted Living Manager Refresher (20 hours)
- Start an Assisted Living Business

For information, call Adrienne Crowell at 301-322-0879

Dental Assisting

HES-526 Introduction to Dental Assisting: Part 1 4.8 CEUs

This course prepares students for an entry-level dental assistant position by learning basic dental theory, terminology, four-handed dental assisting, sterilization techniques, impressions and model trimmings and more. Prerequisites: HS Diploma or GED; reading comprehension placement score of 65 or better. Lab practice conducted off site. Text required. 16 sessions, $660* (includes a $110 lab fee)

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Emergency Medical Technician

Curricula changes are being made to the EMT-B program. Please contact either the Allied Health division on 301-322-0733 or Donna Barker on 301-322-0796 or email at dbarker@pgcc.edu for information.
**Medical Office Assistant**

This three month program includes the administrative and basic clinical duties performed in a physician's office, clinic, or similar health care setting. Those who successfully complete the program are eligible to take the National Healthcareer Certification Exam. Required courses:

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

**Phlebotomy**

This 200 hour program includes theory, skills training and 120 hours of clinical practice in a blood drawing facility. Skills training will include using a practice arm and on each other. Students who successfully complete the program will be eligible to take the National Phlebotomy Association phlebotomy technician certification exam. Required courses:

- HES-418 Phlebotomy Technician
- HES-469 Phlebotomy Technician Clinical Pt. 1
- HES-470 Phlebotomy Technician Clinical Pt. 2

**HES-355 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 concurrent; (2) successfully pass the Reading Comprehension Placement Test; (3) have 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. Required at first class.

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**HES-357 Basic Medical Terminology**

This course teaches medical terminology according to each body system. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. 12 sessions, $120* (includes a $60 lab fee)

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<td>Syn# 51749</td>
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<td>Syn# 51751</td>
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<td>Syn# 51754</td>
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**HES-554 Human Anatomy and Physiology: Part 1**

Gain a more advanced understanding of the structure and function of the human body! In this course, you will learn 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. 16 sessions, $120* (includes a $60 lab fee)

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**HES-546 Spanish for Health Professionals**

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

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<td>Syn# 51762</td>
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HES-418 Phlebotomy Technician  8.0 CEUs
This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations associated with venipuncture in a hospital or out-patient setting. Program includes 120 hours of clinical practice in blood drawing facilities to acquaint students with different employment opportunities. Students will be eligible to apply to take the National Certification Examination. Immunization record (PPD, MMR, Hepatitis B) must be provided. Text required at first class. Prerequisites: Must be health care professional. 26 sessions, $810* (includes a $160 lab fee)
Syn# 50410 M/W 5/7–6/29 6:30–9:30 p.m.  Main Campus, LAN-338

HES-468 Phlebotomy Technician Refresher
This course is designed for certified phlebotomists who have not worked in the field for six or more months but less than two years or for those who have taken a structured phlebotomy course, but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical. 10 sessions, $350* (includes a $50 lab fee)
Syn# 51462 T/W/Th/F 6/5–6/28 6:30–9:30 p.m.  Main Campus

HES-469 Phlebotomy Technician Clinical: Part 1  6.0 CEUs
Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which includes the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: Students must register for both Part 1 and Part 2. Prerequisites: HES-418: Phlebotomy Technician, and Immunizations and health care insurance required prior to clinical. 8 sessions, $110*
Syn# 51460 M/T/W/Th/F 7/1–8/30 12:02–12:02 a.m.

HES-470 Phlebotomy Technician Clinical: Part 2  6.0 CEUs
Continuation of Part 1. 8 sessions, $110*
Syn# 51458 M/T/W/Th/F 7/1–8/30 12:02–12:02 a.m.

Home and Garden

Floral Design
Continuing Education Certificate, Floral Design
The Floral Design Program has been redesigned to feature only fresh flowers and natural materials for those who want to enter the floral business as either owner/operators or designers. Components of this 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 and the two business classes listed below:

- OCU-338 Floriculture: Basic Floral Design
- OCU-376 Floriculture: Advanced Floral Design
- OCC-377 Floriculture III: Advanced Seasonal/Event Designs
- OCU-381 Floriculture IV: Tributes
- BUS-363 Running an Independent Floral Design Practice*
- BUS-365 Niche Marketing for Florists*

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

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

OCU-376 Advanced Floral Design
This floral level will cover advanced styles of design. Current trends will be used to keep the class fresh and up-to-date. This class will introduce the student to the “event” floral industry. This is a lot different from the traditional retail shop and relies on the student’s creativity to enhance the designs introduced by the instructor. The class will cover “Bridal” designs as well as “Party” designs. Theme parties will also be discussed along with possible career choices as a party planner. Note: Students should bring wire cutters and floral knife to first class. Note: $300 floral supplies fee payable to the instructor at the first class. Prerequisite: OCU-338: Basic Floral Design. 8 sessions, $150*
Syn# 51419 M 6/25–8/13 6:30–8:30 p.m.  Laurel College Center

Gardening
HRT-327 Low Maintenance Gardening
Learn tried and true methods of gardening that will decrease your work and increase your appreciation of your garden. 1 session, $10
Syn# 50489 S 6/2–6/6 10–11:30 a.m.  WTC

HRT-325 Spring and Summer Plants
Know what is blooming in your garden or the nursery at the various times of year. Plan for a succession of blooms to keep your garden going all year long. 1 session, $10
Syn# 50487 S 6/9–6/9 10–11:30 a.m.  WTC

HRT-315 What’s Wrong With My Plant?
This course will identify some of the common plant problems. 1 session, $10
Syn# 40916 S 5/5–5/5 10–11:30 a.m.  WTC, Rm 101

HRT-309 Cool Season Vegetable Crops
Learn about the vegetables that enjoy a cool temperature. Late summer to early fall is a great time to plant broccoli, lettuce, kale and other cool season plants. 1 session, $10
Syn# 50199 S 8/18–8/18 10–11:30 a.m.  WTC

HRT-310 Lawn Care
Want a beautiful and inviting lawn? All you need are the right tips, a willingness to get your hands dirty and a plan of action. 1 session, $10
Syn# 50400 S 8/25–8/25 10–11:30 a.m.  WTC

HRT-326 Identifying Common Weeds in Your Garden
Weed identification is the key to controlling weeds. Learn what to look for and how to control them using non-chemical or biological controls. 1 session, $10
Syn# 50488 S 7/7–7/7 10–11:30 a.m.  WTC

CST-362 Growing Plants for Fun and Profit
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product. 12 sessions, $110 (includes a $55 lab fee)
Syn# 51660 W/F 5/16–7/6 online E2GO
Syn# 51661 W/F 6/20–8/10 online E2GO
Syn# 51662 W/F 7/18–9/7 online E2GO
Syn# 51663 W/F 8/15–10/5 online E2GO

Hospitality

ENR-441 The Art of Furniture Arrangement
Do you ever think that your home and furniture are conspiring against you? Learn guidelines to help you create enjoyable spaces and functional arrangements that make guests and family feel comfortable and at ease. Then, apply principals in your own living space and bring examples to share and review with the instructor. Instructor: Gina Courbron, IRIE, IDS, IFDIA. 2 sessions, $35
Syn# 46002 Th 5/3–5/10 6:30–8:30 p.m.  Laurel College Center

ENR-523 Simpliesing Using Feng Shui
Are you a pack rat, live with a pack rat or know of one? Do you get upset when required to give up your possessions? Yarrow teaches in this course the unfavorable consequences that befall a packrat lifestyle. And why is it that many people cling to items that have long since outlived their usefulness. Join us for one of the most contemporary, dynamic and humorous approaches to clearing your clutter guided by ancient Feng Shui principles. Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. 1 session, $25
Syn# 46019 W 5/9–5/9 6:30–9:30 p.m.  Laurel College Center

Food Service

HSM-655 ServeSafe
This course provides an overview of the principles of food microbiology; important food borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Text required: ServSafe (essentials 5th Edition with exam, English.) Please call Prince George’s Community College bookstore at 301-322-0912 for more information. Meets concurrently with credit course, HSM-1550. 2 sessions, $120*
Syn# 49231 S 5/5–5/12 8:30 a.m.–5 p.m.  Main Campus, CAT-225

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

Human Resources

MGT-663 Essentials of Human Resource Management 1.8 CEUs
This course covers essentials of human resource management including the key roles and responsibilities for those within an HR Department. Participants learn about employment law in the workplace, effective recruitment and selection techniques, pay and benefit compensation (pay and benefits) systems, employee orientation and training, methods to ensure quality performance, the appraisal process, coaching and discipline, and the Equal Employment Opportunity Commission’s role and its investigative process. The course also provides an overview of key pieces of federal legislation including sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA). Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Contact 301-583-5216 for more information. 6 sessions, $450* (includes a $210 lab fee)

MGT-667 Introduction to Compensation 1.2 CEUs
This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job evaluation, job analysis, deferring pay systems, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention. 4 sessions, $200* (includes a $55 lab fee)

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 sector will be covered. Other non-statutory benefits such as vacation, sick time, and paid time off plans will be presented as well as both qualified and non-qualified deferred compensation plans. Students will be presented methods and tools to develop, select, administer and evaluate benefit programs and ensure that benefit programs are compliant with applicable federal, state, and local laws and regulations. Text required: Fundamentals of Employee Benefit Programs, sixth edition. 4 sessions, $200* (includes a $55 lab fee)

MGT-703 Transformational Leadership 0.5 CEU
This course is intended to prepare participants how to develop and practice an understanding of transformational leadership, change process, planning and implementation techniques from an Organizational/Facilitator point of view. Participants will be able to: define and illustrate the concepts and strategies associated with managing change, identify the necessary characteristics of an effective change facilitator, develop a change plan and its related interventions, define the impact that change has upon an organization and demonstrate the skills required to implement these changes. 2 session, $195* (includes a $45 lab fee)

MGT-705 Managing and Leading Change 0.5 CEU
This course is designed to enhance participant’s understanding of the dynamics of change. You will be taught a model for change implementation, so that when tasked with implementing change or when involved as a participant, they understand the things they need to think about and do to ensure the possibility of success. Participants will have the opportunity throughout the session to journal about their specific change challenges so they begin the planning process while participating in the course. Participants will learn a model for strategic, participative change implementation to guide them after completion. This course is intended to be a broad overview of change management, with suggestions for further study and resources provided. 2 sessions, $195* (includes a $45 lab fee)

MGT-706 Managing Anger/Emotions in the Workplace 0.5 CEU
This course provides participants with an understanding of the fundamental principles of understanding emotions and managing emotions, and dealing with difficult people in the workforce. This course will teach participants basic coping strategies and various management styles to implement in the workplace. Participants will be able to formulate workplace strategies that increase positive interaction among employer and employee and that will prevent potential destructive problems from occurring between employer and employee and formulate communication strategies that will allow employer and employee to manage emotions and anger in the workplace. 2 sessions, $195* (includes a $45 lab fee)

Payroll Management

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

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

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

Why Enroll in PayTrain Payroll Certificate Program? What will gain:
• A foundation of knowledge for starting or advancing your payroll career
• An understanding of payroll essentials through hands-on exercises
• Improved job performance by increasing accuracy and compliance
• The guidance and expertise of an experienced facilitator
• Access to a network of peers to learn about payroll practices in other organizations
• Solid grounding in compliance issues related to tax and regulatory information
• Preparation for the FPC and CPP exams
• Recertification credit hours (RCHs) or continuing education units (CEUs) to maintain FPC or CPP credentials

Payroll Management

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 Bertina Tyler, Workforce Development and Continuing Education Coordinator, Prince George’s Community College, 301-322-0032 for the program ID number or your recertification application form. For more information about certification or recertification, please contact our Prince George’s Community College office 301-322-0032 for the program ID number or your recertification application form. Please be sure to contact our Prince George’s Community College office 301-322-0032 for the program ID number or your recertification application form.

The PayTrain College and University program is designed...
Language Communication

American Sign Language

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

COM-325 Sign Language 1  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: *Humphries and Padden Learning American Sign Language* (Pearson Education, Inc.) 8 sessions, $110*

Syn# 50388  M  6/25–8/13  6:30–9:30 p.m.  Main Campus
Syn# 50389  S  6/30–8/18  9 a.m.–12 p.m.  Main Campus

COM-330 Sign Language 2  2.4 CEUs
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Text required. Prerequisite: COM-325: Sign Language 1 or 24-hours of previous instruction. 8 sessions, $150*

Syn# 50385  M  6/25–8/13  6:30–9:30 p.m.  Main Campus
Syn# 50387  S  6/30–8/18  9 a.m.–12 p.m.  Main Campus

COM-378 ASL Vocabulary Building  2.4 CEUs
This course is designed for those who have a basic understanding of ASL grammar and structure but desire greater depth of vocabulary to use in conversation. Prerequisite: COM-330: Sign Language 2. Instructor: Ray Anderson. 8 sessions, $150*

Syn# 50391  W  6/27–8/22  6:30–9:30 p.m.  Main Campus

Conversational Foreign Language

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 preliminary grammatical patterns that are essential to receiving a solid foundation of the structure of the language. It will include some basic vocabulary, Oral and Written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish Language and suggested before enrolling in the Introductory level. 1 session, $50*

Syn# 50393  M  6/16–6/16  10 a.m.–4 p.m.  Main Campus

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, and various dialogues through 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, $130*

Syn# 50392  M  6/25–8/13  6:30–9 p.m.  Main Campus

LGE-328 Introduction to Spanish: Part 2  2.0 CEUs
In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Text required. Prerequisite: LGE-370: Introduction to Spanish, Part 1. 8 sessions, $110*

Syn# 50392  M  6/25–8/13  6:30–9 p.m.  Main Campus

Mediation

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, to help 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

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. 6 sessions, $375* (includes a $275 lab fee)

Syn# 50045  M/W  6/4–7/9  6–10 p.m.  Main Campus

Syn# 50046  T  6/16–6/30  8:30 a.m.–5:30 p.m.  Main Campus
Syn# 50046  S  6/17–7/1  8:30 a.m.–2:30 p.m.  Main Campus

LAW-516 Mediation for Youth
This course is designed for teens, ages 14–19 years of age (born after 1997) 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). 9 sessions, $175* (includes a $125 lab fee)

Syn# 52159  M/T/W/Th/F  7/2–7/13  9 a.m.–3 p.m.  Main Campus
(Ages 14–15 years old)
Syn# 52160  M/T/W/Th/F  7/2–7/13  9 a.m.–3 p.m.  Main Campus
(Ages 16–19 years old)

Nutrition

ENR-544 Herbal Tea Blending for Personal Health
Many plants offer a wealth of health benefits. This class will highlight several herbs that are effective at supporting the body's natural functions, and safe to use regularly. Students will learn the characteristics and health benefits of each plant through a hands-on sensory activity involving seeing, touching, smelling, and optionally tasting samples of peppermint, chamomile, lemon balm and more. Each student will have the opportunity to create a personal tea blend incorporating the herbs learned in class to help support his/her individual wellness needs. A $5 materials fee is payable to the instructor at the beginning of class. 1 session, $20

Syn# 51151  S  7/21–7/21  10 a.m.–12 p.m.  WTC

Interested in a Career as a Commercial Truck Driver?
Prince George's Community College can help you with the training that is required and with job placement assistance.

See page 40 for more information, e-mail Tony Marra at tmarra@pgcc.edu, visit http://smithsolutions.com/pgcc/transportation, or call 301-336-6000.
Section 310 Security Officer: Level 1
This intensive 80-hour basic entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include: professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling will be provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: a non-refundable application fee of $68 for screening and processing, plus $250 tuition for in-county residents. For future information call the Prince George's Community College Security Officer Training Academy at 301-322-0187 or 301-322-0175 to receive an application. Text Required: Protection Officer Training Manual. 20 sessions, $138* (includes a $68 lab fee)
In addition, the candidate must be able to:
1. Pay a $150 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $3,600.
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. Call 301-322-0175 for more information. Classes are now forming for upcoming orientation sessions.

Real Estate & Insurance
Real Estate Licensure
Certification Preparation, Real Estate Sales Licensure
The Maryland Real Estate Commission requires an applicant for the real estate sales license to successfully complete 60 hours of instruction in approved courses. Prince George's Community College offers one 60-hour course to meet this requirement.

The Maryland Real Estate Commission requires all students to attend 100 percent of all hours of each commission-approved course. If he/she arrives late, leaves early or misses a session, the student will be required to make up the time in 3 hour time slots. There will be no exceptions. For more information visit the Maryland Real Estate Commissions website at www.dllr.state.md.us/license.
Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson Licensing Exam.

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

Certification Preparation, Real Estate Appraisal Licensure
Applicants for appraisal licensure must successfully complete 150 hours of approved AQB training (RES-403, 400, 404 and 405—including full attendance and passing grades on all exams) and be able to document 2,000 hours of appraisal experience before sitting for the state exam. The courses offered at PGCC were developed by the Maryland Community College Association for Continuing Education and Training (MCCACET) in order to meet the newly established criteria for Appraisal licensing effective January 1, 2008, and have been approved by The Appraisal Foundation and the Maryland Real Estate Appraisers and Home Inspectors Commission.
A trainee license can be obtained upon completion of 75 hours of training. For more information, visit the Appraisal Commissions 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
PGCC also offers courses approved by the Maryland Real Estate and Appraisal Commissions for the continuing education credit needed to renew real estate licenses.
Three hours of continuing education should be sufficient to cover relevant changes that have occurred in federal, state, and/or local laws. As stated previously, the Maryland Real Estate Commission requires students to attend 100 percent of all hours of each commission-approved course for successful completion.

RES-305 Real Estate Principles and Practices for Salespersons 6.0 CEUs
This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100 percent attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read Chapters one-four before the first class session. Meets concurrently with the credit course BRE-1030. Text required at first class. 20 sessions, $540*
Syn# 50731 S 6/16–6/16 10:30 a.m.–1:30 p.m. Main Campus
Syn# 50731 S 7/14–7/14 10:30 a.m.–1:30 p.m. Main Campus

RES-306 Real Estate Salespersons Licensure 1.0 CEUs
This course is designed for the students who have successfully completed the course, Real Estate Salesperson Licensing Exam. Topics will include: choosing a company, the interview process, the career demands, business start-up, record keeping and your duties as a licensee. Not approved for Real Estate License renewal.

Syn# 50734 S 6/16–6/16 2–5 p.m. Main Campus
Syn# 50735 S 7/14–7/14 2–5 p.m. Main Campus

RES-359 Real Estate 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 three hours toward Real Estate License renewal. 1 session, $30
Syn# 50732 S 6/16–6/16 10:30 a.m.–1:30 p.m. Main Campus
Syn# 50733 S 7/14–7/14 10:30 a.m.–1:30 p.m. Main Campus

RES-307 Ethical Obligations and the R E Licensee
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics will include: definition of ethics, predatory leading, and flipping. Approved for three hours on ethics toward Real Estate License renewal. 1 session, $30
Syn# 50734 S 6/16–6/16 2–5 p.m. Main Campus
Syn# 50735 S 7/14–7/14 2–5 p.m. Main Campus

RES-454 MREC Agency-Residential (H)
This course meets the new Maryland agency requirement. Three hours. 1 session, $30
Syn# 50737 S 6/30–7/30 2–5 p.m. Main Campus

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 three continuing education hours.) 1 session, $30
Syn# 50736 S 6/30–7/30 10 a.m.–1 p.m. Main Campus

RES-466 Start or Restart Your Real Estate Career
This course will assist students in choosing a broker and starting their real estate career. Topics will include: choosing a company, the interview process, the career demands, business start-up, record keeping and your duties as a licensee. Not approved for Real Estate License renewal. 1 session, $30
Syn# 49149 W 5/16–5/17 6:30–9:30 p.m. Main Campus

RES-315 Intensive Review for Salespersons
This course is for the students who have successfully completed the course, Real Estate Principles and Practice for Salespersons, and want a review before taking the state exam or for those who need to make up hours toward initial licensing. Not approved for Real Estate License renewal. 1 session, $40
Syn# 49160 S 5/19–5/19 10:30 a.m.–2:30 p.m. Main Campus
Real Estate Appraisal

RES-400 Real Estate: Appraisal Standards and Ethics  1.5 CEUs
This course is required for real estate appraisal licensure by the Maryland Real Estate Appraisers Commission. Topics will include licensing and certification requirements, appraisal agencies and organizations, and uniform standards of professional appraisal practice. Text required at first class, Uniform Standards of Professional Appraisal Practice and the accompanying student manual from The Appraisal Foundation, 1-800-348-2833 or www.appraisalfoundation.org.
Prerequisites: RES-403: Appraisal Principles and Procedures. 3 sessions, $250*
Syn# 45721 T/Th 1/5–5/5 8:30 a.m.–4:30 p.m. Laurel College Center
Syn# 45722 M/W 5/7–6/4 6–10 p.m. Laurel College Center

RES-404 Appraisal Practices and Analysis: Part 1  3.0 CEUs
This course is the third in a series of four designed to meet the educational requirements of the Maryland Real Estate 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 classrooms hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended. 8 sessions, $320*
Syn# 45722 M/W 1/7–6/4 6–10 p.m. Laurel College Center

Automotive Technology

Continuing Education Certificate, Automotive Technology
Drive your career to new heights by earning a Certificate of Continuing Education! The following courses provide the basic knowledge and skills to start a rewarding career as an entry-level, service technician in the high-demand automotive service and repair industry. Each course successfully completed qualifies for a CE certificate.
• OCC-301 Auto Technician: Basic Theory
• OCC-324 Auto Technician: Brake Systems
• OCC-336 Auto Technician: Engine Performance
• OCC-400 Auto Technician: Electrical Systems
• OCC-406 Auto Technician: Heating and Air Conditioning
• OCC-423 Auto Technician: Automatic/Manual Transmission & Transaxle

Courses focus on ASE certification content areas and are designed for both beginner and advanced knowledge students. The Basic Theory, Engine Performance, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 38 years of experience. Prince George’s Community College also works in partnership with AYT Institute to offer programs in Heating and Air Conditioning and Automatic/Manual Transmission & Transaxle.

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

OCC-301 Auto Technician: Basic Theory  4.0 CEUs
A hands-on study of the construction, operation and function of all major automotive units. Topics include: engine fundamentals, emission control, fuel system, electrical system, ignition systems, engine tune-up instruments and procedures, brake system, suspension and alignment. Textbook requirement discussed on the first day of class. Instructor: Toyd Green. 12 sessions, $395* (includes a $20 lab fee)
Syn# 49899 T 5/22–8/7 6–9:30 p.m. WTC
Syn# 49902 M/W 5/10–6/8 6–9:30 p.m. WTC

OCC-324 Auto Technician: Brake Systems  2.1 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved with the operation of a vehicle. This class will provide the student with in-depth knowledge of the latest brake theory, troubleshooting and hands-on experience in servicing and repairing today’s automotive brake systems. Shop safety regulations are also addressed. We will provide practice in 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, $220* (includes a $20 lab fee)
Syn# 49901 M/W 5/10–6/18 6–9:30 p.m. WTC

OCC-336 Auto Technician: Engine Performance  1.8 CEUs
This class will provide automotive in depth technician theory and hands-on experience in engine performance. Covers engine design and operations, ignition systems, emission controls and On Board Diagnostics (OBDII) systems. Other topics include: engine types/construction/support systems, diagnostics engine problems, fuel system construction/operation/maintenance, ignition system/coils/distributors/wiring, testing equipment and troubleshooting. Also includes 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. 5 sessions, $185* (includes a $20 lab fee)
Syn# 49902 M/W 6/25–7/11 6–9:30 p.m. WTC

OCC-400 Auto Technician: Electrical Systems  1.8 CEUs
An in-depth, hands on study of today’s automotive electrical systems. Topics include: electric system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems/head and tail lights/parking lights/dash and courtesy lights/stop and hazard lights/turbine and backup lights, gauges, warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Instructor: Toyd Green. 5 sessions, $185* (includes a $20 lab fee)
Syn# 49909 M/W 7/16–7/30 6–9:30 p.m. WTC

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 (AYT2) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 Shop Fee collected first day of class. 8 sessions, $385* (includes a $310 lab fee)
Syn# 49911 T/Th 8/14–9/6 6–10 p.m. AYT2

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.

Sports/Games

ATH-327 Tennis for Beginners
Learn the basic skills to play tennis. Emphasis will be placed on learning the forehand, backhand, volley and serve strokes. In addition, tennis rules and equipment selection will be discussed. Meets concurrently with credit course PED-1030 second half semester. 5 sessions, $265
Syn# 50040 T 5/5–5/6 6:45 a.m.–12:30 p.m. Main Campus

ATH-329 Golf for Beginners
So, you don’t know an eagle from a birdie? This course will teach you the basics, from equipment to rules and etiquette of the game. Meets concurrently with credit course PED-1030. 9 sessions, $265
Syn# 50013 M/W 6/4–7/2 5–8:15 p.m. Main Campus

ATH-352 Bowling
A game played by rolling a ball down a wooden floor (alley) in order to knock down a triangular group of ten pins. Meets concurrently with credit course PED-1030. Fees by lanes. 5 sessions, $265
Syn# 50016 T 6/5–7/3 12:30–3:30 p.m. Main Campus

ENR-438 Pocket Billiards
Acquire the fundamentals of Pocket Billiards with a long history dating back to the 15th century in northern Europe France. The game was once the sport of kings and queens that started out as a lawn game and, then, moved indoors to a wooden table with green cloth to simulate grass. Students are introduced to the basic concepts of Pocket Billiards, winning strategies, cue ball control and the techniques of shot making. The course helps to develop self-confidence and the skills to become a better player and is designed to be informative, inspiring and enjoyable. Ladies welcomed. Maximum enrollment:12 students. A $72 table fee payable to the instructor is due at first class. Instructor: Stephen Brown. 6 sessions, $70
Syn# 51140 T 6/2–7/7 2–4 p.m. QBL1

Transportation & Distribution

Automotive Service Technician
Prince George’s Community College has the courses to get you in gear! E-mail Tony Marra at tmarra@pgcc.edu, visit http://smithsolutions.com/pgcc/transportation, call 301-336-6000.
Continuing Education Certificate, Auto Body Repair & Refinishing

Accidents are a fact of life. Automotive collisions happen on a daily basis. Our Auto Body Repair & Refinishing programs will teach you the fundamentals for repairing and refinishing an automobile using the tools, products and materials found in today's auto body shops and repair facilities. Whether you are looking to repair your own vehicle or enter the Auto Body industry as a Collision Repair Technician, our courses will prepare you for a lifetime of knowledge and skills. Courses include the National Institute for Automotive Service Excellence (ASE) content area, testing information. Successful completion of both courses earns a Continuing Education certificate. Prince George's Community College also works in partnership with VTT Institute to offer programs in Auto Body Repair and Refinishing. Call Ms. Sandra Brown for certificate at 301-322-0062.

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 (AYT2) Institute, Tommy's Auto Body, 5700 Kirby Rd, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $450* (includes a $360 lab fee)

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, 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 (AYT2) Institute, 2266 25th Place N.E., Washington D.C. 20018.

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

Certification Preparation, Motor Vehicle Administration Class C Driver's License

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

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

Prerequisites

Students must be 16 years of age or older to register.

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

Course Fees

As the cost of the Driver Education Program is $318* (includes a $258 lab fee). There is an additional (optional) $100 charge to use the college's program vehicle for MVA testing. This optional fee is not paid at the time of registration to the class, but will be collected when the student schedules the MVA road test for licensing.

Class Locations

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

Refund Policy

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

SKB-601 Basic Vehicle Maintenance

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

SKB-600 Driver Education

The Driver Education Program is designed for beginning drivers who wish to obtain a Maryland Class C driver's license. Students learn from Motor Vehicle Administration certified

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 six hour course will cover the following topics: general knowledge, air brakes, transporting passengers and combination vehicles. It is recommended that students get a Commercial Driver License (CDL) Class A or B at the local Motor Vehicle Administration (MVA) office and read sections 1–6 prior to start of class. 2 sessions, $60*
instructors provided by the Linnel Driving School, a MVA Certified Driver Education Program provider that utilizes the College as a branch location. Linnel will forward completion information to the MVA as well and other records as required 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 training. The six hours behind-the-wheel instruction is scheduled on a flexible basis with each individual student. All behind the wheel lessons shall start and end at Prince George's Community College.

All 10 sessions, $318* (includes a $258 lab fee)

Syn# 50018 M/T/W/Th/ F 5/7–5/8 6–9:15 p.m. LDC
Syn# 50027 M/T/W/Th/ F 5/7–5/8 9 a.m.–12:15 p.m. Main Campus, TD-101
Syn# 50090 M/T/W/Th/ F 5/21–6/1 6–9:15 p.m. Main Campus, TD-101
Syn# 50089 M/T/W/Th/ F 5/21–6/1 9 a.m.–12:15 p.m. Main Campus, TD-101
Syn# 50120 M/T/W/Th/ F 6/4–6/15 9 a.m.–12:15 p.m. Main Campus, TD-101
Syn# 50104 M/T/W/Th/ F 6/4–6/15 9 a.m.–12:15 p.m. Main Campus, TD-101
Syn# 50123 M/T/W/Th/ F 6/18–6/29 9 a.m.–12:15 p.m. Main Campus, TD-101
Syn# 50121 M/T/W/Th/ F 6/18–6/29 6–9:15 p.m. Main Campus, TD-101
Syn# 50125 M/T/W/Th/ F 7/9–7/20 6–9:15 p.m. Main Campus, TD-101
Syn# 50124 M/T/W/Th/ F 7/9–7/20 9 a.m.–12:15 p.m. Main Campus, TD-101
Syn# 50128 M/T/W/Th/ F 7/23–8/3 9 a.m.–12:15 p.m. Main Campus, TD-101
Syn# 50126 M/T/W/Th/ F 7/23–8/3 6–9:15 p.m. Main Campus, TD-101
Syn# 50131 M/T/W/Th/ F 8/6–8/17 6–9:15 p.m. Main Campus, TD-101
Syn# 50129 M/T/W/Th/ F 8/6–8/17 9 a.m.–12:15 p.m. Main Campus, TD-101
Syn# 50133 M/T/W/Th/ F 8/20–8/31 6–9:15 p.m. Main Campus, TD-101
Syn# 50132 M/T/W/Th/ F 8/20–8/31 9 a.m.–12:15 p.m. Main Campus, TD-101

Syn# 49920 W 8/1–8/1 8 a.m.–3 p.m. AMH
Syn# 49919 T 7/3–7/3 8 a.m.–3 p.m. AMH

HEO-303 OSHA Forklift Operator Certification

For anyone who operates or plans to operate a powered industrial lift truck, Occupational Safety and Health Administration (OSHA) requires that lift truck operators are trained under specified guidelines. This course complies with those guidelines and fulfills two of the three parts required to become a certified operator. 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. It also includes practical training (part two) which is hands-on operation, demonstrations and pre-shift inspections; students will operate the lift truck in a simulated and controlled work environment. Each student will be issued a certificate and wallet card at the successful completion of the class. The student will need to be evaluated (part three) in their workplace in order to complete the certification. Lunch Provided. Note: Location at Alliance Material Handling, 8320 Sherwick Court, Jessup, MD, 20794. Call Tony Marra for course dates and times at 443-518-4180.

HEO-303 Train the Trainer/Forklift Operations

The Train the Trainer course is designed for the manager or supervisor who wants to be able to train individuals to become industrial lift-truck operators. Topics include: Formal Training—Introduction to OSHA Law 1910.178, videos, power point presentation, lecture, manual, and full documentation. Practical Training—Operator pre-shift inspection, traveling skills, stacking and loading, charging and refueling. Evaluation—Plant survey, operator truck specific safety evaluation and record keeping. Lunch provided. Note: Location at Alliance Material Handling, 8320 Sherwick Court, Jessup, MD, 20794. Call Tony Marra for course dates and times at 443-518-4180.

OCC-577 Introduction to Motorcycle Riding 0.2 CEU

This course provides an introduction to the world of motorcycle riding to non-riders and will help you decide if motorcycling is for you. Topics include: Why ride? Is it dangerous? Is it cost prohibitive? What are the regulations? What equipment do I need? This course is required if this card will be accepted for licensing. All students who successfully complete the BRC, ARBC 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. Registered students can pick up the MVA motorcycle handbook and participant letter one or more weeks prior to start of class in Kent Hall, Room 207. To get the maximum benefit from Prince George's Community Colleges Motorcycle Safety Program, students may want to consider taking the basic motorcycle maintenance (OCC-354) as well as motorcycle mechanics & repair (OCC-376). These courses will introduce the student to basic and advance motorcycle service and repair skills.

Motorcycle Safety

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

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

Motorcycle Safety

Quality Motorcycle Training for over 25 Years

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

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

Class M Licensing

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

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-cut shoes that cover the ankle bone, full-fingered leather or other good grip gloves, a DOT-certified helmet, and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine when appropriate so bring something to keep you dry if rain is expected. You may want to bring a snack or something to drink. However, water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch. Students who are currently licensed in Maryland and successfully complete the BRC or ARBC courses will receive a Maryland MVA Certificate of Completion. This certificate must be presented to MVA to receive your Class-M (motorcycle) license endorsement. This endorsement is required if you wish to legally ride motorcycles on public roads. Out of state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing. All students who successfully complete the BRC, ARBC 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. Registered students can pick up the MVA motorcycle handbook and participant letter one or more weeks prior to start of class in Kent Hall, Room 207.

To get the maximum benefit from Prince George's Community Colleges Motorcycle Safety Program, students may want to consider taking the basic motorcycle maintenance (OCC-354) as well as motorcycle mechanics & repair (OCC-376). These courses will introduce the student to basic and advance motorcycle service and repair skills.

Re-take Policy

Those who did not successfully complete the BRC or ARBC courses are invited to enroll in the college's reduced fee "re-take" BRC or ARBC courses. Re-take students must contact the program director, Mr. Tony Marra at 443-518-4180.

Refund Policy

Individuals who withdraw from a course before the start date will be issued a 100 percent refund of tuition, and course-related fees, but not registration fees. No refunds will be issued after that date. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. 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. Early withdrawal students will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing. All students who successfully complete the BRC, ARBC 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. Registered students can pick up the MVA motorcycle handbook and participant letter one or more weeks prior to start of class in Kent Hall, Room 207.
Transportation & Distribution

Introduction to Motorcycle  continued from previous page

motorcycle safety and licensing class and get an early textbook. Preview video highlights of a Basic Rider Course. 1 session, $25

OCC-361 Basic Rider Course (BRC)
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 old. Age may be an exception 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 in the course. There is no guarantee that individuals enrolling in this course will pass or get their license.

3 sessions, $296* (includes a $35 lab fee)

Syn#: 50155 Th 6/14–6/14 5:45–9:15 p.m. Main Campus, CONT-124
S 6/15–6/16 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/17–6/17 7:45 a.m.–4:00 p.m. Main Campus, CONT-124

Syn#: 50157 F 6/15–6/15 5:45–9:15 p.m. Main Campus, CONT-124
S 6/16–6/16 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 6/17–6/17 12–6:00 p.m. Main Campus, CONT-124

Syn#: 50141 Th 5/10–5/10 5:45–9:15 p.m. Main Campus, CONT-124
S 6/25–6/25 7:30 a.m.–7:30 p.m. Main Campus, CONT-124

Syn#: 50144 F 6/29–6/29 5:45–9:15 p.m. Main Campus, CONT-124
S 6/30–6/30 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 7/1–7/1 12–6:00 p.m. Main Campus, CONT-124

Syn#: 50143 Th 5/17–5/17 5:45–9:15 p.m. Main Campus, CONT-124
S 5/18–5/18 7:45 a.m.–6:00 p.m. Main Campus, CONT-124
Su 5/19–5/19 7:45 a.m.–6:00 p.m. Main Campus, CONT-124

Syn#: 50142 F 5/11–5/11 5:45–9:15 p.m. Main Campus, CONT-124
S 5/12–5/12 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 5/13–5/13 12–6:00 p.m. Main Campus, CONT-124

Syn#: 50141 Th 5/10–5/10 5:45–9:15 p.m. Main Campus, CONT-124
S 5/11–5/11 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 5/12–5/12 7:45 a.m.–5:00 p.m. Main Campus, CONT-124

Syn#: 50158 Th 6/21–6/21 5:45–9:15 p.m. Main Campus, CONT-124
S 6/22–6/22 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/23–6/23 12–6:00 p.m. Main Campus, CONT-124

Syn#: 50157 F 6/15–6/15 5:45–9:15 p.m. Main Campus, CONT-124
S 6/16–6/16 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 6/17–6/17 12–6:00 p.m. Main Campus, CONT-124

Syn#: 50158 Th 6/21–6/21 5:45–9:15 p.m. Main Campus, CONT-124
S 6/22–6/22 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/23–6/23 12–6:00 p.m. Main Campus, CONT-124

Syn#: 50140 M/T/W 5/7–5/15 5:45–9:15 p.m. Main Campus, CONT-124
(3 sessions)

Syn#: 50149 F 6/6–6/6 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
S 6/7–6/7 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 6/8–6/8 9:00 a.m.–6:00 p.m. Main Campus, CONT-124

Syn#: 50153 M/T/W 6/11–6/19 5:45–9:15 p.m. Main Campus, CONT-124

Syn#: 50148 Th 6/20–6/20 5:45–9:15 p.m. Main Campus, CONT-124
S 6/21–6/21 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/22–6/22 7:45 a.m.–5:00 p.m. Main Campus, CONT-124

Syn#: 50146 F 6/19–6/19 5:45–9:15 p.m. Main Campus, CONT-124
S 6/20–6/20 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/21–6/21 7:45 a.m.–5:00 p.m. Main Campus, CONT-124

Syn#: 50145 Th 6/18–6/18 5:45–9:15 p.m. Main Campus, CONT-124
S 6/19–6/19 9:00 a.m.–6:00 p.m. Main Campus, CONT-124
Su 6/20–6/20 9:00 a.m.–6:00 p.m. Main Campus, CONT-124

Syn#: 50144 F 6/17–6/17 5:45–9:15 p.m. Main Campus, CONT-124
S 6/18–6/18 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/19–6/19 7:45 a.m.–5:00 p.m. Main Campus, CONT-124

Syn#: 50143 Th 6/16–6/16 5:45–9:15 p.m. Main Campus, CONT-124
S 6/17–6/17 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/18–6/18 7:45 a.m.–5:00 p.m. Main Campus, CONT-124

Syn#: 50142 F 6/15–6/15 5:45–9:15 p.m. Main Campus, CONT-124
S 6/16–6/16 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/17–6/17 7:45 a.m.–4:00 p.m. Main Campus, CONT-124

Syn#: 50141 Th 6/14–6/14 5:45–9:15 p.m. Main Campus, CONT-124
S 6/15–6/15 7:45 a.m.–5:00 p.m. Main Campus, CONT-124
Su 6/16–6/16 7:45 a.m.–4:00 p.m. Main Campus, CONT-124
### Small Gas Engine

**OCC-369 Alternate Basic Rider Course (ABRC)**

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. The vehicle must also pass a pre-ride safety inspection prior to class. During the initial riding 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. Students who demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. There is no guarantee that individuals enrolling in this course will pass or get their license. 1 session, $296* (includes a $35 lab fee)

**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. The six hour course content will be covered, with each rider’s ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate maximum 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. The riders are to provide their own riding gear, which includes a DOT certified helmet, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 1 session, $137* (includes a $18 lab fee)

**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 to ensure 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, $66*

**OCC-376 Motorcycle Mechanics & Repair**

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, Charles Everett, 2007 (See instructor on first day of class). Instructor: Robert Buening. 8 sessions, $240* (includes a $40 lab fee)

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### Transportation & Distribution | Travel

**Travel**

**Continuing Education Certificate, Travel Services**

PGCC’s Business Owners’ Success Series and Greenbelt Travel Services cooperatively offer a 45 hour travel program for owners, agents, and independent contractors that provide the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

- BUS-343 Getting into the Travel Business
- BUS-394 Destination Awareness: The Discovery Series
- BUS-446 Travel Industry Basics for Starting Your Own Small Business
- BUS-447 Geography: It’s Your Business to Know Destinations
- BUS-510 Computer Skills to Build Your Travel Business
- BUS-361 Sales and Marketing Techniques for Travel
- BUS-362 Package Your Tours and Cruises for Profit
- BUS-381 Grow Your Cruise Business

For more information call 301-322-0797.

**Travel Career Development Test**

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

A program reference guide is available from Greenbelt Travel Services, 6411 Ivy Lane, Suite 106, Greenbelt, Maryland.

**BUS-361 Sales and Marketing Techniques for Travel**

You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $50*

**BUS-362 Package Your Tours and Cruises for Profit**

Which tour and cruise wholesalers should you use? What different packages are available? How can you maximize your profit? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How liable 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 your travel group to a travel agent. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $50*

**BUS-381 Grow Your Cruise Business**

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? Are you prepared for the challenge? How do you want to go with your cruise business? The course identifies the benefits of obstacles to closing cruise sales, distinguishes selling points of the major cruise lines, identifies characteristics of a successful cruise seller, discusses viable selling goals, and gives an overview of the cruise industry’s future. Instructor: Mary Brennan. 2 sessions, $50*

**BUS-510 Computer Skills to Build Your Travel Businesses**

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. Preregistration required. (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $50*

**OCC-316 Small Gas Engine**

This course covers the basics of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the “why” in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 6 sessions, $320* (includes a $10 lab fee)

**OCC-360 Alternate Basic Rider Course (ABRC)**

Instructor: Robert Buenning. Charles Everitt, 2007 (See instructor on first day of class). How to Repair Your Motorcycle, and forks, suspension system, chain adjustment and replacement, etc. Text Required: advanced services on a motorcycle. Topics Include: Engine theory and rebuilding, valve adjustment, 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, Charles Everett, 2007 (See instructor on first day of class). Instructor: Robert Buening. 8 sessions, $240* (includes a $40 lab fee)

**OCC-365 Experienced Rider Course (BRC2)**

Instructor: Robert Buenning. Charles Everitt, 2007 (See instructor on first day of class). How to Repair Your Motorcycle, and forks, suspension system, chain adjustment and replacement, etc. Text Required: advanced services on a motorcycle. Topics Include: Engine theory and rebuilding, valve adjustment, 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, Charles Everett, 2007 (See instructor on first day of class). Instructor: Robert Buening. 8 sessions, $240* (includes a $40 lab fee)

**OCC-369 Alternate Basic Rider Course (ABRC)**

Instructor: Robert Buenning. Charles Everitt, 2007 (See instructor on first day of class). How to Repair Your Motorcycle, and forks, suspension system, chain adjustment and replacement, etc. Text Required: advanced services on a motorcycle. Topics Include: Engine theory and rebuilding, valve adjustment, 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, Charles Everett, 2007 (See instructor on first day of class). Instructor: Robert Buening. 8 sessions, $240* (includes a $40 lab fee)
Registration for Noncredit Online and Hybrid/Online Courses
www.pgcconline.com

What is eLearning@PGCC for Noncredit Learners?
The Workforce Development and Continuing Education online delivery allows you to take noncredit courses for personal or professional development, update your skills, discover a new talent, or chart a career path at your convenience using your computer. If you have a difficult time attending classes because your schedule is full or changes constantly, consider enrolling in our online or hybrid/online courses. These courses allow you to study, complete assignments, and communicate with your instructor and fellow classmates from the convenience of your computer: at home, your office, or school.

All you need is an e-mail address, Internet access, and a Web browser. Please note: most online courses are not self-paced; you will be required to complete course work during specified times. Hybrid/online courses combine online instruction with face-to-face classroom meetings and will require you to come to campus at scheduled times.

For more information about eLearning@PGCC, please visit www.pgcconline.com.

What do I need to do to GET READY?
You can use your Schedule of Classes to select courses you want to take. Make a note of:
• Course number and title
• Syn# (5-digit number)
• Online delivery format (ed2go, ProTrain, Blackboard, or Contren® Connect)

Then, check the Hardware and Software Requirements.
You need access to a Pentium-class or Mac computer with at least 256 MB RAM and at least a 56k modem. Broadband (DSL, Cable, FIOS) is highly recommended. You must have an Internet Service Provider (ISP) and your own e-mail address. Online courses are accessed via the Internet using Web browsers. Recommended are Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari. Microsoft Word is the college standard for Word Processing software. Multimedia (speakers and sound card) may be required in some courses.

GET SET by registering and paying for your course.
Go to the instructions for the online delivery format of your course (ed2go, ProTrain, Blackboard, or Contren® Connect)
ed2go

To Register for Online Courses That Use ed2go …
1. Go to www.ed2go.com/pgcc
2. Click "View Catalog" or search for a topic or course.
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.
5. Complete the ed2go enrollment process.

NOTE: Do not pay for the course at the ed2go website.

• Register and pay, using the Registration Instructions found in this Schedule (page 4).

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, please e-mail ed2go@pgcc.edu.

Online Courses: Summer 2012
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 “eLearning@PGCC” section, page 44, for registration details.)

To view the entire online ed2go course inventory (which includes over 300 courses!), visit www.ed2go.com/pgcc and "View Catalog.”

Accounting & Bookkeeping
Accounting & Bookkeeping, page 10
OPC-350 Accounting Fundamentals

WHAT IS eLEARNING@PGCC FOR NONCREDIT LEARNERS?

WHAT DO I NEED TO DO TO GET READY?

WHAT SET BY REGISTERING AND PAYING FOR YOUR COURSE.

GET READY TO START YOUR COURSE!

WHAT IF I'M NOT REALLY TECHNICAL?

ACCOUNTING & BOOKKEEPING

ACCOUNTING & BOOKKEEPING, PAGE 10
OPC-350 ACCOUNTING FUNDAMENTALS
Online Courses: Summer 2012

**Agriculture**
- Urban Farming, page 10
  - AGR-316 Start Your Own Edible Garden

**Business & Management Skills**

**General Business Skills**, page 12
- OFC-346 Administrative Assistant Fundamentals

**Management & Supervisory Skills**, page 12
- OFC-322 Fundamentals of Supervision and Management: Part 1

**Small Business**, page 13
- BUS-355 Start and Operate Your Own Home-Based Business
- BUS-438 Starting a Consulting Practice

**Computers & Information Technology**

**Online Training**, page 17
- DPR-696 Introduction to PC Troubleshooting
- DPR-741 Introduction to Creating WordPress Websites
- DPR-517 Introduction to the Internet
- DPR-431 Introduction to Networking
- DPR-591 Intermediate Networking
- DPR-450 Introduction to Windows XP
- DPR-415 Introduction to Windows Vista
- DPR-514 Introduction to Linux
- DPR-451 Computers Skills for the Workplace
- DPR-394 Introduction to Buying and Selling on eBay
- DPR-530 Introduction to MS-Word: Version 2007
- DPR-532 Introduction to MS-Excel: Version 2007
- DPR-596 Introduction to MS-Publisher: Version 2007
- DPR-631 Introduction to Quickbooks 2009
- DPR-492 Introduction to Crystal Reports: Version 10
- DPR-462 Introduction to Database Development
- DPR-463 Introduction to SQL
- DPR-461 Introduction to Oracle
- DPR-673 Introduction to Microsoft PowerPoint 2007
- DPR-434 Intermediate Oracle
- DPR-479 C++ for the Absolute Beginner
- DPR-435 Introduction to C# Programming
- DPR-485 Creating Web Pages
- DPR-409 Achieving Top Search Engine Positions
- DPR-659 Introduction to Flash CS4
- DPR-329 Java for the Beginner
- DPR-651 Intermediate Java Programming
- DPR-540 Introduction to PHP and MySQL
- DPR-583 Intermediate PHP and MySQL
- DPR-383 Introduction to ASP.NET
- DPR-464 Introduction to Perl Programming
- DPR-640 Introduction to Ruby Programming
- DPR-672 Introduction to CSS and XHTML
- DPR-671 Advanced PC Security

**Creative & Performance Arts**

**Creative Writing**, page 24
- SKB-326 Write Fiction Like a Pro
- SKB-367 Writing Your Life's Story
- SKB-403 Travel Writing
- SKB-393 Beginner's Guide to Getting Published
- SKB-722 Beginning Writer's workshop
- SKB-402 Writing for Children

**Performance Arts/Music**, page XX
- MUS-339 Music Made Easy
- CRE-349 Exploring Digital Photography: An Online Class

**Early Childhood Education**

**Early Childhood Education**, page 28
- DCR-452 Ready, Set, Read!

**Education Teacher Training**, page 29
- SKB-435 Praxis 1: Test Preparation
- SKB-416 Survival Kit for New Teachers
- SKB-417 The Creative Classroom
- SKB-476 Solving Classroom Discipline Problems
- SKB-477 Solving Classroom Discipline Problems 2

**English & Writing Skills**

**English & Writing Skills**, page 29
- OFC-321 Effective Business Writing
- OFC-347 Grammar Refresher
- OFC-349 Keys to Effective Communication
- OFC-358 Fundamentals of Technical Writing

**Enrichment & Personal Growth**

**Career**, page 30
- SKB-357 GRE Preparation, Course 1: Verbal
- SKB-358 GRE Preparation, Course 2: Quantitative
- SKB-361 LSAT Preparation, Course 1
- SKB-362 LSAT Preparation, Course 2

**Personal Finance**, page 30
- 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**

**Medical Assistant**, page 34
- HES-354 Medical Terminology: Word Association Approach
- HES-554 Human Anatomy and Physiology, Pt. 1
- HES-555 Human Anatomy and Physiology, Pt. 2
- HES-546 Spanish for Health Professionals

**Home & Garden**

**Gardening**, page 35
- CST-362 Growing Plants for Fun and Profit

**ProTrain Online Courses**
(See “eLearning@PGCC” section, page 44, for registration details.)

**Business & Management Skills**

**Financial Service**, page 12
- FIN-364 Comprehensive Income Tax Preparation
  For more information about tax preparation courses, visit [http://pgcc.theknowledgebase.org](http://pgcc.theknowledgebase.org).

**Green Training**

See the blue box “Online Green Courses” on page 32 for information.
For a complete listing of “Green” Training courses, visit [http://pgcc.theknowledgebase.org](http://pgcc.theknowledgebase.org).

**Blackboard Online Courses**
(See “eLearning@PGCC” section, page 44, for registration details.)

**Business & Management Skills**

**Notary Public**, page 13
- GEN-363 Advanced Notarial Services

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
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. Students interact online to receive information about assignments, submit homework, participate in class discussions and conduct research. Noncredit hybrid/online courses at Prince George's Community College are offered in two delivery formats: Blackboard or Contren® Connect. For class times and locations, see the course schedule.

Blackboard Hybrid/Online Courses
(See "eLearning@PGCC" section, page 44, for registration details.)

Early Childhood Education
Early Childhood Education, page 27
D CR- 303 Child Growth and Development: 45 Hours
D CR- 304 Curriculum/Activities: 45 Hours
D CR- 315 Infant and Toddler: 45 Hours
D CR- 456 School Age Curriculum Development: 45 Hours
D CR- 466 Child Care Administration for Directors

Health Care Support
Medical Assistant, page 34
H ES- 355 Medical Office Assistant Overview

Contren® Connect (CONN) Hybrid/Online Courses
(See "eLearning@PGCC" section, page 44, for registration details.)

The National Center for Construction Education and Research (NCCER) and Pearson Education have developed Contren® Connect, an interactive online tool for construction education. This hybrid/online learning delivery method features standardized curricula and a wide range of visual, auditory, and interactive elements to enhance student learning and instructor delivery of craft training.

Construction Skill Trades
Core Skills, page 22
O CU- 410 Introductory Craft Skills (Core)
( NOTE: Only the SY N# 50077 class is hybrid/online.)

Additional ed2go Courses: Summer 2012
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."

Accounting Fundamentals 2 (US)
Intermediate Microsoft Excel 2003
Performing Payroll in QuickBooks 2010 (US)
Real Estate Investing 2: Financing Your Property (US)
Building Teams That Work
Writing Essentials
Help for the Helpdesk
Manufacturing Applications
Purchasing Fundamentals
A to Z Grant Writing (US)
Get Grants! (US)
Creating a Successful Business Plan
Leadership
Understanding the Human Resources Function
Nonprofit Fundraising Essentials (US)
High Speed Project Management
Business and Marketing Writing
Introduction to Microsoft PowerPoint 2003
Introduction to Internet Writing Markets
Start a Pet Sitting Business
Start Your Own Small Business
Intermediate Photoshop CS5
Introduction to Dreamweaver CS5
Introduction to Flash CS5
Introduction to InDesign CS5
Photoshop CS4 for the Digital Photographer
Photoshop Elements 7 for the Digital Photographer
Photoshop Elements 8 for the Digital Photographer 2
Introduction to Microsoft Access 2010
Introduction to Microsoft Word 2003

Introduction to InDesign CS4 (US)
Pleasures of Poetry
Introduction to Journalism
The Craft of Magazine Writing
Wri terific!: Creativity Training for Writers
Photographing People With Your Digital Camera
An Introduction to Teaching ESL/EFL
Easy English 1
Instant Italian
Spanish in the Classroom
Speed Spanish 3
Teaching ESL/EFL Vocabulary
Legal Nurse Consulting (US)
Genealogy Basics (US)
Luscious, Low-Fat, Lightening-Quick Meals
Singapore Math: Number Sense and Computational Strategies
Lose Weight and Keep It Off
Be Assertive!
Introduction to Algebra
Skills for Making Great Decisions
SAT/ACT Preparation - Part 1
Integrating Technology in the Classroom
Microsoft Word 2007 In the Classroom
Web 2.0: Blogs, Wikis, and Podcasts
Teaching Adult Learners
The Differentiated Instruction and Response to Intervention Connection
Keyboarding
Intermediate CSS and XHTML
Going Green at Home

More Online Courses!
We have numerous courses in many different areas, including:

Accounting & Finance  Design & Composition  Personal Development
Business    Health Care & Medical  Teaching & Education
College Readiness  Language & Arts  Technology
Computer Applications  Law & Legal  Writing & Publishing

We've got something to interest everyone!
Degree and Extension Centers

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.

Degree Centers

Joint Base Andrews
1413 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 49) for course listings.

Laurel College Center
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
See the Laurel College Center section (pages 48–49) for course listings.

University Town Center
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-277-5934.
See University Town Center (page 50) for course listings.

Extension Centers

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-322-0894
Fax: 301-322-0898
(No registration or advisement is offered at this location.)

Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
For more information, call 301-322-0964.
(No registration or advisement is 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.
Degree and Extension Centers

Laurel College Center
www.laurelcollegecenter.org
A Partnership of Prince George’s and Howard Community College
Laurel College Center, 312 Marshall Avenue, Laurel, MD 20707
1-866-228-6110 or 443-518-4162

Office Hours: Monday-Thursday: 8:30 a.m.–8:00 p.m. and Friday: 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 Quicklinks drop-down menu. Click on the “Workforce Development & Continuing Education Students’ box. Then, click on “Register for Noncredit course”. Follow instructions to register and pay for your class. You are not registered in any of your classes until you submit payment. If you have questions during any part of the registration process, click on “Help”.

Information Payment

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 $57 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 2nd, 3rd, 4th and 5th 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.pgcccbookstore.com. You also may call 301-322-0912 to order textbooks. 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 to have your textbook sent directly to the Laurel College Center for pick-up.

If you are registering late or would prefer to purchase your books in-person, call 301-322-0912 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 Who Are 60 Years Or Older
Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as 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.

It should be noted that, notwithstanding the provisions for above exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Business & Management Skills

Event Planning, page 11
BUS-460 The Site Selection Process
BUS-410 Starting Your Meeting Planning Company
BUS-371 Marketing Your Meetings and Exhibits
BUS-467 Creating a RFP (Request for Proposal)
BUS-307 Developing Sponsorship Opportunities
BUS-466 Crash Course in Event Planning
BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues
BUS-555 Coping With the Inner Bridezilla

Government Services, page 12
BUS-354 Contract Opportunities in the State and County
Notary Public, page 13
GEN-307 Notary Public Procedures
GEN-339 Applied Notary Practices and Procedures

Small Business, page 13
BUS-418 Business Plan: Blueprint for Success
BUS-440 Marketing Strategies for Today and Tomorrow
BUS-542 How to Market and Sell Your Hand-Crafted Jewelry
BUS-328 Is Entrepreneurship Really for You?
BUS-407 Starting a Small Business
BUS-550 The Business of Home Staging
BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
BUS-479 Establishing a Consulting Practice
BUS-530 Three Techniques that Every Salesperson Should Know
BUS-551 First Step to Business Ownership
BUS-543 Corporate Ready in 15: Get Ahead of the Competition

Computers & Information Technology

Keyboarding, page 15
OFC-314 Introduction to Keyboarding

Microsoft Office, page 16
DPR-664 Introduction to Word 2010: Level 1
DPR-470 Introduction to MS-Excel: Version 2010
DPR-380 PowerPoint Presentations
Creative & Performance Arts

Creative Writing, page 24
SKB-460 Introduction to Plot and Structure for Fiction Writers

Fine Art Creativity, page 25
ART-312 Watercolor: Landscapes
ART-391 Studio Time
ART-392 Design and Create Jewelry!
ART-389 Fashion Sketching 1
ART-390 Fashion Sketching 2
ART-393 Beginning Sculpture

Performance Art/Music, page 25
COM-347 Voiceovers: Such a Voice

Early Childhood Education
DCR-527 Asthma and Allergies Training for Child Care
DCR-303 Child Growth and Development: 45 Hours
DCR-304 Curriculum/Activities: 45 Hours
DCR-315 Infant and Toddler: 45 Hours
DCR-456 School-Age Curriculum Development: 45 Hours
DCR-466 Child Care Administration for Directors
DCR-457 Family Child Care Pre-Service Module 1: Child Development
DCR-458 Family Child Care Pre-Service Module 2: Curriculum
DCR-459 Family Child Care Pre-Service Module 3: Health/Safety/Nutrition
DCR-460 Family Child Care Pre-Service Module 4: Special Needs
DCR-461 Family Child Care Pre-Service Module 5: Professionalism
DCR-462 Family Child Care Pre-Service Module 6: Community
DCR-510 Family Child Care Pre-Service
DCR-485 Medication Administration
DCR-464 Emergency Preparedness Training

English & Writing Skills, page 29
ENR-537 Speaking with Confidence

Enrichment & Personal Growth

Lifestyles, page 30
ENR-529 The Chakra System and Auras
ENR-533 A Family Affair
ENR-536 Widowhood: Financial and Emotional Challenges
ENR-546 Humoritis Laughingitis: Effectively Using Humor/Achieve Personal Happiness

Fitness & Health

Wellness, page 31
HES-534 Brain Boot Camp

Health Care Support

Nursing Assistant, page 33
HES-544 Certified Nursing Assistant: Theory

Home and Garden

Floral Design, page 35
OCU-376 Advanced Floral Design

Home Interior, page 35
ENR-441 The Art of Furniture Arrangement
ENR-523 Simplesizing Using Feng Shui

Real Estate & Insurance

Real Estate Appraisal, page 39
RES-400 Real Estate: Appraisal Standards and Ethics
RES-404 Appraisal Practices and Analysis: Part 1

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 is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

Construction Skill Trades

Building Maintenance, page 28
OCU-404 Building Maintenance Engineer: Level 1
OCU-402 Building Maintenance Engineer: Level 2

Residential Maintenance, page 28
OCU-330 Plumbing Repair: Basic Skills
OCU-354 Drywall: Installation and Repair

Core Skills, page 28
OCU-410 Core: Introductory Craft Skills

HVAC/R, page 29
HVC-334 HVAC/R Level 2: Part 1
HVC-335 HVAC/R Level 2: Part 2
HVC-316 HVAC/R Level 2: Part 3
HVC-342 HVAC/R Level 2: Part 4

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
University Town Center
6505 Belcrest Road, Suite 200 | Hyattsville, MD 20782
301-277-5934
Office Hours: Monday–Thursday, 8:30 a.m.–8 p.m. and Friday, 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 Skills
Management & Supervisory Skills, page 14
MGT-585 Introduction to Business

Health
Nursing Asst, page 36
HES-544 Certified Nursing Assistant: Theory
HES-417 Certified Nursing Assistant: Clinical

Hospitality
Hospitality Management, page 40
HSM-651 Introduction to the Hospitality Industry
HSM-663 Food Service Operations
HSM-658 Using Technology in the Hospitality Industry

Language, page XX
ESOL, page 42
LGE-460 Workplace English Language Enrichment

Westphalia Training Center
9109 Westphalia Road | Upper Marlboro, MD 20774
301-322-0964
Office Hours: Monday–Thursday, 8:30 a.m.–4:30 p.m. and Friday, 8:30 a.m.–4 p.m. Prince George’s Community College has opened a new training center, located at 9109 Westphalia Road in Upper Marlboro, to educate and train workers for in-demand jobs. Operated by the college’s Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides classroom training in construction and performance-based training within each classroom. Additionally, students will experience a unique opportunity to train in all three phases of green/renewable energy. Students enrolled in courses at the center will receive full access to construction including residential, industrial and commercial. The training center is a collaboration between PGCC and Mid-Atlantic Carpenters Training Centers (MACTC), which is sharing the training responsibilities with the college.

Construction Skills Trades
Carpentry, page 22
CRP-301 Introduction to Carpentry: Part 1
CRP-302 Introduction to Carpentry: Part 2

Electricity, page 22
ELC-324 Construction Electricity 2, Part 2

Advanced Electrical, page 22
ELC-321 Basic Electronics and Motor Controls

Locksmithing, page 23
KEY-300 Locksmithing 101
KEY-301 Locksmithing 102
KEY-305 Locksmithing 201
KEY-304 Locksmithing 202

Cosmetology/Braiding
Professional Braiding, page 24
OCU-430 Professional Braiding: Level 1
OCU-431 Professional Braiding: Level 2

Nutrition, page 37
ENR-544 Herbal Tea Blending for Personal Health

Transportation & Distribution
Automotive Technology, page 39
OCC-301 Auto Technician: Basic Theory
OCC-324 Auto Technician: Brake Systems
OCC-336 Auto Technician: Engine Performance
OCC-400 Auto Technician: Electrical Systems

Motorcycle Mechanics, page 43
OCC-376 Motorcycle Mechanics & Repair
Celebrating 25 years of success

Business Owner Success Series

Thinking about starting your own business or have you already made the decision and need some expert advice on what to do next? We have a series of courses designed with you in mind! We are proudly celebrating 25 years of helping new business owners to develop the entrepreneurial skills needed to be successful. Prince George’s Community College has a team of experts waiting to help you!

Current B.O.S.S. course listing—see also page 13:

- Accounting and Recordkeeping for Small Business
- Legal Issues That Face Business Owners: Your Business and the Law
- Basic Federal Tax Information for Small Business
- Business Plan: Developing the Blueprint for Success
- Financial Aspects of Your Business
- Marketing Strategies for Today and Tomorrow

For more information, call Mary Jane Shearer at 301-322-0797 or visit www.pgcc.edu.
Hospitality and Tourism Institute

Prince George’s Community College offers an associate of applied science degree and certificate programs in:
• Hospitality Services Management
• Culinary Arts

Customized Training Programs

Industry Credentials
• ServSafe®
• AH&LA EI Industry Certifications
• Maryland’s BEST
  (Responsible Alcohol Service Certification)

To learn more, contact us at 301-386-7596 or e-mail at hti@pgcc.edu
www.pgcc.edu/businesses/hti
Summer Youth Program

Activities for Grades 2–11
301-322-0158

Adventures in Learning for Kids
Summer Youth Planner—Grades 2–8

Session I—July 2-13

July 2–6 & July 9–13 (two week course) 8:30–11:30 a.m.
There will be a supervised break for lunch from 11:30–12:30

- Language Arts  Grade 2  Syn# 52356
- Language Arts  Grade 3–4  Syn# 52380
- Language Arts  Grade 5–7  Syn# 52381
- Language Arts  Grade 7–8  Syn# 52382

July 2–6  12:30–3:30 p.m.
- Money Sense  Grades 2–5  Syn# 52383
- Spanish  Grades 2–5  Syn# 52354
- Cooking  Grades 2–5  Syn# 52367
- Academic Survival Skills  Grades 5–8  Syn# 52417
- Introduction to Jewelry Design  Grades 6–8  Syn# 52379

July 9–13  12:30–3:30 p.m.
- Introduction to Jewelry Design  Grades 2–5  Syn# 52420
- Website Design  Grades 2–5  Syn# 52364
- Stage Acting  Grades 6–8  Syn# 52357
- Big Thinking for Positive Results  Grades 6–8  Syn# 52356

July 2–13  3:30–6 p.m.
- Special Activity: Crafts R’ Us  Grade 2–8  Syn# 52368

Session II—July 16-27

July 16–20 & July 23–27 (two week course) 8:30–11:30 a.m.
There will be a supervised break for lunch from 11:30–12:30

- Math  Grade 2  Syn# 52355
- Math  Grade 3–4  Syn# 52424
- Math: Basic Math  Grade 5–6  Syn# 52387
- Math: Basic Algebra  Grade 7–8  Syn# 52388

July 16–20  12:30-3:30 p.m.
- Entrepreneurship  Grades 2–5  Syn# 52365
- Novel Beginnings  Grades 2–5  Syn# 52369
- Science for Middle  Grades 6–8  Syn# 52390
- Babysitting Training  Grades 6–8  Syn# 52360
- Cooking  Grades 6–8  Syn# 52358

July 23-27  12:30-3:30 p.m.
- Sign Language  Grades 2–5  Syn# 52355
- Gazillions  Grades 2–5  Syn# 52366
- Science for Elementary  Grades 2–5  Syn# 52390
- Academic Survival  Grades 5–8  Syn# 52418
- Health Care  Grades 6–8  Syn# 52363

July 16-27  3:30-6 p.m.
- Special Activity: Games  Grades 2–5  Syn# 52370  July 16–27
- CIA in Training  Grades 6–8  Syn# 52361  July 16–20
- Special Activity: Games  Grades 6–8  Syn# 52362  July 23–27

Summer High School Planner—Grades 9–11

Culinary Arts/Enrichment

All classes meet at John Eager Howard Elementary School (JHES)
4400 Shell Street, Capital Heights MD 20743

July 2-7  8:30–10:45 a.m.
- Culinary Arts  Syn# 52378

July 2-7  10:45 a.m.–12 p.m.
- Academic Survival skills for High Schoolers  Syn# 52491

July 2-7  12:00–12:30 p.m.
There will be a supervised break for lunch.

July 2-6  12:30-3 p.m.
- Critical Thinking for Leaders  Syn# 52353

July 9-13  12:30-3 p.m.
- Language Arts/Writing Review  Syn# 52385

July 16-20  12:30-3 p.m.
- Math Review  Syn# 52389

July 23-27  12:30-3 p.m.
- Budget is not a 4 Letter word  Syn# 52391

CMP-300 How to Start a Small Business (Grades 9–12)
This course has been designed to teach teenagers everything they will need to start and maintain their own small business. The National Foundation for Teaching Entrepreneurship, Inc. (NFTE, pronounced “Nifty”) is a national nonprofit organization founded to introduce youth to the world of business. NFTE believes that young people have the extraordinary potential for business achievement and possess many qualities to become successful entrepreneurs. NFTE’s goals are to strengthen local communities through youth training by helping youth learn the principles of entrepreneurship, business, profit and money. Textbook required.

Main Campus
10 sessions, $185 (includes a $125 lab fee)
Syn# 51468  M/T/W/Th/F  7/16–7/27  9 a.m.–4 p.m. (13–15 year olds)
Syn# 51469  M/T/W/Th/F  7/16–7/27  9 a.m.–4 p.m. (16–19 year olds)
For more information, call Dr. Nancie Park at 301-277-5934 x340

CMP-301 Job Skills Boot Camp (Grades 9–12)
This is an intensive job readiness class. Teenagers will learn appropriate workplace dress, decorum, language skills, and personal conduct to secure their first job or find a new or better job. Topics will include: Principles for getting an interview, accepting a job and its responsibilities, customer service skills, merchandising, presentation of goods and services, closing a sale, and appropriate use of the English language. This course is designed to help potential job seekers gain skills to find and secure a job.

5 sessions, $125 (includes a $50 lab fee)
Syn# 51470  M/T/W/Th/F  6/25–6/29  9 a.m.–4 p.m. (13–15 year olds)
Syn# 51472  M/T/W/Th/F  6/25–6/29  9 a.m.–4 p.m. (16–19 year olds)
For more information, call Dr. Nancie Park at 301-277-5934 x340
Youth General Information

Assessment Testing
To ensure our students are placed in the appropriate level based on their knowledge base, online assessment testing online is required. One week after the student has registered and paid for the Language Arts or Math classes, they are to go to: www.myskillestutor.com

User name: First letter of your first name and your full last name (ex: Jane Doe—jdoe)
Password: pgcc
Site: pgcc02
Take all applicable pretests (only)

Eat Lunch With Us
If your child attends a full-day program, send the child to us with a bag lunch and juice from home. All students eat in our cafeteria. College staff will supervise the lunch break. 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 and Payment

Walk-In Registration
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.–8 p.m. and Friday, 8:30 a.m.–5 p.m.
Students will not be registered without the required forms.
Space is limited, so register early. Avoid disappointment by registering your child at least two weeks before the class start date.

Refund Policy
No refund will be given after the class begins. If a course is canceled due to insufficient enrollment, a refund will be automatically mailed/credited within 14 days.

Locations
All classes take place at main campus unless otherwise stated.

Summer 2012 Youth Classes

Youth

Summer Programs

YTH-369 Academic Survival Skills
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. $70 (includes a $25 lab fee)

YTH-455 Academic Survival Skills for High Schoolers
This course covers problem solving, personal learning styles, motivation, concentration, time management, test taking and vocabulary development. Students will be able to apply these skills and strategies in content area courses. $110 (includes a $50 lab fee)

YTH-372 Babysitter Training
Would you know what to do if a child was choking? Babysitter Training is designed to teach you the knowledge and skills while building your confidence to care for infants and school aged children. Learn issues of responsibility, role-play scenarios, crisis situation solutions and developmental age groups. The opportunity to receive First-Aid and CPR certification will be provided. $80 (includes a $25 lab fee)

YTH-445 Big Thinking for Positive Results
Personal Positive Development (PPD) will allow students to play an active and central role in their own development, while teaching them to understand and intervene in their own thinking, behaving and creation of realistic goals. Activities are designed to engage students while teaching skills, techniques, and strategies for being pro-active in their home and school communities. Students will have an opportunity to examine their relationships and their perceived opinions of themselves in an effort to achieve self-acceptance, self-reliance, and self-efficacy. $80 (includes a $25 lab fee)

YTH-452 Budget is not a 4 letter word
Expenses are a fact of life for teens. It’s time you build your money skills for life! Learn about budgeting for your wants and needs, smart shopping for smart savings, what your credit is worth, avoiding debt traps, and protecting your identity. $70 (includes a $25 lab fee)

YTH-425 Community Service Aides in Training
This course is for our “seasoned” students who would like the opportunity to become a Community Service Aide next year. Learn leadership and conflict resolution skills that can be used at school or on the job. Must be at least 12 years old or going into 7th grade. $45 (includes a $25 lab fee)

YTH-423 Cooking for Kids
Students will discover the joys of baking as they learn to make easy-to-prepare dishes. They will learn to bake using fresh ingredients. Basic equipment, safety, shopping and survival skills will also be explored in this hands-on, tasty workshop. Bring an apron and an appetite. $80 (includes a $50 lab fee)

YTH-438 Critical Thinking for Leaders
Personal Positive Development (PPD) is designed to help students obtain the necessary skills, techniques, and strategies for being productive in their home and school communities and for demonstrating critical thinking and behavior. PPD will bridge the students’ understanding of the connection between behavior, consequences, and the results for long-lasting choices. Likewise, students will have an opportunity to examine their relationships and their perceived opinions of themselves in an effort to achieve self-acceptance, self-reliance, and self-efficacy. $60 (includes a $25 lab fee)

YTH-439 Culinary Arts
This is an introductory food production class for culinary students or students who just like the kitchen. Topics include the theories and methods of cooking, vocabulary and the development of safe and sanitary kitchen practices. Production items may include vegetable and starch preparation, stocks and soups, beef, pork and poultry items. $230 (includes $100 lab fee)

YTH-318 Entrepreneurship
This course will assist you in learning the basics of becoming an entrepreneur. You will participate in role playing, group discussions, board game interactions, and other tools as you learn the fundamentals of business ownership. You will identify what type of business you will start and then implement many of the steps between starting the business and attaining profitability. You will develop your own business plan and then present the plan to the class. In developing the plan, you will be introduced to branding, logo design, marketing strategy, customer relations, location, financial projections and more. This course will teach you how to maximize the relationships between your company and its stakeholders; including, customers, employees, suppliers, and investors. At the conclusion of the class you will be presented with a bound copy of your business plan to treasure for years to come. $80 (includes a $25 lab fee)

YTH-400 Where Are My Gazillions
You know that money doesn’t grow on trees! And, you know it won’t grow that much inside your piggy bank or under your mattress. You have some money in the bank, but not enough to add up to gazillions of dollars in your lifetime. You think that the money you get from allowance, gifts, jobs, or incentives for earning good grades is too small to grow into big bucks. In this course, you will be taught the difference between savings deposits and investments, and how small amounts of money can turn into dollars through compounding. Fun, creative, individual and group activities and role-plays uncover the mysteries and myths about growing money. $80 (includes a $25 lab fee)

YTH-331 Health Care
This class will focus on health assessment of the whole person including developmental tasks and health promotion for all age groups, cultural assessment, nutritional assessment, and mental status assessment. Students can review anatomy and physiology in the structure and function section and learn the skills, expected findings and common variations for generally healthy people and selected abnormal findings. $80 (includes a $25 lab fee)
YTH-440 Introduction to Jewelry Design
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 learn in detail how to attach closures and complete a jewelry piece. Discussion and demonstration of the use of different tools will also be addressed. Fee Free to bring any assortment of gems and beads, and even an unfinished project is welcome. Tool kits and materials to complete one project will be provided. $75 (includes a $25 lab fee)

YTH-434 Language Arts (Grades 2)
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: word building, comparison, cause/effect, sentence sense, and reading comprehension. $140 (includes a $50 lab fee)

YTH-441 Language Arts (Grades 3–4)
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: main idea, sequencing, prefixes, suffixes, multiple meaning words, language mechanics, sentence structure, language usage, spelling, vocabulary and comprehension. $140 (includes a $50 lab fee)

YTH-442 Language Arts (Grade 5–6)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: Inference, cause/effect, important details, main idea, sequencing, author’s purpose, prefixes, suffixes, multiple meaning words, capitalization, punctuation, and capitalization, spelling and punctuation usage. $140 (includes a $50 lab fee)

YTH-446 Language Arts/Writing Review (Grades 9–12)
This course will focus on the verbal/writing portion of the SAT and will provide a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: Inference, cause/effect, important details, main idea, sequencing, author’s purpose, prefixes, suffixes, multiple meaning words, capitalization, and punctuation usage. $140 (includes a $50 lab fee)

YTH-432 Math (Grade 2)
This class 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-454 Math (Grades 3–6)
This class 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, fractions and percentages. $150 (includes a $50 lab fee)

YTH-448 Math: Basic Math (Grades 5–7)
This class will focus reviewing concepts learned during the previous school year. Topics may include: Place value, comparing and ordering numbers, addition, subtraction facts, estimation, one and two digit divisors and multipliers, geometric figures, decimals, fractions and percentages. $150 (includes a $50 lab fee)

YTH-449 Math: Basic Algebra (Grades 6–8)
This class will focus on reviewing concepts learned during the previous school year. Topics may include: Place value and scientific notation, comparing and ordering numbers, addition, subtraction, multiplication and division of fractions, percents, geometry, working with data (graphs). $150 (includes a $50 lab fee)

YTH-450 Math Review (Grades 9–12)
This course will focus on the math portion of the SAT and will also focus on reviewing concepts learned during the previous school year. Topics may include: Measurement and geometry proportion and percent; statistics and probability; Factoring and rational expressions; functions, graphing, and systems of equations. Experience with graphing calculator. $70 (includes a $25 lab fee)

YTH-444 Money Sense
“Cash” in on a collection of fun, hands-on activities to learn economics. Learn about money, being a consumer, wants and needs, goods and services, supply and demand, scarcity, and other basic economic concepts. Some of your favorite stories will illustrate these economic concepts. You can “bank” on having fun while you learn. $70 (includes a $25 lab fee)

YTH-426 Novel Beginnings
This course, led by a 13 year old author and her mentor, will assist you in getting that novel out of your head and onto paper. $80 (includes a $25 lab fee)

YTH-453 Science for Elementary: It’s Academic (Grades 2–5)
Learn how science aids detectives in their work. See how chemistry happens all around— even in your own kitchen. Use the concept of work, force and friction to build your very own machine; learn how science makes special effects and movie makeup possible. This and more will be discussed in this one week class. $115 (includes a $105 lab fee)

YTH-451 Science for Middle Schoolers: It’s Academic (Grades 6–8)
Create tornados, and explore the properties of air under pressure. Want to make your own chemical soda pop, become a chemist and eliminate the mystery. Build some cool devices while learning about gravity, inertia and centripetal force. Build your own superstructure using of different shapes. Create your own multi density wave bottle. This and more will be discussed in this one week class. $115 (includes a $105 lab fee)

YTH-416 Sign Language: Let your fingers do the Talking
“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. $80 (includes a $25 lab fee)

YTH-377 Spanish
“Buenas dias, amigo.” Enjoy the experience of learning another language. Focus will be on key Spanish words and phrases and the Spanish culture. This class can be used as a refresher for some students and as a beginning course for students with no previous Spanish experience. $70 (includes a $25 lab fee)

YTH-422: Special Activity: Crafts R’ Us
Create crafts from a variety of common household and inexpensive items. Learn how to produce beautiful gifts for yourself, family and friends. $85 (includes a $50 lab fee)

YTH-435 Special Activity: Games (Grades 2–5)
Ever wanted to learn how to jump double dutch, play chess, or checkers? Then you will enjoy these extended day activities. You will also be introduced to team and multi-person board games. $90 (includes a $50 lab fee)

YTH-428 Special Activity: Games (Grades 6–8)
Ever wanted to learn how to jump double dutch, play chess, or checkers? Then you will enjoy these extended day activities. You will also be introduced to team and multi-person board games. $45 (includes a $25 lab fee)

YTH-361 Stage Acting
This intensive introduction to stage acting takes students through short scenes, stage exercises and techniques, as well as learning basic theater terminology. Improvisation, stage games, and dramatic and comic monologues will provide students with a fun introduction to the experience of acting on the stage. Wear comfortable clothes. $80 (includes a $25 lab fee)

YTH-418 Website Design
Develop your own personal Web page. Learn how to post it on the Internet and make changes to keep it up to date. $80 (includes a $25 lab fee)

Basketball Camp
Prince George’s Community College has partnered with the Wizards + Mystics Summer Camp. The Washington Wizards + Mystics Summer Camp provides boys and girls, ages 8–15, with a professional basketball learning experience. The camp will focus on the fundamentals of the game, both offensively and defensively, as well as the importance of character, teamwork, and commitment. Campers are grouped by age and skill level with a 10:1 camper to instructor ratio to ensure individual attention and competitiveness. August 20–24, 9–4 p.m. at Prince George’s Community College Novak Field House.
For additional information visit www.pgccathletics.com or www.wizardsmysticscamp.com
Health Information Form
(Please submit this form with registration form.)

Child’s name _____________________________________________________________ Date of birth _______/ _____ / _____ Sex_____

Name of parent or legal guardian ________________________________________________

Telephone with area code ___________________________________________     ________________________________________________

Name of physician ____________________________________________________________    Phone _________________________________

Names and telephone numbers (other than the child’s home number) of two people to contact in case of emergency. They MUST be able to pick up the child.

Name ____________________________________________________    Name ____________________________________________________

Daytime phone ____________________________________________    Daytime phone ____________________________________________

Relationship to child _______________________________________    Relationship to child ________________________________________

Answer these questions as completely as possible. Place a check mark where asked for a yes or no answer.

1. Is your child under a physician’s care for any condition? □ No □ Yes
   If yes, list the condition __________________________________
   Physician’s name _______________________________________
   Phone ________________________________________________

2. Does your child have any allergies? □ No □ Yes
   If yes, describe _________________________________________
   List current medications _________________________________

3. Date of last tetanus shot (must be filled in): __________________

4. Is your child allergic to insect bites? □ No □ Yes □ Don’t Know
   If yes, list the insect ______________________________________
   Is medication needed? □ No □ Yes
   If yes, list the medication, __________________________________
   If you don’t know, is any other immediate family member (spouse, sibling) allergic to insect bites? □ No □ Yes

5. Any health or medical conditions of which staff should be aware? Please explain:**
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

** If your child requires any medications to be administered, YOU MUST CALL 301-322-0158 to obtain a form to be completed and signed by the child’s doctor.

This health history is correct to the best of my knowledge and the person herein described has permission to engage in all activities except as noted in number 5.

_______________________________________________________
SIGNATURE OF PARENT OR GUARDIAN

_______________________________________________________
DATE

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 OR GUARDIAN

_______________________________________________________________
DATE

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
## Parental Permission/Responsibility Forms

(Please submit this form with registration form.)

### Student Transportation/Pick Up Form

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Parent's Name</th>
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</thead>
</table>

I will pick up child each day at Queen Anne Auditorium. I understand that a $1.00 late fee will be assessed for every minute beyond the pick-up time.

Signature ____________________________ Date ____________________

Please provide names and telephone numbers (other than the child's home number) of two people to contact at 4 p.m. They MUST be able to pick up the child.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Relationship to child</th>
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</table>

Other Arrangements

My child returns home at the end of each class day by ____________________________.

I understand that the college is not responsible for my child at the end of the class day.

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 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 program day.

The goal of student discipline is generally deterrence rather than removal of the offending student from the college community, but the short term nature of the youth programs requires a quick, firm response.

1. Warning: Written notification will be sent to the parent/guardian on the nature of the unacceptable behavior the student exhibited. A signed copy of the notice must be returned to the college for the minor student to return to class.

2. 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 for courses that have started.

I will take responsibility for seeing that my child complies with the student code of conduct and be responsible for seeing that my child arrives on campus on time and is picked up promptly at the end of the program. If I fail to do so, I will pay a late fee of $1.00 for every minute that I am late. Payment is due at time of pick-up. The student will not be allowed to continue in the program until all fees due the college are paid.

Signature ____________________________ 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) 322-0412.

## Photography/Video Model Release Form for Prince George's Community College

(Please submit this form with registration form.)

We Capture Your Child’s Smiles

Occasionally, Prince George’s Community College photographs and/or videotapes during the Summer Youth Programs. 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 ____________________________ Date ____________________

To receive a more expanded version of the Photography/Video Model Release Form, please contact the Office of the Vice President for Student Services at (301) 322-0412.
Summer Teen Summit on Mediation

**Do You Want To Become a Teen Mediator?**

**LAW-516—Mediation for Youth**

This course is designed for teens, ages 14–19 years of age (born after 1997), to earn a Mediation Certificate. Each student will earn 40 or more hours of Service Learning for high school graduation. Students will be taught the basic mediation skills through lecture, case studies, role playing and supervised mediation examples. Benefits to students include:

- Earn 40 Service Learning Credits that count toward high school graduation
- Life skills in conflict management
- Become a member of the Maryland Program for Mediator Excellence (MPME)
- Membership with Community Mediation Prince George’s (optional)

Cost: **$182.00**
($50 tuition, $125 lab fee and $7 registration fee)

All classes will be held at the Largo Campus

<table>
<thead>
<tr>
<th>Syn#</th>
<th>M/T/W/Th/F</th>
<th>7/2–7/13</th>
<th>9 a.m.–3 p.m.</th>
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<tbody>
<tr>
<td>52159</td>
<td>(14–15 year olds)</td>
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<tr>
<td>52160</td>
<td>(16–19 year olds)</td>
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</table>

For more information call Dr. Nancie Park at 301- 277-5934 x340

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**CHEERLEADING (Grades 3–12)**

**Grades 3–6**

Learn some of the latest techniques and moves that are popular in cheerleading today from college cheerleaders. Have fun making new friends while working on cheers and routines. **9 sessions, $100** (includes a $90 materials/lab fee)

<table>
<thead>
<tr>
<th>Syn#</th>
<th>Mon–Fri</th>
<th>July 2–13</th>
<th>12:30–3:30 p.m.</th>
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**Grades 7–12**

Learn some of the latest techniques and moves that are popular in cheerleading today from college cheerleaders. Have fun making new friends while working on cheers and routines. Focus on tightening your motions, executing collegiate stunt sequences, learn dances, and perfect flips. **10 sessions, $110** (includes a $100 materials/lab fee)

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<tr>
<th>Syn#</th>
<th>Mon–Fri</th>
<th>July 16–27</th>
<th>12:30–3:30 p.m.</th>
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
Prepare for a new career.
Sharpen your job skills.
Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

As a Maryland Regional Higher Education Center, Laurel College Center features seven colleges and universities offering 14 degrees and more than 100 courses right in your own back yard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including the traditional classroom, online, and evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including

- Business and Entrepreneurship
- Computers and Information Technology
- Child Care
- Government Contracting
- Arts, Crafts & Hobbies

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org
or call toll-free 1-866-228-6110

Get Ahead in Life.
**Noncredit Student Registration**

**Student ID** (if known)  
**Application Date**  
**Semester**  
**Name**  
**Address**  
**Telephone**  
**Identification #s**  
**Ethnicity/Gender**  
**Student Type**  
**Resident Status**  

For OFFICE USE: Academic Program = NDEG.CEND (. . . 176)

**Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Synonym</th>
<th>Start Date</th>
<th>Tuition</th>
<th>Course Name</th>
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A registration fee of $7 will be assessed to every standard student each term. The fee will allow the individual to register for one or more noncredit courses during the term. The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County or Maryland residents. Additional course fees may be required. Please see the Schedule of Noncredit Classes for details.

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

---

**E-mail**  
**Student Signature**  
**Date**
The new, intensive program is for adults who want to study to be a Certified Nursing Assistant (CNA) and build their English language skills (ESL) at the same time.

Interested?
Please call the Adult Education office at 301-322-0891 and ask for Mrs. Higgs or e-mail adulteducation@pgcc.edu.