CONTINUING EDUCATION CLASSES

SPRING 2017

Job Skills Training
Personal Enrichment
Workforce Development
1. ONLINE
To register online, you MUST have an e-mail address and you MUST pay with a credit card. No application is required. Online registration is fun using Owl Link.

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

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

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

3. IN PERSON
To register in person, visit the Office of Admissions and Records, Bladen Hall, Room 126 at the Largo campus

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

Questions?
Call 301-546-0159

Transforming lives.
PRINCE GEORGE'S COMMUNITY COLLEGE

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HOW TO USE THIS SCHEDULE

Area of study or career field: HEALTH CARE SUPPORT

Program of study or specialization within a career field: PHLEBOTOMY TECHNICIAN

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

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

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

Course number and course title: HES-418 Phlebotomy Technician
Continuing Education Units offered: 8.0 CEUs

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

Number of sessions, costs and fees:
- 89131  MW  1/26–4/29  6:15–9:15 p.m.  CHS–2229
- 87009  S  1/31–5/2  9 a.m.–4:10 p.m.  CHS–2229 (13 sessions)

HOW TO GET STARTED

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

HOW TO FIND YOUR CLASSROOM

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

You can find your Largo classroom in person by visiting Bladen Hall, Room 126 (Monday–Thursday 8:30 a.m.–7 p.m., or Friday 8:30 a.m.–4 p.m.) or Marlboro Hall, Room 1095 (Saturday 8 a.m.–4 p.m.).

OTHER LOCATIONS
Class locations at extension centers and other locations will be posted at your site by the site coordinator.
ACCOUNTING AND BOOKKEEPING

301-546-0032 or 301-546-5216

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 gaining a marketable skill, this course is for you. The basics of double-entry bookkeeping, analyzing and recording financial transactions and preparing various financial reports will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the basics from writing checks to preparing an income statement and closing out accounts. 12 sessions, $140* (includes a $65 lab fee)

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<tr>
<th>Session</th>
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<td>15476</td>
<td>2/15-4/7</td>
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<td>15478</td>
<td>4/12-6/2</td>
<td>online</td>
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OFC-354 Accounting Fundamentals: Part 2 2.4 CEUs
This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You will analyze transactions and prepare various corporate financial reports. You’ll gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders’ equity, and more. 12 sessions, $140* (includes a $65 lab fee)

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<td>4/12-6/2</td>
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OFC-341 Accounting for Managers: Part 1 1.5 CEUs
An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision makers can use it. Topics will include income statement, owner’s equity, economic measurement, realty depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030, Textbook required. 5 sessions, $150*

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<td>16734</td>
<td>1/24-2/21</td>
<td>T</td>
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<td>BH-216</td>
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<tr>
<td>16735</td>
<td>1/28-2/25</td>
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<td>9 a.m.-12:15 p.m.</td>
<td>Largo</td>
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</table>
OFC-342 Accounting for Managers: Part 2  1.5 CEUs
An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision-makers can use it. Topics will include income statement, owner's equity, economic measurement, realty depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required. 5 sessions, $150*

16736 T 2/28-3/28 6-8:50 p.m. Largo
16737 S 3/4-4/1 9 a.m.-12:15 p.m. Largo

OFC-343 Accounting for Managers: Part 3  1.5 CEUs
The last in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports. Topics include the cash flow statement, generally accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-342. Textbook required. 5 sessions, $150*

16738 T 4/4-5/9 6-8:50 p.m. Largo
16739 S 4/8-5/13 9 a.m.-12:50 p.m. Largo

PAYROLL ACCOUNTING

OFC-328 Payroll Accounting  1.5 CEUs
This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. Textbook required. 6 sessions, $185*

16740 F 1/27-3/3 6-8:30 pm BH-215

QUICKBOOKS

OFC-344 QuickBooks: Part 2  1.5 CEUs
Students will establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks. Accounting background helpful but not required. Students must take QuickBooks: Part 2 to register for QuickBooks: Part 3. Prerequisite: OFC-326. Meets concurrently with credit course ACC-1090. Textbook required. 5 sessions, $180*

16746 W 3/3-3/29 6-8:50 p.m. BH-223

OFC-345 QuickBooks: Part 3  1.5 CEUs
Students will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required using the QuickBooks application. Students must take QuickBooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Textbook required. 5 sessions, $180*

16747 W 4/5-5/10 6-8:50 p.m. BH-223

OFC-326 Introduction to QuickBooks: Part 1  1.5 CEUs
Students will be shown how to establish a chart of accounts, vendor, customer, inventory, and payroll records and how to enter typical transactions, as well as, how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or QuickBooks: Part 2. Prerequisites: OFC-361 or OFC-341 or accounting experience. Students must have a basic understanding of key accounting and bookkeeping terms. Meets concurrently with credit course ACC-1070. Textbook required. 5 sessions, $180*

16745 W 1/25-2/22 6-8:50 p.m. BH-223

DPR-818 Introduction to Quickbooks 2015  2.4 CEUs
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to mid-sized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. You will gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business. 12 sessions, $140* (includes a $65 lab fee)

13947 WF 1/18-3/10 online E2GO
15466 WF 2/15-4/7 online E2GO
15467 WF 3/15-5/5 online E2GO
15468 WF 4/12-6/2 online E2GO

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

13995 WF 1/18-3/10 online E2GO
15486 WF 2/15-4/7 online E2GO
15488 WF 3/15-5/5 online E2GO
15489 WF 4/12-6/2 online E2GO
AUTOMOTIVE

AUTO TECHNOLOGY
301-546-0062 or tdi@pgcc.edu

Prince George’s Community College Certificate, Automotive Technology
Drive your career to new heights by earning a Certificate! 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 (Spring Only)
- OCC-423 Auto Technician: Automatic/Manual Transmission and Transaxle (Summer Only)
- OCC-424 Auto Technician: Steering and Suspension (Fall Only)
- OCC-437 Auto Technician: Diesel Engine Theory and Maintenance

Courses focus on ASE certification content areas and are designed for both beginner and advanced students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 40 years of experience.

Prince George’s Community College also works in partnership with AYT Institute to offer programs in Heating and Air Conditioning, Automatic/Manual Transmission and Transaxle, Steering and Suspension.

For more information
Please see our contact information above

OCC-301 Auto Technician: Basic Theory  4.0 CEUs
A hands-on study of the construction, operation and function of all major automotive units. Topics include engine fundamentals, emission control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Required textbook (discussed on the first day of class).
Instructor: Toyd Green.
12 sessions, $480* (includes a $30 lab fee)
15398 T 2/14-5/9 6-9:30 p.m. WTC

OCC-324 Auto Technician: Brake Systems  2.1 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved in operating a vehicle. This class provides students with in-depth knowledge of the latest brake theory, troubleshooting and hands-on experience in servicing and repairing today’s brake systems. Shop safety regulations also addressed. Course based on Auto Service Excellence (ASE) content area testing information. Required textbook (discussed on first day of class).
Instructor: Toyd Green.
6 sessions, $255* (includes a $30 lab fee)
15407 MW 2/13-3/6 6-9:30 p.m. WTC

OCC-326 Auto Technician: Engine Performance  1.8 CEUs
This class provides in depth automotive technician theory and hands-on experience in engine performance. Covers engine design and operations, ignition systems, emission controls and On Board Diagnostics (OBDII) systems. Other topics include engine types/ construction/ support systems, diagnosing engine problems, fuel system construction/ operation/maintenance, ignition system/ coils/ distributors/wiring, testing equipment and troubleshooting. Course based on Auto Service Excellence (ASE) content area testing information. Textbook required (discussed first day of class).
Instructor: Toyd Green.
5 sessions, $210* (includes a $30 lab fee)
15399 MW 3/13-3/27 6-9:30 p.m.

OCC-400 Auto Technician: Electrical Systems  1.8 CEUs
An in-depth, hands-on study of today’s automotive electrical systems. Topics include electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems: head and tail, parking, dash and courtesy, stop and hazard, turn signals and backup light, gauges warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Course based on Auto Service Excellence (ASE) content area testing information.
Instructor: Toyd Green.
5 sessions, $210* (includes a $30 lab fee)
15404 MW 4/3-4/24 6-9:30 p.m. WTC

OCC-406 Auto Technician: Heating and Air Conditioning  3.2 CEUs
Learn concepts and develop basic skills necessary to diagnose and repair automotive heating and air conditioning problems. Topics include heating and air conditioning principles, test equipment and how to interpret and analyze information. Major emphasis will be on diagnostic procedures. Course based on Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772.
$20 Shop fee collected first day of class.
8 sessions, $390* (includes a $310 lab fee)
17362 MW 5/1-5/24 6-10 p.m. AYT3
### Diesel Engine Theory and Maintenance

**OCC-437**

This course prepares for ASE H2, S2 and T2 diesel engine certification exams. Learn about the construction of a diesel engine and its theory of operation. Other topics include common failures of diesel engines and how to diagnose such failures, routine maintenance, cooling and lubrication system, etc. Text required (discussed first day of class).

Instructor: Carlos Smith.

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<th>Course Code</th>
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10 sessions, $420* (includes a $30 lab fee)

### Auto Body Repair and Refinishing

**301-546-0062 or tdi@pgcc.edu**

**PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, AUTO BODY REPAIR AND REFINISHING**

Accidents are a fact of life. Automotive collisions happen on a daily basis. Our Auto Body Repair and Refinishing programs will teach you the fundamentals of 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 focus on ASE certification content areas and are designed for both beginner and advanced students.

Prince George’s Community College works in partnership with AYT Institute to offer programs in auto body repair and refinishing.

The auto body course has two levels of instruction: level 2 runs in spring semester only.

For more information, please see our contact information above.

### Small Gas Engines

**OCC-405**

Learn basic skills necessary for auto-body collision repair and refinishing. This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains why in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green.

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<td>15408</td>
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5 sessions, $480* (includes a $360 lab fee)

### BOATING

**OCC-326 Maryland Boating Basics**

This course is approved by the Department of Natural Resources to meet the requirements of Maryland’s Boating Safety Education Act. Anyone born on or after July 1, 1972 who operates a registered or documented pleasure vessel on Maryland waters must be in possession of a Certificate of Boating Safety Education. In addition to full attendance, an exam must be completed satisfactorily. Those under 16 years of age must be accompanied by a parent. Only registered students are eligible for a certificate.

3 sessions, $35

### Small Gas Engines

**OCC-316**

This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains why in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green.

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14 sessions, $290* (includes a $30 lab fee)

### AYT Institute

301-546-0062 or tdi@pgcc.edu

### Prince George’s Community College

3.5 CEUs

### Maryland Boating Basics

**OCC-335 Navigation for Recreational Boaters**

Competency in many areas is necessary to operate a boat safely. This introductory course covers the navigational skills required of boaters on a variety of waterways, from rivers to coastal waters. Topics include the proper use of charts, course plotting, dead reckoning, and basic electronic navigation. Instruments covered include compass, depth meter, LORAN, and GPS. A final exam will be given at the end of the course. Students are responsible for purchasing required materials from the instructor at his/her cost. Text required.

5 sessions, $120*

### AYT Institute

3 sessions, $35

3.0 CEUs

For more information, please see our contact information above.

### Small Gas Engines

**OCC-410 Intermediate Boating Skills**

Increasing your knowledge of nautical skills is important to being a safe boater. This course is oriented to participants who have a Maryland Certificate of Boating Safety Education or at least five years of boating experience and a desire to increase their knowledge of marine-related topics. Areas to be covered include marine weather, cold water boating, selecting personal flotation devices, reading nautical charts, navigational lights, vessel safety check program, boating and pollution and marine radio operations. Attendance at both sessions is required.

2 sessions, $40

### Contacts

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
OCC-411 GPS for Mariners
Navigating on the water is more complex than navigating on land. To be safe, you need to know how to use all of the resources available on your handheld or fixed marine GPS, including your chartplotter. This course will cover how to set up your GPS to coincide with your geographic location, how to get information into and out of your GPS. Also, how to use the different screens and learn about the accuracy of what the GPS tells that is important and how not to use it. Setting a route and navigating it is the key outcome of this course to use the GPS responsibly to stay out of danger. **2 sessions, $40**

14639 TW 4/4-4/5 6:30-9:30 p.m. Largo

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**BRAIDING/MAKEUP**
301-546-0120 or 301-546-0158

**OWNERSHIP IN THE BEAUTY AND BARBER INDUSTRY**
A Prince George's Community College Certificate in Ownership in the Beauty and Barber Industry is awarded upon successful completion of one of the following programs: completion in one of the areas listed below and 30 hours of core courses in the following areas: Start-up (12), Finance (6), Legal (6), and Marketing (6). (Most courses can be found under the Small Business heading)
Completion of one of the following programs:
- Professional Braiding
- Makeup Artistry

START-UP: 14 hours (select all)
- Opening a Salon (3 hours)
- Successfully Managing a Beauty Salon (3 hours)
- Successful Business Start-Up (2 hours)
- Making it Count in the Beauty Industry: Planning (3 hours)
- Making it Count in the Beauty Industry: Pricing and Budgeting (3 hours)

FINANCE: 6 hours (pick one)
- Basic Federal Tax Information for Small Businesses (6 hours)
- Financial Aspects of Your Business (6 hours)
- Accounting and Recordkeeping for Small Business (6 hours)

LEGAL: 6 hours (pick one)
- Legal Issues for Business Owners (Insurance) (6 hours)
- Business Formation Basics (6 hours)

MARKETING: 6 hours (must equal 6 hours total)
- Marketing Strategies for Today and Tomorrow (6 hours)
- Social Media Strategy (3 hours) and/or any other Marketing course listed in the schedule.

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

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**PROFESSIONAL BRAIDING**
301-546-0120 or 301-546-0158

**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, and hands-on practice. Prerequisite: OCU-435: Hair Braiding Techniques for Home Practice, or a strong knowledge of the techniques of cornrowing, plaiting and braiding. Textbook required. **5 sessions, $235* (includes a $75 lab fee)**

14575 M 2/27-3/27 6-9:30 p.m. WTC

**OCU-431 Professional Braiding: Level 2**
Topics include ergonomics, hair and scalp disorders, client consultation and prep, two strand twist, flat two strand twist, French braid, and fish tail braid, with hands-on practice. Prerequisite: OCU-430. **5 sessions, $235* (includes a $75 lab fee)**

14800 M 4/3-5/8 6-9:30 p.m. WTC

**OCU-433 Professional Braiding: Level 4**
Topics include hair locking methods, introduction to weaving braid removal and scalp care and hands-on practice. Prerequisite: OCU-432. **5 sessions, $235* (includes a $75 lab fee)**

12463 M 1/9-2/13 6-9:30 p.m. WTC

**OCU-438 Natural Hair Care and Locking Techniques**
Natures Answers 2 Perfect Styling (The N.A.P.S. Program) This course is for the professional hair stylist who wishes to increase and perfect their skills level and methods for starting, maintaining and styling locks without the use of caustic chemicals. Instructor Madam Marci Walker. **5 sessions, $180 (includes a $50 lab fee)**

17100 M 3/6-4/3 6-9:30 p.m. Largo
MAKING ARTISTRY
301-546-0120 or 301-546-0158

Students who successfully complete 18 hours or more of makeup artistry courses will be eligible for a Prince George’s Community College Certificate in Makeup Artistry. Contact the program coordinator at the number above for request verification and processing of certificate.

For more information
Please see our contact information above.

OCU-437
Advanced Professional Makeup

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

2 sessions, $99* (includes a $50 lab fee)

OCU-436
Bridal and Special Occasion Makeup

Attending a wedding or other special event encourages you to take your makeup to the next level. With over 30 years of experience in the cosmetology field, Andi Bradshaw will help you achieve a natural, glam appearance. Learn about skin care and practice creating a sophisticated look for that special occasion.

1 session, $69 (includes a $50 lab fee)

OCU-422
Introduction to Makeup Artistry

This course, designed for personal use, aspiring makeup artists, beauty consultants and sales representatives, will provide individual coaching, demonstration, lecture and hands-on practice for makeup application. Topics will include common skin types, eye and face shapes; how to select the right product; and how to enhance natural beauty. Visit the Workforce Development Makeup website at www.pgcc.edu. Makeup kit required.

Students who successfully complete a series of makeup artistry courses (Introduction and Advanced Makeup Artistry) will receive a Workforce Development and Continuing Education Certificate.

4 sessions, $160* (includes a $60 lab fee)

OCU-423
Advanced Makeup Artistry

This course will incorporate advanced makeup techniques. Topics will include contouring and highlighting, custom blended foundations, airbrush makeup demonstrations and how to enhance natural beauty for special events: weddings, proms or just a night on the town. Prerequisite: OCU-422 Introduction to Makeup Artistry.

4 sessions, $160* (includes a $60 lab fee)

OCU-439
Personal Makeup for Beginners

Bring your own clean brushes, skin care lotions and makeup to learn which products (not brands) are best for your skin type, face and eye shape. Discussion will center on “why you need them, what they do and how to use them.” Learn to correct blemishes, create brow shapes, cover dark circles, and produce a false lash look with your own lashes.

Every item you need to achieve the flattering look you want - soft and natural or dramatic - will be discussed. Have fun learning how easy it is to apply your own makeup that will last all day and into the evening.

1 session, $69 (includes a $50 lab fee)

BUSINESS & MANAGEMENT SKILLS
301-546-0797 or 301-546-5299

Princeton George’s Community College Event Planning Management Certificate

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

For more information
Please see our contact information above.

EVENT PLANNING

BUS-416
Wedding Coordinator: Part 1

Love planning weddings? Would you love to earn money doing something that you love? In this course, you will be taught the skills needed to be a successful wedding planner, including how to market to the couple, legal requirements of a planner, how to write an effective contract, and how to charge for your services. Instructor Shelby Tuck-Horton is a Master Wedding Planner, recipient of numerous awards and magazine features, State Manager for the Association of Bridal Consultants, advisory board member for Wedding Planner Magazine, and featured speaker for wedding professionals nationally.

1 session, $65*

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>CEUs</th>
<th>Schedule Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-444</td>
<td>Wedding Coordinator: Part 2</td>
<td>Decided to pursue being a wedding planner? In this course you will be shown how to select wedding vendors, develop relationships with vendors, develop a wedding budget, and design a wedding. Instructor Shelby Tuck-Horton is a Master Wedding Planner, recipient of numerous awards and magazine and newspaper features, State Manager for the Association of Bridal Consultants, advisory board member for Wedding Planner Magazine, and a featured speaker for wedding professionals nationally.</td>
<td>0.6</td>
<td>1 session, $65*</td>
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<tr>
<td>BUS-578</td>
<td>Creative Design for Wedding Professionals</td>
<td>Use your ideas to create an experience instead of duplicating. Design a signature wedding, something unique that no one else has. Learn how to implement a wide range of elements into your design concept including flowers, furniture, lighting, branded accents, entertainment, technology and others. Identify opportunities for creating custom fabricated pieces that can be unique focal points for guests, within budget, which helps to set yourself apart from others. Topics include design principles, themes, color, draping, vision boards, 3D rendering software and more. Instructor: Lilly Whitaker.</td>
<td>1 session, $35</td>
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<tr>
<td>BUS-593</td>
<td>Wedding Traditions and Customs</td>
<td>This course is designed for wedding professionals to beginners. Add this interactive class to your education portfolio. You will travel around the world to learn the significance behind treasured customs and traditions and how to blend them for the bride and groom’s perfectly culture-infused ceremony. Topics to include wedding history, planning, event design, themed layouts and more. Instructor: Lilly Whitaker.</td>
<td>1 session, $35</td>
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<tr>
<td>BUS-422</td>
<td>Conference Planning Management</td>
<td>Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger, C.M.</td>
<td>1 session, $65*</td>
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<tr>
<td>BUS-460</td>
<td>The Site Selection Process</td>
<td>Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger.</td>
<td>1 session, $35</td>
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<tr>
<td>BUS-347</td>
<td>Working with Hotels</td>
<td>Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include writing a request for proposal (RFP), developing a meeting resume and preparing addend that will protect the organization. Instructor: Beverly Litsinger.</td>
<td>1 session, $35</td>
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<tr>
<td>BUS-410</td>
<td>Starting Your Meeting Planning Company</td>
<td>Have you ever thought of starting your own meeting management company but didn’t know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger.</td>
<td>1 session, $65*</td>
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<tr>
<td>BUS-401</td>
<td>Crash Course in Event Planning</td>
<td>Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Be ready to discuss an event on which you are currently working, such as a baby shower, birthday, conference, retreat etc. Let’s work together to make your event a success! Instructor: Lisa Byrd.</td>
<td>2 sessions, $60*</td>
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<tr>
<td>BUS-371</td>
<td>Marketing Your Meetings and Exhibits</td>
<td>Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, identify and understand your competition and monitor the results of your marketing plan. Instructor: Beverly Litsinger.</td>
<td>1 session, $35</td>
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<tr>
<td>BUS-366</td>
<td>The Building Blocks of Retreat Planning</td>
<td>This fun, fast-paced course presents the building blocks of retreat planning. This session will focus on executive, church, marriage, and other retreats for both women and men. Topics will include site selection, on-site and financial management, logistics, publicity, and more. Instructor: Lillian Wright.</td>
<td>1 session, $55*</td>
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<tr>
<td>BUS-466</td>
<td>Crash Course in Event Planning</td>
<td>Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Be ready to discuss an event on which you are currently working, such as a baby shower, birthday, conference, retreat etc. Let’s work together to make your event a success! Instructor: Lisa Byrd.</td>
<td>2 sessions, $60*</td>
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<tr>
<td>BUS-558</td>
<td>What a Great Event!</td>
<td>Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.</td>
<td>12 sessions, $140 (includes a $65 lab fee)</td>
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</tbody>
</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
BUS-417
Fashion Show Production 0.6 CEU
This course is designed to help produce a fashion show. It will cover planning and organizing a mini trunk show or fashion show, selecting the venue, casting the models and behind the scenes-hair, make-up, clothing and assistants. Students will experience what goes on at New York Fashion Week.
Instructor: Jenine Jones. 1 session, $65*
18782 S 4/8-4/8 9 a.m.-4 p.m. Largo

BUS-549 Not For Profit Fundraisers/Events
Develop the key steps for earning profit from fundraisers/events. Learn how to effectively and efficiently produce, run, and manage an event from a not-for-profit perspective. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations.
Instructor: Sharan Nixon. 1 session, $35
18769 S 4/8-4/8 10 a.m.-1 p.m. LCC-205
18770 S 5/15-5/15 10 a.m.-1 p.m. LCC-205

BUS-573 Intro to Social Media for Event Planners
This course is meant to help you understand the fundamentals of cultivating an audience, get the needed marketing for your event, and start and maintain a positive marketing campaign on the internet. It will focus on what social media is, how to use social networking sites, and what tools to use to keep abreast of it all. Learn the tricks of the trade and other professional marketing tools. Instructor: Bart Logan. 1 session, $35*
18657 T 3/21-3/21 6:30-9:30 p.m. Largo
18658 Th 4/27-4/27 6:30-9:30 p.m. LCC-205

BUS-579 Face Meeting Managers
This course will review legal issues from the perspective of a meeting manager, but not meant as legal advice. The problem topics to be discussed include music performance licensing fees, attrition, cancellation clauses, force majeure, union issues, ADA requirements and other pitfalls to avoid. Remember to always consult an attorney with legal questions. Instructor: Beverly Litsinger. 1 session, $35
14796 Th 5/4-5/4 6:30-9:30 p.m. LCC-205

BUS-597 Legal Issues That Face Meeting Managers
This course will review legal issues from the perspective of a meeting manager, but not meant as legal advice. The problem topics to be discussed include music performance licensing fees, attrition, cancellation clauses, force majeure, union issues, ADA requirements and other pitfalls to avoid. Remember to always consult an attorney with legal questions. Instructor: Beverly Litsinger. 1 session, $35
14796 Th 5/4-5/4 6:30-9:30 p.m. LCC-205

BUS-598 Beginner’s Backdrops - Pipe and Drape
This course will teach you the necessary Backdrop - Pipe and Drape techniques to start or expand your business in the event decorating industry. You will develop a keen eye for detail and spot flaws and get better at utilizing spaces with the best decoration techniques. With over 15 years of experience in the events field, Lily Whittaker will help you achieve the “upscale” look for a great event.
Have fun transforming event venues into beautiful spaces. $25 materials fee payable to the instructor: Benjamin Backdrops and Lily Whittaker. 1 session, $35
14758 W 3/8-3/8 6:30-9:30 p.m. Largo

GENERAL BUSINESS SKILLS
301-546-0797 or 301-546-5299

BUS-540 Administrative Assistant Fundamentals 2.4 CEUs
Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect the administrative assistant’s responsibilities and activities. Explore key management functions such as planning, control and motivation; find out how marketing differs from sales and learn the basic of operations management.
12 sessions, $140* (includes a $65 lab fee)
13993 WF 1/18-3/10 online $260
15483 WF 2/15-4/7 online $260
15484 WF 3/15-5/5 online $260
15485 WF 4/12-6/2 online $260
MGT-585 Introduction to Business 4.5 CEUs
Basic characteristics of the business enterprise, its organization and its role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BMT-1010. Prerequisite: reading proficiency. 15 sessions, $499*
14483 W 1/25-5/10 6-9 p.m. UTC-148

BUS-322 Fundamentals of Supervision and Management: Part 1 2.4 CEUs
If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you’ll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, and how to influence and direct other people’s performance will also be covered.
12 sessions, $140* (includes a $65 lab fee)
13888 WF 1/18-3/10 online $260
15470 WF 2/15-4/7 online $260
15471 WF 3/15-5/5 online $260
15472 WF 4/12-6/2 online $260
MGT-707 Understanding the Human Resources Functions 2.4 CEUs
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. 12 sessions, $140* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Instructor(s)</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
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<td>4/12-6/2</td>
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11
SPRING 2017 CONTINUING EDUCATION
SPRING 2017 CONTINUING EDUCATION

HUMAN RESOURCES
301-546-5216 or 301-546-0032

NATIONAL CERTIFICATION PREPARATION

SHRM CERTIFIED PROFESSIONAL (SHRM-CP) AND SHRM SENIOR CERTIFIED PROFESSIONAL (SHRM-SCP)

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

Coursework
MGT-307 is an intensive 12-week course, combining expert instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay on track for success on the exam. Participants study five modules covering the SHRM Body of Competency and Knowledge™.

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

Certification
Students who successfully complete MGT-307 will receive:
• SHRM Certificate of Achievement
• Prince George's Community College Certificate of Completion

For more information or to register
Please contact us at the number(s) above.

NATIONAL RE-CERTIFICATION PREPARATION

SHRM-CP AND SHRM-SCP RECERTIFICATION

Program Information
SHRM’s recertification program provides a broad scope of eligible recertification activities, allowing you to determine your professional development needs based on your specific career path.
MGT-307 HR Management Certification Preparation for SHRM-CP and SHRM-SCP  4.0 CEUs
This course is intended for HR practitioners certification credentials, and prepares them to take the SHRM-CP and SHRM-SCP Certification. This on SHRM’s Competency Model, includes real-world class studies, discussions and shared experiences of certified instructors. Participants need to attend 75% of classes, take all tests and exams, complete assignments, and score 80% or better on the online post-test or paper-and-pencil final (in-class) exam. This course does not guarantee success on the SHRM Exam: participants must attend class and complete all assignments to achieve success. Training materials must be picked up from Kent Hall, Room 226 BY APPOINTMENT ONLY prior to the start of class. Call the number above for more information. 12 sessions, $1200* (includes a $510 lab fee)

16769  Th  2/9-5/8  6-9:30 p.m.  Largo
16770  S  2/18-5/13  10 a.m.-1:30 p.m.  Largo

MGT-663 Essentials of Human Resource Management  1.8 CEUs
This course covers vast introductory HR topics and concepts. This is designed for people who are managing people, performing HR-related task as part of their many roles, and to keep abreast and updated in current HR profession. However, this can also be taken by people who are considering a career in Human Resources. Training materials must be picked up from Kent Hall, Room 226 BY APPOINTMENT ONLY prior to the start date of class. Call the number above for more information 6 sessions, $480* (includes a $210 lab fee)

16771  S  3/11-4/22  9 a.m.-12 p.m.  Largo
16772  M  3/27-5/8  6-9 p.m.  Largo

MGT-728 Principles of Human Resource Management  1.2 CEUs
This course will examine the theoretical foundation of the human resource management field the evolution of human resource management planning, recruitment, training and development, performance management, and reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs of human resource management, theories and knowledge of human resource practices in organizations, and performance management issues and processes. 4 sessions, $278* (includes a $45 lab fee)

16753  T  2/7-2/8  6-9 p.m.  Largo
16754  T  3/21-4/18  6-9 p.m.  Largo

MGT-731 Human Resource Law  1.2 CEUs
This comprehensive course condenses the most critical legislation and or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics covered, with their associated impacts, include Title VII-Civil Rights Act, PPACA Patient Protection and Affordable Care Act-2010 FMLA (Family and Medical Leave Act), FLSA (Fair Labor Standards Act), Equal Pay Act, Portal to Portal Act and many other human resource laws. 4 sessions, $278* (includes a $45 lab fee)

16755  M  2/13-3/13  6-9 p.m.  Largo
16756  M  4/24-5/15  6-9 p.m.  Largo

MGT-668 Introduction to Employee Benefits  1.2 CEUs
This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered, as well non-statutory benefits vacation, sick time, and paid time off, preferred compensation plans, and qualified and non-qualified deferred compensation plans, and sented methods and tools to develop, select, administer and evaluate benefit programs and ensure they are compliant with applicable federal, state, and local laws and regulations. 4 sessions, $278* (includes a $55 lab fee)

16758  T  4/25-5/16  6-9 p.m.  Largo

MGT-667 Introduction to Compensation  1.2 CEUs
This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, and the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention.
4 sessions, $278* (includes a $45 lab fee)

16759  W  3/22-4/19  6-9 p.m.  Largo

MGT-648 Successful Recruitment, Selection and Placement  0.9 CEU
This course is a comprehensive overview of the recruitment function. Participants will study the fundamental principles of workforce development, develop a recruitment strategy review recruitment methods and identify alternative staffing options, develop and implement selection procedures, (including applicant tracking, interviewing and testing), develop employment offers and conduct negotiations, and evaluate retention strategies and practices.
3 sessions, $262* (includes a $45 lab fee)

16761  S  3/4-3/18  10 a.m.-1 p.m.  Largo

MGT-727 HR’s Role in Organizational Development and Change Management  0.9 CEU
This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change.
3 sessions, $262* (includes a $45 lab fee)

16764  Th  4/20-5/4  6-9 p.m.  Largo
MGT-647 Managing Employee Performance 1.2 CEUs
This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management.
4 sessions, $278* (includes a $55 lab fee)
16765 W 4/26-5/17 6-9 p.m. Largo

MGT-338 Managing Conflict: a Professional Approach 0.6 CEU
In this six-hour course, participants will start to appreciate the differences in opinions that your coworkers have without arguing about them. Discover how to have a healthy conflict without destroying your character, projecting the wrong image of the company, and losing your job. This training session is designed to teach you how to manage conflict effectively.
Topics to be covered include how to turn the negatives into positives, how to identify your hot buttons and how to react professionally when conflict arises.
1 session, $257* (includes a $45 lab fee)
16748 S 4/29-4/29 9 a.m.-4 p.m. Largo

MGT-564 Ethics in Human Resources 0.6 CEU
This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers.
1 session, $257* (includes a $45 lab fee)
16749 S 4/22-4/22 9 a.m.-4 p.m. Largo

MGT-735 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU
This course will cover ways for managers to understand roles and challenges associated with the unique values and characteristics of four generations of employees working side by side. Examine each generation based on its management needs and ability to attain organizational goals and objectives. Topics include strategies for talent maximization, the impact of generational differences on today’s work environment, and communication essentials. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models.
1 session, $257* (includes a $45 lab fee)
16750 S 4/1-4/1 9 a.m.-4 p.m. Largo

MGT-734 HR's Role in Creating a Positive Work Environment 0.6 CEU
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner.
1 session, $257* (includes a $45 lab fee)
16751 S 3/25-3/25 9 a.m.-4 p.m. Largo

MGT-720 Creative Thinking and Innovation Techniques 0.6 CEU
This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations, techniques to build and lead an innovation team, developing critical thinking, innovation and assertive communication methods and tools that can be applied to individual tasks and the entire organization, and methods to optimize every situation and bring out the best in others.
1 session, $257* (includes a $45 lab fee)
16752 S 3/4-3/4 9 a.m.-4 p.m. Largo

MGT-423 Leadership 2.4 CEUs
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed.
This course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.
12 sessions, $140 (includes a $65 lab fee)
13985 WF 1/18-3/10 online E2GO
15390 WF 2/15-4/7 online E2GO
15392 WF 3/15-5/5 online E2GO
15393 WF 4/12-6/2 online E2GO

MGT-492 Employment Law 2.4 CEUs
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.
12 sessions, $140* (includes a $65 lab fee)
13986 WF 1/18-3/10 online E2GO
15394 WF 2/15-4/7 online E2GO
15395 WF 3/15-5/5 online E2GO
15396 WF 4/12-6/2 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MANAGEMENT & SUPERVISORY SKILLS
301-546-8340 or 301-546-3019

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, MANAGEMENT AND SUPERVISION
This 60-hour program focuses on building leadership skills for a broad range of duties in virtually every economic sector. Taught by practicing professionals and training consultants who understand public private sector business practices in the Washington Metropolitan Area, these courses either alone or as a whole program will help to build the skills you need as a new manager/supervisor to bolster your career at any level.

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

- MGT-463 Developing Supervisory Skills
- MGT-464 Leadership Dynamics
- MGT-465 Managing Human Resources
- MGT-434 Business Writing Intensive

Six hours of additional elective coursework:

- COM-320 At Ease with Public Speaking
- MGT-412 Planning and Conducting Effective Meetings
- MGT-602 Grammar and Proofreading

For more information
Please see our contact information above.

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE ADVANCED MANAGEMENT AND SUPERVISION
This Advanced Management and Supervisory Certificate is 60 hours of coursework designed for experienced managers, who have five or more years of work experience, and would like to enhance their leadership skills; learn new techniques to effectively address staff needs and problems in today’s workplace environment and update their knowledge on new and changing employment laws, policies and practices. Students will have the opportunity to review case studies of current issues in the management profession.

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

- MGT-345 Advanced Supervisory Skills
- MGT-347 Advanced Managerial Leadership
- MGT-348 Advanced Human Resources
- MGT-591 Managerial Writing
- MGT-346 Celebrating Diversity in the Workplace
- LAW-520 Workplace Mediation and Conflict Resolution

24 hours of additional elective coursework may include the following courses or other management courses taken within the past year:

- MGT-950 Advanced Human Resources
- MGT-951 Managerial Writing
- MGT-952 Celebrating Diversity in the Workplace
- LAW-520 Workplace Mediation and Conflict Resolution

MGT-463 Developing Supervisory Skills 1.2 CEUs
This course provides an introduction to the major duties and responsibilities of a supervisor and the three key roles: manager, leader, and administrator. You will be shown how to plan, organize, and control work, build a working relationship with your boss, and effectively supervise your staff. Text: Supervisor’s Survival Kit, (11th or latest edition) (Prentice Hall). 4 sessions, $160*

14480 W 2/7-2/28 6:30-9:30 p.m. Largo

MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of leadership styles and the importance of human relations skills in influencing, directing, and motivating employees. Learn how to delegate tasks, take risks, and make decisions. Required textbook: Leadership: Essential Steps Every Manager Needs to Know, (3rd or latest edition) (Prentice Hall). 4 sessions, $160*

14481 Th 2/9-3/2 6:30-9:30 p.m. Largo

MGT-465 Managing Human Resources 1.2 CEUs
In today’s complex work environment, supervisors and managers need a thorough understanding of personnel management and human resource functions. Course topics will include staffing, interviewing, training, motivation, performance appraisal, and employee services. Text required: Human Resource Management DeMystified, (McGraw Hill), paperback, (1st. edition), by Robert DelCampo. 4 sessions, $160*

14482 M 2/6-3/6 6:30-9:30 p.m. Largo

MGT-345 Advanced Supervisory Skills 1.2 CEUs
Managers! Improve your skills! This course is designed for managers, who have been in a supervisory position over five years and are facing challenges with your employees. This course will discuss three major topic areas: 1. Employees you supervise not meeting performance expectations, 2. Conduct and behavior that does not create a positive work environment, and 3. Employees not meeting productivity goals. Techniques, skills, and methods to improve employee performance will be presented. 4 sessions, $160*

14490 M 4/18-5/9 6:30-9:30 p.m. Largo
### MGT-347 Advanced Managerial Leadership 1.2 CEUs
As you move in your career, strong management and leadership skills will be required to move your team toward shared goals. Review your current leadership technique and style to prepare yourself to better manage your employees. Learn skills that will help your team grow to meet the changing demands of the workplace. **4 sessions, $160***

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### MGT-348 Advanced Human Resources 1.2 CEUs
This course is designed for people who have been working over five years as a manager or supervisor. Changes in labor laws will be reviewed. Topics will include new employment laws, questions you can legally ask at interviews, update on employment paperwork required, drug testing guidelines, the changing dress codes in the workplace, accommodating diversity in religion requests. Techniques will include, how to spot a problem, such as sexual harassment, verbal or physical abuse; the skill of compiling accurate and precise documentation, appropriate conduct, and introduction to the skill of mediation. **4 sessions, $160***

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### MGT-591 Managerial Writing 0.6 CEU
This course is designed to help supervisors, administrators, and directors improve their written word. Class will cover key terms to make employees aware of changes in policy, procedures, and practices. **1 session, $95***

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### MGT-346 Celebrating Diversity in the Workplace 1.2 CEUs
Research studies have found that the more diverse a work team, the better they achieve their goals. Businesses’ need workers to evaluate corporate goals by examining issues and problems from different perspectives. The workforce needs to understand every individual is unique, and recognize our individual differences. **4 sessions, $160***

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**NOTARY PUBLIC**

**301-546-0797 or 301-546-5299**

**CALLING ALL NOTARIES!**

Prince George’s Community College Certificate in Notary Public Procedures is awarded upon completion of courses GEN-307, GEN-339, and GEN-363.

**For more information**

Please see our contact information above.

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**GEN-307**

Notary Public Procedures 0.5 CEU

For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructors: Elaine Wright and Frederick Harris. **1 session, $55***

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**GEN-339**

Applied Notary Practices and Procedures 0.5 CEU

This course reviews notary practices and procedures for performing proper notarizations. Students will have an opportunity to sharpen their notarial knowledge through exercises in completing notarial certificates, administering verbal declarations, documenting journal entries, and spotting fake ids. Recommended: GEN-307. Instructor: Elaine Wright and Frederick Harris. **1 session, $55***

| 14617  | S     | 3/3-3/4 10 a.m.-4 p.m.   | Largo |

**GEN-363**

Advanced Notarial Procedures 0.5 CEU

Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any request presented for notarization, including but not limited to the three most common notarizations (Apostilles, Protests, and Medallion Signature requests) and responding to challenging signers. Instructor: Elaine Wright. **1 session, $55***

| 14620  | S     | 4/1-4/1 10 a.m.-4 p.m.   | Largo |

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**GEN-345**

Marketing Your Notarial Services

Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all notaries, notary signing agents, and licensed Maryland title insurance producers can increase their businesses by using variable techniques to capture their markets. Instructor: Elaine Wright. **1 session, $35**

| 14621  | W     | 3/22-3/22 6:30-9:30 p.m. | Largo |

**GEN-367**

Refresher Course for Notaries Public

This course is designed to refresh notarial skills for seasoned as well as novice Notaries Public who perform a few or many notarizations per month. Topics covered to improve notary consistency and accuracy are: responding to improper requests, documenting in your journal versus fraud, charging proper fees, executing the three most common notarizations, and understanding the Apostille process for documents going out of the country. Instructor: Elaine Wright. **4 sessions, $35**

| 14616  | TTh   | 2/1-3/2 online           | BLBD  |

**GEN-369**

21st Century Notary: Information Technology (IT) for the Mobile Notary

Run your home-based business like a big company using multiple smart devices, i.e. smart phone, tablets, and computers. Learn about Information Technology (IT) applications that utilize smart phones, cloud-based software that protects Non-public Personal Information (NPI) and how to synchronize data files and pictures across multiple devices. Instructor: Donnell Smith. **1 session, $35**

| 14613  | S     | 4/22-4/22 10 a.m.-1 p.m. | Largo |

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*Notary Public Procedures 0.5 CEU
*Applied Notary Practices and Procedures 0.5 CEU
*Advanced Notarial Procedures 0.5 CEU
*Marketing Your Notarial Services 1 session, $35
*Refresher Course for Notaries Public 4 sessions, $35
*21st Century Notary: Information Technology (IT) for the Mobile Notary 1 session, $35
PAYROLL HUMAN RESOURCE
301-546-5216 or 301-546-0032

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

Coursework
Students who successfully complete the following courses will be eligible to receive this certificate:
Required courses:
• Principles of Human Resource Management
• Human Resource Law
• Introduction to Employee Benefits
• Introduction to Compensation
• Successful Recruitment, Selection and Placement
• Human Resources’ Role in Organizational Development and Change Management
• Managing Employee Performance

Elective courses (choose one option):
• MGT-663 Essentials of Human Resource Management OR
• 2-3 elective courses (listed below) for a total of 18 hours
Not all courses are offered every semester. Courses may be taken in any order.

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

Certification
Letters of Completion are awarded for each course completed. Students who have completed all of the requirements for a certificate must contact the program coordinator (above) to verify completion and request a certificate.

For more information
Please see our contact information above.

PROJECT MANAGEMENT SERIES
301-546-0029

Master project management and prepare for industry recognized project management certification exams!

Project management is a rapidly growing profession. Through 2020, 1.57 million new jobs will be created each year. Qualified practitioners are already in demand. Whether you’re starting or advancing your career, our project management series is designed to help you master your project management career. Our courses are an ideal way to gain new, in-demand professional skills, prepare for your PMP® or CAPM® certification and maintain your credentials. Professional certification by PMI ensures that you’re ready to meet and exceed the demands of professional career, your project assignments, and success for your employer.

MGT-355, Project Management Professional (PMP)® Certification Exam Preparation, provides participants with the knowledge and skills required to effectively manage projects and sit for the PMP exam.

MGT-744, Project Management Basics, and MGT-745, CAPM Certification Exam Prep, prepare those new to project management to sit for the Certified Associate in Project Management (CAPM)®

Please check the project management program site regularly for new course announcements and schedule updates: https://www.pgcc.edu/Programs_and_Courses/Noncredit/Continuing_Education_Program_Detail.aspx?id=6442470121

For more information
Please see our contact information above.
MGT-355 PM Professionals PMP Exam Certification Prep 4.2 CEUs
MGT-355 includes a review of the required body of knowledge including project scope, life cycle, and management methodologies, from project inception and budgeting, schedule and risk management to program closure and quality assurance. Designed for today’s busy professional, this on-campus 14-session course offers support beyond the classroom with a weekly virtual study group, exam practice sessions and online access to class content. Registered participants have the option for a one-on-one instructor session for assistance completing the PMP® Exam application. 14 sessions, $2495* (includes a $1497 lab fee)

14541 W 2/7-5/10 6-9:15 p.m. Largo

MGT-744 Project Management Basics 1.2 CEUs
This classroom course provides an introduction to the methods and techniques project managers use to effectively initiate, plan, control, and report on their projects. Managers with limited experience will learn project management concepts, terms, tools, and aspects of the project life cycle as described in the Project Management Institute’s PMBOK Guide. This course is recommended prior to taking the CAPM Certification Exam Prep Course. 2 sessions, $475* (includes a $285 lab fee)

14539 MT 1/9-1/10 9 a.m.-4 p.m. Largo

MGT-626 Project Management Fundamentals 2.4 CEUs
This online course provides those new to project management, with the essential information you’ll need to prepare for and complete your first project. Experienced project managers, will gain knowledge to increase your skills and competencies. This online course will prepare you for the Project Management Professional (PMP) exams offered by the Project Management Institute, (PMI) 12 sessions, $140* (includes a $65 lab fee)

14423 WF 1/18-3/10 online E2GO
15373 WF 2/7-4/7 online E2GO
15374 WF 3/7-5/5 online E2GO
15375 WF 4/12-6/2 online E2GO

MGT-624 Project Management Professional Certification: Prep 2 2.4 CEUs
This online course will help you prepare to take-and pass-the Project Management Institute’s PMP certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge. Learn all about the 10 project management knowledge areas, five process groups, and 47 project management processes. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. 12 sessions, $180* (includes a $85 lab fee)

13900 WF 1/18-3/10 online E2GO
15379 WF 2/7-4/7 online E2GO
15380 WF 3/7-5/5 online E2GO
15381 WF 4/12-6/2 online E2GO

MGT-623 Project Management Professional Certification: Prep 1 2.4 CEUs
With this online course, learn how to prepare for the Project Management Institute’s prestigious PMP certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK). Find out about the project management knowledge areas, five process groups, and 47 Project management processes. 12 sessions, $180* (includes a $85 lab fee)

13901 WF 1/18-3/10 online E2GO
15377 WF 2/7-4/7 online E2GO
15378 WF 3/7-5/5 online E2GO
15379 WF 4/12-6/2 online E2GO

MGT-711 Project Management Applications 2.4 CEUs
Learn the following critical topics from an experienced project management professional: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, project software, statistics, change management, project planning, and data analysis tools. This course will help prepare you for the Project Management Professional (PMP) exam offered by the Project Management Institute (PMI). 12 sessions, $140 (includes a $65 lab fee)

13902 WF 1/18-3/10 online E2GO
15382 WF 2/7-4/7 online E2GO
15383 WF 3/7-5/5 online E2GO
15384 WF 4/12-6/2 online E2GO

MGT-745 CAPM Certification Exam Prep 1.8 CEUs
In this three-day classroom course, participants will review all required CAPM content per the Project Management Book of Knowledge (PMBOK) Guide. Sessions will review and discuss practice test questions for a comprehensive understanding of what to expect on the CAPM exam. Included is access to a virtual online study group, online course content and study group webinar archives, and bonus downloads. Recommended prerequisite for this course is MGT-744. 3 sessions, $899* (includes a $540 lab fee)

14540 MTW 1/23-1/25 9 a.m.-4 p.m. Largo
**PROPERTY MANAGEMENT**
301-546-0120 or 301-546-0158

**RES-318 Maintenance and Residential Property Management**
This course is designed to prepare students to develop and implement maintenance systems for residential properties. Course topics include: the property manager’s role in maintenance; conducting inspections; developing and scheduling maintenance programs, budgeting for maintenance, staffing and contracting, energy management, customer service; government codes and regulations, and safety and security. This course is known as BPM-1020 when taken as a credit course. Prerequisite: Introduction to Residential Property Management. Text required. **30 sessions, $455* (includes a $140 lab fee)**

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**PUBLIC SERVICES**
301-546-0120 or 301-546-0158

**LAW-350 Paralegal, Part 1** 2.4 CEUs
Prepare for a career as a paralegal by learning legal terminology, processes, ethics, and the basics of tort and contract law. **12 sessions, $140* (includes a $65 lab fee)**

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<td>14008</td>
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<td>4/12-6/2 online</td>
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**LAW-630 Workers’ Compensation** 2.4 CEUs
A workers’ compensation case is one of the most common types of lawsuits in the United States. Paralegals are far more likely to be involved with workers’ compensation than criminal cases, business disputes, or intellectual property cases. This course will introduce you to workers’ compensation law and provide you with a skill set that will help you gain employment in this fast-growing legal field. **12 sessions, $140* (includes a $65 lab fee)**

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**SMALL BUSINESS**
301-546-0797 or 301-546-5299

**PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE, SMALL BUSINESS SUCCESS SERIES**
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 program will help you develop new entrepreneurial skills and strengthen existing ones.

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

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

Plus six hours of additional coursework

**For more information**
Please see our contact information above.
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 Stehman, CPA.  1 session, $65*

17551  S  5/6-5/6  9 a.m.-4 p.m.  Largo

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. Workbook available payable to instructor: Karlene Sinclair-Robinson.  1 session, $65*

17505  S  2/11-2/11  9 a.m.-4 p.m.  Largo

BUS-411 Financial Aspects of Your Business  0.6 CEU
Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and understand the difference between conventional loans and Small Business Administration (SBA) loans. Workbooks available payable to instructor: Karlene Sinclair-Robinson.  1 session, $65*

17502  S  2/25-2/25  9 a.m.-4 p.m.  Largo
17503  S  4/22-4/22  9 a.m.-4 p.m.  Largo

BUS-414 Legal Issues for Business Owners  0.6 CEU
Every business person knows that the advice of a good attorney can be critical to success. This course provides the opportunity to discuss business/legal issues with an attorney who has owned and operated numerous small and large businesses. Topics will include a business owner's rights and liability under the law, what to do if sued, how to limit to liability exposure, customer nonpayment issues, operating a business from your house, and other issues relevant to participating students. Instructor: Charles J. Kenny, Esq.  2 sessions, $65*

14779  Th  3/16-3/23  6:30-9:30 p.m.  LCC-205

BUS-428 Is Entrepreneurship Really for You  1 session, $35
Thinking about starting a business? Have you recently started your own business or are you getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman.  1 session, $35

18741  T  2/7-2/7  6:30-9:30 p.m.  Largo
18742  T  4/18-4/18  6:30-9:30 p.m.  LCC-205

BUS-440 Marketing Strategies for Today and Tomorrow  0.6 CEU
Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood.  1 session, $65*

17498  S  3/4-3/4  9 a.m.-4 p.m.  Largo
17499  S  4/29-4/29  9 a.m.-4 p.m.  Largo

BUS-546 Networking Works!  1 session, $35
Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood.  1 session, $35

17495  Th  3/30-3/30  6:30-9:30 p.m.  Largo
17496  M  5/1-5/1  6:30-9:30 p.m.  Largo

BUS-547 Entrepreneurship a Second Career  1 session, $35
Are you retired and discovering that you weren't really ready to retire, or dissatisfied with your current career? You might want to consider some form of entrepreneurship as your next move. This course takes you through the various pathways to business ownership, starting a business from scratch, buying an existing independent business and buying a franchise. You will get an overview of the steps necessary to pursue these options and various coaching and mentoring resources. Instructor: David Buck.  1 session, $35

14904  T  4/4-4/4  6:30-9:30 p.m.  LCC-205

BUS-328 Creating an Interior Decorating Business  0.6 CEU
Do you have a design interest or do you enjoy decorating for yourself and others? Either way you’ll leave this course with secrets from a professional decorator. She will cover how to develop a business and marketing plan, how to apply for business licenses and a tax (ID) resale certificate, and access to (trade only) showrooms to purchase home furnishings at the dealer discount. Instructor: Charisse Holder.  2 sessions, $60*

15102  W  4/19-4/26  6:30-9:30 p.m.  Largo

BUS-400 Successfully Managing a Beauty Salon  0.6 CEU
Effective salon management can make or break your business but there are tried and true methods. Topics will include, employee relations, inventory control, management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis ("The Bush Doctor").  1 session, $35

18093  M  4/3-4/3  6:30-9:30 p.m.  Largo
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<td>BUS-432</td>
<td>Virtual Assistant Business</td>
<td>0.6</td>
<td>Did you know that a Virtual Assistant is one of today's hottest skills according to Success Magazine? A Virtual Assistant is a business owner that provides administrative, creative, and technical support solutions. Attend this course to find out more about this dynamic industry including: finding your niche, marketing your business, finding clients, setting your fees, and much more! 2 sessions, $65*</td>
</tr>
<tr>
<td>BUS-424</td>
<td>Start Your Own Cleaning Business</td>
<td>0.6</td>
<td>Learn how to start a janitorial or house cleaning business with minimal start-up money. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, get low-cost advertising, and walk away with a successful business. Instructor: Loren Lavoy. 2 sessions, $65*</td>
</tr>
<tr>
<td>BUS-355</td>
<td>Start and Operate Your Own Home-Based Business</td>
<td>2.4</td>
<td>Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>BUS-438</td>
<td>Starting a Consulting Practice</td>
<td>2.4</td>
<td>Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include skills assessments, pricing policies, contracting, marketing, and more. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>BUS-531</td>
<td>How to Find, Select, and Finance an Affordable Franchise</td>
<td>2.4</td>
<td>Take control of your future and own your business through franchising. In this new economy find out how you can select the right franchise. Topics to be discussed include pros and cons of franchising, franchising vs. independent start-ups, researching franchise opportunities, fundamentals of purchasing a new or existing franchise, the Offering Circular and the Franchise Agreement. Create your own possibilities! Instructor: David Buck. 1 session, $35</td>
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<tr>
<td>BUS-589</td>
<td>Effective Communication Bootcamp</td>
<td>0.6</td>
<td>Need to increase sales and/or your marketplace value? Want to separate yourself from the competition? Then this bootcamp is for you! Learn how to influence and captivate your potential clients/customers, investors, or team members through effective communication. This course will cover how to streamline your message, confidently present your ideas, deliver solutions that keep customers engaged and avoid communication pitfalls that detract from an effective message. Instructor: Karen Cheeks. 1 session, $35</td>
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<td>BUS-590</td>
<td>From Vision to Marketplace: Branding &amp; Visual Strategies</td>
<td>0.6</td>
<td>This course will assist you in bringing the vision in your head to reality. It will provide an overview on branding, creative strategies and visual concepts to effectively empower your vision/brand's message. You can leave a lasting impression in the marketplace for your small business which is relevant to your entrepreneurial journey. Instructor: Latoya Benson. 1 session, $35*</td>
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<tr>
<td>BUS-562</td>
<td>Make Money on the Internet: Lead Generation</td>
<td>0.6</td>
<td>If you want your own internet business that is easy to do, can be done anytime or anywhere, has a steady stream of income, does not require cold calling and is not multilevel marketing then this is the course for you. You will be shown a simple step-by-step process to set up your lead generation service, get clients and collect monthly payments on a residual basis. Instructor: Iris Collins. 1 session, $35</td>
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<td>BUS-535</td>
<td>Creating a Successful Business Plan</td>
<td>2.4</td>
<td>Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan increases not only your chances of obtaining financing, but also of keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan. Instructor: Iris Collins. 1 session, $35</td>
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<td>Start Your Own Small Business</td>
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<td>Learn how to take your dream of starting a business and put it into action. In this class, you’ll be taught everything you need to know about starting a business including startup options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones. 12 sessions, $140* (includes a $65 lab fee)</td>
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### CONTINUING EDUCATION

#### Spring 2017

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<tr>
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<td>BUS-575</td>
<td>Social Media Strategy</td>
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<td>BUS-592</td>
<td>Let’s Do This! Moving from Business Idea to Execution</td>
<td>$60*</td>
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<td>BUS-595</td>
<td>DIY Public Relations: Simple Solutions for Small Business Owners</td>
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<td>BUS-534</td>
<td>Writing Proposals for Government Contracts</td>
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**Government Services**

301-546-0797 or 301-546-5299

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**Blackjack**

One in a series of courses designed for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of dealing Blackjack. 

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**Craps**

This continuing education course is for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Craps 1 and Craps 2.

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**Roulette**

This continuing education course is for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Roulette 1.

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MGM-315 Roulette 2  4.5 CEUs
This continuation of roulette, part 1 is designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on roulette training. Prerequisites: MGM-310 Blackjack and MGM-314 Roulette I. 16 sessions, $235*

OUC-610 OSHA 30  3.0 CEUs
This 30-hour Construction Outreach Program is intended to provide a variety of basic safety training to workers. Upon completion of this course, students will be able to recognize the basics of occupational safety and health, utilize best practices in identifying, reducing and reporting hazards, and utilize their Department of Labor course completion card to obtain employment. 4 sessions, $325* (includes a $100 lab fee)

CST-422 OSHA 10  1.0 CEU
This OSHA 10-hour course is designed for construction workers, supervisors, safety coordinators, and others involved in the construction industry. Topics include an introduction to OSHA, general safety and health provisions, fall protection, protective and lifesaving equipment, materials handling safety, tool safety, and equipment safety. Upon completion of this course, students should be able to recognize the basics of occupational safety and health, utilize best practices in identifying, reducing and reporting hazards, and utilize their Department of Labor course completion card to obtain employment. 2 sessions, $175* (includes a $75 lab fee)

CED-300 SmallBiz Safety CEO  2.0 CEUs
Workplace risk and safety management is essential to running a successful construction company. Developing and maintaining a culture of vigilant business risk identification and employee safety & health can give a company a competitive edge in the industry. Every business should develop and maintain good risk management and safety controls as part of their business philosophy. Diligent attention to risk and safety management for a small business helps prevent personal and financial loss, which impacts a business owner’s bottom line: profit and people. 6 sessions, $250* (includes a $100 lab fee)

CED-301 Strategic Positioning  0.8 CEU
This course is intended to give students an overview of strategic positioning and associated marketing concepts that will enable them to develop a sound marketing plan to establish or grow their business. Upon completion of the course, students will walk away with a well-thought out, executable plan to move their business forward. 4 sessions, $150* (includes a $50 lab fee)

CED-305 Selling Made Simple  1.6 CEUs
This interactive Sales Series will acclimate new people to the sales arena and re-sharp-en an experienced sales person’s skills and perspective. The course approaches the selling cycle from a multi-cultural selling perspective using presentations that leave an impact; ultimately leading to more clients. 8 sessions, $270* (includes a $70 lab fee)

CED-306 Sustainable Sales Techniques  0.9 CEU
This interactive Sales Series is specifically designed for seasoned sales professionals and/ or those who completed Curriculum A. In this complex consumer market base we will master the strength in selling your business in co-promoting, teaming agreements and shared project based work. Re-cap of the fundamental and exploration of the selling process, which emphasize Spin-selling, Multi-cultural market selling, creative closers and social media distracters/objection handlers. 3 sessions, $160* (includes a $60 lab fee)
CED-315 Your Role in the Green Environment  0.8 CEU
The purpose of this course is to increase small business owner’s awareness of what it means to be Green. Prince George’s County has an emerging green economy. It is diverse in opportunities from Stormwater Management to clean energy to recycling and reuse. There are significant options for startup businesses. Unfortunately, there is decreased awareness of these opportunities. This course will help position your business to engage in the green economy. 4 sessions, $275* (includes a $50 lab fee)

1748 T 4/25-5/6 6-8 p.m. UTC-183

CED-319 Using LinkedIn to Develop Your Business  1.0 CEU
This interactive LinkedIn and social selling course will educate you on the strategies and tactics to monetize your personal brand. You will learn how to develop a proven process around your efforts with daily activities, templates, and a personalized playbook that will keep you on track and hitting your weekly goals. You will master the strength in selling your business in co-promoting, teaming agreements and shared project based work. 4 sessions, $715* (includes a $165 lab fee)

14121 W 1/11-2/1 6-8:30 p.m. UTC-247
17095 W 3/29-4/26 6-8:30 pm UTC-247

CED-314 Creating Visuals to Brand Your Business  0.8 CEU
This course is designed to help small business owners identify and explore the components and process used to create an image for your business. This instructive and interactive course will help small business owners understand branding strategies used to promote a business, extend a business brand, and build a business image. 4 sessions, $120* (includes a $20 lab fee)

16788 TTh 1/10-1/19 6-8 p.m. UTC-183
16789 TTh 3/7-3/16 6-8 p.m. UTC-183

INCUBATION: ENTREPRENEURIAL LEADERSHIP SEMINAR SERIES
301-546-8233 or ced@pgcc.edu

INCUBATION: ENTREPRENEURIAL LEADERSHIP SEMINAR SERIES
This seminar series provides entrepreneurs a step-by-step process for turning their business ideas into a profitable enterprise. Entrepreneurs will learn from seasoned business owners and their experiences (both failures and successes) to create a profitable and financially sound business structure. Entrepreneurs will receive:
  • An opportunity to restructure their business plan and ideas
  • A strategy for turning a basic business idea into a business concept that appeals to the millennial generation
  • Knowledge on how to integrate technology into their business
  • Instruction on how to overcome the hurdles, pains and mental stress of owning a business
  • Information on ways to cultivate a great business team
  • The fundamentals of marketing, market research and product focus groups
  • An opportunity to pitch your business idea to investors

This program includes:
CED-317 Entrepreneurial Leadership Seminar Series

For more information
Please see our contact information above.

AGR-302 Intensive Introduction to Urban Commercial Agriculture  2.2 CEUs
In this intensive course, you will be taught strategies for planning and designing an ecologically-sound urban farm, based on your needs, goals, and resources. Staring with the basic principles of sustainable farming, this course will touch on crop and soil science, composting, resource management and farm business planning. Also, you will be taught food safety regulations and strategies needed to know to prepare produce for sale.
9 sessions, $583* (includes a $466 lab fee)

16777 W 1/25-3/22 6-9 p.m. ECOF

CED-313 Federal Contracting Accelerator  1.5 CEUs
This course is designed for firms new to federal government contracting. Doing business with the federal government is complex and the information is overwhelming. To maintain success as a contractor, you must first comprehend the federal government procurement system and take the necessary steps to win federal contracts.
5 sessions, $175* (includes a $75 lab fee)

16809 TThF 1/32-2/20 9 a.m.-12 p.m. UTC-183
16811 TThF 3/28-4/7 9 a.m.-12 p.m. UTC-183

CED-318 Growing Your Business With Teaming Arrangements  0.6 CEU
Capacity is a huge concern for many business owners. This course will cover how teaming and joint ventures should be used in your business to increase your capabilities, different forms of teaming arrangements, and setting them up.
3 sessions, $396* (includes a $66 lab fee)

16810 T 1/21-2/28 6-8:30 pm UTC-183
17046 TTh 1/18-4/5 6:30-8:30 p.m. UTC-183

STRATEGIES FOR GROWING BUSINESS
301-546-8233 or ced@pgcc.edu

CED-312 Virtual CFO  1.8 CEUs
This course provides local, small and minority business enterprises access or an increase in access to financial capital. The Virtual CFO combines financial management training with business support services that allow small business owners to implement financial management strategies, processes and procedures and make sound financial decisions that will help their businesses grow, expand and succeed.
6 sessions, $485* (includes a $291 lab fee)

16787 M 1/23-3/6 6-9 p.m. CAT-107

CED-302 Group Coaching  3.0 CEUs
This course is designed to train, coach, and guide each participant in developing specific “action steps” that they are expected to take into their own business to put (new or refreshed) knowledge into action. 12 sessions, $1050* (includes a $200 lab fee)

16786 S 1/14-4/2 9-11:30 a.m. UTC-183

Please see our contact information above.

For more information
301-546-8233 or ced@pgcc.edu
CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS
301-546-0519 or www.pgcc.edu/go/cdc

CHILDREN’S DEVELOPMENTAL CLINIC SPRING CLINIC, 2017 (BIRTH THROUGH 12 YEARS OF AGE)
The Children’s Developmental Clinic is a community service program that is conducted by the Workforce Development and Community Partnerships division at Prince George’s Community College and the School of Public Health at the University of Maryland. The clinic provides services to children who are experiencing various developmental difficulties such as learning problems, language delays, emotional problems, 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, reading or social skills programs at the clinic.

*Children enrolled in the Prince George’s County Infants and Toddlers Program, as well as any child under the age of three, must attend the Prince George’s Community College location.

*Our reading and social skills programs are offered only at our University of Maryland location.

*Language services are offered at both locations.

A Parent Education Program runs in conjunction with the children’s sessions. For more information or to download registration forms for the fall session, visit our website at www.pgcc.edu/go/cdc.

For more information
Please see our contact information above.

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

17086 S 1/28-2/4 8:30 a.m.-12:30 p.m. UMD
17085 S 1/28-2/4 8:30 a.m.-12:30 p.m. Largo

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

17089 S 2/11-4/22 8:30 a.m.-12:30 p.m. UMD (no class 3/18 & 3/25)
17087 S 2/11-4/8 8:30 a.m.-12:30 p.m. Largo

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

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

For more information or to request an application, please call the number above or visit our website at www.pgcc.edu/go/candp

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

SPP-358 Job Readiness
Students are taught ethical behaviors and career research, job acquisition, workplace communication, self-awareness, self-advocacy, customer service and life skills. This comprehensive individualized program is designed to prepare students for a style of living that will require a minimum dependence on family. The course is geared to meet the needs of the students as they prepare to enter employment and emphasizes developing interpersonal skills, following directions, working independently, completing a task and developing self-advocacy and other community living skills. Instructor: Mezzomo.

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

12 sessions, $198* (includes a $30 lab fee)

17090 S 1/28-4/22 1-2:30 p.m. Largo (no class 4/8)
COMMERCIAL DRIVER LICENSE: CLASS A & B
443-518-4172 or tdi@pgcc.edu

LICENSING AND CERTIFICATION PREPARATION, COMMERCIAL DRIVER LICENSE: CLASS A AND B
According to the Department of Labor, employment of heavy and tractor-trailer truck drivers is projected to grow 11 percent from 2012 to 2022. As of May 2012, the median wage for a tractor-trailer driver was $38,200.

As the economy grows, the demand for goods will increase, and more truck drivers will be needed to keep supply chains moving. Trucks transport most of the freight in the U.S., so as households and businesses increase their spending, the trucking industry will grow.

Prince George’s Community College offers programs for both Class A (tractor-trailer) and class B (straight trucks, passenger and school buses, dump and concrete mixer trucks, and utility vehicles) licensing. Courses include classroom instruction, hands-on training, license testing, and job placement assistance.

Class A Admission Requirements:
A student must:
• Be 21 years of age or older
• Possess a valid non-provisional Driver’s License from Maryland
• Pass a Department of Transportation (DOT) physical and drug screen and
• Obtain a CDL Class A learner’s permit.

Class B Admission Requirements:
A student must:
• Be at least 18 years of age
( or 21 for the District of Columbia)
• Possess a valid non-provisional driver’s license from either Maryland, Virginia, or Washington, D.C.
• Pass a Department of Transportation (DOT) physical and drug screen and
• Obtain a CDL Class B learner’s permit from the state in which they are currently licensed.

Students attending courses leading to a state, government, industry, or federal certification are required to present a state-issued photo identification to the instructor in order to successfully complete the course.

For more information
Please see our contact information above.
CDL-318 Commercial Driver License:
Class A Part 3 (Advance Skills)  7.5 CEUs
Students who register for this course must also register for CDL-316 (part-1) and CDL-317 (part-2). This course is designed to teach advanced range and road skills as the student prepares to take the MVA Commercial Driver, Class-A exam for licensure. Students learn advanced backing and parking maneuvers, up and down shifting, and safe operation principles. Also included are review of pre-trip inspection, highway and roadside sign identification and on road safety practices. Practice exams are also included to ensure student knowledge and skill preparation for licensing exam.
$1431* (includes a $1288 vehicle fee.)

*Note: please call 443-518-4172 for schedule dates and information.

COMPUTERS AND INFORMATION TECHNOLOGY

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

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. On the last night of class students will complete a diagnostic test that determines what their NWAM (Net Words a Minute) which will determine their overall proficiency. Required textbook: College Keyboarding Lessons 1-25 (Package) Pro 9 CD (18th edition), Vanhuss Forde Wodo ISBN: 978-1-111-42646-0.
6 sessions, $144* (includes a $60 lab fee)

14498 T 1/17-2/21 6:30-9:30 p.m. LCC-205
19830 T 4/25-5/30 6:30-9:30 p.m. LCC-205

OWL ALERT
REGISTER NOW

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

Visit www.pgcc.edu/go/owlalert
PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

COMPUTER SKILLS FOR BUSINESS APPLICATIONS

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

Coursework
Students who successfully complete the following 6 courses will be eligible to receive this certificate. Courses may be taken in any order.

• Introduction to Personal Computers OR Introduction to Windows
• Introduction to Microsoft Word: Level 1
• Introduction to Microsoft Excel: Level 1
• Introduction to Access
• Introduction to PowerPoint
• Advanced PowerPoint

Program requirements
Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

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

Entry-Level Administrative Assistant

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

Coursework
Students who successfully complete the following 5 courses will be eligible to receive this certificate. Courses may be taken in any order.

• Applied Office Skills
• Introduction to Microsoft Word: Level 1
• Introduction to Microsoft Excel: Level 1
• Introduction to PowerPoint
• Introduction to Access
• Advanced PowerPoint

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

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

For more information
Please see our contact information above.
DPR-841 Introduction to Personal Computers with Windows 10  1.2 CEUs
This course is designed to teach the student the most basic computer skills needed for daily computer operation in a workplace setting in Windows 10. Topics include mouse and keyboarding techniques, navigating around the desktop and within programs, demonstrating the different types of programs most commonly used in a work setting, and basic techniques for opening, creating, editing and saving documents. This class will also present basic information on graphics and the Internet.
4 sessions, $195* (includes a $95 lab fee)
14507  TTh  3/7-3/16  6:30-9:30 p.m.  CAT-135

DPR-714 Introduction to Personal Computers  1.2 CEUs
This course is essential for those without any computer experience, and is an introduction to the fundamentals of using a personal computer. Topics include becoming familiar with keyboarding and creating, editing and saving documents on flash drives. No prerequisites are required. Students should bring a USB-compatible flash drive to each class. Required textbook: Introduction to Personal Computers using Windows. (ISBN: 978-1-4246-1389-2).
4 sessions, $195* (includes a $95 lab fee)
18001  TTh  1/31-2/9  6:30-9:30 p.m.  CE-113
14513  TTh  3/21-3/30  6:30-9:30 p.m.  CE-113

DPR-778 Applied Office Skills  0.9 CEU
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by making daily routine plans, phone etiquette, filing systems, handling information requests, and performing clerical functions such as, receiving visitors, arranging conference calls, and scheduling meetings. Students should bring a USB-compatible flash drive to each class.
3 sessions, $140* (includes a $20 lab fee)
14517  MWF  2/27-3/3  6:30-9:30 p.m.  CAT-135
14518  MWF  4/24-4/28  6:30-9:30 p.m.  CAT-135

DPR-753 Introduction to Windows 7  0.9 CEU
This hands-on class introduces students to Windows 7 features that let them personalize their screens. Students will be taught how to type and edit text, create documents, save and organize their work, search the Web like an expert, and how to use flash drives. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Students should be familiar with using personal computers and have used a mouse and keyboard. Textbook: Microsoft Windows 7: Level 1 ISBN: 978-1-4246-12833.
3 sessions, $165* (includes a $55 lab fee)
14505  TTh  3/7-3/14  6:30-9:30 p.m.  CE-113

DPR-825 Introduction to Windows 10  0.8 CEU
This hands-on class introduces students to Windows 10 features. Windows 10 introduces what Microsoft described as a “universal” application architecture; expanding on Metro-style apps, these apps can be designed to run across multiple Microsoft product families with nearly identical code-including PCs, tablets, smartphones, embedded systems, Xbox One, Surface Hub and HoloLens.
2 sessions, $194* (includes a $50 lab fee)
14506  S  2/11-2/18  9 a.m.-11:15 p.m.  CAT-135

DPR-788 Applied Office Skills  0.9 CEU
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by making daily routine plans, phone etiquette, filing systems, handling information requests, and performing clerical functions such as, receiving visitors, arranging conference calls, and scheduling meetings. Students should bring a USB-compatible flash drive to each class.
3 sessions, $140* (includes a $20 lab fee)
14517  MWF  2/27-3/3  6:30-9:30 p.m.  CAT-135
14518  MWF  4/24-4/28  6:30-9:30 p.m.  CAT-135

DPR-816 Introduction to Microsoft Outlook 2013  0.8 CEUs
This course is designed to provide training to students on using the 2013 version of Microsoft Outlook. Topics include creating folders, archiving messages, organizing contacts, utilizing the calendar and alert features, and Outlook customizations.
6 sessions, $195* (includes a $95 lab fee)
13808  F  2/3-3/10  6-9 p.m.  CE-113

INDUSTRY CERTIFICATION

MICROSOFT OFFICE CERTIFICATIONS

Program information
Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George's Community College offers classes in Microsoft Office Suite versions 2013 and 2016. The MOS credential is recognized globally for individuals who are seeking to validate their knowledge and skills related to Microsoft Office applications. Certification exams can be taken on campus; the college is a private Certiport testing center, open to Prince George's Community College students, faculty and staff.

Coursework
Multiple certifications are available from Certiport. Your level of knowledge will determine the number of classes needed to be successful on the exam(s) you choose. The courses listed below will prepare you for the certification exams you are interested in. To learn more about MOS certification, go to www.certiport.com.

Program requirements
Students should be familiar with using personal computers and have used a mouse and keyboard.

For more information
Please see our contact information above.

DPR-825 Introduction to Microsoft Outlook 2013  0.8 CEUs
This course is designed to provide training to students on using the 2013 version of Microsoft Outlook. Topics include creating folders, archiving messages, organizing contacts, utilizing the calendar and alert features, and Outlook customizations.
6 sessions, $195* (includes a $95 lab fee)
13808  F  2/3-3/10  6-9 p.m.  CE-113
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CEUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR-786</td>
<td>Introduction to Microsoft Office 2013</td>
<td>3.6</td>
<td>This course is designed to provide students with the fundamentals of the new interface and functionality of Microsoft Office 2013. Topics include using the navigation tools in Word, PowerPoint, and Excel; creating and sharing documents; creating presentations; and preparing charts. Students should bring a USB-compatible flash drive to each class. Required textbook: Microsoft Office 2013: Level 1. 6 sessions, $670* (includes a $150 lab fee)</td>
</tr>
<tr>
<td>DPR-833</td>
<td>Introduction to Microsoft Word 2016</td>
<td>1.8</td>
<td>This introductory course is designed for students currently in the workforce that need Microsoft Word 2016 knowledge in order to qualify for advancement. Topics will include how to create and modify documents, manipulating text, and printing your documents. Additional topics include creating and saving a document, file management, editing techniques, multiple page, and merging documents. 6 sessions, $250* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-830</td>
<td>Introduction to Microsoft Excel 2016</td>
<td>1.8</td>
<td>This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, using macros, charts and graphs, utilizing functions to determine formulas and statistics. 6 sessions, $250* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-790</td>
<td>Introduction to Microsoft Word 2013: Level 1</td>
<td>1.8</td>
<td>This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include: how to create, edit, format and print a document using the basic features of Word. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required textbook: Microsoft Word 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-782</td>
<td>Introduction to Microsoft Excel 2013: Level 1</td>
<td>1.8</td>
<td>This course introduces the basic features of Excel 2013. Students will create worksheets and enter and edit text, values, formulas, and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required textbook: Microsoft Excel 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-791</td>
<td>Introduction to Microsoft Word 2013: Level 2</td>
<td>1.8</td>
<td>This course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2013. Topics include: how to manage lists, customize tables and charts, create customized formats with styles and themes, create customized graphics, and more. Prerequisite: Introduction to Microsoft Word 2013: Level 1. Students should bring a USB compatible flash drive to each class. Required textbook: Microsoft Word 2013. 6 sessions, $250* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-783</td>
<td>Intermediate Microsoft Excel 2013: Level 2</td>
<td>1.8</td>
<td>This is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2013. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts analyzing data using pivot tables, slicers, and pivot charts, and more. Students should bring a USB-compatible flash drive to each class. Prerequisite: Introduction to Microsoft Excel 2013: Level 1. Required textbook: Microsoft Excel 2013. 6 sessions, $250* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DPR-787</td>
<td>Introduction to PowerPoint 2013</td>
<td>0.6</td>
<td>This class covers the introductory functions of the presentation software, Microsoft PowerPoint. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required textbook: Microsoft PowerPoint 2013, Level 1. 2 sessions, $110* (includes a $50 lab fee)</td>
</tr>
<tr>
<td>DPR-784</td>
<td>Advanced PowerPoint 2013</td>
<td>0.6</td>
<td>Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Introduction to PowerPoint 2013. Students should bring a USB-compatible flash drive to each class. Required textbook: Microsoft PowerPoint 2013, Level 2. 2 sessions, $110* (includes a $50 lab fee)</td>
</tr>
</tbody>
</table>
DPR-831 Introduction to Microsoft PowerPoint 2016 0.6 CEU
This course is designed for students who use Microsoft Word or other Microsoft Office components in their daily jobs, but need to learn to use the basic features of PowerPoint 2016 in order to qualify for career advancement. Topics include presentations, formatting slides, using drawing objects, working with graphics, using tables and charts.
2 sessions, $110* (includes a $50 lab fee)
14509 M 3/20-3/27 6:30-9:30 p.m. Largo

DPR-832 Advanced Microsoft PowerPoint 2016 0.6 CEU
This course is designed for students who use the basic features of PowerPoint 2016 in their jobs, but need to master more advanced features in order to progress in their careers. Topics include customizing PowerPoint, using graphics and multimedia, customizing SmartArt graphics, tables and charts, distributing presentations and integrating Microsoft Office files.
2 sessions, $110* (includes a $50 lab fee)
14510 M 4/17-4/24 6:30-9:30 p.m. CAT-135

DPR-788 Introduction to Microsoft Project 2013: Level 1 1.8 CEUs
This course is designed to teach the basic features of Microsoft Project 2013. Topics include how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships, create, assign, and manage resources, work with views and tables; finalize a task plan; and more. Students should bring a USB-compatible flash drive to each class. Required textbook: Microsoft Project 2013, Level 1.
6 sessions, $250* (includes a $90 lab fee)
14725 TTh 2/14-3/2 6:30-9:30 p.m. CE-113

DPR-789 Introduction to Microsoft Project 2013: Level 2 1.8 CEUs
Students will be taught how to use the more advanced features of Microsoft Project 2013 to manage and customize project plans during the implementation stage of a project. Topics include tracking a project from start to finish; evaluating individual tasks and assigned schedules, analyzing project progress; analyzing critical paths and costs and overall project success; and more. Prerequisite: DPR-788 Introduction to Microsoft Project 2013. Textbook required: Microsoft Project 2013, Level 1.
6 sessions, $250* (includes a $90 lab fee)
14726 TTh 4/4-4/27 6:30-9:30 p.m. CE-113

DPR-810 Troubleshooting MS-Access for Help Desk 0.9 CEU
In this class, students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows and MS-Access.
3 sessions, $150* (includes a $50 lab fee)
14635 W 4/26-5/10 6:30-9:30 p.m. CE-113

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-535
Help Desk Technology: Part 1  0.6 CEU
This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: basic understanding of the personal computer, the network environment and Windows (any version). No textbook required.
2 sessions, $110* (includes a $50 lab fee)
13799 TTh 1/31-2/2 6:30-9:30 p.m. CAT-135

DPR-536
Help Desk Technology: Part 2  0.6 CEU
This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). No textbook required.
2 sessions, $110* (includes a $50 lab fee)
14637 MW 2/13-2/15 6:30-9:30 p.m. CE-113

DPR-809 Troubleshooting MS-Word for Help Desk Technology  0.9 CEU
In this hands-on class, students will explore typical Windows and Microsoft Word error messages and see how to resolve them as well as other ways to keep the personal computer operating at its peak capacity.
3 sessions, $150* (includes a $50 lab fee)
14639 W 3/22-4/5 6:30-9:30 p.m. Largo

DPR-776 Troubleshooting MS-Windows  0.9 CEU
This course is part of the Computer Help Desk Technology program. In this hands-on class the student will be shown the common MS-Windows software error messages how to solve them and other ways to keep the computer drives clear and software running right in order to protect the PC and its data.
3 sessions, $150* (includes a $50 lab fee)
14634 W 2/22-3/8 6:30-9:30 p.m. CE-113

DPR-811 Troubleshooting MS-Excel: Help Desk  0.9 CEU
In this nine-hour class, students will be shown typical MS-Excel software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience.
3 sessions, $150* (includes a $50 lab fee)
14636 S 3/25-4/8 9:30 a.m.-12:30 p.m. CE-113

DPR-820 Introduction to Cloud Computing Technologies  1.6 CEUs
This introductory course provides the training and knowledge required to effectively evaluate and assess the business and technical benefits of cloud computing and analyze cloud application use for your organization. Cloud Computing provides a simple way to access servers, storage, databases and a broad set of application services over the internet.
4 sessions, $240* (includes a $80 lab fee)
14508 S 4/22-5/13 9 a.m.-1:15 p.m. CAT-135

DPR-706 SQL Fundamentals  1.8 CEUs
This course introduces students to the fundamentals of SQL using Oracle Database Technology. Students learn concepts of relational databases, write queries against single and multiple tables, manipulate data in tables, and create database objects. This class will prepare you for the Oracle Database 11g: SQL Fundamentals Exam 1Z0-051.
6 sessions, $250* (includes a $80 lab fee)
13798 M 1/30-3/13 6:30-9:30 p.m. LCC-205

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

NATIONAL CERTIFICATION EXAM PREPARATION

SQL FUNDAMENTALS
Program information
In this course you will learn the fundamentals of SQL using Oracle Database Technology. This course will prepare you for the Oracle Database 11g: SQL Fundamentals exam. This certification validates the fundamental skills needed to install, configure and maintain an Oracle database. Trained and certified Oracle Certified Associates can gain employment as an entry-level database administrator, or build on the OCA to earn the next level in Oracle's database certification track, the Oracle Certified Professional (OCP).

Coursework
Students who successfully complete the following course will be prepared to take Oracle Database 11g: SQL Fundamentals exam:
• SQL Fundamentals

Program requirements
Students should be familiar with data processing. Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

For more information
Please see our contact information above.
WEB DESIGN & MANAGEMENT
301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE
WEB DESIGN AND MANAGEMENT
Program information
This six-course certificate program will teach students to build web pages that attract and retain visitors. Professionals who are skilled in this type of web design and development are in demand. In this program, you will be taught how to build, design, and maintain your own website using various coding frameworks to speed up development times and reduce errors and bugs in the code.

Coursework
Students who successfully complete the following 8 courses will be eligible to receive the certificate:

• Web Design: Part 1
• Web Design: Part 2
• Web Design: Part 3
• Plus an additional 3 “DPR” courses as listed in the schedule of classes

Students who have completed all of the requirements for a certificate must contact the program coordinator (above) to verify completion and request a certificate. Certificates of completion are not issued for individual classes. CEUs will be awarded for classes as noted in this schedule. Please note that not all courses are offered every term.

Program requirements
Students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have at least an intermediate knowledge of the Internet. Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

For more information
Please see our contact information above.

DPR-767 Web Design: Part I 1.5 CEUs
Participants are guided to build effective websites using the real-world cases including formatting text, embedding images, designing various page layouts using text editor program, NotePad ++. Independent practice to complete websites will lead to strengthening skills taught in the first course. All files are saved on a USB drive. Required text: New Perspectives HTML5 and CSS3: Comprehensive, (7th edition) Patrick M. Carey (ISBN-13: 9781305503939). 5 sessions, $240* (includes a $100 lab fee)
14728 MW 2/6-2/22 6-9 p.m. CAT-135

DPR-768 Web Design: Part 2 1.5 CEUs
The material in this session will delve into the web design for mobile, tablet, as well as desktop devices. Participants will be taught the skill needed to implement responsive design as they master the latest elements, attributes, and styles from HTML5 and CSS3. Required text: New Perspectives HTML5 and CSS3: Comprehensive, (7th edition) Patrick M. Carey (ISBN-13: 9781305503939). 5 sessions, $240* (includes a $100 lab fee)
14729 MW 3/6-3/15 6-9 p.m. CAT-135

DPR-769 Web Design: Part 3 1.5 CEUs
Today’s web designers are required to create web pages using HTML5 and formatting with CSS3. This course introduces the basic concepts of JavaScript embedded and linked to the web page. Some of the concepts learned include JavaScript syntax, variables, functions, operations, and built-in objects such as date and time. Text: New Perspectives HTML5 and CSS3: Comprehensive, (7th edition) Patrick M. Carey (ISBN-13: 9781305503939). 5 sessions, $240* (includes a $100 lab fee)
14730 MW 3/27-4/24 6-9 p.m. CAT-135

APP-300 Quick Guide: Using the Mac: Part 1 0.6 CEU
Meet the Macintosh! Explore its operating system, desktop, spotlight, the Apple Menu, applications and time machine features. Learn how to send gorgeous e-mails with color, photos and more. 2 sessions, $65* (includes a $25 lab fee)
14748 S 2/18-2/25 9:30 a.m.-12:30 p.m. CAT-137

QUICK GUIDE USING MAC
301-546-0873 or itcerts@pgcc.edu

APP-432 iPad: The Basics 0.3 CEU
This course provides hands-on training in basic skills to efficiently operate an iPad for personal use. Students will discover how to properly care for their iPad, navigate the settings menu, and download apps onto their device. Basic device set ups will also be discussed. 1 session, $50
14750 S 3/25-3/25 9:30 a.m.-12:30 p.m. CAT-103
DPR-794 Ethical Hacking and Network Defense I  5.3 CEUs
This course provides in-depth understanding of how to effectively protect computer networks. Students will be shown the tools and penetration testing methodologies used by ethical hackers and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will practice footprinting, scanning, enumeration, exploitation, and post exploitation. This class meets concurrently with credit course INT-1680. Prerequisite: DPR-702 or Security+ at another institution. Textbook required: call the Prince George’s Community College Bookstore.
15 sessions, $380* (includes a $150 lab fee)
17382  MW  1/23-3/15  12:30-4:10 p.m.  CAT-109
17385  TTh  1/24-3/14  6-9:40 p.m.  CAT-103
17387  MW  3/16-5/15  online  BLBD

DPR-795 Ethical Hacking and Network Defense II  5.3 CEUs
This course is the second of two courses that provides an understanding of how to effectively protect computer networks. Students will continue to learn the tools and penetration testing methodologies used by ethical hackers, practice post-exploitation, cryptography, hardening OSs, and wireless security, learn federal and state computer crime laws, and penalties for illegal computer hacking. This course is designed for those interested in systems and application security or who want to take the EC-Council’s Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: DPR-702 and DPR-794 or Security+ at another institution. Meets concurrently with credit course INT-2680. Textbook requirements: call the Prince George’s Community College Bookstore.
15 sessions, $380* (includes a $150 lab fee)
17394  MW  3/16-5/11  online  BLBD
17395  TTh  3/16-5/11  6:40-9:40 p.m.  CAT-109
17392  MW  3/20-5/15  12:30-4:10 p.m.  CAT-109

DPR-702 Computer Security/Security+  4.2 CEUs
Topics include general security, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral Security+ exam. Successful completion of this exam is generally globally recognized as equivalent to an entry-level security specialist position. Prerequisites: intermediate computer/pc skills with experience in the DOS, Windows, Unix and Linux operating systems and familiarity with the A+ operating systems technologies and GUI and Command Language Interface commands. This class meets concurrently with credit course INT-1620. Textbook required: call the Prince George’s Community College Bookstore for a separate purchase.
15 sessions, $380* (includes a $150 lab fee)
17459  M  1/23-3/15  online  BLBD
(30 sessions)
17444  MW  1/23-3/10  9:30-11:30 a.m.  CAT-107
(30 sessions)
17446  T  1/24-5/9  6-9:40 p.m.  CAT-107
17440  TTh  1/24-5/11  12:30-2:10 p.m.  CAT-107
(30 sessions)
17438  MW  1/23-3/7  6-9:40 p.m.  CAT-107
17450  F  1/27-5/12  12:15-3:55 p.m.  CAT-107

DPR-703 CISSP Preparation  4.5 CEUs
This course explores and reviews all eight domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISC2). Prerequisite: DPR-702: Computer Security, Security+. Meets concurrently with credit course INT-2690. Textbook required: call the Prince George’s Community College Bookstore.
15 sessions, $442* (includes a $114 lab fee)
17464  W  1/25-5/10  6-9:40 p.m.  CAT-525
NATIONAL CERTIFICATION EXAM PREPARATION

NETWORKING
Program information
PGCC offers preparation for 2 different national certifications in computer networking. Our choices include:

Certification: CompTIA Network+
- Vendor-neutral certification that employers require for entry-level employment. Prepares you for a job in networking, including network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices
- Coursework: DPR-735 Network+
- Exam: CompTIA Network+
- Exam vouchers: registered students may purchase exam vouchers at a significant discount, and may sit for the certification exam at PGCC.
- Visit comptia.org for more information

Certification: Cisco Certified Network Associate (CCNA)
- The CCNA certificate validates a professional’s ability to understand, configure, operate, configure and troubleshoot medium-level switched and routed networks and also includes the verification and implementation of connections via remote sites using WAN.
- Coursework: CCNA 1, CCNA 2, CCNA 3 and CCNA 4. This in-depth series prepares students to test for the Cisco Certified Network Associate Routing and Switching (CCNA R&S) certification through its Cisco Networking Academy. Individuals holding this certification are qualified to design, operate, and maintain networking systems using switches and routers.
- Exam: CCNA: CCNA Routing and Switching Certified
- Visit http://www.cisco.com for more information

Certification: Cisco CCENT
- The CCENT Associate certificate validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. It opens doors to a career in networking. Having your CCENT means you have what it takes to manage a small, enterprise branch network.
- Coursework: CCNA 1 and CCNA 2.
- CCNA: CCNA Routing and Switching Certified
- Visit http://www.cisco.com for more information

Program requirements
Intermediate computer skills with experience in DOS, and networking experience. Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

For more information
Please see our contact information above

DPR-735 CompTIA Network+
Certification Preparation 5.0 CEUs
This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550. Textbook required: call the Prince George’s Community College Bookstore.
15 sessions, $380* (includes a $140 lab fee)

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CNT-313 CCNA Security 4.9 CEUs
This course will teach configuration, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. Authentication/Authorization/Accounting (AAA), firewalls, encryption, Intrusion prevention systems (IPS), and Virtual Private Networks (VPNs), and PaloAlto Firewall are also taught. This is a full hands on firewall and intrusion detection/prevention class. This class will prepare you for the CCNA Security 210-260 exam. Prerequisite is CCENT or completion of CCNA 1 and 2.
15 sessions, $380* (includes a $150 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
CNT-445 CCNA 1: Introduction to Cisco Networking 6.0 CEUs
This is the first of a four-course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include OSI and TCP/IP models, Ethernet concepts and operation; TCP and UDP protocols and ports, network design using IPv4 and IPv6 subnets, router and switch configuration. Meets concurrently with credit course INT-1450. Textbook required: call Prince George’s Community College bookstore.
15 sessions, $660* (includes a $220 lab fee)

17376 TTh 1/24-5/4 12:30-4:30 p.m. CAT-325
17367 TTh 1/24-3/7 5:30-9:30 p.m. CAT-325
17364 TTh 1/24-3/7 5:30-9:30 p.m. CAT-325
17363 TTh 1/24-3/7 12:30-4:30 p.m. CAT-323

CNT-446 CCNA 2: Routing and Switching Essentials 6.0 CEUs
This is the second of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include switch configuration and security, virtual LANs (VLANs) and trunking; single-area OSPF routing; static routes; access control lists; Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT). Students successfully completing this course should be prepared for Cisco CCENT certification. Meets concurrently with credit course INT-1460. Textbook required: call Prince George’s Community College bookstore.
15 sessions, $660* (includes a $220 lab fee)

17368 TTh 3/9-5/4 5:30-9:30 p.m. CAT-325
17367 TTh 3/9-5/4 5:30-9:30 p.m. CAT-325
17366 TTh 3/9-5/4 12:30-4:30 p.m. CAT-323
18723 TTh 3/9-5/4 12:30-4:30 p.m. Largo

CNT-447 CCNA 3: Scaling Networks 6.0 CEUs
This is the third of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include design, configuration, and troubleshooting of large networks, Spanning Tree Protocol (STP) and EtherChannel, routing for large IPv4 and IPv6 networks using EIGRP and multi-area OSPF. Meets concurrently with credit course INT-2450. Textbook required: call Prince George’s Community College bookstore.
15 sessions, $660* (includes a $220 lab fee)

17370 MW 1/23-3/15 5:30-9:30 p.m. CAT-323
17369 MW 1/23-3/15 12:30-4:30 p.m. CAT-323
17371 TTh 3/31-3/16 5:30-9:30 p.m. LCC-205 (14 sessions)

CNT-448 CCNA 4: Connecting Networks 6.0 CEUs
This is the fourth of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include design, configuration, and troubleshooting of wide area networks using PPP and frame relay protocols; configuring Virtual Private Networks (VPNs), and implementing network monitoring. Students successfully completing this course should be prepared for Cisco CCNA routing and switching certification. Meets concurrently with credit course INT-2460. Textbook required: call Prince George’s Community College bookstore.
14 sessions, $660* (includes a $220 lab fee)

17374 MW 3/20-5/15 12:30-4:30 p.m. CAT-323
17375 MW 3/20-5/15 5:30-9:30 p.m. CAT-323

DPR-800 Linux Operating System 1 5.3 CEUs
This is an introduction to the Linux operating system and is mapped to the CompTIA+ LX0-101 exam. This course covers command-line basics, managing software packages, configuring hardware, and file management concepts in a Linux environment. Prerequisite: programming experience in logic and design. 2 class/2 lab hours.
15 sessions, $360* (includes a $150 lab fee)

17411 MW 1/23-5/8 6-9:40 p.m. CAT-321
17410 M 1/23-5/15 online BLBD (30 sessions)

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

17426 M 1/23-5/7 6-10 p.m. CAT-325
17425 MW 1/23-5/10 11 a.m.-12:40 p.m. CAT-325 (30 sessions)

DPR-839 MCSA Installing and Configuring Windows Server 2012 (70-410) 5.3 CEUs
This course is designed to prepare students for entry-level positions as Network or Computer Support Specialists. The series is a combination of employability skills and technology topics. This course is one of three designed to prepare students for the Microsoft Windows Server certification exams. Emphasis is placed on enabling the student to learn how to install, configure, manage, maintain, and troubleshoot Microsoft Windows Server operating systems. Topics to be covered include server administration, disk mirroring, Active Directory, NTFS permissions, global groups, remote management, and performance monitoring.
15 sessions, $430* (includes a $160 lab fee)

17427 MW 1/23-5/10 2-3:40 p.m. CAT-325 (30 sessions)
17428 Th 1/26-5/11 6-9:40 p.m. CAT-325
### CNT-330 CCNP1: IP Routing  5.6 CEUs

Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. This course prepares students to take the CCNP implementing Cisco IP Routing (ROUTE) certification exam. Students must first pass the CCNA R&S certification before they can sit for any of the 3 exams that are required for the CCNP R&S Certification.

14 sessions, $660* (includes a $220 lab fee)

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### CNT-331 CCNP2: IP Switching  6.0 CEUs

Students will be shown how to plan, configure, and verify the implementation of complex enterprise switching solutions. This course also covers the secure integration of VLANs, VLANS, voice, and video into networks. This course prepares students to take the CCNP Implementing Cisco IP Switched Networks (SWITCH) certification exam. Students must first pass the CCNA R&S certification before they can sit for any of the 3 exams that are required for the CCNP R&S Certification.

15 sessions, $660* (includes a $220 lab fee)

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### DPR-320 Repair and Maintenance of Personal Computers  1.2 CEUs

Learn how to differentiate between hardware and software-related problems. Topics will include basic safety tips and the care and feeding of the hard disk drive. Prerequisites: introductory-level knowledge of MS-DOS or Windows. Textbook (required and tool kit will be specified at first class):

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

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### DPR-303 Build Your Own Computer  1.8 CEUs

In this class, students will build an IBM-compatible computer under the guidance of the instructor. Class lecture will focus on the steps involved in building a computer from scratch. Lab time will include extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information (provided at first class).

4 sessions, $185* (includes a $45 lab fee)

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DPR-697 CompTIA A+ Certification Preparation: Part 1  6.5 CEUs
This course is the first of a two part series designed to train those who want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. 
20 sessions, $650* (includes a $150 lab fee)

DPR-698 CompTIA A+ Certification Preparation: Part 2  6.5 CEUs
This course is the second of a two part series designed to train those who want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Prerequisite: successful completion of CompTIA A+ Certification Preparation Part 1. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. 
20 sessions, $650* (includes a $150 lab fee)

CAM-300 Introduction to Security Clearance and Background Checks  1.5 CEUs
This course will prepare students to navigate the delicate and often complex process of seeking, obtaining, and maintaining a security clearance. Emphasis will be placed on how to recognize, identify, and avoid actions and behaviors that hinder the process. This course is designed for those seeking employment with the federal government agencies, law enforcement, and the health care industry.

Note: Students must complete this mandatory course to receive certificate for CompTIA A+ Enhanced Program. 5 sessions

17531  T  2/7-3/7  6-9 p.m.  CAT-205
17536  W  2/8-3/8  6-9 p.m.  CAT-205

DPR-805 IT Fundamentals Web-Enhanced  6.0 CEUs
This course is designed for individuals pursuing professional development training in information technology (IT) and provides instruction on the CompTIA IT Fundamentals Certification Exam. Topics include basic computer concepts; types of computers; hardware and software components; networking, network protocols; information security, maintaining, monitoring and troubleshooting computer systems; and future technologies. This course will help you prepare for the IT Fundamentals FC0-U51 Exam.
20 sessions, $500* (includes a $125 lab fee)

OFC-388 Keyboarding  2.4 CEUs
Learn how to touch-type with Keyboarding Pro 5, a typing tutorial designed for personal computers. Students are taught computer and word processing basics, keyboard shortcuts, and posture tips. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, become more productive, touch-type letters, numbers, and symbols, create, save, and edit word processing documents, and take a timed writing test during a job interview.
12 sessions, $140* (includes a $65 lab fee)

ONLINE TRAINING
301-546-0873 or itcerts@pgcc.edu

ONLINE IT TRAINING
ONLINE OPTIONS

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

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

Program requirements
Internet access and a current email account.

For more information
Please see our contact information above.

ODR-395 Fundamentals of IT  6.0 CEUs
This course will help you prepare for the IT Fundamentals FC0-U51 Exam. 

15138  WF  4/12-6/2  online  $120

NATIONAL CERTIFICATION PREPARATION

COMPTIA IT FUNDAMENTALS CERTIFICATION
Program information
IT Fundamentals is designed to help you learn more about the world of information technology (IT). It’s ideal if you’re considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA Security+. This course will help you prepare for the IT Fundamentals FC0-U51 Exam.

Required course:
• IT Fundamentals

Program requirements
Intermediate computer skills with experience in DOS. Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

For more information
Please see our contact information above.
### DPR-696 Introduction to PC Troubleshooting 2.4 CEUs
This course takes you through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows PC. **12 sessions, $140* (includes a $65 lab fee)**

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### DPR-649 Wireless Networking 2.4 CEUs
In this course you’ll be shown how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. Requirements: completion of Introduction to Networking (an online course) or equivalent experience, Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at [http://www.adobe.com/downloads](http://www.adobe.com/downloads) by clicking Get Adobe Flash Player and Get Adobe Reader). **12 sessions, $140* (includes a $65 lab fee)**

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### DPR-393 Designing Effective Websites 2.4 CEUs
Creating a Web site is so easy almost anyone can do it. You need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! **12 sessions, $140* (includes a $65 lab fee)**

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### DPR-431 Introduction to Networking 2.4 CEUs
This course is for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: basic knowledge of the PC and Windows. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from [www.adobe.com/downloads](http://www.adobe.com/downloads) (click on “Get Adobe Flash Player” and “Get Adobe Reader”). **12 sessions, $140* (includes a $65 lab fee)**

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### DPR-591 Intermediate Networking 2.4 CEUs
Topics include virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from [www.adobe.com/downloads](http://www.adobe.com/downloads) (click on “Get Adobe Flash Player” and “Get Adobe Reader”.), Microsoft-Windows ‘95 or higher and completion of Introduction to Networking. **12 sessions, $140* (includes a $65 lab fee)**

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### DPR-719 Introduction to Windows 8 2.4 CEUs
In this course, you explore how to move within Windows 8, use Charms bar, desktop, how to manage apps and programs and how to customize the Start screen and desktop areas. Finding files and folders on your Windows 8 system is easy, and you will be taught how, whether you are looking for files stored on your hard drive or on an external drive. **12 sessions, $140* (includes a $65 lab fee)**

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### DPR-840 Introduction to Windows 10  
**2.4 CEUs**
This course introduces students to Windows 10 features. Windows 10 introduces what Microsoft described as a “universal” application architecture; expanding on Metro-style apps, these apps can be designed to run across multiple Microsoft product families with nearly identical code-including PCs, tablets, smartphones, embedded systems, Xbox One, Surface Hub and HoloLens.

12 sessions, $140* (includes a $65 lab fee)

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### DPR-824 Introduction to Microsoft Word 2013  
**2.4 CEUs**
This continuing education course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include how to create, edit, format, and print a document using the basic features of Word.

12 sessions, $140* (includes a $65 lab fee)

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### DPR-845 Introduction to Microsoft Word 2016  
**2.4 CEUs**
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

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

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

12 sessions, $140* (includes a $65 lab fee)

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### DPR-908 Introduction to Microsoft Outlook 2013  
**2.4 CEUs**
This course will teach you how to take advantage of HTML5 “semantic” tags that make page design far more intuitive. Learn to use HTML5 to provide video that works in any environment, how to wield new CSS3 features essential for fast-loading, exciting, and interactive websites, especially mobile sites. You will create complex gradient blend backgrounds for pages and page elements, without using image files.

12 sessions, $140* (includes a $65 lab fee)

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### DPR-819 Advanced CSS3 and HTML5  
**2.4 CEUs**
This course introduces students to Windows 10 features. Windows 10 introduces what Microsoft described as a “universal” application architecture; expanding on Metro-style apps, these apps can be designed to run across multiple Microsoft product families with nearly identical code-including PCs, tablets, smartphones, embedded systems, Xbox One, Surface Hub and HoloLens.

12 sessions, $140* (includes a $65 lab fee)

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

12 sessions, $140* (includes a $65 lab fee)

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### DPR-843 Introduction to Microsoft Word 2016  
**2.4 CEUs**
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

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

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</table>
DPR-709 Introduction to Microsoft Excel 2013  2.4 CEUs
These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.
12 sessions, $140* (includes a $65 lab fee)
15365 WF 3/15-5/5 online E2GO
15366 WF 4/12-6/2 online E2GO

DPR-836 Introduction to Microsoft Excel 2016  2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros.
12 sessions, $170* (includes a $80 lab fee)
15369 WF 1/18-3/10 online E2GO
15370 WF 2/15-5/7 online E2GO
15371 WF 3/15-5/5 online E2GO
15372 WF 4/12-6/2 online E2GO

DPR-723 How to Get Started in Game Development  2.4 CEUs
Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences.
12 sessions, $140* (includes a $65 lab fee)
14008 WF 1/18-3/10 online E2GO
15387 WF 2/15-4/7 online E2GO
15388 WF 3/15-5/5 online E2GO
15389 WF 4/12-6/2 online E2GO

DPR-708 Introduction to Microsoft Access 2013  2.4 CEUs
This course will help you master Access and put it to creative and confident use and take control of your data! You will be shown how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records. You will develop not only strong Access skills, but a solid understanding of good database design concepts.
12 sessions, $140* (includes a $65 lab fee)
15361 WF 2/15-4/7 online E2GO
15362 WF 3/15-5/5 online E2GO
15363 WF 4/12-6/2 online E2GO

DPR-838 Introduction to Microsoft Access 2016  2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on Microsoft Access 2016. Topics include constructing a database, creating and customizing tables, building queries for customized reports and creating customized reports that can perform calculations from data.
12 sessions, $170* (includes a $80 lab fee)
15364 WF 2/15-4/7 online E2GO
15365 WF 3/15-5/5 online E2GO
15366 WF 4/12-6/2 online E2GO

DPR-822 Introduction to Microsoft Publisher 2013  2.4 CEUs
This course is perfect for beginners who want to learn how to produce professional-quality newsletters, flyers, letterheads, and brochures. Start by learning how to navigate the Publisher workspace using the ribbon, and how to access both local and online Publisher templates. Find out how to create and manage text, pictures, graphics, tables and shapes, and see how you can use these different components to create a variety of documents.
12 sessions, $140* (includes a $65 lab fee)
15369 WF 1/18-3/10 online E2GO
15370 WF 2/15-4/7 online E2GO
15371 WF 3/15-5/5 online E2GO
15372 WF 4/12-6/2 online E2GO

DPR-462 Introduction to Database Development  2.4 CEUs
An experienced database software user will show, through a structured approach, database design and development. Prerequisites: thorough understanding of the Internet, Windows, and Microsoft Access. No textbook required.
12 sessions, $140* (includes a $65 lab fee)
14004 WF 1/18-3/10 online E2GO
15374 WF 2/15-4/7 online E2GO
15375 WF 3/15-5/5 online E2GO
15376 WF 4/12-6/2 online E2GO

DPR-463 Introduction to SQL  2.4 CEUs
Topics include how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data, to reformat retrieved data with calculated fields, how to merge columns, create alternate names for columns, and extracting data from multiple tables simultaneously using joins and sub queries. In addition, you’ll be taught how to manipulate data using the INSERT, UPDATE, and DELETE statements. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience.
12 sessions, $140* (includes a $65 lab fee)
14005 WF 1/18-3/10 online E2GO
15377 WF 2/15-4/7 online E2GO
15378 WF 3/15-5/5 online E2GO
15379 WF 4/12-6/2 online E2GO

DPR-759 Intermediate SQL  2.4 CEUs
In this course, you will learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. You will explore how to write and implement complex queries on multiple tables simultaneously, and discover advanced filtering, update, and insertion techniques. AND create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course.
12 sessions, $140* (includes a $65 lab fee)
14006 WF 1/18-3/10 online E2GO
15380 WF 2/15-4/7 online E2GO
15381 WF 3/15-5/5 online E2GO
15382 WF 4/12-6/2 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
### DPR-812 Introduction to Microsoft PowerPoint 2013 2.4 CEUs
Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you will learn how to use Microsoft PowerPoint 2013 or PowerPoint 365 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish. You will see how to plan a presentation for your audience, format it with themes and color, and use slide and layout masters to make global changes. You will embellish your slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and learn to add multimedia effects to create animated presentations.

**12 sessions, $140* (includes a $65 lab fee)**

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### DPR-835 Introduction to Microsoft PowerPoint 2016 2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft PowerPoint 2016. Topics include presentation themes, slide layouts, outline view, spelling check, AutoCorrect, Thesaurus, Smart Lookup, charts and chart tools, animation and animation pane, presentation management and online sharing.

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

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### DPR-793 Introduction to Microsoft Project 2013 2.4 CEUs
In this course, learn how to create a project schedule and share it with clients. Using the program’s different views, such as the Calendar and Gantt chart views, you will be able to manage your project information and produce effective reports. Armed with this information, you will avoid going down dead-end alleys and overloading your schedule. And should you encounter trouble, you will master a number of tried-and-true problem-resolution techniques to help get your project back on track.

**12 sessions, $140* (includes a $65 lab fee)**

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

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

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

**12 sessions, $140* (includes a $65 lab fee)**

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<td>4/12-6/2</td>
<td>online</td>
<td>E2GO</td>
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</table>

### DPR-792 Introduction to Programming 2.4 CEUs
In this course, you will be shown how to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. As you explore the BASIC programming language, you will be taught how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging.

**12 sessions, $140* (includes a $65 lab fee)**

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<td>WF</td>
<td>4/12-6/2</td>
<td>online</td>
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</table>
DPR-435 Introduction to C# Programming 2.4 CEUs
See the fundamentals of computer programming with the C# programming language. Input/output operations, decision making, looping, and object-oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your very own Graphical User Interface (GUI) application. Requirements: Microsoft-Visual C#, Net Standard 2003, Internet access and basic Personal Computers knowledge. 12 sessions, $140* (includes a $65 lab fee)

DPR-485 Creating Web Pages 2.4 CEUs
See how to create and post a website on the Internet in this hands-on, six-week workshop. Learn the capabilities of the World Wide Web and see how to plan the content, structure and layout of a website, create pages of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine listings, and no-cost or low-cost web marketing strategies. 12 sessions, $140* (includes a $65 lab fee)

DPR-762 Advanced Web Pages 2.4 CEUs
In this course you will be taught to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You will also build forms that collect information and embed video that works in all browsing environments. Along the way, you will explore aesthetics, color scheming, and accessible Web page design. 12 sessions, $140* (includes a $65 lab fee)

DPR-724 Introduction to Google Analytics 2.4 CEUs
Learn how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left. The course guides you step by step, report by report, through the major parts of the Google Analytics interface. 12 sessions, $140* (includes a $65 lab fee)

DPR-717 Introduction to Dreamweaver CS6 2.4 CEUs
In this course, you will be taught how to use Dreamweaver’s intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. You will be shown how to work with images, and build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. 12 sessions, $140* (includes a $65 lab fee)

DPR-329 Java for the Beginner 2.4 CEUs
Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. We’ll also use Bluej, a graphical development environment designed especially for students. Both are free open-source products, and you can download them. By the time we’re done, you’ll be comfortable with Java programming and ready for more. 12 sessions, $140* (includes a $65 lab fee)

DPR-651 Intermediate Java Programming 2.4 CEUs
Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java’s class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools. 12 sessions, $140* (includes a $65 lab fee)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>CEUs</th>
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<tr>
<td>DPR-540</td>
<td>Introduction to PHP and MySQL</td>
<td>2.4</td>
<td>See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use</td>
</tr>
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<td></td>
<td>the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database</td>
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<td></td>
<td>server with PHP to store and retrieve data over the Web. 12 sessions, $140* (includes a $65 lab fee)</td>
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<tr>
<td>DPR-672</td>
<td>Introduction to CSS and XHTML</td>
<td>2.4</td>
<td>Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like</td>
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<td>the pros. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>DPR-714</td>
<td>Introduction to Creating WordPress Web Sites</td>
<td>2.4</td>
<td>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</td>
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<td>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,</td>
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<td>mastering everything from planning your content to picking a theme. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>DPR-766</td>
<td>Creating WordPress Websites 2</td>
<td>2.4</td>
<td>Discover how to use WordPress, the world’s most popular web page publisher, to create and manage dynamic websites and blogs without any technical coding! You will be</td>
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<td>taught everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. You will find out how to use</td>
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<td>WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure. 12 sessions, $140* (includes a $65 lab fee)</td>
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</table>

**Additional Courses:**

- **DPR-670 Introduction to PC Security** 2.4 CEUs
  - This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You'll be taught the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. 12 sessions, $140* (includes a $65 lab fee)

- **DPR-671 Advanced Personal Computer Security** 2.4 CEUs
  - 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. 12 sessions, $140* (includes a $65 lab fee)

- **DPR-765 Creating Mobile Apps with HTML** 2.4 CEUs
  - The latest Web standards—in particular, HTML5 and CSS3—make it possible for you to create cross-platform mobile apps using skills you may already have. This course will show you how to build and optimize a Web app for almost any mobile device including Apple's iOS, Android, Blackberry, and Windows Phone. 12 sessions, $140* (includes a $65 lab fee)

- **DPR-780 Introduction to InDesign CS6** 2.4 CEUs
  - Have you ever seen a terrific-looking brochure or newsletter, and wondered how it was made? Chances are the designer used Adobe InDesign CS6, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you will get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. 12 sessions, $140* (includes a $65 lab fee)
CONSTRUCTION MANAGEMENT
301-546-0964 or westphalia@pgcc.edu

PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE,
CONSTRUCTION MANAGEMENT
This seven course program was developed by the nationally recognized Construction Education Committee to meet the needs of the construction industry. The first three may be taken in any order, then the next two in the order shown.

- CST-335 Construction Management 1 4.2 CEUs
- CST-345 Construction Management 2 4.2 CEUs
- CST-383 Estimating 4.2 CEUs
- CST-389 Start Your Own Construction Company 4.2 CEUs

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).

For more information
Please see our contact information above.

CST-335 Construction Management 1 4.2 CEUs
This course introduces construction management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Textbook required at first class. 14 sessions, $450* (includes a $135 lab fee)

CST-345 Construction Blueprint Reading 4.2 CEUs
Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. Textbook required at first class. 15 sessions, $450* (includes a $135 lab fee)

CST-346 Build Your Own House 4.2 CEUs
This course offers an overview of the process of building your own house, or making a major renovation, from concept through design, finance and construction, to turnover. Its purpose is to help the owner maintain control throughout the process by clearly understanding each step and his/her own role. Topics include how to choose a builder or whether you should be your own general contractor. 14 sessions, $450*

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

CST-382 Construction Management 2 4.2 CEUs
This course offers a general overview of the contractor's quality control (QC) as it pertains to each trade on the job. Includes documentation, support, and the interaction between construction and QC. Text required. 15 sessions, $425*

CST-383 Estimating 4.2 CEUs
The emphasis is on function and understanding more than nuts and bolts. 15 sessions, $425*

CST-389 Start Your Own Construction Company 4.2 CEUs
This class addresses the considerations, steps and decisions required to start a construction company. Some of the main topics are defining a clear company goal, developing a business plan, comparing resources available (time, talent and financial) with requirements, and identifying potential customers and what they want. 15 sessions, $425*

CST-415 Mechanical and Electrical Systems in Construction 4.2 CEUs
An overview of the systems in a commercial building: plumbing, heating, ventilation, and air conditioning (HVAC), sprinkler, elevator, electrical (power, fire alarm, communications and security), and their controls. Explains each system and, more importantly, how they interconnect and interface with each other. The emphasis is on function and understanding more than nuts and bolts. 15 sessions, $425*

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

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

CAMT certificate candidates must complete the following:
- One year of apartment or rental housing maintenance experience;
- Successfully complete the seven courses and online content (which total 90½ hours); and
- Meet all examination requirements within 24 months of declaring candidacy for CAMT.

For more information
Please see our contact information above.

OCU-611 Apartment Maintenance Technician Program

This 90-hour course provides the knowledge and hands-on training for building and apartment maintenance careers. Topics will include interior and exterior maintenance and repair, electrical maintenance and repair, plumbing maintenance and repair, heating, ventilation, and air conditioning maintenance and repair, and appliance maintenance and repair. 26 sessions, $995* (includes a $275 lab fee)

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OCU-404 Building Maintenance Engineer: Level 1

Covers basic knowledge needed for entry level positions in building maintenance. Should be taken concurrently with OCU-402. Topics include safety and preventive maintenance procedures; basic math, hand and power tools; general residential repair (e.g., locks, screens, blinds, window glass); hardware and fasteners; roofing, floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook: *Readers Digest New Fix it Yourself Manual*. Instructor: Ellis Housden. 15 sessions, $570* (includes a $30 lab fee)

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<td>5-8 p.m.</td>
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OCU-402 Building Maintenance Engineer: Level 2

Provides hands-on training to coincide with the knowledge training provided in OCU-404. Should be taken concurrently with OCU-404. Textbook: *Readers Digest New Fix it Yourself Manual*. Instructor: Ellis Housden. 15 sessions, $570* (includes a $30 lab fee)

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COMPUTER-AIDED DRAFT (AUTOCAD)

CST-394 Introduction to Computer-Aided Drafting with AutoCAD

This course covers the basic concepts of computer-aided drafting using AutoCAD 2014 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Textbook required. 15 sessions, $440* (includes a $140 lab fee)

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<td>6-9:20 p.m.</td>
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CST-435 AutoCAD Revit Architecture and BIM

Students will create integrated architectural project models and document their designs with linked two-dimensional drawings using Autodesk's Revit Architecture. This course will introduce students to the concepts of BIM and the tools for parametric building design and documentation, using Revit to produce the schematic design, construction documentation, and design visualization. Meets concurrently with credit course ENT-1680. 15 sessions, $440* (includes a $140 lab fee)

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For more information
Please see our contact information above.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

**CORE SKILLS**

301-546-0894

A prerequisite for all National Center for Construction Education and Research (NCCER) Level 1 curricula including Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing. Topics covered include introduction to construction safety, math, hand and power tools, construction drawings, basic rigging, materials handling, employability and communication skills.

Students may choose:

Option 1
- OCU-410 Core: Introductory Craft Skills

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

For more information
Please see our contact information above.

**OCU-410 Introductory Craft Skills (Core)**

7.3 CEUs
A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills.


9 sessions, $985* (includes a $40 lab fee)

13821 S 4/1-6/10 8:30 a.m.-5 p.m. STC

**OCU-408 CORE: Introductory Craft Skills: Part 1**

3.9 CEUs
A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include basic safety, introduction to construction math, basic communication skills and employability skills. Textbook required: *NCCER Core Curriculum* (5th edition).

13 sessions, $510* (includes a $20 lab fee)

13817 MW 1/9-2/27 6:30-9:30 p.m. STC
13818 TTh 2/7-3/21 6-9 p.m. STC

**OCU-416 CORE: Introductory Craft Skills: Part 2**

3.5 CEUs
This is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include hand and power tools, construction drawings, and materials handling. Textbook (required at first class): *NCCER Core Curriculum* (5th edition).

12 sessions, $475* (includes a $20 lab fee)

13819 MW 3/6-4/19 6:30-9:30 p.m. STC
13820 TTh 4/4-5/18 6-9 p.m. STC

**ELECTRICITY AND ADVANCED ELECTRICAL**

301-546-0964 or westphalia@pgcc.edu

**PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, CONSTRUCTION ELECTRICIAN**

This program is designed to meet the needs of students who seek employment or are working towards a career in the construction area of the electrical field. The certificate requires the student’s satisfactory completion of the residential wiring and construction electricity programs. The Electrical Certification Program has expanded to include certificates in Electrical Levels 3 and 4.

- ELC-312 Electrical: Level 2
- ELC-323 Construction: Level 2: Part 2
- ELC-346 Electrical: Level 3, Part 1
- ELC-347 Electrical: Level 3, Part 2
- ELC-348 Electrical: Level 3, Part 3
- CST-431 NEC Update 2011
- ELC-321 Basic electronics and Motor Control
- ELC-349 Electrical: Level 4, Part 1
- ELC-350 Electrical: Level 4, Part 2
- ELC-351 Electrical: Level 4, Part 3
- ELC-376 National electric code: Part 3, Journeyman Preparation

For more information
Please see our contact information above.

**ELC-301 Electrical: Level 1**

2.7 CEUs
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. Topics will include an orientation to the trade, electrical safety, electrical circuits, and electrical theory. Textbook, calculator and a copy of the 2011 edition of the *National Electric Code (NEC)* are required at the first class.

8 sessions, $350* (includes a $50 lab fee)

13774 MW 1/18-2/23 6-9:30 p.m. WTC
ELC-308
Residential Wiring 1: Part 1 2.7 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 1 electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics will include an introduction to the National Electric Code (NEC), device boxes, and hand bending. Textbook and calculator required. Prerequisite: ELC-301.
9 sessions, $390* (includes a $50 lab fee)

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

HVAC/R (HEATING, VENTILATION, AIR CONDITION AND REFRIGERATION)

HVC-332
HVAC/R Level 1 Part 1 4.6 CEUs
This course is the first half of level 1 of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will be introduced to HVAC, trade mathematics, basic copper, plastic piping, soldering and brazing, and basic carbon steel piping practices. Required textbook: *NCCER HVAC Level 1* (4th edition)
15 sessions, $620* (includes a $30 lab fee)

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

HVC-342
HVAC/R Level 2: Part 4 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 curriculum for HVAC/R students. Topics include basic installation and maintenance practices, sheet metal, fiberglass, and flexible duct systems. Prerequisite: HVC-336 Level 2, Part 3. Required textbook.
9 sessions, $335* (includes a $50 lab fee)
GENERAL LOCKSMITHING
301-546-0964 or westphalia@pgcc.edu

PRINCE GEORGE'S COMMUNITY COLLEGE 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.

Certificate in General Locksmithing will be issued upon successful completion of the following courses:
- KEY-300 Locksmithing 101
- KEY-301 Locksmithing 102
- KEY-305 Locksmithing 201
- KEY-304 Locksmithing 202

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

For more information
Please see our contact information above.

KEY-399
Locksmith Background Screening
In order to be eligible for the locksmithing program, you must successfully pass the background screening. Please contact us at 301-546-0964 or westphalia@pgcc.edu to obtain a copy of the screening form. The form is due two weeks before the start of KEY-300.

1 session, $52 (includes a $52 lab fee)

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

14 sessions, $614* (includes a $100 lab fee)

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

14 sessions, $614* (includes a $100 lab fee)

KEY-305 Locksmithing 201 4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening.

14 sessions, $614* (includes a $100 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, and basic electricity and access control. Prerequisite: KEY-305.

14 sessions, $614* (includes a $100 lab fee)

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

For more information
Please see our contact information above.

BASIC PLUMBING
301-546-0894

PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE, BASIC PLUMBING
Plumbers install and repair the water, waste disposal drainage, and gas systems in homes and commercial and industrial buildings. Plumbers also install plumbing fixtures (bathrooms, showers, sinks, and toilets) and appliances (dishwashers, waste disposers, and water heaters). Prince George’s Community College’s program provides the basic skills and knowledge needed for entry-level employment and to launch a career in the plumbing profession. A Certificate in Basic Plumbing is awarded upon completion.

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

Training is provided at the Skilled Trades Center, 6400 Old Branch Ave., Temple Hills, MD.

For more information
Please see our contact information above.

OCU-411 Introduction to Plumbing Level 1: Part 1 3.5 CEUs
This course is one of a series of courses designed to teach entry-level plumbing skills, using the National Center for Construction Education and Research (NCCER) level one curriculum for plumbing students. Topics will include an introduction to the plumbing profession, safety, tools, and fixtures and faucets. Prerequisite: OCU-410. Text required.

Notes: due to scheduling, the required Core: Introductory Craft Skills course for level one students may be completed concurrently.

10 sessions, $450* (includes a $50 lab fee)
RESIDENTIAL MAINTENANCE
301-546-0964 or westphalia@pgcc.edu

**OCU-329**
**Electrical Repair: Basic Skills**  1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include safety, replacing switches and light fixtures, troubleshooting, electrical tool use, wire connections and diagrams. Textbook: Step by Step Guide Book on Home Wiring, Instructor: Janaina Rocha. 4 sessions, $210* (includes a $30 lab fee)

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

**OCU-451 Welding Fundamentals Level 1: Part 2**  4.5 CEUs
This is a continuation of Welding Fundamentals Part 1, in which students will perform welds in flat, horizontal, vertical, and overhead positions. The course includes welding safety, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), plasma arc cutting (PAC), air carbon arc cutting and gouging (CAC-A), and welding and cutting processes. It will also include base metal, shielded metal arc welding electrodes, joint fit-up/alignment, groove welds with backing, and open V-groove welds. All welds will meet the American Welding Society (AWS) qualification standards. 15 sessions, $850* (includes a $250 lab fee)

**OCU-450 Welding Fundamentals Level 1: Part 1**  4.5 CEUs
This course covers the most commonly utilized welding processes along with other essential topics such as oxyacetylene welding (OAW), welding safety, welding terminology, oxyacetylene cutting (OFC-A), weld quality, shield metal arc welding (SMAW) processes, and the flat and horizontal positions on various joint details. All welds will meet the American Welding Society (AWS) qualification standards. 15 sessions, $850* (includes a $250 lab fee)

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

**OCU-359**
**Stationary Engineering I**  4.2 CEUs
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer's (NIULPE) third and fourth class and the Maryland third and fourth class stationary engineer's certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: Low Pressure Boiler (3rd edition) and a calculator are required at the first class session. 14 sessions, $485*

**CREATIVE AND PERFORMANCE ARTS**

**CREATIVE WRITING**
301-546-0031 or 301-546-0870

**SKB-326**
**Write Fiction Like a Pro**  2.4 CEUs
This class presents the dramatic story structure, and how to turn a bare-bones story structure into a three to five page story outline. The principles of story structure will be useful for other types of writing as well, including term papers, dissertations, non-fiction, business reports, even poetry and song writing. 12 sessions, $140* (includes a $65 lab fee)

**SKB-386**
**Keys to Effective Editing**  2.4 CEUs
Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you're already working as an editor, you'll not only brush up on your skills, but also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have better-than-average spelling ability. 12 sessions, $140* (includes a $65 lab fee)
SKB-307
The Craft of Magazine Writing  2.4 CEUs
This class shows the student many of the writing principles and publishing methodologies used in the magazine publishing industry. 12 sessions, $140* (includes a $65 lab fee)

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, $140* (includes a $65 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 some 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, quotes and facts. 12 sessions, $140* (includes a $65 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, $140* (includes a $65 lab fee)

SKB-465
Writing Young Adult Fiction  2.4 CEUs
From Harry Potter to Twilight, young adult fiction is one of the hottest. This course shows you how to develop your story step-by-step, from structuring your plot to polishing your final manuscript. You will be shown how to connect with teens and young adults, write breathtaking action scenes, and create realistic dialogue. Best of all, you’ll find out how to get published! Whether you are interested in writing fantasy, romance, science fiction, or historical novels, you will be taught everything you need to know to make your story a success. 12 sessions, $140* (includes a $65 lab fee)

SKB-393
Beginning Writer’s Workshop  2.4 CEUs
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece. 12 sessions, $140 (includes a $65 lab fee)

SKB-463
Writeriffic: Creativity Training for Writers  2.4 CEUs
Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don’t know how to stay motivated? Are you stumbling with writer’s block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. 12 sessions, $140* (includes a $65 lab fee)
SKB-402 Writing for Children  2.4 CEUs
Join a former executive editor of Scholastic children's publishing and discover what you need to know to write for children. In this highly interactive, hands-on course, you will take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you will explore the changing world of children's literature and understand the various formats, whether it's early readers, picture books, chapter books, middle grade or young adult novels. You will get insights from publishing professionals to gain a better understanding of the needs of today's market. 12 sessions, $140* (includes a $65 lab fee)

ART-366 Intro to Creating Comics and Graphic Novels
Join freelance graphic novelist and animator Erin Novak in learning to create and draw your own comic or graphic novel as well as some of the history. Students will be taught the art of conveying story through imagery. Starting from loose concept and idea, learn tricks for creating memorable characters, smooth reading thumbnails, impactful poses and perspectives, and planning clean finalized pages. Sessions are meant to give a solid platform to start and grow on as you explore the medium. Materials required are a sketchbook, pencils (non-colored), a ruler, and lined notebook. Instructor: Erin Novak. 5 sessions, $155

DPR-594 Elements of Computer Graphics Design  4.5 CEUs
Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects and increase technical proficiency. Meets concurrently with credit course ART-1570 for the entire semester. Textbook required: same as for credit course ART-1570. Contact the Prince George's Community College Bookstore, 301-546-0912 for that information. 15 sessions, $470* (includes a $50 lab fee)

FINE ARTS CREATIVITY
301-546-0797 or 301-546-5299

ART-345 Art and Drawing
This is a continuation of Welding Fundamentals Part 1, in which students will perform welds in flat, horizontal, vertical, and overhead positions. The course includes welding safety, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), plasma arc cutting (PAC), air carbon arc cutting and gouging (CAC-A), and welding and cutting processes. It will also include base metal, shielded metal arc welding electrodes, joint fit-up/alignment, groove welds with backing, and open V-groove welds. All welds will meet the American Welding Society (AWS) qualification standards. 12 sessions, $140* (includes a $65 lab fee)

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

ART-366 Intro to Creating Comics and Graphic Novels
Join freelance graphic novelist and animator Erin Novak in learning to create and draw your own comic or graphic novel as well as some of the history. Students will be taught the art of conveying story through imagery. Starting from loose concept and idea, learn tricks for creating memorable characters, smooth reading thumbnails, impactful poses and perspectives, and planning clean finalized pages. Sessions are meant to give a solid platform to start and grow on as you explore the medium. Materials required are a sketchbook, pencils (non-colored), a ruler, and lined notebook. Instructor: Erin Novak. 5 sessions, $155

DPR-587 Computer Publication Design  4.5 CEUs
Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a design concept into layout and production. Meets concurrently with credit course ART-1620 for the entire semester. Prerequisite: DPR-594: Elements of Computer Design or permission of the coordinator. Textbook: Exploring Typography, Thompson Delmar Cengage Learning, 2006 (Tova Rabinowitz, author). 24 sessions, $240* (includes a $90 lab fee)

DPR-808 Real World Graphic Design  1.8 CEUs
Real life, real-time graphic and web design projects using Adobe Photoshop and Adobe Illustrator. This course is a series of projects aimed at solving the “real world” problems ordinary people and graphic designers face in their day-to-day life as designers and business owners. The projects offer practical demonstrations of how to use Photoshop, Illustrator & InDesign software. These practical examples of the type of work one might encounter is also fun, are impressive examples of what you can achieve with this powerful software. Dive right in you’ll be creating graphics within 2 class sessions! 6 sessions, $240* (includes a $90 lab fee)

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

14626 S  2/4-3/4  9:30 a.m.-4 p.m. CAT

17469 S  1/28-5/7  9 a.m.-3:30 p.m.  MH-1016

17468 MW  2/6-5/8  6-9:15 p.m.  (24 sessions)  MH-1016

13806 M  1/30-3/15  6:30-9:30 p.m. CAT-103

13807 M  1/30-3/15  6:30-9:30 p.m.  CAT-103

14502 S  2/18-3/25  10 a.m.-12:30 p.m.  LCC-205

14902 T  3/7-4/1  6:30-9:30 p.m.  Largo

301-546-0797 or 301-546-5299

3.0 CEUs
**DPR-685 3-D Digital Modeling/Animation** 7.7 CEUs
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Students will also be expected to have an aptitude for learning a variety of software packages. Meets concurrently with credit course ART-2670 for the entire semester. Prerequisite DPR-594: Elements of Computer Graphics Design OR students must possess advanced skills using Photoshop, Illustrator or 3-D software. No required textbook.

29 sessions, $470* (includes a $50 lab fee)

**MUS-339 Music Made Easy** 2.4 CEUs
This course is designed for those with little or no experience in music. Students will be taught the fundamentals of music theory and be able to read, write, and play simple music.

12 sessions, $140 (includes a $65 lab fee)

**MUS-348 Vinyl Exam: the Art & Business of DJ'ing**
Examine the basic essentials of DJ'ing as a career. Outline a short history of the profession, current equipment and set-up requirements. Identify the qualities of a successful DJ and strategies for branding and marketing. Practice beat matching and song transitions.

3 sessions, $90

**PERFORMING ARTS & MUSIC**

**COM-347 Voice-Overs: Now is Your Time**
This class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! You’ll be taught a unique way to cash in on one of the most lucrative careers out there! This is a business you can handle on your own time, with practically no overhead! Companies are looking for new voices like never before. This exciting, fun class could be the game changer you’ve been looking for! Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several local ADDY Awards and nominations.

1 session, $69 (includes a $40 lab fee)

**MUS-347 Your Guide to the Music Business** 0.6 CEU
This course covers seven essential aspects of music administration - song structure, copyright laws, music publishing, performance rights, songwriter agreements, contract terminology and Industry sources. Instruction from the workbook and class participation will prepare you with knowledge to protect your rights and entitlements in the music industry. Instructor: Cecil T. Ford.

2 sessions, $55*

**ART-406 Open Studio**
A course designed for new and returning students to work independently in various art mediums. While working at your own pace, students will complete an art piece in a supportive and synergistic environment where fellow artists enhance learning through group conversations. During each session, the instructor will introduce an art medium (oil, acrylic, watercolor, or tempura paints) with inspirational demonstrations, followed by one-on-one instruction with each student about their individual art projects. Towards the end of the sessions, students will have the opportunity to exhibit their work at the Laurel College Center art space. Bring your chosen art materials with you on the first day of class. Instructor: Edward Taylor.

5 sessions, $150

**LICENSE AND CERTIFICATION PREPARATION, MOTOR VEHICLE ADMINISTRATION CLASS C DRIVER’S LICENSE**
The Driver Education Program is provided for beginning drivers who wish to obtain a Maryland Class C Driver’s License. Students learn from 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.

Please Note: Please call or email the Laurel College Center to register.

For more information
Please see our contact information above.
With a career in the casino industry you can win big. The gaming industry offers exciting jobs as table games dealers. If you want flexibility, fun, and financial stability, a casino career could be for you.

Prince George’s Community College offers classes that will give you the skills you need for a casino career. Watch for more information about how you can get in on the action and get started on a path toward an exciting career.

https://www.pgcc.edu/dealerschool
Prince George’s Community College’s *HospitalityExpress* training program starts Spring 2017. This program will help prepare residents of Prince George’s County and surrounding community for the more than 3,500 employment opportunities available.

Great careers in areas such as:
- Food & Beverage Services
- Hotel Operations
- Casino Operations

Get started on a solid career path. For more details about the Hospitality Express training program go to:

www.pgcc.edu/go/HospitalityExpress
SKB-600 Driver Education
The 36-hour Driver Education program is designed for beginning drivers seeking a Maryland Class-C driver’s license. Course includes 30 hours classroom instruction and six hours behind-the-wheel training scheduled over several appointments. Behind-the-wheel lessons start and end at PGCC. Students learn from Motor Vehicle Administration (MVA) certified instructors provided by Linnel Driving School, (LDS) an MVA Certified provider that utilizes the college as a branch location. Linnel will forward completion information and other records to the MVA as required by Maryland statute. Flexible day or evening classes. 10 sessions, $355* (includes a $288 lab fee)

EARLY CHILDHOOD EDUCATION

CHILD CARE CLASSES
301-546-7545 or 301-546-0158
www.pgcc.edu/go/childcare

MARYLAND CHILD CARE CERTIFICATION AND PRE-SERVICE TRAINING
Prince George's Community College's child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education (MSDE) Office of Child Care (OCC).

For current information regarding credentialing changes and specific educational requirements, contact the MSDE Office of Child Care, Regional Office for Prince George's County at 301-333-6940 or MSDE at 410-767-7852, or visit their website at http://msde.maryland.gov/MSDE/divisions/child_care/child_care.htm

Prerequisites
Students must either validate previous successful college coursework (with a C or better) or take and pass the reading comprehension placement test (with a score of 45 or higher) at the college testing center before registering for classes. The test is free of charge. Students must pick up a Placement Test Referral Form from either Kent Hall, Room 207 or Bladen Hall, Room 126.

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

Online Course Information
- Online courses require the same prerequisites as the traditional course counterparts.
- All online classes have at least one mandatory campus visit.
- Students must provide a valid e-mail address when registering for the course.
- Once you have registered for the online class, you will be contacted 3–5 days prior to the class start date with your password and login for the Blackboard System.

Textbook Requirements
All 45-hour classes require textbooks. Textbooks are required the first day of class; students must purchase them prior to the first day of class. All textbooks are available at the college bookstore or through online vendors.

90 Hour Pre-School Certificate
You must register for the following courses to meet certification for lead teachers in a pre-school program:

- DCR-303 Child Growth and Development
- DCR-531 Pre-school Curriculum/Activities
- DCR-455 Communication Skills for Child Care Providers

Please read the course descriptions carefully! Many of our courses have a new placement test requirement.

For more information
Please see our contact information above.
DCR-303 Child Growth and Development: 45 Hours 4.5 CEUs
Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include the social, emotional, physical, and intellectual development of children. Provides the first 45 hours of the 90 classroom hours needed to become a teacher in a childcare program licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: students must pass the reading comprehension placement test. Textbook information is available at www.pgccbookstore.com. **Note: all online classes require mandatory campus visits. $205**

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

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DCR-455 Communication Skills for Child Care Professionals: 0.9 CEU
Communicate with confidence by learning the basic concepts of speaking, writing, interpersonal communications strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. **$100**

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DCR-315 Infant and Toddler: 45 Hours 4.5 CEUs
Introduces the philosophy of infant and toddler education focusing on how very young children (birth to age three) grow physically, emotionally, socially and intellectually. Topics also include curriculum planning, goal setting, and selection of age appropriate materials and methods. Shaken Baby Syndrome and Sudden Infant Death Syndrome are also included in this class. Course satisfies the Maryland State Department Education (MSDE) curriculum requirement of 45 hours of infant/toddler training for group and family child care settings. Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care qualifying score on the reading comprehension placement test. Textbook information is available at www.pgccbookstore.com. **Note: all online classes have mandatory campus visits. $205**

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DCR-456 School-Age Curriculum Development: 45 Hours 4.5 CEUs
Discuss curriculum development for school-age children. This course provides 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age-appropriate activities to promote optimum development of children in the after school setting. Prerequisites: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and a qualifying score on the reading comprehension placement test. Perfect attendance is required. Textbook information is available at www.pgccbookstore.com. **Note: all online classes require mandatory campus visits. $205**

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DCR-466 Child Care Administration for Directors: 4.5 CEUs
Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department of Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisites: qualifying score on the reading comprehension placement test and completion of the 90 hour certificate. Perfect attendance is required. Textbook information is available at www.pgccbookstore.com. **Note: all online classes require mandatory campus visits. $205**

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### DCR-573 Including All Children and the ADA 0.3 CEU
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. Review of national standards and best practices, and highlight local, state, and national resources. MSDE Core of Knowledge: SN 3 hrs. $30*

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<thead>
<tr>
<th>CRN</th>
<th>Start-End</th>
<th>Days</th>
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<th>Location</th>
<th>Fee</th>
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<tr>
<td>14838</td>
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<td>M</td>
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<tr>
<td>14839</td>
<td>5/5-5/7</td>
<td>M</td>
<td>online</td>
<td>BLBD</td>
<td>$30*</td>
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</table>

### DCR-571 Conflict Resolution 0.6 CEU
This course is designed to provide child care professionals insight on conflict resolution techniques, and the important role clear communication plays in the child care setting. Topics to include children's literature as a tool teaching conflict resolution, importance of clear communication between staff and children, strategies evaluating teaching and learning materials for cooperative values. $65*

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<tr>
<th>CRN</th>
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### DCR-510 Family Child Care Pre-Service 2.4 CEUs
This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. $200*

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<tr>
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<th>Days</th>
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<tr>
<td>14836</td>
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<td>M-Th</td>
<td>online</td>
<td>BLBD</td>
<td>$200*</td>
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### DCR-550 Medication Administration 0.6 CEU
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. (HSN) Health, Safety and Nutrition. $80*

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<tr>
<th>CRN</th>
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<th>Days</th>
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<th>Location</th>
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<td>LCC-205</td>
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</table>

### DCR-328 Enhancing Language Development in Childhood 2.4 CEUs
Content Area D: This is a user-friendly course for parents, teachers, and caregivers. Discover how children learn to process language and how they become proficient speakers and thinkers. Help to enrich your child's life by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. 12 sessions, $140* (includes a $65 lab fee)

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<tr>
<th>CRN</th>
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<td>14075</td>
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<td>E2GO</td>
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### DCR-529 Teaching Pre-School: A Year of Inspiring Lessons 2.4 CEUs
This course is designed for those who are teaching or want to teach preschoolers. This course will provide you with solid lesson plan templates and many interchangeable activities to choose from plenty of inspiration to take you and your students from September to May! You will be provided with 100 circle-discussion, art, literacy, fine and large motor skills science and music activities that you can take into your classroom right away! 12 sessions, $140* (includes a $65 lab fee)

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<tr>
<th>CRN</th>
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### SKB-473 Praxis Core Preparation 2.4 CEUs
Are you a perspective teacher who needs to pass the Praxis Core Exam? This course will develop all the skills you need for the test as we review and prepare for everything it includes. Become familiar with different types of questions that appear on the reading and writing test, and master the many areas of math that you’ll be tested on. You will also be taught the test-taking strategies and get plenty of practice questions similar to those on the Praxis Core Exam. 12 sessions, $140* (includes a $65 lab fee)

<table>
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<tr>
<th>CRN</th>
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<th>Days</th>
<th>Time</th>
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<tr>
<td>14882</td>
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<td>E2GO</td>
<td>$140*</td>
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### SKB-483 Praxis Core Exam Preparation 2.4 CEUs
Prepares prospective teachers for the new Praxis Core Exam by reviewing key concepts and strategies. Students will not only review test taking strategies, but will focusing in on the three areas of the new Praxis Core Exam: reading, writing and math through practice questions and testing tips. 4 sessions, $240*

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<tr>
<th>CRN</th>
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<th>Time</th>
<th>Location</th>
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<td>$240*</td>
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### SKB-484 Praxis Core: Math Preparation 2.4 CEUs
This course is designed for perspective teachers who need to pass the Praxis Core Exam to obtain teacher certification. Emphasis is placed on the math portion of the exam. Topics to include a review of math and geometry fundamentals, percentages, ratios and proportions, algebraic equations, statistics and probability, and test taking strategies. 4 sessions, $120*

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<tbody>
<tr>
<td>18714</td>
<td>4/25-5/4</td>
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<td>6:30-9:30 p.m.</td>
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<td>$120*</td>
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</table>
SKB-416
Survival Kit for New Teachers  2.4 CEUs
This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom. 12 sessions, $140* (includes a $65 lab fee)

14863 WF 2/15-4/7 online E2GO
14865 WF 3/15-5/5 online E2GO

SKB-431 Strategies for Teaching Students with Autism  2.4 CEUs
Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuron-typical peers. Reaching and teaching these students requires a delicate balancing act, including understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. 12 sessions, $140* (includes a $65 lab fee)

14864 WF 3/15-5/5 online E2GO

SKB-433
Reading Strategies That Work  2.4 CEUs
This course will cover intervention strategies for struggling readers in the classroom. Topics include how to help students with phonics, fluency, vocabulary mastery, comprehension, and writing. These intervention strategies tackle the toughest literacy problems with flexibility and creativity. 12 sessions, $140* (includes a $65 lab fee)

14863 WF 2/15-4/7 online E2GO

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

14036 WF 1/18-3/10 online E2GO

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

13931 WF 1/18-3/10 online E2GO

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

13933 WF 1/18-3/10 online E2GO

SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD)  2.4 CEUs
This course is designed for individuals pursuing professional development in education and provides practical strategies to help students with Attention Deficit/Hyperactivity Disorder (ADHD) control their behavior and succeed in school. Learn relatively simple adaptations in space, structure, rules and expectations for dealing with students with ADHD. 12 sessions, $140* (includes a $65 lab fee)

13947 WF 1/18-3/10 online E2GO

DCR-323 Teaching Smarter With SMART Boards  2.4 CEUs
SMART Boards are revolutionizing today’s classroom. Using interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. In this course, to use SMART Notebook software to create attention-grabbing lessons blending text, video, and graphics. In addition, you will be taught the best ways to use SMART Board technology to deepen your content and make your lessons accessible to all learners. Finally, you will get some simple trouble-shooting tips that will come in handy if your SMART board is not acting as smart as it should.

14033 WF 1/18-3/10 online E2GO

SKB-479 Teaching Adult Learners  2.4 CEUs
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom. You’ll discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition you’ll be taught dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effectively.

12 sessions, $140* (includes a $65 lab fee)

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

### TRANSITION ESL

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKB-479</td>
<td>Creating a Classroom Website</td>
<td>2.4 CEUs&lt;br&gt;This course is designed for individuals pursuing professional development training in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>SKB-727</td>
<td>Teaching Students with Learning Disabilities</td>
<td>2.4 CEUs&lt;br&gt;Learn how to successfully meet the diverse needs of students with disabilities in your classroom. We will dissect the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. We will talk about games you can incorporate, modifying your classroom, and lots of methods for bringing out the students' best behavior. This course will prepare you to understand and empower your kids with learning disabilities. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
</tbody>
</table>

### SKILLS FOR LIFE AND WORK

**TRANSITION ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)**

**Program information**

Are you ready to take your English skills to the next level? Transition ESL is for you if:

- You are confident of your English speaking skills to navigate within the community and workplace, and want to improve your English reading, grammar and vocabulary, OR
- You took the Michigan Test at the college and scored a 47 or below, OR
- You are enrolled in Academic ESL-0081 and need additional support

**Coursework**

Transition ESL program offers intermediate and advanced English courses at sites around Prince George's County, including:

- Pronunciation and Fluency
- Listening and Speaking
- Conversational English
- Grammar
- Writing
- Reading and Writing
- US Citizenship Test Preparation
- Bridge to Academic ESL

**Cost**

The cost for these courses is:

- $20 registration fee
- $50-$175 tuition, depending on the course
- $0-$60 per course for textbooks

**Registration information**

Please contact the Transition ESL office at the number above.

### ESL-313

**Preparation for the U.S. Citizenship Test**

Students study the questions and information covered on the U.S. Citizenship Test, and practice completing the forms and answering possible interview questions. 20 sessions, $50

### ESL-356

**Pronunciation and Fluency**

Students practice the basic vowel sounds and word stress patterns of American English to help improve their ability to understand and be understood by American English speakers. 20 sessions, $75

### ESL-375

**Bridge to Academic ESL**

This course prepares students for our Academic ESL program by teaching the reading, vocabulary, grammar, and writing skills needed to increase their scores on the Michigan Test. Students need to have scored between 41 and 47 on the Michigan test to enroll. 24 sessions, $175

### ESL-355

**High-Intermediate Reading and Writing 3**

Want to read about interesting topics, learn new vocabulary, and improve your writing? This course is for any high-intermediate students who want to improve their reading and writing for life and work. 20 sessions, $75

### ESL-608

**Advanced Reading and Writing 4**

This course is for advanced students who want to read and write about interesting topics and tackle challenging vocabulary. Take your English to the next level! 20 sessions, $75

### ESL-612

**Advanced Writing 3: Evidence Based Writing**

In this course we will learn where to find research articles online and how to incorporate them into your essays. Practice paraphrasing, proving ideas with data, and using citations in your writing. *Advanced students only. Must apply with writing sample to enroll. 20 sessions, $75

### ESL-606

**Low-Intermediate Writing 1: Experienced Based Writing**

Learn to write about your experiences easily and quickly. Writing focuses on job applications and writing for work situations. For low-intermediate students, or those who want a strong foundation for future writing. 20 sessions, $75
ESL-386 High-Intermediate Writing 2: Essay Writing
This class teaches ESL students how to write more cohesively. Having them build their awareness of "sentence patterns" as a means to learning and applying English grammar rules. 7 sessions, $75

ESL-613 High-Intermediate Listening and Speaking 3
Do you keep using the same words in English? Want to learn new vocabulary? Improve your English through listening and speaking about academic topics including sociology, nutritional science, psychology, marketing, and more. 20 sessions, $75

ESL-614 Advanced Listening and Speaking 4
This course is for high-level English speakers who want to expand their vocabulary. Improve your English through learning about anthropology, psychology, business, and other topics. 20 sessions, $75

ESL-373 Intermediate Grammar 1
Want a course that helps you with reading, writing, listening, and speaking English? Study English grammar! In this course we will complete the first half of our intermediate grammar textbook. Topics include: the simple present, the present continuous, and the simple past. 20 sessions, $75

ESL-610 High-Intermediate Grammar 3
If you want to feel more confident in your English, studying English grammar can help. In this course we will use the first half of our high-intermediate grammar textbook. Topics include: verb tenses, passive and active voice, and modals. 20 sessions, $75

ADULT EDUCATION ESL
301-546-8350 or www.pgcc.edu/go/adulteducationesl

BASIC SKILLS

ESL-386 High-Intermediate Writing 2: Essay Writing
This class teaches ESL students how to write more cohesively. Having them build their awareness of "sentence patterns" as a means to learning and applying English grammar rules. 7 sessions, $75

ESL-613 High-Intermediate Listening and Speaking 3
Do you keep using the same words in English? Want to learn new vocabulary? Improve your English through listening and speaking about academic topics including sociology, nutritional science, psychology, marketing, and more. 20 sessions, $75

ESL-614 Advanced Listening and Speaking 4
This course is for high-level English speakers who want to expand their vocabulary. Improve your English through learning about anthropology, psychology, business, and other topics. 20 sessions, $75

ESL-373 Intermediate Grammar 1
Want a course that helps you with reading, writing, listening, and speaking English? Study English grammar! In this course we will complete the first half of our intermediate grammar textbook. Topics include: the simple present, the present continuous, and the simple past. 20 sessions, $75

ESL-610 High-Intermediate Grammar 3
If you want to feel more confident in your English, studying English grammar can help. In this course we will use the first half of our high-intermediate grammar textbook. Topics include: verb tenses, passive and active voice, and modals. 20 sessions, $75

ADULT EDUCATION ESL
301-546-8350 or www.pgcc.edu/go/adulteducationesl

LEARNING PROGRAMS

ENGLISH COMMUNICATION AND WRITING
301-546-0031 or 301-546-0870

OFC-347 Grammar Refresher 2.4 CEUs
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice.
12 sessions, $140* (includes a $65 lab fee)

OFC-349 Keys to Effective Communication 2.4 CEUs
This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist. 12 sessions, $140* (includes a $65 lab fee)

COM-320 At Ease with Public Speaking 1.2 CEUs
Want five-weeks of fun that will get you up on your feet! Weekly practices in speech making and short-talk presentations will transform you into a veteran public speaker and prize winners. Excellent training for those who want to add polish to everything from job interviews to boardroom presentations. Textbook: How to Write and Give a Speech, (St. Martin's Press) latest edition.
5 sessions, $165*
SKB-462 Writing Essentials  2.4 CEUs
In this course, you will hone the skills you need to improve your writing skills, punctuate to perfection and avoid common spelling errors when writing e-mails and other forms of communication. Hands-on activities will help you put your powerful new skills to work. 12 sessions, $140* (includes a $65 lab fee)

| 13919 WF | 1/18-3/10 | online | E2GO |
| 15508 WF | 2/15-4/7 | online | E2GO |
| 15509 WF | 3/15-5/5 | online | E2GO |
| 15510 WF | 4/12-6/2 | online | E2GO |

COM-509 Building a Better Vocabulary  1.8 CEUs
Can you use the word proclivity or nefarious in a sentence? Do you know the difference between imply and infer, between affect and effect? If you want to speak and write with greater confidence, read at a higher level, or develop more impressive language skills, then Building a Better Vocabulary is the class for you! This course will add dozens of new words to your vocabulary through exercises, games, and interactive training. In addition to new vocabulary, classwork will also include practicing diction and pronunciation, and understanding commonly confused words.

6 sessions, $220* (includes a $110 lab fee)

| 14484 Th | 3/23-5/4 | 6:30-9:30 p.m. | Largo |
| 13919 WF | 1/18-3/10 | online | E2GO |
| 15508 WF | 2/15-4/7 | online | E2GO |
| 15510 WF | 4/12-6/2 | online | E2GO |

MGT-602 Grammar and Proofreading  1.8 CEUs
Take an in-depth look at the professional writing process and common writing problems. You will study basic parts of the sentence, a review of punctuation, spelling, verb usage and effective proofreading. This course is recommended but not required to take Business Writing Intensive. Required textbook: The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real World Examples and Reproducible Quizzes, (11th edition) by Jane Strauss. 6 sessions, $220*

| 14478 Th | 2/2-3/9 | 6:30-9:30 p.m. | Largo |
| 13919 WF | 1/18-3/10 | online | E2GO |
| 15515 WF | 2/15-4/7 | online | E2GO |
| 15516 WF | 3/15-5/5 | online | E2GO |
| 15517 WF | 4/12-6/2 | online | E2GO |

MGT-434 Business Writing Intensive  1.8 CEUs
Students will be instructed in a five step writing process that includes preparation, research, organization, writing a draft, and revision using real-world examples of correspondence, reports, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Text required: The Business Writer's Handbook, (10th or latest edition). (St. Martin's Press). 6 sessions, $220*

| 14484 Th | 3/23-5/4 | 6:30-9:30 p.m. | Largo |
| 13911 WF | 1/18-3/10 | online | E2GO |
| 15508 WF | 2/15-4/7 | online | E2GO |
| 15509 WF | 3/15-5/5 | online | E2GO |
| 15510 WF | 4/12-6/2 | online | E2GO |

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

12 sessions, $140* (includes a $65 lab fee)

| 13911 WF | 1/18-3/10 | online | E2GO |
| 15508 WF | 2/15-4/7 | online | E2GO |
| 15509 WF | 3/15-5/5 | online | E2GO |
| 15510 WF | 4/12-6/2 | online | E2GO |

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

12 sessions, $140* (includes a $65 lab fee)

| 13919 WF | 1/18-3/10 | online | E2GO |
| 15515 WF | 2/15-4/7 | online | E2GO |
| 15516 WF | 3/15-5/5 | online | E2GO |
| 15517 WF | 4/12-6/2 | online | E2GO |

MILITARY STRONG

At Prince George’s Community College

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

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

CAREER PLANNING
301-546-7545 or 301-546-0158

JCL-359 Resume Writing 2.4 CEUs
Learn how to create an effective resume or how to write resume and cover letters for profit. Explore self-assessment, resume formats, references, Internet resume secrets and ways to overcome age discrimination and employment gaps.
12 sessions, $140* (includes a $65 lab fee)
14055 WF 1/18-3/10 online E2GO
14077 WF 3/15-5/5 online E2GO

JCL-363 Twelve Steps to a Successful Job Search 2.4 CEUs
This course will help students identify the job that is best for their needs and how to get it. Learn how to build rapport with any interviewer and master the six phases of a successful job interview.
12 sessions, $140* (includes a $65 lab fee)
14049 WF 1/18-3/10 online E2GO
14076 WF 4/12-6/2 online E2GO

JCL-362 Achieving Success with Difficult People 2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting.
12 sessions, $140* (includes a $65 lab fee)
14059 WF 1/18-3/10 online E2GO
14078 WF 2/15-4/7 online E2GO
14079 WF 4/12-6/2 online E2GO

JCL-361 Building Teams That Work 2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting.
12 sessions, $140* (includes a $65 lab fee)
14052 WF 1/18-3/10 online E2GO

STUDENT SUCCESS
301-546-0120 or 301-546-0158

SKB-357 GRE Preparation, Course 1: Verbal 2.4 CEUs
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Textbook (required at first class): Practicing Taking the GRE General Test, (10th edition) (available from Amazon.com).
12 sessions, $140* (includes a $65 lab fee)
14025 WF 1/18-3/10 online E2GO
14090 WF 2/15-4/7 online E2GO
14091 WF 4/12-6/2 online E2GO

SKB-358 GRE Preparation, Course 2: Quantitative 2.4 CEUs
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE). 12 sessions, $140* (includes a $65 lab fee)
14026 WF 1/18-3/10 online E2GO
15014 WF 2/15-4/7 online E2GO
15015 WF 3/15-5/5 online E2GO
15016 WF 4/12-6/2 online E2GO

SKB-359 GRE Preparation, Test Preparation: Course 2 2.4 CEUs
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. Textbook (required at the first class): Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSAC.org).
12 sessions, $140* (includes a $65 lab fee)
14028 WF 1/18-3/10 online E2GO
15029 WF 2/15-4/7 online E2GO
15031 WF 3/15-5/5 online E2GO
15033 WF 4/12-6/2 online E2GO

LIFESTYLE
301-546-0797 or 301-546-5299

ENR-465 The Family Newsletter
This workshop teaches the fundamentals of writing a family newsletter to share family information, post reunion news, and keep the lines of communication open between the generations. Topics will include using this document to share family history and genealogical finds, querying the family on genealogical road blocks, and corresponding via the internet in writing. Instructor: Nathania Branch-Miles. 1 session, $35
14933 Th 3/23-3/23 6:30-9:30 p.m. LCC-205

ENR-533 Family Reunion
This family reunion and oral history workshop is designed to lay the groundwork for planning a family reunion and explore ways to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, create a budget, and arrange activities for all age groups. Also, discover ways to share family anecdotes and history through photographs and family bibles, and create a family tree. Instructor: Nathania Branch Miles. 1 session, $35
14934 Th 3/16-3/16 6:30-9:30 p.m. LCC-205

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**ENR-375 Develop Your Psychic Ability**  
Is this really “psychic development” or should be called “intuitive development”? Find out what your intuitive gifts are. Learn how messages are received and the meaning and use of divination tools. Get connected to the universal energy stream through guided meditation and energy work. Feel free to bring your cards or other divination tools to class for demonstration and practice. Instructor: Gena Wilson, LCSW.  
1 session, $25  
14778 T 3/14-3/14 7-9 p.m. LCC-205

**ENR-427 Past Life Regression and Future Life Progression**  
Experience a firsthand review of your past lives and a peek into your soul’s future lives. Deepen your understanding of your current life. Instructor: Gena Wilson, LCSW, Hypno-therapies, Psychics, Angel Messenger and Animal Communicator.  
1 session, $25  
14776 T 4/4-4/4 7-9 p.m. LCC-205

**ENR-317 If I Could Talk to the Animals**  
Lecture and exercise to develop your ability to share thoughts and feelings and enhance your relationship with your animal friends. Bring photos.  
1 session, $20  
14799 T 5/2-5/2 7-9 p.m. LCC-205

**ENR-556 Connect With Your Angels**  
This class will guide you in connecting with your Angels to receive messages. There will be a guided meditation and several powerful exercises to assist you in expanding your abilities. Instructor: Gena Wilson, LCSW.  
1 session, $25  
14777 T 4/18-4/18 7-9 p.m. LCC-205

**ENR-571 Introduction Mindfulness Meditation**  
Mindfulness meditation works by helping the practitioner achieve a better understanding of what is happening right now—whether positive, negative or neutral—so what they want to happen or what they think should be happening. Recognizing that unconscious thoughts, feelings and behaviors can undermine emotional, physical and spiritual health, you will be taught the techniques to reduce stress and stress-related disorders. The class will consist of a presentation, opportunity to participate in guided meditation and time for discussion, questions and answers.  
1 session, $59 (includes a $40 lab fee)  
18096 S 4/29-4/29 10 a.m.-2 p.m. LCC-205

**ENR-586 Using Mindfulness Meditation to Increase Happiness**  
We often think happiness is dependent on external factors. We suffer from the “if only” disease, looking for the next big thing that will finally make us happy. Mindfulness meditation gives you tools to create last- ing happiness that does not rely on others. Explore how clinging to your attitudes and possessions creates dissatisfaction and how loving kindness, generosity and gratitude can help alter your outlook on life. Instructor: Jerry Hartman.  
1 session, $59 (includes a $40 lab fee)  
17479 S 1/28-1/28 10 a.m.-2 p.m. LCC-205  
16050 S 3/11-3/11 10 a.m.-2 p.m. LCC-205

**ENR-579 Extreme Saving with Couponing**  
Bring your friends, scissors, paper, pencil and store affinity cards and let Ms. Jamal Stennert show you how to use coupons to get the items you use for free! Using her simple system, you will save thousands of dollars a year at grocery and department stores, as well as at the gas pump. In less than two hours a week, you’ll be purchasing detergent for $0.50, cheese for $1 and toothpaste for free. Have fun and save money!  
1 session, $49  
18098 S 4/22-4/29 3-5 p.m. LCC-205

**ENR-584 Introduction to Karmic Astrology**  
Have you ever wondered what you should be doing or where your life should be leading? Or, have you ever felt like you’re exactly where you’re supposed to be and doing exactly what you should be doing? Karmic Astrology can help you make sense of either being in the right place, or somehow, disconnected from your soul’s mission. Use Karmic Astrology to integrate your personality and your soul. The instructor, McIntosh Ewell, will introduce you to the south node/north node progression to move you from your soul’s pattern to your soul’s potential.  
1 session, $35  
15002 T 3/21-3/21 6:30-9:30 p.m. Largo

**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, $140* (includes a $65 lab fee)  
14021 WF 1/18-3/10 online $260  
14886 WF 2/15-4/7 online $260  
14887 WF 3/15-5/5 online $260  
14888 WF 4/12-6/2 online $260

**FIN-346 Personal Finance**  
Protect your assets and discover how best to achieve all your financial goals. Topics will include how to create and use a budget, how to borrow and invest wisely, how to make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security.  
12 sessions, $140* (includes a $65 lab fee)  
14022 WF 1/18-3/10 online $260  
14889 WF 2/15-4/7 online $260  
14891 WF 3/15-5/5 online $260  
14892 WF 4/12-6/2 online $260
RES-325 Real Estate Investing 2.4 CEUs
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, $140* (includes a $65 lab fee)

FIN-340 Key to Successful Money Management 2.4 CEUs
If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed.
12 sessions, $140 (includes a $65 lab fee)

FIN-359 Little Known Secrets of Paying for College
Learn how to send your child to the college of his/her dreams without bankruptcy your retirement. Debunk myths such as in-state schools being more affordable than private schools. Learn how college financial aid (including the Free Application for Federal Student Aid (FAFSA) and the CSS/Financial Aid Profile) is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the Internal Revenue Service (IRS) to fund college through “tax scholarship.” Gain the tools and knowledge to meet your goals.
1 session, $59 (includes a $40 lab fee)

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

Prince George's Community College has partnered with the Chesapeake Chapter of the International Facility Management Association to offer courses leading to the Facility Management Professional (FMP) credential. To earn the credential, you must successfully complete the following courses (credential exam is included):

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

Chesapeake Chapter members receive discounted tuition.

For more information
Please see our contact information above.

MGT-632 Project Management for FMP 1.6 CEUs
This is the second of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to project management. You will be taught how to define, plan, manage, oversee, and close projects. Note: members of the IFMA Chesapeake Chapter must register for syn# 13777 to get the discounted price; non-members must register for syn# 13779. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 2 sessions, $783* (includes a $300 lab fee)

13779 FS 2/10-2/11 8:30 a.m.-5 p.m. WTC
13778 FS 2/10-2/11 8:30 a.m.-5 p.m. WTC

MGT-633 Finance and Business Essentials for FMP 1.6 CEUs
This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and contracts in the facility organization. Note: members of the IFMA Chesapeake Chapter must register for syn# 13780 to get the discounted price, and non-members must register for syn# 13781. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee) 2 sessions, $783* (includes a $300 lab fee)

13781 FS 3/24-3/25 8:30 a.m.-5 p.m. WTC
13780 FS 3/24-3/25 8:30 a.m.-5 p.m. WTC

MGT-634 Leadership and Strategy Essentials for FMP 1.6 CEUs
This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leadership to the entire organization. Note: members of the IFMA Chesapeake Chapter must register for syn# 13776 to get the discounted price; non-members must register for syn# 13778. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee) 2 sessions, $783* (includes a $300 lab fee)

13776 FS 4/28-4/29 8:30 a.m.-5 p.m. WTC
13778 FS 4/28-4/29 8:30 a.m.-5 p.m. WTC

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

Department of Labor (DOL) – Occupational Outlook Handbook states the following:

Construction equipment operators drive, maneuver, or control the heavy machinery used to construct roads, bridges, buildings, and other structures.

The median annual wage for construction equipment operators was $40,980 in May 2012.

Employment of construction equipment operators is projected to grow 19 percent from 2012 to 2022, faster than the average for all occupations. Spending on infrastructure should generate many new jobs for construction equipment operators. Workers who can operate multiple types of equipment should have the best job opportunities.

For more information
Please see our contact information above.

HEO-308 Backhoe Operator Certification 1.2 CEUs
This course introduces students to the fundamentals of safely operating a backhoe loader vehicle. Topics include Introduction to backhoe vehicle, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught how to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and digging. Note: A) must be 18 years or older B) students are required to wear steel toe shoes or boot. 2 sessions, $275* (includes a $200 lab fee)

15409 MT 5/1-5/2 8 a.m.-3 p.m. WTC

HEO-307 Skid Steer Operator Certification 1.2 CEUs
This course introduces students to the fundamentals of safely operating a skid steer loader vehicle. Topics include an introduction to skid steers, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and handling. Note: A) must be 18 years or older B) students are required to wear steel toe shoes or boot. 2 sessions, $275* (includes a $200 lab fee)

15406 MT 4/24-4/25 8 a.m.-3 p.m. WTC

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

1 session, $120* (includes a $85 lab fee)

15401 Th 2/23-2/23 8 a.m.-3 p.m. WTC
15402 Th 4/27-4/27 8 a.m.-3 p.m. WTC

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATION, OSHA FORKLIFT
A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Examples include forklifts, pallet jacks and low lift jacks. Powered lift truck operators are required to be properly trained under OSHA Operator Training Law 1910.178(I)(2)(ii). Operators must show competency to operate a powered industrial truck safely by successfully completing three components:

Classroom instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material) Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) Operator performance evaluation.

To register, a student must be 18 years of age or older. Classes held rain or shine. Dress appropriately.

Students attending courses leading to a state, government, industry, or federal certification are required to present a state-issued photo identification to the instructor at the first class.

For more information
Please see our contact information above.
GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS

BASIC SKILLS AND HIGH SCHOOL DIPLOMA PROGRAM OPTIONS

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

GED® OPTION

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

The GED® option is a good choice for adults and young adults who prefer studying for and taking an exam. The test is challenging, and preparation is highly recommended.

GED® preparation courses are available at locations around the county, with morning, evening, and Saturday schedule options. There is no tuition for these classes; students purchase their textbooks.

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

301-546-0891 or 301-546-8350 | www.pgcc.edu/go/ged | ged@pgcc.edu

NEDP OPTION

The National External Diploma Program (NEDP) is an alternate Maryland state-approved path for adults to earn a high school diploma. To qualify, you must be age 18 or older, be officially withdrawn from high school, and demonstrate high school-level skills through a screening process. The NEDP allows adults who have acquired or enhanced their high school-level abilities through work, family, and community experience to demonstrate their skills in real-life situations. Participants work toward a Maryland high school diploma by demonstrating reading, writing, speaking, math, problem-solving, and critical thinking skills in the context of real-life tasks. The tasks are in a web-based format, so computer and Internet access are required. Participants must also demonstrate an entry-level job skill. The program is self-paced, confidential, and conducted through a combination of take-home assignments and weekly one-on-one appointments with a trained assessor.

301-546-0891 (Largo) | 301-546-8350 (University Town Center) | nedp@pgcc.edu

ADULT BASIC SKILLS / LITERACY

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

301-546-8350 (University Town Center) | Jill Hall (halljf@pgcc.edu)

LITERACY VOLUNTEERS

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

301-546-8350 (University Town Center) | Loreta Jordan (jordanlm@pgcc.edu)

GREEN CAREER TRAINING

301-546-8340 or parknx@pgcc.edu

One of the fastest-growing sectors is "green-collar" jobs. Specialized training can help you obtain a job in this area. PGCC offers both green jobs training and stormwater management training (see below). Anticipated openings in green jobs include green agriculture, energy auditors (examining businesses or homes for energy waste and making recommendations for greater energy efficiency), conservation, ecology, green building certifications (LEED or Leadership in Energy and Environmental Design), recycling, pollution prevention, water and energy conservation, thrift stores, green construction, green lodging, transportation, energy (solar, wind, geothermal, and biodiesel), green cleaning, weatherization, use of energy-efficient lighting, and sustainable food systems.

In Spring 2017, we are offering the following courses through our national education partner, ed2go:

- Certified Green Supply Chain Professional 32 hrs $995
- Certified Indoor Environmentalist Prep 32 hrs $955
- Performing Comprehensive Building Assessments 30 hrs $945
- Building Analyst Quick Start 60 hrs $1,495
- Certified Indoor Air Quality Manager 16 hrs $895
- Principles of Green Buildings 30 hrs $895

For information on registering for these courses, please see the Online Courses section at the back of this schedule.
STORMWATER MANAGEMENT
301-546-8340 or parknx@pgcc.edu

The Clean Water Act and the Watershed Protection and Restoration Program will be an economic driver for the county, including the creation of 5,000 new green jobs and local business development. Approximately $1.2 billion will be spent for stormwater management in the next decade.

Entry level stormwater training: Classes are offered for students who have been accepted into the PGCC Team Builder’s Academy. For more information, please call 301-546-0964 or at teambuilders@pgcc.edu.

Intermediate stormwater training: Skilled laborers who seek a new set of job skills in green technology and stormwater management are encouraged to enroll in our online Green Career Training courses offered through our national education partner, ed2go.

Advanced stormwater training: Managers, engineers, and contractors can expand their job skills by taking AGR-304: Urban Stormwater Management. This is a 30-hour training program with lectures and site visits throughout Prince George's County. For more information and to register, visit the college's website at www.pgcc.edu.

Stormwater certificate program: This online training program is designed to expand professionals' knowledge, skills and abilities in stormwater industries. The four-course program, offered by our partner ProTrain, totals 360 hours, over six-nine months, with a total cost of $5,000, or $1,250 per class. The courses are:

- Stormwater Management 1
- Stormwater Management 2
- Stormwater Management: Hydraulics and Hydrology, Part 1
- Stormwater Management: Hydraulics and Hydrology, Part 2

For information on Stormwater classes, please see the Online Courses section at the back of this schedule.

URBAN WATERSHED RESTORATION

AGR-309 Introduction to Stormwater Management 2.0 CEUs
This course consists of nine hours of class time, and eleven hours of independent field work. Topics will include: an introduction to Low Impact Development and the seven small-scale retrofit practices to quality for the Rain Check Rebate program. Learn the benefits of rain gardens, permeable pavers, cisterns, rain barrels, pavement removal, green roofs, and tree canopy, as well as design, construction and maintenance considerations for each. 3 sessions, $100*

17886 Th 3/2-3/16 6:30-9:30 p.m. Largo

HEALTH CARE SUPPORT

FIRST AID & CPR
301-546-0795 or www.pgcc.edu/go/cprfirst

Prince George’s Community College is privileged to use instructional materials from the American Heart Association and the National Safety Council to administer its First Aid and CPR courses. Both nationally recognized programs maintain the highest standards of emergency health and safety training. By offering both, we provide you the opportunity to select the program that best suits your personal and professional needs.

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

Note: Per American Heart Association rules: all students must have a textbook before, during and after the course.

Textbooks are available at the college bookstore and are required at the first class. CPR cards will be mailed with proof of textbook and successful course completion. 100% attendance is required and students must be on time for all First Aid and CPR classes.

For more information Please see our contact information above.
HES-573
Pediatric First Aid, CPR & AED 0.7 CEU
This National Safety Council (NSC) Pediatric First Aid, CPR & AED program, for child care workers, teachers, camp counselors, coaches and others responsible for children, meets first aid and CPR requirements in all 50 states. Treatment for airway obstructions, rescue breathing, basic life support, bleeding, wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies are covered. Required textbook: NSC Pediatric First Aid, CPR & AED Workbook with VSI DVD. 100% attendance required. 
1 session, $85* (includes a $5 lab fee)

13835 S 1/21-1/21 9 a.m.-3:30 p.m. CHS-2103
13836 S 4/1-4/1 9 a.m.-4:30 p.m. CHS-2103

HES-669 HeartCode BLS for the Healthcare Provider 0.4 CEU
HeartCode is a web-based CPR program that uses eSimulation technology to allow students to assess and treat patients in virtual healthcare settings. Debriefings and coaching to promote learning and skills development are provided online. After completing the online training, within 30 days, students must provide a certificate of completion to participate in skills training in the classroom. Upon successful completion, a course completion card, valid for two years, will be issued. 100% course attendance and textbook required.
1 session, $75* (includes a $5 lab fee)

14108 S 2/18-2/18 9 a.m.-4:30 p.m. CHS-2103
14109 S 4/29-4/29 9 a.m.-3:30 p.m. CHS-2103

HES-344
CPR for Health Professionals 0.7 CEU
This American Heart Association (AHA) course is recommended for allied Health, emergency personnel, nurses, physicians, and students enrolled in health technology programs. Adults and Child one- and two-rescuer Cardio-Pulmonary Resuscitation (CPR), relief of Foreign Body Airway Obstructions (FBAO), and barrier devices are covered. 100% course attendance required. Successful completion earns AHA card valid for two years (issued within 20 days). Required textbook: BLS for Health Care Providers. Students must bring text to class.
1 session, $85* (includes a $5 lab fee)

12685 S 1/14/14 9 a.m.-3:30 p.m. CHS-2103
12679 S 1/21-1/21 9 a.m.-3:30 p.m. UTC-258
12686 S 1/28-1/28 9 a.m.-3:30 p.m. CHS-2103
13837 S 2/4-2/4 9 a.m.-3:30 p.m. CHS-2103
12680 S 2/11-2/11 9 a.m.-3:30 p.m. UTC-258
13838 S 2/25-2/25 9 a.m.-3:30 p.m. CHS-2103
13839 S 3/4-3/4 9 a.m.-3:30 p.m. CHS-2103
13829 S 3/11-3/11 9 a.m.-3:30 p.m. UTC-258
13840 S 3/25-3/25 9 a.m.-3:30 p.m. CHS-2103
16820 S 4/8-4/8 9 a.m.-3:30 p.m. CHS-2103
13830 S 4/8-4/8 9 a.m.-3:30 p.m. UTC-258
13841 S 4/29-4/29 9 a.m.-3:30 p.m. CHS-2103
13831 S 5/6-5/6 9 a.m.-3:30 p.m. UTC-258

HES-367 CPR Instructor Training
Prepare to become an American Heart Association recognized instructor in CPR. Course includes teaching methodology, testing procedures and skills demonstration. Participants must have current Health Care Provider card to enroll in this course. Must purchase textbook and complete Core Instructor Online Course before first class. 4 sessions, $210*

13827 S 2/18-2/18 9 a.m.-3:30 p.m. CHS-2103

Mental Health First Aid (MHFA) is an 8-hour training course designed to help someone who is developing a mental health problem or crisis. Just as CPR training helps an individual following a heart attack, MHFA training helps a layperson assist in a mental health crisis. Mental Health First Aid makes people feel more comfortable managing a crisis situation and builds mental health literacy—helping the public identify, understand and respond to signs of mental illness

For more information
Please see our contact information above.
CAREGIVING
301-546-0795

As baby-boomers age, the elderly population grows, and family members recuperate, the demand for caregiving continues to increase. Family caregivers provide relatives with invaluable in-home assistance and support throughout the various stages of life. We offer online classes to help you gain new skills to manage these opportunities. Caregiving can be stressful, so treat yourself: learn how to relieve stress and take a mental vacation with our online Certificate in Stress Management and Certificate in Meditation courses.

For more information
Please see our contact information above.

HES-592 Mental Health First Aid
This program teaches how to provide support to people who are developing the signs and symptoms of a mental illness or emotional crisis. The program introduces a five-step action plan to assess a situation, and select and implement interventions. It teaches risk factors and the warning signs of anxiety, depression, substance use, disorders, schizophrenia and suicide. 100% attendance required. Successful completion earns a MHFA certificate valid for three years. Textbook required. 2 sessions, $125* (includes a $6 lab fee)

14081 TTh 2/7-2/9 6-10 p.m. CHS-203
14083 TTh 3/14-3/16 6-10 p.m. CHS-1204
14085 TTh 5/2-5/4 6-10 p.m. CHS-203

HES-589 Certificate in Meditation
0.8 CEU
Explore the many meditation techniques that can be used to support the mind-body connection to reduce stress, deal with pain, or illness and support overall well-being. This course, designed for health professionals, nurses and general consumers will cover a number of meditation techniques, including Transcendental Meditation guided imagery and visualization, mindfulness, Vipassana walking, laughter, centering prayer and concentration meditation.
12 sessions, $90* (includes a $55 lab fee)

13893 WF 1/18-3/10 online E260
15105 WF 2/15-4/7 online E260
15108 WF 3/15-5/5 online E260
15111 WF 4/12-6/2 online E260

HES-588 Certificate in Stress Management
1.4 CEUs
Stress is at epidemic levels in the world today. In this course, you will explore the impact of stress and learn how to get stress under control. Discover how healthy living habits, and therapies can counteract, reduce, and help you manage its negative impact. The physiological; social and psychological impacts of stress; modalities to control stress; the relationship between stress and health; nutrition; physical activity; and how stress develops in the workplace will be covered.
9 sessions, $110* (includes a $61 lab fee)

13892 WF 1/18-3/10 online E260
15064 WF 2/15-4/7 online E260
15065 WF 3/15-5/5 online E260
15103 WF 4/12-6/2 online E260

HES-591 Caring for Aging Parents
2.4 CEUs
This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life's transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered.
12 sessions, $140* (includes a $65 lab fee)

13890 WF 1/18-3/10 online E260

ASSISTED LIVING MANAGER
This 80-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene's Office of Health Care Quality. This course teaches how to better monitor the day-to-day operations of an assisted living facility. Learn topics such as clinical management, dementia, mental health, nutrition, assessing, admitting, emergency planning, quality assurance and others. There are five mandatory modules required for certification. We also offer a course on business planning for those interested in opening a facility.

• Proper planning is essential in order to complete the entire program.
• Assisted Living Refresher training is required every two years following completion of the 80-hour program.
• This program is offered in the Spring and Fall semesters.

100% attendance is required.

Visit the web address above for resources and to apply for the Professional Education Scholarship for WDCE Health Sciences Students.

For more information
Please see our contact information above.

HES-486 Assisted Living Manager Module 1: Introduction
0.6 CEU
This Introduction to the Assisted Living Manager Program focuses 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 include stages of the aging process intervention methods, and the resident’s bill of rights. Modules must be taken in order with an 80% average score. 100% attendance required.
1 session, $110* (includes a $30 lab fee)

13844 S 2/11-2/11 9 a.m.-4 p.m. CHS-2101
HES-487 Assisted Living Manager Module 2: Assessing, Admitting and Feeding 2.4 CEUs
This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics will include the importance of nutrition, food safety, and how to develop individualized service plans.
4 sessions, $295* (includes a $85 lab fee)
13845 FS 2/24-3/4 9 a.m.-4 p.m. CHS-2101

HES-488 Assisted Living Manager Module 3: Clinical Management 2.0 CEUs
The third module focuses on the role of the delegating nurse, appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics will include patient safety, proper infection control procedures and appropriate staffing patterns.
3 sessions, $255* (includes a $85 lab fee)
13846 ThF 3/16-3/18 9 a.m.-5:30 p.m. CHS-2211

HES-489 Assisted Living Manager Module 4: Mental and Behavior Management 1.6 CEUs
The fourth module focuses on mental illness and its symptoms. Topics will include the philosophy of dementia care, associated behaviors, stages of cognitive decline, common triggers for problems and potentially harmful behaviors and key interventions.
2 sessions, $205* (includes a $65 lab fee)
13847 FS 3/31-4/1 9 a.m.-5:30 p.m. CHS-2211

HES-490 Assisted Living Manager Module 5: Management Emergency Planning 1.4 CEUs
This final module focuses on facility operations, emergency planning, quality assurance and survey processes. Topics will include procedures for fire and other disasters, a review of OSHA requirements, the role and functional responsibilities of the manager of an assisted living facility, recordkeeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes.
2 sessions, $205* (includes a $65 lab fee)
13848 FS 4/21-4/22 9 a.m.-4:30 p.m. CHS-2211

HES-559 How to Start an Assisted Living Business 1.0 CEU
Assisted living facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing.
2 sessions, $180* (includes a $35 lab fee)
13851 S 5/6-5/13 9 a.m.-3 p.m. CHS-2203

HES-570 Principles of Adult Education: Train the Trainer 1.6 CEUs
This course is designed for nurses and other healthcare providers who are responsible for certified nursing assistant training, patient and community education, in-service education, etc. This course meets the Maryland Board of Nursing requirement for instructors of the Certified Nursing Assistant course. Participants will be taught teaching strategies, adult learner characteristics, planning learning environments, lesson planning, writing behavioral objectives and facilitating learning.
4 sessions, $280*
13843 W 4/19-4/26 4-8 p.m. CHS-2215

REGISTERED NURSE CASE MANAGER/DELEGATING NURSE IN ASSISTED LIVING
This 16-hour course updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities. The RN who wishes to start working in assisted living either full time, part-time or as an independent contractor must also take this course prior to working in the assisted living practice setting. (Source: www.mbon.org)

For more information
Please see our contact information above.

HES-326 Registered Nurse Case Manager and Delegating Nurse: Assisted Living 1.6 CEUs
This course, approved by the Maryland Board of Nursing, is required for case managers and delegating nurses who work with or train medication technicians (formerly known as medication administration assistants). Registered nurses will review the basic foundations for the nursing practice of the Registered Nurse (RN) who delegates nursing functions in the assisted living setting, including medication administration. Prerequisite: current active Maryland RN license in good standing.
3 sessions, $285* (includes a $85 lab fee)
13849 ThF 5/4-5/6 9 a.m.-3 p.m. CHS-2211

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DENTAL ASSISTING
301-546-0795 or
www.pgcc.edu/go/dental

Make someone smile with a career as a dental assistant! According to the U.S Department of Labor’s Bureau of Labor Statistics’ 2014-2024 Occupational Outlook Handbook, dental assistants are highly skilled professionals who work closely with dentists to provide patient care, take X-rays, maintain records and schedule appointments, typically on a full time basis. Employment is expected to grow much faster than the average for all occupations with median earnings of $35,980 annually. Our program provides hands-on lab training that satisfies Pathway 2 requirements for seamless entry into HES-519 Introduction to Dental Assisting: Part 2 after successful completion of Part 1. We offer you the opportunity to earn a continuing education certificate in Dental Assisting by completing the following:

*HES-690 Introduction to Dental Assisting: Part 1
**Prerequisites:**
- A score of at least 65 on the Accuplacer Reading Comprehension Test
- Ability to speak and understand standard American English
- High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
- **Purchase textbook Package:** Modern Dental Assisting (11th edition) ISBN 9780323239929
- Textbook Package Required during class sessions. Read chapters 1 and 2 and complete associated workbook assignments prior to first class.

*HES-519 Introduction to Dental Assisting: Part 2
**Prerequisites (continuing students):**
- At least 18 years of age
- Successfully Complete HES-690 and CPR/AED training
- **Purchase textbook:** Radiographic Imaging for Dental Team (4th edition) ISBN: 9781416060048

**Prerequisites (new students):**
- At least 18 years of age
- A score of at least 65 on the Accuplacer Reading Comprehension Test
- High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
- Successfully complete CPR/AED training
- **Purchase textbook:** Radiographic Imaging for Dental Team (4th edition) ISBN: 9781416060048
- Provide a letter from the employing dentist verifying employment and a commitment to your direct clinical supervision.
- A working knowledge of basic oral anatomy, basic infection control and basic dental terminology
- Proof of completion of a basic dental assisting course

Must satisfy one of these two pathway requirements prior to taking the course:
- Pathway 1: 3 months (300 hours) full-time employment in a clinical setting in a dental office
- Pathway 2: Must be employed in a dental office for direct clinical supervision unless classroom facility offers hands on clinical

Prince George’s Community College Certificates of Completion will be awarded upon successful completion of these courses.

**Note:** the placement test is free of charge. Pick up a Placement Test Referral Form online, in the Center for Health Studies, Room 2401, or at the Records and Registration office in Bladen Hall, Room 126.

Textbooks are available for purchase in the college's Bookstore located in Largo Student Center, Room 116, or online at www.pgccbookstore.com.

160 hours of clinical training is required. Students must register for both HES-529 and HES-530. Background check and drug screening are required ten days prior to starting the clinical. The clinical coordinator will assist each student with placement.

**For more information**
Please see our contact information above.
HES-690 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. Lab practice conducted onsite. Prerequisites: HS Diploma or GED; reading comprehension placement score of 65 or better. Textbook required.
16 sessions, $750* (includes a $250 lab fee)

14211  Th  1/17-3/9  10 a.m.-1 p.m.  CHS-203
14212  WF  1/18-3/10  6-9 p.m.  CHS-203

HES-699 Introduction to Dental Assisting: Part 2
This course provides the knowledge and skills necessary to perform a wide variety of dental radiologic procedures. Students will be taught how to apply these principles to clinical radiography in preparation to sit for the DANB Dental Radiation Health and Safety Certification exam. Topics include ionizing radiation, basic principles of X-Ray generation, Dental X-Ray machine, image formation and receptors, biologic effects, Personal Protective measures, film processing, infection control, and disease. CPR/AED and textbook required.
12 sessions, $750* (includes a $250 lab fee)

14387  Th  3/21-5/4  9 a.m.-3 p.m.  CHS-203
13842  WF  3/22-4/26  6-9 p.m.  CHS-203
WF  4/28-5/10  6-9:15 p.m.  CHS-203
(13 sessions)

HES-668 Dental Front Desk Administration  3.6 CEUs
A patient’s experience in the dental office begins and ends in the front office. This course is designed for entry-level dental front office associates and provides instruction for a variety of front office positions in a dental practice. Ethical, legal and regulatory issues, basic administrative functions, technology, records management, scheduling appointments, insurance, billing and coding for the dental practice, professionalism, and dental team/patient relations. Computer skills and textbook required.
12 sessions, $485* (includes a $50 lab fee)

14107  M  1/23-4/24  6-9 p.m.  CHS-203

HES-689 Dental Radiology Recertification and Refresher  0.8 CEU
This course provides continuing education and review in radiation health and safety, exposure, radiation protection for the patient and operator, history, techniques, and dental radiology applications. 100% attendance required. 1 session, $150*

14111  S  1/14-1/14  9 a.m.-5:30 p.m.  CHS-1214
14112  S  1/28-1/28  9 a.m.-5:30 p.m.  CHS-1214

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

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
PHARMACY TECHNICIAN
301-546-0795 or www.pgcc.edu/go/pharmtek

This five-month training program and exam, approved by the Maryland Board of Pharmacy, is offered in the spring and fall semesters and includes in-class and online instruction and 160 hours of on-site pharmacy clinical training.

The program is designed to provide information on the duties and responsibilities of a pharmacy technician in a variety of health care settings. Students must complete the entire program according to schedule by registering for the following required courses:

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

The state of Maryland requires that pharmacy technicians be certified. Students who successfully complete this program and pass a background check will be eligible to register with the Maryland Board of Pharmacy.

This program is also designed to prepare students for the National Pharmacy Technician Certification Exam (PTCE). See website at www.ptcb.org.

Prior to enrolling, individuals must demonstrate reading and math proficiency by providing proof of:

Reading: score of 65 or above on the college’s reading placement test OR college completion of English 101

Math: score of 82 or above on the college’s algebraic math placement test OR college credits in math within the last two years OR completion of HES-577, Medical Math, with a final grade of at least 75% and High School or GED completion.

Participants must also:
- Be a minimum of 18 years of age
- Possess required textbooks prior to class start date
- Have access to the Internet
- Have a working e-mail address.
- Have an Owl Link account accessed through the college’s website, www.pgcc.edu.
- For assistance, visit the Help Desk in Bladen Hall Room 106 or call 301-546-0637.

Note: the placement test is free of charge. Pick up a Placement Test Referral Form online, in the Center for Health Studies, Room 2401, or at the Records and Registration office in Bladen Hall, Room 1.26.

Textbooks are available for purchase in the college’s Bookstore located in Largo Student Center, Room 116, or online at www.pgccbookstore.com.

160 hours of clinical training is required. Students must register for both HES-529 and HES-530. Background check and drug screening are required ten days prior to starting the clinical. The clinical coordinator will assist each student with placement.

For more information
Please see our contact information above.

HES-332 Pharmacy Technician 9.0 CEUs
The Pharmacy Technician program trains students for state and national certification. Approved by the Maryland Board of Pharmacy, the program includes classroom, online, and 160 hours of clinical practice. Topics include drug regulation and control, terminology, calculations, routes and formulations, compounding, inventory, aseptic techniques, and pharmacology. Prerequisites: before registration, students must provide HS diploma/GED, and acceptable math, and reading scores. Textbook required; read Chapter 1 before first class.

30 sessions, $995* (includes a $250 lab fee)
12316 TTh 1/17-5/4 6:30-9:30 p.m. CHS-2101

HES-529 Pharmacy Technician Clinical: Part 1 8.0 CEUs
This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Register for courses at the same time. Prerequisite: proof of background check and drug screening must be provided 10 days prior to clinical. 1 session, $130*
12324 MTWThFS 1/9-2/18 TBA

HES-530 Pharmacy Technician Clinical: Part 2 8.0 CEUs
Continuation of Pharmacy Technician Clinical Part 1. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. Prerequisite: proof of background check and drug screening; must be provided 10 days prior to clinical. 1 session, $130*
12325 MTWThFS 1/9-2/18 TBA

HES-543 Pharmacy Technician Orientation
This is a must-attend for those interested in learning more about the Pharmacy Technician program, program requirements, certifications, and job environment. 1 session
12326 M 1/9-1/9 6-7 p.m. CHS-2101
**HES-577 Medical Math  2.4 CEUs**

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

12 sessions, $140* (includes a $65 lab fee)

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**PHYSICAL THERAPY**

301-546-0795

**HES-493 Physical Therapy Aide Clinical  6.2 CEUs**

This course prepares students for clinical placement. It provides instruction to facilitate the transition from student to professional in the physical therapy field. Topics include roles and responsibilities, career development, interviewing skills, confidentiality, and effective communication in patient care. Prerequisites: Pass HES-492 (apply within 6 months of completion), reading test score of 65%, current CPR Healthcare Provider card, 18 years old, HS diploma or GED. A negative TB Skin test (PPD) and tetanus immunization may be required. $400* (includes a $50 lab fee)

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**NURSING ASSISTANT CNA/GNA**

301-546-5215 or www.pgcc.edu/go/cna

**CERTIFIED NURSING ASSISTANT/GERIATRIC NURSING ASSISTANT**

Prepare for a career as a nursing assistant. Work in a variety of health care settings. This 136 hour program is approved by the Maryland Board of Nursing. Students must successfully complete both CNA Theory and CNA Clinical before being awarded a certificate. Upon completion of this program, students are eligible to sit for the GNA examination.

**Required Courses:**
- HES-544 Certified Nursing Assistant Theory
- HES-417 Certified Nursing Assistant Clinical

**Participants must:**
- Be at least 18 years of age
- Take and pass the reading comprehension placement tests in the college testing center with a score of 45+ before registering for the Theory course
- Be computer literate and have access to the Internet
- Be able to speak and understand standard American English at a functional level
- Obtain a criminal background check.

**Before attending the clinical portion of the class, individuals must also:**
- Obtain a criminal background check
- Obtain CPR for Health Provider certification. This course (HES-344) is available at the college
- Have a negative TB skin test (PPD) or chest x-ray
- Present documentation of immunizations or titer tests (blood test for proof of immunizations)

**For more information**

Please see our contact information above.
### HES-544
 **Certified Nursing Assistant: Theory**

Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing assistant (GNA) examination. A test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the clinical portion.

**21 sessions, $825* (includes a $50 lab fee)**

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### HES-417
 **Certified Nursing Assistant: Clinical**

This class will provide practical clinical experience conducted in Prince George's County nursing homes. The 52 hours of clinical must be taken with HES-544 to complete the program. **6 sessions, $525* **

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### HES-666
 **Medicine Aide Theory**

This course is designed to provide upgrade training to geriatric nursing assistants to prepare them for Maryland State certification as Certified Medicine Aides. Topics include medicine aide roles, drug administration and classification, rights of medication administration, parenteral and non-parenteral medications and disorders medications. **12 sessions, $540* (includes a $50 lab fee)**

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### HES-667
 **Medicine Aide Clinical**

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

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### HES-365 Nursing Home Medicine Aide Update

This course provides the continuing education update required by the State of Maryland for renewal of the medicine aide certificate. Students may only register up to two months before or one month after their birthday. Students must be listed on the Maryland Board of Nursing registry as “Active” and, when registering, must have a letter from the Director of Nursing which shows proof of 100 hours of employment as a Certified Medicine Aide (CMA) within the last two years, and eight hours as a Geriatric Nursing assistant (GNA). **1 session, $95* **

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### HES-665
 **Patient Care Technician: Introduction**

This course reinforces nursing assistant skills, increases medical terminology, expands knowledge of anatomy and physiology and provides participants with key elements of professionalism in a health care setting. Topics include HIPAA, work ethics, performance, body systems and functions, and medical terminology. Students must successfully complete this course before taking HES-584. **4 sessions, $200* **

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### HES-584
 **Patient Care Technician**

Certified Nursing Assistants learn advanced skills training and basic knowledge in the maintenance of the ill or long-term patient in this 88 hour Patient Care Technician program. Students who successfully complete this program will be awarded a certificate and are eligible to sit for the PCT national exam.

**Participants must:**

1. Must be a Certified Nursing Assistant in good standing on the state’s registry.
2. Must have worked or trained as a CNA in the last 2 yrs.
3. Have a valid CPR for Health provider certification.
5. Be computer literate and have access to the Internet.
6. Must be at least 18 years of age.
7. Take and pass the reading comprehension placement test in the college testing center with a score of 55+ before registering.
8. Must take both HES-665 and HES-584

**For more information**

Please see our contact information above.
HES-584
Patient Care Technician 8.8 CEUs
This course is designed to advance the skills of certified nursing assistants working in hospitals or other healthcare settings. Topics include legal and ethical issues, patient safety, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, oxygen therapy and trach care, basic wound care and more. Note: students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program. Students must have already taken HES-665. 22 sessions, $1050* (includes a $100 lab fee)

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<tr>
<td>HES-584</td>
<td>T</td>
<td>1/24-4/18</td>
<td>9 a.m.-4:30 p.m.</td>
<td>CHS-221</td>
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</tbody>
</table>

HES-663
EKG for Health Professionals 3.5 CEUs
This course is designed to provide the knowledge and skills necessary to become an EKG technician. Topics include cardiac anatomy and physiology, patient preparation, lead placement, patient confidentiality, cardiac modalities, pharmacology, stress tests, Holter monitors, pacemakers, and identification of various arrhythmias and irregularities of the heart. Students must also take HES-691. 7 sessions, $400* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>HES-663</td>
<td>T</td>
<td>2/11-3/25</td>
<td>8:30 a.m.-2 p.m.</td>
<td>CHS-221</td>
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</table>

HES-691 EKG for Health Professionals, Part 2 1.5 CEUs
This second part of the EKG for Health Professionals course provides extensive lab skills training. Topics include EKG waves, equipment, lead placement, and electrodes. Students must also take HES-663.

3 sessions, $150* (includes a $100 lab fee)

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>HES-691</td>
<td>S</td>
<td>4/1-4/22</td>
<td>8:30 a.m.-2 p.m.</td>
<td>CHS-221</td>
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</table>

EKG HEALTH PROFESSIONALS
301-546-5215 or www.pgcc.edu/go/cna

Participants Must:
- Have a High School Diploma, GED or a healthcare professional license
- Take and pass the reading comprehension placement test in the college testing center with a score of 60+ before registering
- Completed a Human Anatomy and Physiology course with a grade of “C” or above or currently a licensed healthcare professional
- Completed a Medical Terminology course with a grade of “C” or above or currently a licensed healthcare professional
- CPR with active certification
- Able to speak and understand standard American English at a functional level
- Be computer literate and have access to the Internet

For more information
Please see our contact information above.

MEDICAL BILLING SPECIALIST
301-546-0878 or 301-546-0796

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, MEDICAL BILLING SPECIALIST
This program begins with an overview of the medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training prepare students as physician’s office personnel. This training prepares you to take the AAPC Certified Professional Biller exam.

Courses should be taken in the order listed. HES-409 and HES-553 should be taken during the same semester. A Certificate of Continuing Education will be issued upon successful completion of all courses.

- HES-357 or HES-354 Medical Terminology
- HES-554 Basic Human Anatomy and Physiology
- HES-409 Introduction to Medical Billing
- HES-553 Computerized Medical Billing
- HES-321 Physician Office Billing
- HES-563 Advanced Medical Billing

Prerequisite: A score of 65 or greater on the Accuplacer Reading Comprehension Placement Test OR proof of college credits and strong computer and word processing skills.

Note: Text required at first class.

Once a student has completed these requirements, he/she should call 301-546-0878 for verification and to request a certificate. Those interested in furthering their career in medical coding should contact the Academic Health Sciences office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.

For more information
Please see our contact information above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-409  Introduction to Medical Billing  1.5 CEUs
This course provides an overview of medical billing and computerized patient accounting. Textbook (required at first class).
5 sessions, $180*

13789  MW 1/30-2/13  6:30-9:30 p.m.  CHS-1233
13790  TTh 1/31-2/14  9 a.m.-12 p.m.  CHS-1233

HES-553  Computerized Medical Billing  4.2 CEUs
This course is designed for physician’s office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: successfully completion of HES-409 and strong computer and word processing skills. 14 sessions, $520* (includes a $15 lab fee)

14806  MW 2/22-4/17  6:30-9:30 p.m.  CHS-1233
14807  TTh 2/21-4/6  9 a.m.-12 p.m.  CHS-1233

HES-321  Physician Office Billing  4.2 CEUs
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology, access to the internet, and basic computer and word processing skills. Meets concurrently with credit course HIM-1940. Required text: multiple, approx. $300. Note: those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $360* (includes a $10 lab fee)

13788  Th 1/26-5/11  5:30-8:30 p.m.  CHS-1229

HES-684  Advanced Medical Billing  4.2 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also be taught how to reconcile their daily work, accounts receivable processing, and the basics of financial reporting. 14 sessions, $505* (includes a $15 lab fee)

14812  MF 4/7-6/2  (12 sessions)
14813  TTh 4/25-6/1  9 a.m.-12:30 p.m.  CHS-1233

HES-685 Professional Biller Exam Preparation  1.2 CEUs
This course will prepare participants for the Certified Professional Biller (CPB) exam. Topics include medical terminology, insurance programs, ICD-10 rules/guidelines, assigning codes, CPT and HCPCS coding, CMS 1500 claim form, UB04 Claim form, HIPAA, billing cycle, reimbursements, diagnosis related group (DRG) billing, and various medical forms. 3 sessions, $150

13795  S 2/25-3/11  9 a.m.-1 p.m.  CHS-1233

HES-533 ICD-10-CM/PCS Coding Principles and Application  4.8 CEUs
This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by an AHIMA ICD-10 trainer. A course proficiency exam will be administered upon completion of coursework. 14 sessions, $505*

13791  MW 1/25-3/20  6:30-9:30 p.m.  Largo

HES-534 Medical Terminology: Word Association Approach  2.4 CEUs
This course teaches medical terminology according to body systems. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. 12 sessions, $140* (includes a $65 lab fee)

13808  TTh 1/10-1/26  6-10 p.m.  Largo
13809  MW 2/27-3/15  6-10 p.m.  Largo
13810  TTh 4/18-5/4  6-10 p.m.  Largo

HES-554 Human Anatomy and Physiology: Part 1  2.4 CEUs
Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. 12 sessions, $140* (includes a $65 lab fee)

13857  WF 1/18-3/10  online  E2GO
15051  WF 2/15-4/7  online  E2GO
15052  WF 3/15-5/5  online  E2GO
15053  WF 4/12-6/2  online  E2GO

HES-354  Medical Terminology: 2.4 CEUs
有效地沟通、书写和理解医学术语在工作场所。包括术语学、解释和说明医学术语的方法，以及基本解剖学和生理学的描述。

13854  WF 1/18-3/10  online  E2GO
15034  WF 2/15-4/7  online  E2GO
15035  WS 3/15-5/5  online  E2GO
15043  WS 4/12-6/2  online  E2GO

HES-357  Basic Medical Terminology  2.4 CEUs
有效地沟通、书写和理解医学术语在工作场所。包括术语学、解释和说明医学术语的方法，以及基本解剖学和生理学的描述。

13854  WF 1/18-3/10  online  E2GO
15034  WF 2/15-4/7  online  E2GO
15035  WS 3/15-5/5  online  E2GO
15043  WS 4/12-6/2  online  E2GO

HES-354  Medical Terminology: Word Association Approach  2.4 CEUs
有效地沟通、书写和理解医学术语在工作场所。包括术语学、解释和说明医学术语的方法，以及基本解剖学和生理学的描述。

13854  WF 1/18-3/10  online  E2GO
15034  WF 2/15-4/7  online  E2GO
15035  WS 3/15-5/5  online  E2GO
15043  WS 4/12-6/2  online  E2GO
MEDICAL OFFICE ASSISTANT
301-546-0878 or 301-546-0796

This 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 Health Career Association Medical Administrative Assistant certification exam.

Required Courses

- HES-357 Basic Medical Terminology or
- HES-354 Medical Terminology a Word Association Approach (online)
- HES-586 Professionalism in Healthcare
- HES-396 Medical Office Assistant: Overview
- HES-344 CPR for Health Professionals American Heart Association
- HES-322 Medical Office Assistant: Practical Applications

Prerequisite: A score of 65 or greater on the Accuplacer Reading Comprehension Placement Test OR proof of college credits.

For more information
Please see our contact information above.

HES-396 Medical Office Assistant: Overview 6.6 CEUs
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 65 or higher on the reading comprehension placement test (3) access to the Internet and an Owl Link account; and (4) strong computer skills. Please contact our Help Desk at 301-546-0637 for assistance setting up the account. Textbook (required at first class). 22 sessions, $945* (includes a $155 lab fee)

14811 T 2/7-4/25 online HYLAG
14812 Th 2/2-4/27 6-9 p.m. CHS-1223

HES-322 Medical Office Assistant: Practical Applications 3.6 CEUs
In this practical applications course, students will observe health care providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-396 and current Cardiac-Pulmonary Resuscitation (CPR) for Health Professionals card.

12 sessions, $480* (includes a $25 lab fee)

14845 Th 5/2-6/8 6-9 p.m. CHS-2229

HES-545 HIPAA Compliance 2.4 CEUs
This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics include transactions, code sets, and identifiers, the Privacy Rule, and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act, (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules.

12 sessions, $140* (includes a $65 lab fee)

13856 WF 1/18-3/10 online E2GO
15047 WF 2/15-4/7 online E2GO
15048 WF 3/15-5/5 online E2GO
15049 WF 4/12-6/2 online E2GO

ELECTRONIC HEALTH
301-546-0796

HES-546 Spanish for Medical Professionals 2.4 CEUs
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, $140* (includes a $65 lab fee)

13855 WF 1/18-3/10 online E2GO
15044 WF 2/15-4/7 online E2GO
15045 WF 3/15-5/5 online E2GO
15046 WF 4/12-6/2 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
HES-692  
Electronic Health Records  
3.0 CEUs

This course is designed to enable the student to learn the fundamental principles of electronic health records (EHR). Topics include the integration of technology into health care, clinical standard compliance, health data management concepts, and EHR challenges.  
6 sessions, $455*  
(includes a $130 lab fee)

PHLEBOTOMY TECHNICIAN  
301-546-0878 OR 301-546-0796

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

Prerequisites: must be a health care professional or have permission from the program coordinator, obtain a score of 65 or higher on the reading comprehension placement test OR provide proof of college credits, have a American Heart Association (AHA) CPR for Health Professionals certification card, and provide proof of immunizations prior to participating in a clinical.

Required Courses

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

For more information

Please see our contact information above.

HES-418  
Phlebotomy Technician  
8.0 CEUs

This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations associated with venipuncture in a hospital or out-patient setting. Students will be eligible to apply to take the National Certification Examination. Immunization record (PPD, MMR, and Hepatitis B) must be provided. Prerequisites: must be a health care professional. Textbook (required at first class).  
26 sessions, $960* (includes a $160 lab fee)

HES-469 Phlebotomy  
Technician Clinical: Part 1  
6.0 CEUs

This course fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.  
15 sessions, $125*

HES-470 Phlebotomy  
Technician Clinical: Part 2  
6.0 CEUs

Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: successful completion of HES-418, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.  
15 sessions, $125*

HOME AND GARDEN

FLORAL

301-546-7545 or 301-546-0158

PRINCE GEORGE’S COMMUNITY COLLEGE 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 the Laurel College Center. The new requirements include successful completion of a minimum of three of the four levels of fresh floral training:

- OCU-338  Basic Floral Design
- OCU-376  Advanced Floral Design
- OCC-377  Advanced Seasonal/Event Designs
- OCU-381  Tributes

A student who has completed all of the requirements for this program should contact us at the number(s) above for verification and to request a certificate.

For more information

Please see our contact information above.

OCU-338 Basic Floral Design

Learn the basic principles of floral design while creating eight eye-catching arrangements. Use of tools, names of flowers and their usage, bow demonstration, color theory and effects, current trends affecting the floral industry, logistics of opening a retail shop, and sources for wholesale products will be covered. Students should bring a floral knife and wire cutters to class. A $250 floral supplies fee payable to the instructor is due at the first class.  
8 sessions, $160*

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

14837 F 2/17-4/7 6:30–8:30 p.m.  LCC-205
A GR-316  
Start Your Own Edible Garden  2.4 CEUs  
Grow delicious, nutritious fruit and vegetables in your own Backyard! 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 how to fix pH and drainage problems in your soil, and take the guesswork out of watering. 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, $140 (includes a $65 lab fee)

AG R-316  
Start Your Own Edible Garden  2.4 CEUs  
Grow delicious, nutritious fruit and vegetables in your own Backyard! 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 how to fix pH and drainage problems in your soil, and take the guesswork out of watering. 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, $140 (includes a $65 lab fee)

HOME INTERIOR  
301-546-0797 or 301-546-5299

ENR-460 Interior Decorating Basics  
Have you ever wanted to re decorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques.  
Instructor: Charis Holder. 1 session, $35

ENR-460 Interior Decorating Basics  
Have you ever wanted to redecorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques.  
Instructor: Charis Holder. 1 session, $35

ENR-587 Interior Décor Final Touches  
By utilizing current industry décor techniques, students will learn to enhance rooms and spaces by either sprucing up an already decorated area or by pulling together the overall look of a “not quite finished” project. For example, they will be taught techniques to apply vinyl words and inspirational quotes to various surfaces and create canvas wall art by replicating abstract shapes and patterns. As well, students will be shown how to accessorize a room and enjoy hands-on class demonstrations.  
Instructor: Michele McCray. 1 session, $35

ENR-587 Interior Décor Final Touches  
By utilizing current industry décor techniques, students will learn to enhance rooms and spaces by either sprucing up an already decorated area or by pulling together the overall look of a “not quite finished” project. For example, they will be taught techniques to apply vinyl words and inspirational quotes to various surfaces and create canvas wall art by replicating abstract shapes and patterns. As well, students will be shown how to accessorize a room and enjoy hands-on class demonstrations.  
Instructor: Michele McCray. 1 session, $35

ENR-541 Introduction to Interior Design  2.4 CEUs  
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. You will delve into color theory, styles and trends, spatial arrangements, floor plans, “green” design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field.  
12 sessions, $140* (includes a $65 lab fee)

ENR-541 Introduction to Interior Design  2.4 CEUs  
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. You will delve into color theory, styles and trends, spatial arrangements, floor plans, “green” design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field.  
12 sessions, $140* (includes a $65 lab fee)

ENR-558 Fabulously Chic Décor On A Dime  
Have you ever walked by an expensive boutique and wondered how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give high-end retail stores a run for their money.  
Instructor: Fallon Loving, Allied ASID. 1 sessions, $35

ENR-558 Fabulously Chic Décor On A Dime  
Have you ever walked by an expensive boutique and wondered how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give high-end retail stores a run for their money.  
Instructor: Fallon Loving, Allied ASID. 1 sessions, $35

ENR-578 Discovering the Styles of Decorating  
Uncover the definition of a decorating style through a journey exploring nine styles and their characteristics: English Tudor, Early American, Chinese, Korean/Japanese, Georgian, Formal and French Country, American Southwest, Art Deco, and Contemporary. Discover your unique inclinations, at once, distinctively a part of your nature and ancient connections. Share how you would implement your personal style through materials, finishes, furnishings and color.  
Instructor: Bonnie Peer. 2 sessions, $45

ENR-578 Discovering the Styles of Decorating  
Uncover the definition of a decorating style through a journey exploring nine styles and their characteristics: English Tudor, Early American, Chinese, Korean/Japanese, Georgian, Formal and French Country, American Southwest, Art Deco, and Contemporary. Discover your unique inclinations, at once, distinctively a part of your nature and ancient connections. Share how you would implement your personal style through materials, finishes, furnishings and color.  
Instructor: Bonnie Peer. 2 sessions, $45

ENR-532 Redesign and Refresh Your Rooms  
Yes you can! With a few quick and easy final touches, techniques and tools of the trade, any room can look like new. Whether you’re a novice or décor extraordinaire, you’ll find that a little focus, determination and imagination are keys to fascinating décor and unforgettable “reveals.” If you’ve always wanted to get started on that long-awaited project, now’s the time.  
Instructor: Michele McCray, Interior designer, C.I.D. 1 session, $35

ENR-532 Redesign and Refresh Your Rooms  
Yes you can! With a few quick and easy final touches, techniques and tools of the trade, any room can look like new. Whether you’re a novice or décor extraordinaire, you’ll find that a little focus, determination and imagination are keys to fascinating décor and unforgettable “reveals.” If you’ve always wanted to get started on that long-awaited project, now’s the time.  
Instructor: Michele McCray, Interior designer, C.I.D. 1 session, $35
HOSPITALITY

CULINARY ARTS
warewd@pgcc.edu

CUL-610 Introductory to Culinary Arts
The introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. 15 sessions, $539

18675 M 1/23-5/15 5:30-9:45 p.m. JHES

CUL-615 Food Production 1
A continuation of CUL-610. Topics include stocks, soups, sauces, beef, pork and poultry items, vegetables and starches. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. Prerequisite: CUL-610: Introduction to Culinary Arts. 15 sessions, $539

18674 T 1/24-5/9 5:30-9:45 p.m. JHES

CUL-715 Food Production 2
An advanced food production class. Topics will include principles of plate presentation, and entrée, starch, vegetables, seafood, veal and lamb cookery. Additional topics will include menu construction, pricing and production. Meets concurrently with credit course CUL-2150. Prerequisite: CUL-615: Food Production 1. 15 sessions, $602

18676 W 1/25-5/10 8 a.m.-12 p.m. JHES

HSM-655 ServSafe
This course provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Meets concurrently with credit course HSM-1550. Required textbook: ServSafe Essentials (5th edition) with exam, English. Please call Prince George’s Community College bookstore at 301-546-0912 for more information. 2 sessions, $150

18671 S 1/28-2/4 8:30 a.m.-5 p.m. CAT-225
18672 S 3/4-3/11 8:30 a.m.-5 p.m. CAT-225
18673 S 4/22-4/29 8:30 a.m.-5 p.m. CAT-225

HOSPITALITY EXPRESS

MGM-300
TIPS (Training Intervention Procedures)
TIPS is a dynamic, skills-based training program designed to prevent intoxication, drunk driving and underage drinking by enhancing the fundamental people skills of servers, sellers and consumers of alcohol. TIPS give individuals the knowledge and confidence they need to recognize potential alcohol-related problems and intervene to prevent alcohol-related tragedies. 1 session, $60

18699 S 1/21-1/21 9 a.m.-3:30 p.m. Largo
18701 S 3/11-3/11 9 a.m.-3:30 p.m. Largo

MGM-302 Customer Service
This course is designed to help students develop fundamental customer service skills in a competitive setting, serving guests and/or customers. Students will learn the importance of guest value from both the internal and external customer perspective. The course will teach the principals of interacting with customers through the great steps to success (connecting, ask and listen, agree and act), learn key components of conflict resolution using listen to the guest, empathize with the guest, apologize to the guest, provide a solution for the guest (LEAP) format. Students will understand the importance of customer satisfaction, brand ownership and/or retention, actively participate as a member of a team, and develop time management skills. 5 sessions, $250

18703 MTWThF 3/6-3/10 9 a.m.-3:30 p.m. Largo
18705 MTWThF 4/3-4/7 9 a.m.-3:30 p.m. Largo
18707 MTWThF 5/5-5/12 9 a.m.-3:30 p.m. Largo

MGM-303 Bring You’re A Game
Bring Your A Game to Work uses cutting-edge methodology to develop the seven foundational behaviors of work ethics that managers demand: attendance, appearance, attitude, ambition, acceptance, accountability, and appreciation. The curriculum is based on a proven learning model and was developed with input from a curriculum committee comprised of the nation’s best workforce development and education professionals. Utilizing an experiential suite of tools, the program is designed to establish lasting change by developing the foundational behaviors and the core values that support them. 2 sessions, $250

18704 MTWThF 3/13-3/17 9 a.m.-3:30 p.m. Largo

LANGUAGE COMMUNICATION

AMERICAN SIGN LANGUAGE (ASL)

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE
A certificate in Foreign languages is awarded upon completion of 60 hours total in this area. Sign Language courses also may count toward this Certificate.

For more information
Please see our contact information above.

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. Textbook (required at first class): The American Sign Language Phrase Book by B. Fant, B. Miller, L. Fant (McGraw Hill). 8 sessions, $170*

18652 S 1/28-3/18 9 a.m.-12 p.m. Largo
18654 M 1/30-3/27 6:30-9:30 p.m. Largo
18656 W 2/8-3/29 6:30-9:30 p.m. LCC-205
18658 S 4/22-6/17 9 a.m.-12 p.m. Largo
18660 M 4/24-6/19 6:30-9:30 p.m. Largo

COM-330 Sign Language 2 2.4 CEUs
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. Required textbook: The American Sign Language Phrase Book by B. Fant, B. Miller, L. Fant (McGraw Hill). 8 sessions, $150*

18431 S 1/28-3/18 9 a.m.-12 p.m. Largo
18432 M 1/30-3/27 6:30-9:30 p.m. Largo
18665 S 4/22-6/17 9 a.m.-12 p.m. Largo
18666 M 4/24-6/19 6:30-9:30 p.m. Largo
18667 W 5/3-6/21 6:30-9:30 p.m. LCC-205
COM-326 Sign Language 3  2.4 CEUs
The course emphasizes conversation with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48 hours of previous instruction. Textbook: The American Sign Language Phrase Book by B. Fant, B. Miller, L. Fant (McGraw Hill.) 8 sessions, $150*

LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary
This pre-introductory Spanish course provides an overview of some of the crucial grammatical patterns that are essential to receiving a solid foundation in the structure of the language. It will include some basic vocabulary. Oral and written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish language and is suggested before enrolling in the introductory level. 8 sessions, $55

LGE-370 Introduction to Spanish: Part 1  2.0 CEUs
This short introductory course covers the basics of Spanish for work and leisure. Topics will include pronunciation, vocabulary, dialogues and role-playing. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Textbook required. 8 sessions, $140*

LGE-372 Th 2/2-3/23 6:30-9 p.m. LCC-205
14372

LGE-370: Introduction to Spanish: Part 1 and CONVERSATIONAL FOREIGN LANGUAGE
LGE-370 Introduction to Spanish: Part 2  2.0 CEUs
In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Prerequisite: LGE-370: Introduction to Spanish: Part 1. Textbook required. 8 sessions, $120*

LGE-371 M 1/30-3/27 6:30-9 p.m. Largo
14371

LGE-328 Intermediate Spanish Conversation 1.6 CEUs
Intended for those who already have a basic speaking knowledge of Spanish. This course focuses on the development of listening and speaking skills through vocabulary development, a variety of speaking activities and group and individual projects. The course includes reading, vocabulary acquisition, written work and conversation and comprehension activities. A variety of sources will be used in conjunction with the textbook.

6 sessions, $120*

LGE-330 Intermediate Spanish Conversation 1.6 CEUs
Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will be shown six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. Qu Bueno!

12 sessions, $140* (includes a $65 lab fee)

LGE-521 Speed Spanish  2.4 CEUs
Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will be shown six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. Qu Bueno!

12 sessions, $140* (includes a $65 lab fee)

LGE-307 Beginning French
Parlez Francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Textbook required.

8 sessions, $149* (includes a $40 lab fee)
MEDIATION
301-546-8340 or 301-546-3019

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, BASIC MEDIATION
Mediation is a process in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, reach agreements that are mutually satisfactory. The Mediation Program at Prince George’s Community College prepares students to practice both civil and community mediation. Mediation skills are taught through lecture, role play, 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.

This program meets the State of Maryland’s requirement to practice as a mediator. The complete program includes 40 hours of classroom coursework. A certificate of completion will be issued upon successful completion of the course.

For more information
Please see our contact information above.

LAW-510 Basic Mediation Training
4.0 CEUs
This course provides the state-required 40 hours of coursework including both lecture and interactive simulated cases, exercises and role plays. Topics will include the theory, application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation and much more. Textbook: The Guided Method of Mediation: A Return to the Original Ideals of ADR. (2nd edition). by Mary K. Hope. 14 sessions, $450* (includes a $300 lab fee)

LAW-518 Mediator Ethics
0.4 CEU
This focused review of the ethical standards of mediator practices satisfies the requirements of the Maryland Program for Mediator Excellence Standards of Conduct for Mediators and Title 17 of the Maryland Rules. Students should complete the 40-hour Basic Mediation Training prior to attending this class. A certificate of completion will be issued upon successful completion of the course. 1 session, $60*

LAW-520 Workplace Mediation and Conflict Resolution
2.4 CEUs
Do you want to become more skilled in mediating disputes? This course focuses on workplace mediation and conflict resolution for managers and mediators. Managers, lawyers, social workers and teachers who handle conflict on a daily basis will be presented with tools, tactics and strategies to address and resolve continuing disagreements. Practicing mediators will gain information about a variety of conflict resolution and mediation techniques that can be used to build your practice or enhance your professional standing within your organization. Prerequisite: Basic Mediation Certificate. 6 sessions, $275* (includes a $200 lab fee)

LAW-522 Mediation and Negotiation
3.3 CEUs
This course prepares the student to perform mediation and negotiation for mediators and negotiators. The course will cover both practice models of dispute resolution including mediation and negotiation. Consultation and counseling in the mediation process also will be covered. The course will also cover negotiating strategies and tactics used in the mediation process. 8 sessions, $525* (includes a $200 lab fee)

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, MOTORCYCLE MECHANICS
The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today’s motorcycles and their components.

Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a certificate.

For more information
Please see our contact information above.

OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The course will help the beginner understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include pre-ride safety inspection, maintenance schedules, record keeping, basic tools, cleaning; storing and winterizing, performing an oil change, checking wheels, tire pressure and brakes, chain and cable adjustment, fluid levels, the owner’s manual, changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. 2 sessions, $75*

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

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, MOTORCYCLE MECHANICS AND REPAIR
The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today’s motorcycles and their components.

Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a certificate.

For more information
Please see our contact information above.

OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The course will help the beginner understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include pre-ride safety inspection, maintenance schedules, record keeping, basic tools, cleaning; storing and winterizing, performing an oil change, checking wheels, tire pressure and brakes, chain and cable adjustment, fluid levels, the owner’s manual, changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. 2 sessions, $75*

15416 WTh 3/22-3/23 6-9 p.m. CE-124
OCC-376 Motorcycle Mechanics & Repair  2.4 CEUs
This is an entry level, motorcycle technician course designed to teach students the fundamentals of motorcycle maintenance and repair. Students will be shown how to inspect a motorcycle and conduct light repairs such as replacing head bearings, wheel bearings, chains and clutch. Also, lubrication and coolant system service, tire replacement and electrical diagnoses and repair. Text required: Modern Motorcycle Technology, (3rd edition). Edward Abdo ISBN-13: 978-1-305-49745-0 (See instructor on first day of class).
8 sessions, $290* (includes a $40 lab fee)

MOTORCYCLE SAFETY LICENSING
301-546-0650 or tdi@pgcc.edu

QUALITY TRAINING FOR OVER 30 YEARS!
Our Class-M license program is designed for beginner or experienced riders. Instructors are trained and certified by Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF).

About The Courses
Note: Students who register for the Basic Rider Course (OCC-361) are now required to complete a Motorcycle Safety Foundation e-course, online. Information will be provided on the first day of class. An e-mail address is required at registration.

All equipment including motorcycle is provided for our Basic Rider Course (OCC-361) and Alternate Basic Rider Course (OCC-419). Students taking OCC-419 (1 day class) should come prepared to ride wearing a long sleeve shirt or jacket, long leg pants (no shorts) and sturdy, low heeled shoes or boots that cover the ankle bone. Other items provided to all students if needed: helmets, gloves, eye protection/goggles. Students are encouraged to bring a snack or lunch when riding on Saturday or Sunday.

Class-M Licensing
Maryland licensed drivers who successfully complete the course will receive an MVA certificate and completion card. The certificate must be taken to the MVA to get the M Endorsement (MVA fees apply). You must get the M Endorsement to legally ride on public roads. D.C. residents will only receive the MVA completion card; you must also pass the D.C. motorcycle knowledge exam to complete the licensing process.

Policies
1. Students must report to all classes promptly at the stated dates and times. Failure to do so will result in discontinuance from the program without refund.
2. Unlicensed drivers under the age of 18 must have completed a 36 hour Driver Education course in order to participate in the program. Parental permission may be required. See course SKB-600.
3. College policy states there are no refunds after a class starts. Those counseled out of the class who wish to re-take it may do so at a reduced fee.

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

Students attending courses leading to a state, government, industry, or federal certification are required to present a state-issued photo identification to the instructor in order to successfully complete the course.

For more information
Please see our contact information above.
### OCC-361 Basic Rider Course (BRC)

This course is for both beginner riders and those who are not professionally trained. To register, a student must be at least 16 years, six months of age. If the student is under 18 years of age a parent or guardian must sign liability release documents on behalf of the student. Participants use 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. Instructors will evaluate and coach each rider's ability and performance. To successfully complete the course riders must complete an MVA required eCourse, and pass a riding skills and knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There are no refunds after the class has started.

**3 sessions, $269** *(includes a $35 lab fee)*

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### 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 program. During initial riding activities, each rider’s ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders provide their own riding gear, which includes a DOT certified helmet which fully covers ears, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. **1 session, $150** *(includes a $20 lab fee)*

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### OCC-419 Motorcycle Alternate Basic Rider Course 0.7 CEU

A seven-hour course for students with basic riding skills who wish to earn a Class-M license and legally ride on public roads. Students may ride their own motorcycles provided they are legally transported to the training site. Vehicle must pass a safety evaluation prior to class. During range activities, instructors evaluate the student’s skills, including clutch and throttle control, safe stopping, turns, shifting, and ability to reach a speed of 25 mph. Riders who cannot demonstrate these skills will not be allowed to continue and may consider enrolling in OCC-361. To successfully complete the course, riders must pass riding skills and knowledge tests. Those under 18 must take OCC-361. **1 session, $225** *(includes a $35 lab fee)*

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### OCC-418 Introduction to Motorcycle Touring

This course will set you off with a wealth of knowledge that will help you make your rides more enjoyable and as safe as possible. Topics will include print and on-line touring resources, styles of touring, equipment to enhance your riding enjoyment, lodging options and effective route planning. While the target audience is the touring novice, all students will come away with valuable information and find this a fun forum for sharing his/her experiences others. **2 sessions, $70**

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PERSONAL TRAINER NATIONAL CERTIFICATION

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

This course is offered through a partnership with World Instructor Training Schools (W.I.T.S.). W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, the National Certification Board for the Therapeutic Massage and Bodywork, Veterans Training and Education, and the International Association of Prince George’s Community College and Training.

Students must be at least 18 years old to attend this class, and must speak, read, and understand American English.

For more information
Please see our contact information above.

HES-451 Personal Trainer: National Certification 4.5 CEUs
This 62-hour course includes 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship. Topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Call 1-888-330-9487 or visit www.witseducation.com/store to order Fitness Professional’s Handbook, Seventh Edition With Web Resource, ISBN-13: 9781492523376. $106.97 WITS price ($97 for book plus $9.97 shipping) and start reading immediately. Must be 18 years old to attend this class. Present a current CPR/AED to W.I.T.S. staff. W.I.T.S. is offering two pre-class preparation tools: 1) an online study tool, including lectures, video reviews and quizzes (Bonus: the first 10 students to register at http://www.witseducation.com/fit/store-shop/online-review-course/ receive 90-day FULL ACCESS free of charge) and 2) webinars to learn more about the course listed below. Can’t attend? Register anyway and we will send you a recording. Register for Live Your Passion, Become a Personal Trainer! on January 11th, 4 pm EST, (http://tinyurl.com/fitnessorientation117) or February 1st, 12 pm EST (http://tinyurl.com/fitnessorientation217) or March 1st, 4 pm EST (http://tinyurl.com/fitnessorientation317).

9 sessions, $749* (includes a $499 lab fee)

14488 Su 2/19-4/23 9 a.m.-2 p.m. Largo

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

1 session, $90* (includes a $10 lab fee)

14736 S 2/25-2/25 9:30 a.m.-3:30 p.m. CAT-105
14737 S 4/8-4/8 9:30 a.m.-3:30 p.m. CAT-105

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
PHO-300 Digital Photography: the Basics  1.8 CEUs
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. There is a $20 fee for printed materials payable to the instructor. 
6 sessions, $260* (includes a $130 lab fee)

CRE-349 Exploring Digital Photography: An Online Class  2.4 CEUs
This course provides an introduction to the technology that revolutionized the photographic world. Topics will include the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. Note: no tuition assistance is available for this class. Registration for this class is not complete until the student registers and pays at www.pgcc.edu and also completes the online course orientation/registration at 15116 WF 3/15-5/5
15114 WF 2/15-4/7
13948 WF 1/18-3/10
14734 MW 3/27-4/7
14730 MW 3/13-3/22
14739 MW 3/13-3/22
13949 WF 1/18-3/10 online E2GO
15118 WF 2/15-4/7 online E2GO
15119 WF 3/15-5/5 online E2GO
15120 WF 4/12-6/2 online E2GO
13953 WF 1/18-3/10 online E2GO
15132 WF 2/15-4/7 online E2GO
15134 WF 3/15-5/5 online E2GO
15135 WF 4/12-6/2 online E2GO

PHO-340 Adobe Photoshop Elements 12: Part 1  1.2 CEUs
In this course, the first of a three-part series, you will be shown how to create extraordinary photos and how to quickly share your memories in online albums and unique print creations. You will be shown how to easily organize and protect all your photo and video clips. Students should have basic PC and Windows skills. Students are required to bring a USB portable drive to each class. 
Note: $20 fee for printed materials (payable to the instructor at the first class).
4 sessions, $210* (includes a $55 lab fee)

PHO-341 Adobe Photoshop Elements 12: Part 2  1.2 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 12, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. 
Note: $20 fee for printed materials (payable to the instructor at the first class).
4 sessions, $210* (includes a $55 lab fee)

PHO-343 Introduction to Photoshop Creative Cloud  2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use. 
8 sessions, $315* (includes a $90 lab fee)

PHO-315 Light-The Essence of Photography  1.2 CEUs
Light establishes mood, defines character, and creates a setting. Discover how professional photographers manipulate natural and artificial light sources to enhance and strengthen an image. Prerequisite: PHO-300: Digital Photography: The Basics. Textbook: $5 fee (payable to the instructor at first class).
2 sessions, $160* (includes a $35 lab fee)

PHO-317 Presentation and Display Techniques for Photographs  0.6 CEU
The presentation of printed digital images is critical to their appeal. Topics will include cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring original prints and artwork for matting, as well as ready-to-be framed prints or art work to both sessions.
2 sessions, $90* (includes a $35 lab fee)

PHO-304 Introduction to Photoshop Creative Cloud  2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use. 
12 sessions, $140* (includes a $65 lab fee)

PHO-307 Photodarkroom: Creation and Display  3.0 CEUs
Learn the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. Students are required to bring a USB portable drive to each class. 
12 sessions, $140* (includes a $65 lab fee)

PHO-316 Using Lighting to Create Spectacular Portraits 0.6 CEU
Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-300: Digital Photography The Basics. Textbook required: ($5 fee payable to the instructor).
1 session, $90* (includes a $35 lab fee)
14741 S 4/1-4/1 9 a.m.-4 p.m. CAT-103

PHO-304 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use. 12 sessions, $140* (includes a $65 lab fee)
15354 WF 4/12-6/2 online E2GO

PHO-303 Intermediate Photoshop Creative Cloud 2.4 CEUs
Photoshop is a fun and creative way to alter photographs and prepare them for print or the Web. Already familiar with Photoshop, then this course will help you explore the program’s more advanced features. You will master the techniques of non-destructive editing so you can re-edit, re-use, and change projects long after they were originally created. This class will give you the building blocks you need to edit photos, design scrapbook pages, or do original artwork.
12 sessions, $140* (includes a $65 lab fee)
15972 WF 1/18-3/10 online E2GO
15340 WF 2/15-4/7 online E2GO
15342 WF 3/15-5/5 online E2GO
15343 WF 4/12-6/2 online E2GO

PHO-344 Advanced Photoshop Creative Cloud 2.4 CEUs
This is the second of a two-part series on Adobe Photoshop Creative Cloud using the format MAC, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools, and the Save-for-Web tool.
8 sessions, $315* (includes a $90 lab fee)
14747 TTh 4/4-5/4 6:30-9:30 p.m. CAT-103

CRE-363 Secrets of Better Photography 2.4 CEUs
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life.
12 sessions, $140* (includes a $65 lab fee)
13950 WF 1/18-3/10 online E2GO
15121 WF 2/15-4/7 online E2GO
15122 WF 3/15-5/5 online E2GO
15123 WF 4/12-6/2 online E2GO

PHO-328 Introduction to Lightroom 5 2.4 CEUs
Do you have a lot of images to manage? Lightroom 5 can help you prepare, edit, and organize your photos quickly and effectively, and apply changes to multiple images while developing an efficient image processing workflow. Organize, tag, and make collections, create customized slideshows and presentations, and fine-tune the overall color and lighting of your images. You can use Lightroom 5 as a companion to Photoshop, Photoshop Elements, or other digital photo editors, and you can export or print your work in exactly the size or format you need.
12 sessions, $140* (includes a $65 lab fee)
13952 WF 1/18-3/10 online E2GO
1525 WF 2/15-4/7 online E2GO
15127 WF 3/15-5/5 online E2GO
15130 WF 4/12-6/2 online E2GO

PHO-327 Introduction to Sports Photography 1.2 CEUs
Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semi-manual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of the Prince George’s Community College Owls sports teams and a follow up critique.
4 sessions, $165* (includes a $55 lab fee)
13812 WF 1/11-1/20 6-9 p.m. CAT-105

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Certified by the Maryland Police and Correctional Training Commissions, the Prince George’s Community College Police Academy is seeking qualified applicants to participate in a 26-week, full-time, daytime training program. Student officers will be trained in law enforcement operations and functions, including firearms training and emergency vehicle operations. Upon successful completion of the program and by meeting agency standards, graduates will be eligible to be hired by most Maryland law enforcement agencies.

**Police Academy candidates must meet the following minimum requirements:**
- Be at least 21 years old upon graduation from the academy
- Be a U.S. citizen
- Be a high school graduate or have a GED® recognized by the State of Maryland
- Be of good moral character and have a police record clear of felony or serious misdemeanor convictions
- Have a driving record with no more than three points and no serious or repeated traffic offenses
- Pass a physical examination and a drug screening test. Authorize a complete background investigation
- Present three letters of reference

**In addition, the candidate must be able to:**
Pay a **$180** nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of **$4,600**.

- Successfully complete all physical training requirements
- Attend the full academy program in its entirety.
- Financial aid may be available for qualified applicants, and the academy is approved for veterans’ benefits.
- Students may also earn up to 18 credits toward an academic degree.
- Classes are now forming for upcoming orientation sessions.

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

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**SEC-310 Security Officer: Level 1**
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through classroom lectures and hands-on experience in all major topic areas. Topics include professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling is provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: non-refundable application fee of **$68** for screening and processing, plus **$265** tuition for in-county residents. For information call the Security Officer Training Academy at the number above to receive an application. Required textbook: *Practical Security Strategies and Emerging Trends*.

E-mail: policeacademy@pgcc.edu.

**20 sessions, $353** (includes a **$68** lab fee)

14615 MTWTh 2/6-3/9 5:30-9:30 p.m. CE-115
REAL ESTATE AND INSURANCE

REAL ESTATE LICENSURE
301-546-0120 or 301-546-0158

CERTIFICATION PREPARATION, REAL ESTATE AND APPRAISAL LICENSURE PRE-LICENSING

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

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

The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination through PSI Examination Services. Download the candidate guide at www.psiexams.com.

Prince George's Community College offers courses approved by the Maryland Real Estate Commissions for the continuing education credit needed to renew real estate licenses. As above, the Maryland Real Estate Commission requires students to attend 100% of all hours of each commission-approved course for successful completion.

A trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

For more information, visit the Appraisal Commissions website at www.dllr.state.md.us/license or call 410-230-6165.

RES-305 Real Estate Principles and Practices Sales 6.0 CEUs
This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. Meets concurrently with credit course BRE-1030. Textbook (required at first class). 20 sessions, $615* (includes a $100 lab fee)

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<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>RES-305</td>
<td>14564</td>
<td>S 1/28-4/29</td>
<td>9 a.m.-1:40 p.m.</td>
<td>BH-204 (13 sessions)</td>
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<tr>
<td></td>
<td>14565</td>
<td>Th 1/31-4/6</td>
<td>6:30-9:30 p.m.</td>
<td>CE-117</td>
</tr>
</tbody>
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RES-373 Fair Housing
This course is designed to teach students how to recognize and avoid situations that violate fair housing laws. Topics will include fair housing statutes and advertising. Approved for 1.5 hours toward Real Estate License renewal. 1 session, $20

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<tbody>
<tr>
<td>RES-373</td>
<td>17344</td>
<td>S 2/18-2/18</td>
<td>10-11:30 a.m.</td>
<td>Largo</td>
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<tr>
<td></td>
<td>17348</td>
<td>S 3/18-3/18</td>
<td>10-11:30 a.m.</td>
<td>Largo</td>
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RES-359 2012-2014 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 3.0 hours toward Real Estate License renewal. 1 session, $35

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<tr>
<td>RES-359</td>
<td>17349</td>
<td>S 3/18-3/18</td>
<td>12-3 p.m.</td>
<td>Largo</td>
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<tr>
<td></td>
<td>17350</td>
<td>S 4/8-4/8</td>
<td>10 a.m.-1 p.m.</td>
<td>Largo</td>
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RES-307 Ethical Obligations and the Real Estate Licensee
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics include definition of ethics, predatory leading, and flipping. Approved for 3.0 hours on ethics toward Real Estate License renewal. 1 session, $35

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<tr>
<td>RES-307</td>
<td>17345</td>
<td>S 2/18-2/18</td>
<td>12-3 p.m.</td>
<td>Largo</td>
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<tr>
<td></td>
<td>17355</td>
<td>S 5/6-5/6</td>
<td>2-5 p.m.</td>
<td>Largo</td>
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RES-454 MREC Agency-Residential
This course meets the new Maryland agency requirement. Approved for 3.0 hours for Real Estate Continuing Education Renewal. 1 session, $35

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<tr>
<td>RES-454</td>
<td>17351</td>
<td>S 4/8-4/8</td>
<td>2-5 p.m.</td>
<td>Largo</td>
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</tbody>
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
RES-457 Supervision
This course, developed by the Maryland Real Estate Commission (MREC) is the new required course for brokers, managers and team leaders effective with 2012 renewals. Approved for 3.0 continuing education hours. 1 session, $35

RES-360 Negotiation Techniques
Upon completion of this course the student will have gained knowledge of basic negotiation techniques to improve their skills to conclude their real estate transactions successfully. The licensee will also recognize the importance of determining the needs (not wants) of their clients to better serve them. Becoming aware of the standard rules of negotiation will enhance the licensee's knowledge to achieve a "win/win" strategy with their clients. 1 session, $35

RES-414 Homeowners Association: RE Licensees Responsibilities to Clients
This course will familiarize the Licensee with the necessary information to compile prior to listing or showing a property located in an HOA. This will enable the licensee to fulfill his or her duties of "care" and thus avoid the possibility of misrepresentation. 1 session, $35

RES-338 Real Estate Auction Basics
This course is intended to familiarize buyers, sellers, and real estate professionals with the auction sales method. Upon completion of this course, the student will be able to follow the auction process from start to finish. 1 session, $35

RES-444 The Reverse Mortgage
This course will introduce the licensee to the process of a reverse mortgages. Topics will include eligibility requirements; procurement; comparison between traditional and reverse mortgages; and how to present information to buyer so they can make the best decision for their situation. Approved 3 hours. 1 session, $35

SPORTS AND GAMES

SPORTS
301-546-0797 or 301-546-5299

ENR-576 Pocket Billiards - Level 1
Have some fun, meet new players and learn a sport that is enjoyed around the world. Pocket billiards is a lifelong endeavor, and aids in enhancing your mental and physical abilities. It offers mental alertness and conditioning for the body. In this session, you will explore and execute history of the sport, basic fundamentals (stance, bridge, grip, head and feet position), stroke the cue ball properly, sight and aim and shot-making drills. Bring $24 on the first day of class, which covers your table fees during the entire session! Ladies are welcomed. 2 sessions, $40

ENR-577 Pocket Billiards: Level 2
At this level, the student is captured by a world of spinning spheres and the infinite number of positions that a pocket billiard ball can roll on the table. Taught for all levels of players, you will execute aiming techniques that allow you to put more balls in the pocket. Learn to focus on the shot, stroke precision, tournament strategies and how to win more. Bring $24 on the first day of class, which covers your table fees during the entire sessions! Ladies welcomed. 2 sessions, $40

SWIMMING, LIFEGUARD AND POOL MANAGEMENT
301-546-0979 or LearnToSwim@pgcc.edu

ENR-577 Pocket Billiards: Level 2
At this level, the student is captured by a world of spinning spheres and the infinite number of positions that a pocket billiard ball can roll on the table. Taught for all levels of players, you will execute aiming techniques that allow you to put more balls in the pocket. Learn to focus on the shot, stroke precision, tournament strategies and how to win more. Bring $24 on the first day of class, which covers your table fees during the entire sessions! Ladies welcomed. 2 sessions, $40

SPORTS
301-546-0797 or 301-546-5299

ENR-576 Pocket Billiards - Level 1
Have some fun, meet new players and learn a sport that is enjoyed around the world. Pocket billiards is a lifelong endeavor, and aids in enhancing your mental and physical abilities. It offers mental alertness and conditioning for the body. In this session, you will explore and execute history of the sport, basic fundamentals (stance, bridge, grip, head and feet position), stroke the cue ball properly, sight and aim and shot-making drills. Bring $24 on the first day of class, which covers your table fees during the entire session! Ladies are welcomed. 2 sessions, $40

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SWIMMING

Learn to Swim information is available from the Robert I. Bickford Natatorium:

The Swim Lesson Program is operated as part of a joint use agreement between Prince George's Community College and the Maryland-National Capital Park and Planning Commission (M-NCPPC). Together we hope to provide you with a wonderful American Red Cross swim lesson program.

Flyers are available at the Natatorium on the PGCC Largo campus.

Please contact us at the email above for schedule and class descriptions.

For more information
Please see our contact information above.
TRAVEL BUSINESS SALES
301-546-0797 or 301-546-5299

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, TRAVEL SERVICES
PGCC’s Small Business Success Series and Greenbelt Travel Services cooperatively offer a 45-hour travel program that provides the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

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

Most courses are held at Greenbelt Travel Services, 6411 Ivy Lane, Suite 106, Greenbelt MD, 20770.

The Travel Services program is proudly supported by Greenbelt Travel Services, in business since 1974, and home to many of the graduates of this program as Independent Contractors.

The TAP (Travel Agent Proficiency) Test
This test is the first step towards professional recognition. The Travel Institute and the American Society of Travel Agents developed this test to provide a national standard of excellence for entrants into the travel industry. When you are close to completing the 6-month PGCC Travel Services program listed above, you will be ready to begin preparation for the TAP test. Passing the TAP test will increase your competitive edge and reduce the work experience requirement for the Travel Institute’s Certified Travel Associate (CTA) designation by six months.

For more details about preparing for the TAP test, email vicki@greenbelttravel.com.

BUS-343 Getting into the Travel Business
Do you have the who, why, how, and what it takes to own or manage a travel agency? Do you want to be a full or part-time travel agent? This workshop will help you make your decision and learn what you need to know to get started. Instructor: Helen Svensen, CTC. 1 session, $35

14767 Th 3/16-3/16 7-10 p.m. GTSV

BUS-394 Destination Awareness: The Discovery Series
In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientele’s needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen 1 session, $35

14766 Th 3/23-3/23 7-10 p.m. GTSV

BUS-446 Travel Industry Basics
This course emphasizes non-computerized office procedures including manual tickets, industry terminology, city codes, and effective use of reference materials. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*

14765 T 3/21-3/28 7-10 p.m. GTSV

BUS-447 Geography
What are the popular travel destinations and when are the best times to visit them? Travel agents need to have a working knowledge of world geography. Emphasis will be on top-selling destinations. Instructor: Barbara Childs Kiker, CTA. 3 sessions, $90*

14764 T 4/11-4/25 7-10 p.m. GTSV

BUS-361 Sales and Marketing Techniques for Travel
0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*

14775 T 1/17-1/24 7-10 p.m. GTSV

BUS-362 Package Your Tours and Cruises for Profit
0.6 CEU
Which tour and cruise wholesalers should you use? What different packages are available? 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 the group travel market. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*

14780 T 2/14-2/21 7-10 p.m. GTSV

BUS-381 Grow Your Cruise Business
0.6 CEU
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople! Do you know the rewards for selling cruises? Are you prepared for the challenges? How far do you want to go with your cruise business? The course identifies the benefits of and 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, $65*

14786 Th 3/7-3/14 7-10 p.m. Largo

BUS-510 Computer Skills to Build Your Travel Businesses
0.6 CEU
Use the computer as an effective tool for selling today’s travel in an ever-evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop if you have a broadband card with wireless connection. Prerequisites: BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $65*

14763 T 5/2-5/9 7-10 p.m. GTSV

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
VETERINARY ASSISTING
301-546-0878 or wdcehealthcare@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, VETERINARY ASSISTANT

This four-month certificate program is offered in the spring and fall semesters and consists of five courses that includes 44 hours of clinical training with live animals.

Prerequisites:
Students must be 18 years old before the start of the program
A score of 65 or higher on the Reading Comprehension Placement Test
OR provide proof of college credits before registering for the first course.

Requirements for the Certificate include successful completion of the following courses:

• VET 315 Basic Skills Veterinary Assistant Training
• VET-300 Veterinary Assistant I: Outpatient Care
• VET-301 Veterinary Assistant II: Diagnostics and Pharmacy
• VET-310 Veterinary Assistant III: Patient Care and Treatment
• VET-311 Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care

Prince George’s Community College’s Veterinary Assistant Training Program has been reviewed and supported by the Maryland Veterinary Medical Association.

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

VET-315 Basic Skills for the Veterinary Assistant Training 1.2 CEUs
This course provides instruction in basic skills to prepare students who want to work in veterinary medicine for successful completion of the veterinary assistant course series. Topics include problem solving skills, written and verbal communication, math for medications, confidentiality, professionalism, ethics, and classroom and clinical conduct.

4 sessions, $144*
13796 TTh 1/10-1/19 6:30-9:30 p.m. Largo

VET-300 Veterinary Assistant, Part 1: Outpatient Care 3.0 CEUs
Course consists of 21 classroom hours and 12 clinical hours. Topics covered include an overview of the veterinary field, office procedures, client relations, biology, and exam room procedures. The first course will include classroom competencies that must be successfully demonstrated prior to clinical placement. This training has been reviewed by the Maryland Veterinary Medical Association and Maryland Board of Veterinary Medical Examiners and approved and supported by the Maryland Veterinary Technician Association. Workbook included. Prerequisites: students must be a minimum of 18 years of age before class starts and must successfully complete the reading comprehension placement test before registering for the first course. Pick up a placement test referral from the Continuing Education Desk in Bladen Hall, Room 126.

7 sessions, $325* (includes a $75 lab fee)
14847 TTh 1/26-2/16 6:30-9:30 p.m. CE-104

VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy 2.7 CEUs
This course is designed to provide veterinary assistants and those in entry level careers with an overview of laboratory procedures, pharmacy, radiology, and ultrasound imaging. Twelve clinical hours and workbook are included. Prerequisite: VET-300.

5 sessions, $255* (includes a $75 lab fee)
14848 TTh 2/21-3/7 6:30-9:30 p.m. CE-104

VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy 2.7 CEUs
This course is designed to provide veterinary assistants and those in entry level careers with an overview of laboratory procedures, pharmacy, radiology, and ultrasound imaging. Twelve clinical hours and workbook are included. Prerequisite: VET-300.

5 sessions, $255* (includes a $75 lab fee)
14848 TTh 2/21-3/7 6:30-9:30 p.m. CE-104

VET-301 Veterinary Assistant, Part 3: Patient Care and Treatment 3.0 CEUs
This course consists of 18 classroom hours and 12 clinical hours. Topics include patient care and clinical procedures. Workbook included. Prerequisite: VET-301.

6 sessions, $290* (includes a $75 lab fee)
14849 TTh 3/14-3/30 6:30-9:30 p.m. CE-104

VET-301 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care 2.6 CEUs
This course consists of 18 classroom hours and 8 clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisite: VET-310.

4 sessions, $270* (includes a $50 lab fee)
14850 TTh 4/18-4/27 6:30-9:30 p.m. CE-104
17538 S 4/29-4/29 9 a.m.-4 p.m. CE-104 (1 session)
VIDEOPHOTOGRAPHY
301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

Program information

This three-course program documents a student’s achievement in producing videos, and includes the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. As technology advances and prices fall into more affordable ranges, video presentations are becoming more popular in many professions. These include teaching, government, traditional photography, real estate, marketing, medicine, and the ministry. Even if you’re only taking home videos, this program can help enhance your skills.

Coursework

• Videography: Part 1
• Videography: Part 2
• Any Final Cut Pro, Motion 5 or Adobe Premiere Pro course

Program requirements

Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

Certification

Students who have completed all of the requirements for a certificate must contact the program coordinator (above) to verify completion and request a certificate.

For more information

Please see our contact information above.

VID-308 Videography: Part 1  2.1 CEUs

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

7 sessions, $270* (includes a $65 lab fee)

VID-329 Videography: Part 2  2.1 CEUs

In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308: Videography: Part 1. 7 sessions, $265* (includes a $65 lab fee)

VID-332 Video Production Techniques  2.8 CEUs

In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, is production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Text required: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. (3rd edition). Ascher & Edward Pincus. 7 sessions, $265* (includes a $60 lab fee)

VID-336 Digital Storytelling  1.8 CEUs

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

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

APPLE FINAL CUT PRO X INDUSTRY CERTIFICATION

Program information

This program prepares you to become an Apple Certified Pro—recognized as a highly-skilled user of Final Cut Pro X. Differentiate yourself to employers as a certified professional to promote your career growth. When you complete this course you will be able to differentiate yourself and your business, gain recognition for technical competency, build credibility with clients and employers, increase visibility and enhance your reputation in a competitive marketplace, publicize your certifications on the Apple Certified Professionals Registry, and display your personalized certificate and a logo that distinguishes you as an Apple Certified professional.

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

Coursework

• APP 351 Final Cut Pro X

Program requirements

Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

Certification

Students who have completed all of the requirements for the course will receive an Apple Certificate of Completion.

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

**APP-352 Final Cut Pro X** 3.6 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. 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. Basic knowledge of OS X and basic computer navigation, and editing terminology is highly recommended.

12 sessions, $605* (includes a $150 lab fee)

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**MOTION**

**APP-406 Introduction to Motion 5** 3.0 CEUs

Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control.

12 sessions, $605* (includes a $150 lab fee)

<table>
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<tr>
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**ADOBE PREMIER**

**DPR-722 Adobe Premiere Pro** 3.6 CEUs

This course will discuss producing and editing video for multimedia or web productions. Adobe Premiere Pro is a timeline-based video editing software application. It is part of the Adobe Creative Cloud, which includes video editing, graphic design, and web development programs. This course Emphasizes capture, editing and outputting of video using a desktop digital workstation.

12 sessions, $605* (includes a $150 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
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</table>
First Choice

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

Transforming Lives

Mission
Prince George’s Community College transforms students’ lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.

Strategic Goals 2014-2017

Enhance

Pathways
Enhancing pathways that guide students to achieve their academic, career, and personal goals

Cultivate

Responsive Learning
Cultivating a welcoming and responsive learning environment

Foster

Partnerships
Fostering partnerships to respond to a diverse and evolving community and workforce

Promote

Collaboration
Promoting and supporting a collaborative institutional culture for communication, decision-making and governance
CONTINUING EDUCATION COURSES ONLINE

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

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

- E2GO = these courses use the ed2go delivery format
- PTRN = these courses use the Pro-Train delivery format
- BLBD = these courses use the Blackboard delivery format

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

Other scheduling options

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

1. Go to ed2go.com/pgcc
2. Search for your desired course.
3. Click the “Enroll Now” button.
4. Choose the month you want to begin the course.

For more information

The eLearning Services department at Prince George’s Community College can help you access and succeed in our online courses and programs. Please visit us at www.pgconline.com, or contact us at the number or email above.

WHAT ARE ONLINE COURSES?

Online courses are delivered via your computer, rather than in-person: the computer becomes the classroom! You can work more independently and set your learning hours to fit your schedule. You’ll communicate with your instructor and classmates via the Internet in a password-protected classroom with access to course content, chat, discussion boards, and other course tools, using your computer or device at home or work, or a computer at the college.

Are you comfortable online, with access to a computer and the Internet? Consider online courses at Prince George’s Community College!

NOTE: most online courses are not self-paced; you will be required to complete course work during specific times.

WHAT ARE HYBRID COURSES?

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

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

WHAT IF I’M NOT REALLY TECHNICAL?

PGCC eLearning Services offers orientation for online students, to help you learn to login to your online classroom and navigate your class. Individual orientation sessions can be conducted by phone (you must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact us at the number or e-mail above, or visit www.pgconline.com and click on Orientation.

To take most online courses, you’ll need:

- Access to a Pentium class or Mac computer with at least 512 MB of RAM
- Broadband (DSL, Cable, FiOS) (highly recommended)
- An Internet Service Provider (ISP) and your own e-mail address
- A Web browser (Firefox, Chrome, Internet Explorer, or Safari), depending on the course format
- Microsoft Word (the college’s standard for word processing software)
- Multimedia (speakers and sound card) may be required in some courses

TO REGISTER FOR ED2GO CLASSES?

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

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

To register and pay for your course:

1. Follow the instructions on the inside front cover of this schedule to register and pay.
2. “If your course is NOT listed in Owl Link, then register and pay for the generic course EDG-300. Use Course Code Number 14608 for spring 2017 courses (courses beginning in January-April 2017)

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

To check hardware and software requirements:

1. Go to www.ed2go.com/pgcc
2. Click the “Help” tab and then “Compatibility”, under “Technical Issues”
3. Or, for a specific course, click on the course title, and then on “Requirements”.

To Start your Course:

1. Go to www.ed2go.com/pgcc
2. Click on “My Classroom”
3. Login to get started.
## MORE ONLINE E2GO COURSES: SPRING 2017

### ACCOUNTING AND FINANCE
- Intermediate QuickBooks 2013
- Introduction to Crystal Reports
- Performing Payroll in QuickBooks 2013
- QuickBooks 2013 for Contractors

### BUSINESS
- Interpersonal Communication
- Fundamentals of Supervision and Management II
- Manufacturing Applications
- Purchasing Fundamentals
- Advanced Grant Proposal Writing
- Nonprofit Fundraising Essentials
- Managing Customer Service
- Marketing Your Nonprofit
- Achieving Top Search Engine Positions
- Professional Sales Skills
- Start Your Own Arts and Crafts Business

### DESIGN AND COMPOSITION
- Photographing Nature with Your Digital Camera

### GREEN TRAINING
- Explore a Career in Medical Transcription

### HEALTH CARE AND MEDICAL
- Introduction to Journaling
- Publish and Sell Your E-Books
- Writing for ESL
- Conversational Japanese
- Easy English 2
- Instant Italian
- Spanish in the Classroom

### LAW AND LEGAL
- Introduction to Criminal Law

### LANGUAGE AND ARTS
- Empowering Students With Disabilities
- Marriage and Relationships: Keys to Success
- Lose Weight and Keep It Off
- Be Assertive!
- Stocks, Bonds, and Investing: Oh, My!

---

**TO REGISTER FOR BLACKBOARD CLASSES:**

**To register for online courses that use Blackboard (courses with location BLBD in this schedule):**

1. Select your course(s) from this schedule
2. Use the instructions on the inside front cover of this schedule to register and pay for your course.
3. Be sure to provide both a phone number and e-mail when you register so that we can contact you with instructions.
4. Activate your Owl Link account; you will need this to access your Blackboard course.

**To check hardware and software requirements:**

Take the “Browser Test” located at [http://pgcconline.blackboard.com](http://pgcconline.blackboard.com).

**To Start Your Blackboard Course:**

On the start date of your course, login at [pgcconline.blackboard.com](http://pgcconline.blackboard.com).

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

**TO REGISTER FOR PROTRAIN CLASSES**

**To register for online courses that use ProTrain (courses with location PTRN in this schedule):**

2. Select a program area and then a course. You’ll see a course description, including hours and price.
3. Do not enroll or pay for the course at the ProTrain website.
4. Call us for enrollment and payment instructions:
   - for Green and Renewable Energy courses call 301-546-8340
   - for Tax Preparation courses call 301-546-0120
5. After you have registered and paid at PGCC, you will receive login instructions by e-mail from ProTrain shortly before the course begins.
TEACHING AND EDUCATION
Blogging and Podcasting for Beginners
Using the Internet in the Classroom
Teaching ESL/EFL Vocabulary
Guided Reading: Strategies for the Differentiated Classroom
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Teaching Science: Grades 4-6
Differentiating K-12 Assessments
The Creative Classroom

TECHNOLOGY
Introduction to XML
Intermediate Visual Basic
Introduction to Visual Basic
Introduction to Oracle

WRITING AND PUBLISHING
How to Make Money From Your Writing

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

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

Go Owls!
2017 Summer Youth Programs

Activities for Grades 2–8

Make summer memorable. Enroll Today!

www.pgcc.edu/go/summeryouth
301-546-0158
### Summer Youth Planner—Grades 2-8

#### SESSION I: JULY 3–JULY 14

**JULY 3–JULY 7**

- **12:30–3:30 p.m.**
  - Pokemon: Grades 2-5 (Syn# 17067)
  - Princess: Grades 2-5 (Syn# 17066)
  - Fun with Science: Grades 2-5 (Syn# 17053)
  - Critical Thinking: Grade 3-6 (Syn# 17076)
  - 3D Animation: Grades 4-8 (Syn# 17074)
  - Cartooning: Grades 5-8 (Syn# 17047)
  - Upcycling/Fashion Art: Grades 5-8 (Syn# 17068)

**JULY 10–14**

- **12:30–3:30 p.m.**
  - American Girl: Grades 2-5 (Syn# 17048)
  - Comic Book: Grades 2-5 (Syn# 17069)
  - Secret Agent: Spy: Grades 2-5 (Syn# 17070)
  - Real Men: Grades 5-8 (Syn# 17050)
  - DIVA: Grades 5-8 (Syn# 17077)
  - 3D Animation: Grades 4-8 (Syn# 17074)

**JULY 3–14**

- **3:30–6 p.m.**
  - Extended Day: Wind Down: Grades 2-8 (Syn# 17052)

#### SESSION II: JULY 17–JULY 28

**JULY 17–JULY 21**

- **12:30–3:30 p.m.**
  - Upcycling/Fashion Art: Grades 2-5 (Syn# 17054)
  - Cartooning: Grades 2-5 (Syn# 17036)
  - Academic Surv Skls: Grades 5-8 (Syn# 17049)
  - Forensics: Grades 5-8 (Syn# 17079)
  - Cosmetology: Grades 5-8 (Syn# 17071)
  - Digital Storytelling: Grades 5-8 (Syn# 17078)
  
**JULY 24–JULY 28**

- **12:30–3:30 p.m.**
  - Sports: Grades 2-8 (Syn# 17081)
  - Cheer/Dance: Grades 2-8 (Syn# 17080)
  - Digital Storytelling: Grades 5-8 (Syn# 17078)

**JULY 17–JULY 28**

- **3:30–6 p.m.**
  - Extended Day: Wind Down: Grades 2-8 (Syn# 17053)
**Summer 2017 Youth Courses**

**An Educational Camp for Kids**

We help your child reach their full potential and put the fun back in learning!

**ASSESSMENT TESTING (LANGUAGE ARTS AND MATH)**

To ensure our students are placed in the appropriate level based on their knowledge base, assessment testing online is required. One week after the student has registered and paid for the Language Arts or Math camps, they are to go to: https://ple.platoweb.com using Firefox or Googlechrome.

Your Plato name will be the first letter of your first name and your full last name (ex: Jane Doe – jdoe).

**PROGRESS REPORTS ARE SENT HOME EVERY FRIDAY.**

- Account Log in: PGCC
- Password: 1234

**EAT LUNCH WITH US**

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

**REGISTRATION (WALK-IN REGISTRATION ONLY)**

For each child attending, please complete the Course Registration Form, the mandatory Health Information Form, and Permission Form—all found in the back of this booklet. Bring the forms and an original, current report card, and full payment to:

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

Open for registration Monday–Thursday, 8:30 a.m.–7:30 p.m. and Friday, 8:30 a.m.–4:30 p.m.

**Students will not be registered without the required forms.**

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

**REGISTRATION OPENS FEBRUARY 1, 2017 SO REGISTER EARLY!**

**REFUND POLICY**

Refunds will be issued if students are dropped five days prior to the start of camp. No refund will be given after the camp begins.

If a course is canceled due to insufficient enrollment, a refund will be automatically mailed/credited within 14 days.

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**Summer 2017 Camp Descriptions**

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

**REGISTER THE CAMPERS FOR THE HIGHEST GRADE THEY HAVE COMPLETED.**

**YTH-369 Academic Survival Skills for Middle Schoolers**

(Grades 5 & 6)

Organization, goal setting, time management, note taking and test taking skills are the key to your academic success. This course will focus on these skills to assist you in gaining the confidence needed to improve your school performance. **$80 (includes a $30 lab fee)**

**YTH-472 American Girls History**

(Grades 2 & 8)

Want to create something new and exciting for your American Girl doll? This class will show you the development and history of the American Girl dolls along with creating fun accessories that the girls and dolls can wear. **$80 (includes a $30 lab fee)**

**YTH-314 Art: Cartooning**

(Grades 5-8)

Have fun as you learn the basic steps of cartooning. Apply drawing techniques as you create your own cartoon characters. **$75 (includes a $30 lab fee)**

**YTH-477 Art: Comic Book Heroes**

(Grades 2-5)

Develop ideas and create a comic book. Focus on aspects of writing, drawing, plot development, character dialog and panels. **$80 (includes a $30 lab fee)**

**YTH-480 Computer: 3D Blender Animations**

Week One. Learn the fundamentals of character animation, including facial expressions, keyframe animation, walk cycle development software Blender, to create your first action figure, so they can go on to many any Minecraft animation they can imagine. Campers will sculpt, texture, and render their own 3D creation. Week Two create 3D models using an animations software to design your very own objects, create characters, and import them into your favorite Minecraft® games. **(2 weeks) $145 (includes a $50 lab fee)**

**YTH-483 Computer: Digital Storytelling**

Explore the power of technology to communicate and tell stories. The Digital Storytelling Summer Camp allows campers to use multimedia tools to make their stories come to life. Campers will develop their ideas into a storyboard and use digital cameras, mobile devices, tablets and computers to create their stories. Campers will be taught how to use photographs, video, animation, graphics, narration, music, sound effects and text to produce and edit their digital stories using iMovie on the Mac. The camp begins with sessions on Adobe Photoshop and iMovie basics, then transitions into time to create, at your own pace, your own original narrative digital storytelling project. **(2 weeks) $150 (includes a $50 lab fee)**

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
YTH-481 Critical Thinking Skills: Chess & Games of Strategy
Play critical thinking games like Chess, Connect 4, Risk and Monopoly in order to identify problem solving skills creating a plan to establish a more desired outcome. You will analyze the games after losses, wins and critical changes in power in the games to develop a plan of strategy. The plans and process will assist you in relating these skills to everyday life.
$90 (includes a $30 lab fee)

YTH-322 Cosmetology
Become familiar with the various phases of cosmetology, including, but not limited to: hair styling, manicures, pedicures and facials. $75 (includes a $30 lab fee)

YTH-482 Diva: Another Word for a Confidence Young Woman
A positive self-image inside and out is what makes you a Diva. Discuss Self-esteem, Body image Peer Pressure, Hair and skin care are just a few of the topics that will be covered in this course. $80 (includes a $30 lab fee)

YTH-434 Language Arts Elementary (Grade 2-5)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include inference, cause/effect, Main idea, Sequencing, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $145 (includes a $60 lab fee)

YTH-443 Language Arts Middle (Grades 6-8)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $145 (includes a $60 lab fee)

YTH-432 Math Elementary (Grades 2-5)
This class will focus on relationships and computation within, geometry, measurement, statistics, probability and algebra patterns and functions. All topics are a review of concepts learned during the previous school year. $155 (includes a $60 lab fee)

YTH-448 Math: Basic Math (Grades 6-7)
This class will focus on reviewing concepts earned during the previous school year. Topics may include understanding numbers, using decimals, using fractions, percents, using geometry and working with data. $155 (includes a $60 lab fee)

YTH-449 Math: Pre-Algebra/Algebra
This camp will focus on reviewing concepts learned during the previous school year. It reinforces arithmetic skills, developing the pre-algebra concepts of variable recognition, signed numbers, formulas and single variable equations. Topics may include algebraic symbolism, simplifying expressions, solutions to elementary equations, and the graphic representations associated with variables. $155 (includes a $60 lab fee)

YTH-479 Pokémon Training Camp
Whether you are new or a veteran to Pokémon cards this class is for you. Come or enhance your skills as a trainer as you move closer to becoming the Pokémon League Champion. The game encourages strategic thinking and basic math skills. $75 (includes a $30 lab fee)

YTH-475 Secret Agent (Grades 2-5)
Become a spy on difficult missions where you must gather secret information, make contact with other spies and pass along top-secret information. Learn the skills and techniques of the spy trade and don’t get caught. $80 (includes a $50 lab fee)

YTH-340 Fun with Science (Grades 2-8)
Biology is the study of life and its processes. As a Biologist in training, you will study all aspects of living things. Some of the biological science topics will include general biology, anatomy, microbiology, and forensic biology. $80 (includes a $40 lab fee)

YTH-341 Science: Forensics
Solve a mystery! Become a first-rate sleuth using techniques forensic scientists use to solve crimes. The arts of fingerprinting, fiber and handwriting analysis will be used to solve a mock crime. Discover how to handle a crime scene, photograph the area, collect and process clues. Be the team to break the case wide open at the week-ending mock trial of the suspect. $90 (includes a $40 lab fee)

YTH-476 So You Want to Be a Princess
A positive self-image inside and out is what makes you a Princess. Polish your social skills and learn proper etiquette. We’ll learn the do’s and don’ts of good manners. Princess for a day but a young lady always! $75 (includes a $30 lab fee)

YTH-349 Real Men (Grades 5-8)
Confident, motivated, establish positive relationships, achieve academically, embrace broad experiences, and have high aspirations. Let us help you discover your real men characteristics. $80 (includes a $30 lab fee)

YTH-327 Sports
Learn the basic fundamentals of soccer, basketball, softball, and volleyball. All activities will be staffed and supervised by PGCC coaches and players $80 (includes a $30 lab fee)

YTH-484 Sports: Cheerleading
Learn some of the latest techniques and moves that are popular in cheerleading today. Have fun making new friends while working on cheers and routines. All activities will be staffed and supervised by PGCC coaches and cheerleaders. $80 (includes a $30 lab fee)

YTH-465 Trendy Fashion Art (Grades 6-8)
Crocheting is an art that is returning. Learn the stitches to make hats and scarves that will go with any outfit. Did you know that duct tape can be used to make anything from a wallet to a purse? Use duct tape to make a project that you will be proud to display. Have any torn or ripped clothing? Maybe it’s missing a button - we’ll teach you how to fix them and then make jewelry to complement your new look! This camp includes duct tape art, crocheting, sewing and Jewelry designing. $80 (includes $30 lab fee)

YTH-301 Wind Down
Students enrolled in full-day camps can end the day by creating arts and craft projects, playing board and word games or watching a video. $50 (includes a $30 lab fee)

YTH-301 Extended Day: Wind Down (Grades 2-8)
Students enrolled in full-day camps can begin and end the day by creating arts and craft projects, playing board and word games or watching a video. $100 (includes a $50 lab fee)
Parental Permission/Responsibility Forms

(Please submit this form with registration form.)

Student Pick Up Form

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Parent’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
</tr>
</tbody>
</table>

Signature        Date

Please provide names and telephone numbers (other than the child’s home number) of two people to contact after 4 pm and 6 p.m. They MUST be able to pick up the child.

Name        Name

Phone Number        Phone Number

Relationship to Child        Relationship to Child

Signature        Date

Self-Sign-Out Authorization

I allow my child LAST NAME, age 13 or over to sign himself/herself out of camp.

I understand that the college is not responsible for my child once he/she signs out. I also understand that my child is expected to respect the rules and demonstrate appropriate behavior and language as long as he/she is on the College Campus.

Signature        Date

Student Code of Conduct

A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college’s function as an educational institution. Misconduct for which students are subject to discipline generally falls into the following categories:

1. Knowingly furnishing false information to the college by the student’s parent or guardian.
2. Conduct that threatens or endangers the health or safety of any person lawfully on college property.
3. Failure to comply with directions of college officials acting in performance of their duties during the camp day.

The goal of student discipline is generally deterrence rather than removal of the offending student from the college community.

The short term nature of the Youth camps will require a quick, firm response resulting in the following:

a. Warning: Written notification will be sent to the parent/guardian regarding the nature of the unacceptable behavior the student exhibited. A signed copy of this notice must be returned to the college for the minor student to return to class.

b. Dismissal: Should a second warning be necessary, the parents will be called to pick up their child immediately. The student will be terminated from the remainder of the Youth program for that summer with no refund.

I will take responsibility for seeing that my child complies with the student code of conduct.

SIGNATURE OF PARENT OR GUARDIAN        DATE

To receive a more expanded version of the Student Code of Conduct, please contact the Office of the Vice President for Student Services at 301-546-0412.

Photography/Video Release Form for Prince George’s Community College

We Capture Your Child’s Smiles

Occasionally, Prince George’s Community College photographs and/or videotapes during the Summer Youth Camp. Photos and videos are used for many different purposes including college publications, college advertising, and promotional materials. We need your signature on file if you give your permission to use photos/videos of your child for promotional purposes.

☐ I give permission to Prince George’s Community College to use photographs/videotapes of CHILD’S NAME while attending his/her Summer Youth 2012 class.

☐ I do not give permission.

SIGNATURE OF PARENT OR GUARDIAN        DATE
### Health/Contact Information Form

(Please submit this form with registration form.)

---

## Contact and Emergency Information

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>MONTH DAY YEAR</td>
</tr>
</tbody>
</table>

My child is registered for the following week(s):

- [ ] Week 1
- [ ] Week 2
- [ ] Week 3
- [ ] Week 4

**Mother/Guardian Name**

- Home Phone
- Work Phone
- Cell Phone
- E-mail Address

**Father/Guardian Name**

- Home Phone
- Work Phone
- Cell Phone
- E-mail Address

**Name(s) of Authorized Adult(s) picking up the student**

---

**In an Emergency, contact:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell Phone</th>
<th>Relation to Child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**List anyone who specifically would NOT be authorized to pick up the child and their relationship to the child.**

<table>
<thead>
<tr>
<th>Non-authorized person</th>
<th>Relationship to child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Health/Contact Information Form

(Your registration should not be accepted without this form.)

The following information is required for participants to be admitted into the program.

All participants must be current on all immunizations, visit www.edc.org

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>MONTH MONTH DAY YEAR</td>
</tr>
</tbody>
</table>

### IMMUNIZATION INFORMATION

- **For campers who reside within the United States, a United States territory, or the District of Columbia:**
  - State/territory in which child resides: __________________________

- **For campers who reside outside the United States, a United States territory, or the District of Columbia:**
  - Country in which child resides: __________________________

- Is this child exempt from any immunizations?
  - [ ] NO
  - [ ] YES, List them __________________________

### Medical Conditions

- Provide information on any medical conditions. Psychological conditions. Behavioral conditions. Medication, dietary restrictions. Allergies or special needs that we need to be aware of to ensure your child’s camp experience is positive?

- Is your child allergic to: (check all that apply)
  - [ ] Insect bites
  - [ ] Nuts
  - [ ] Other (please explain) __________________________

This Camper is eligible to attend camp.

<table>
<thead>
<tr>
<th>PRIMARY CARE PHYSICIAN NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICIAN ADDRESS OR STAMP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature**

Authorization for treatment: I hereby give permission to the college to administer medications and first aid. This completed form may be photocopied for field trips.

<table>
<thead>
<tr>
<th>Signature of Parent/Guardian</th>
<th>Date</th>
</tr>
</thead>
</table>

**If your child requires any medications to be administered, you must complete a Medication Administration Form**
GENERAL INFORMATION

ELIGIBILITY

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

CANCELLATION OF CLASSES

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

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

ROOM ASSIGNMENTS AND CHANGES

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

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

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

HOLIDAYS

Courses will not be scheduled on the following dates:
- Jan. 16 Martin Luther King Jr. Day
- Feb. 20 Presidents Day
- Apr. 10–16 Spring Break
- May 27–29 Memorial Break

COLLEGE CLOSINGS

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

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

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

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

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

For additional information, visit www.pgcc.edu/go/SFFree

NONDISCRIMINATION INFORMATION

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. This policy is consistent with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; Title II of the Americans with Disabilities Act; and other applicable laws and regulations. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. Alonia C. Sharps, Room 130, Kent Hall, 301-546-0170, coordinates the college’s program of nondiscrimination.

TITLE IX

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

STUDENT RIGHT TO KNOW ACT

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

ANNUAL SECURITY REPORT

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

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

**FERPA**

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

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

1. The right to inspect and review the education records within 45 days of the day the college receives your request for access. If you wish to request access by mail, you must submit to the director of admissions and records a written request that identifies the records you wish to inspect.

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

3. The right to consent to disclosures of non-directory personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information is information which may be released to a third party without your written consent. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, place of birth, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to anyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. You may refuse to permit such disclosure without your written consent by notifying the director of admissions and records in writing of your wish to be withheld from such a release of information.

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**POSSIBILITY**

**Service Members Opportunity College**

Prince George's Community College has been identified by the American Association of Community Colleges as a Servicemembers Opportunity College (SOC) providing educational assistance to active-duty service members. Call 301-546-0820 for more information.

**DRUG AND ALCOHOL PREVENTION**

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

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

The college's Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-546-0845.

**ALUMNI ASSOCIATION**

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

**DISABLED STUDENTS**

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

**ACCESSIBLE TRANSPORTATION**

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

**COMPLAINTS**

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

**DISCLAIMER**

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

www.pgcc.edu/go/careercoach

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

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

Transforming lives.

PRINCE GEORGE’S COMMUNITY COLLEGE
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

Academic Advising
301-546-0151
Bladen Hall, Room 124
Academic advising, placement test interpretation
You must be present 30 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

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

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

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

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

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

Records/Registration
301-546-7422
Bladen Hall, Room 126
Transcripts and in-person registration for Continuing Education and credit and courses. You must be present 15 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

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

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

Veteran Services
301-546-5282
Bladen Hall, Room 124
Certification of educational benefits
Mon.–Thurs.: 9 a.m.–7 p.m.
Fri.: 9 a.m.–5 p.m.
CAMPUS LOCATIONS AND EXTENSION CENTERS

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

Joint Base Andrews
1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
301-546-0778 or 301-981-5949

Laurel College Center
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
For course listings, see page 116.

University Town Center
6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8360
For course listings, see page 118.

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-0894
For course listings, see page 117.
Registration and advising are not available at this location.

Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500
For course listings, see page 119.
Registration and advising are not available at this location.

Culinary Arts Program
John E. Howard Community Center
4400 Shell Street
Capitol Heights, MD 20743
301-341-3027

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

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

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

For all other locations listed in this schedule, see page 120.
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

As a Maryland Regional Higher Education Center, Laurel College Center features five colleges and universities offering 8 degrees and more than 150 courses right in your own backyard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including days, evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including

- Business and Entrepreneurship
- Computers and Information Technology
- Child Care
- Certified Nursing Assistant
- Arts, Crafts and Hobbies

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org
or call toll-free 1-866-228-6110

Laurel College Center
A Community of Colleges & Universities
Call toll-free 1-866-228-6110 or visit
www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Get Ahead in Life.

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

2. Annex A
   Academy of Health Sciences
   Classrooms

3. Annex B
   Academy of Health Sciences
   Faculty/Staff Offices
   Owls Nest

4. Annex C
   Adult Education
   ESL
   GED/NEDP Programs
   Next Step Training and Education
   Youth@Work/SYEP Job Training
   PGCC Cares

5. Auto Bay

6. Bladen Hall (north)
   Admissions and Records
   Advising and Transfer Services
   Cashier
   Counseling Services
   Disability Support Services (DDS)
   Enrollment Services
   Financial Aid Office (FAO)
   Health Education Center (nurse)
   International Student Services
   Recruitment
   Registration
   Veterans Services
   Welcome Center

7. Bladen Hall (south)
   Campus Police Substation
   College Lab Services (computer labs)
   Language Studies Lab
   Student Assessment Services
   (Testing Center)
   Tutoring and Writing Centers

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

9. Center for Health Studies
   International Education Center
   Marvelous Market

10. Chesapeake Hall

11. Continuing Education Building
    Classrooms

12. Culinary Arts

13. Facilities Management Building
    Campus Police

14. Kent Hall
    Administration
    Human Resources
    Workforce Development and
    Continuing Education Offices

15. Lanham Hall
    Closed for Renovations

16. Largo Student Center
    Bookstore
    Campus Dining
    College Life Services
    Community Rooms A, B, C
    Rennie Forum

17. Marlboro Hall
    Career Services
    Marlboro Gallery
    Student Development
    Resource Center (SDRC)
    Student Support Services (TRiO)
    Vocational Support Services (VSS)

18. Novak Field House

19. Picnic Grove

20. Queen Anne
    Closed for Renovations

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

22. Steel Art Building

23. Storage

24. Temporary Building (T3)

25. Warehouse

SPORTS

S1. Track/Practice Soccer Field
S2. Golf Range
S3. Tennis Courts
S4. Racquetball Courts
S5. Baseball Diamond
S6. Softball Diamond
S7. Main Soccer Field
New Construction
- Queen Anne Fine Arts
- Lanham Hall
- Culinary Arts
Additional payment information for Laurel:
If you live in Prince George’s County, or anywhere other than Howard County, you should
• use the PGCC syn numbers for your course when you register
• submit payment to PGCC Largo or Laurel College Center

Note: non-Prince George’s County residents are charged an additional fee when they register through PGCC:
• An additional $5 per course for residents of other Maryland counties
• An additional $10 per course for DC or out-of-state residents

REFUND POLICY FOR LAUREL
In the event you need to withdraw from a continuing education course, check with the college where you registered to determine its specific refund policy and procedures.

GENERAL INFORMATION FOR LAUREL
Room Locations at Laurel
Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

Parking at Laurel
During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

TEXTBOOK INFORMATION FOR LAUREL
You can order textbooks online at www.pgccbookstore.com. You also may call 301-546-0912 to order textbooks. Have the syn number of the course ready when you call or access the website. Online or phone purchase requires a credit card.

You can request to have your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-546-0912 for bookstore information.

THESE COURSES ARE OFFERED AT LAUREL FOR THE SPRING 2017 SEMESTER. TO LOCATE THE CLASS DESCRIPTION AND SCHEDULE, PLEASE SEE THE INDEX ON PAGE 1 OF THIS SCHEDULE.
Networking, Page 35
DPR-735  CompTIA Network+ Certification Preparation
CNT-447  CCNA 3: Scaling Networks
CNT-448  CCNA 4: Connecting Networks
CNT-330  CCNP1: IP Routing
CNT-331  CCNP2: IP Switching

Fine Arts Creativity, Page 52
ART-363  Abstract Collage

Performing Arts & Music, Page 53
COM-347  Voice-Overs: Now is Your Time
ART-406  Art Open Studio

Childhood Education, Page 58
DCR-550  Medication Administration

Lifestyle, Page 63
ENR-465  The Family Newsletter
ENR-533  Family Reunion
ENR-375  Develop Your Psychic Ability
ENR-427  Past Life Regression and Future Life Progression
ENR-317  If I Could Talk to the Animals
ENR-556  Connect With Your Angels
ENR-571  Introduction Mindfulness Meditation
ENR-586  Using Mindfulness Meditation to Increase Happiness
ENR-579  Extreme Saving with Couponing

Personal Finance, Page 65
FIN-359  Little Known Secrets of Paying for College

Nursing Assistant, Page 76
HES-544  Certified Nursing Assistant: Theory
HES-417  Certified Nursing Assistant: Clinical

American Sign Language (ASL), Page 82
COM-325  Sign Language 1
COM-330  Sign Language 2

Conversational Foreign Language, Page 83
LGE-370  Introduction to Spanish: Part 1
LGE-328  Introduction to Spanish: Part 2
LGE-307  Beginning French

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

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

Small Engine, Page 6
OCC-316  Small Gas Engine

Building Engineer, Page 46
OCU-404  Building Maintenance Engineer: Level 1
OCU-402  Building Maintenance Engineer: Level 2

Core Skills, Page 47
OCU-410  Introductory Craft Skills (Core)
OCU-408  CORE: Introductory Craft Skills: Part 1
OCU-416  CORE: Introductory Craft Skills: Part 2

HVAC, Page 48
HVC-332  HVAC/R Level 1 Part 1
HVC-334  HVAC/R Level 2: Part 1
HVC-342  HVAC/R Level 2: Part 4

Plumbing, Page 47
OCU-411  Introduction to Plumbing Level 1: Part 1

Residential Maintenance, Page 50
OCU-329  Electrical Repair: Basic Skills
OCU-331  Drywall Installation and Repair
OCU-409  Ceramic Tile Installation and Repair
UNIVERSITY TOWN CENTER

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

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

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

General Business Skills, Page 10
MGT-585  Introduction to Business

Increase Your Market Share, Page 23
CED-301  Strategic Positioning

CED-305  Selling Made Simple
CED-306  Sustainable Sales Techniques
CED-315  Your Role in the Green Environment
CED-319  Using LinkedIn to Develop Your Business
CED-314  Creating Visuals to Brand Your Business

Strategies for Growing Business, Page 24
CED-313  Federal Contracting Accelerator
CED-318  Growing Your Business With Teaming Arrangements
CED-302  Group Coaching

MS-Office, Page 30
DPR-790  Introduction to Microsoft Word 2013: Level 1
DPR-782  Introduction to Microsoft Excel 2013: Level 1
DPR-787  Introduction to PowerPoint 2013
DPR-784  Advanced PowerPoint 2013

Childhood Education, Page 57
DCR-303  Child Growth and Development: 45 Hours
DCR-531  Pre-School Curriculum/Activities: 45 Hours

First Aid & CPR, Page 69
HES-344  CPR for Health Professionals

Nursing Assistant, Page 76
HES-544  Certified Nursing Assistant: Theory
TeamBuilders Academy is a FREE Workforce Development Program, designed to create access to training and certifications for Prince George’s County residents who are unemployed and underemployed. Coupling employment readiness skills with occupational and technical training, students are prepared to meet today’s workforce demands.

TBA current offerings include:

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

16 week course
M-F • 9 a.m.–3:30 p.m.
301-546-0964
Shuttle available for students riding The Bus 20 and Metrobus J12.

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ABAR—Authentic Bartending School</td>
<td>5124 B Baltimore Avenue, Hyattsville, MD 20781</td>
</tr>
<tr>
<td>2. AYTI—AYT Institut</td>
<td>5700 Kirby Road, Clinton, MD 20735</td>
</tr>
<tr>
<td>3. AYT3—AYT Auto Clinic</td>
<td>15005 Marlboro Pike, Upper Marlboro MD 20772</td>
</tr>
<tr>
<td>4. BLHS—Bladensburg High School</td>
<td>4200 57th Ave., Bladensburg, MD 20710</td>
</tr>
<tr>
<td>5. CHCF—Cherry Hill Composting Facility</td>
<td>9330 Cherry Hill Road, College Park, MD 20740</td>
</tr>
<tr>
<td>6. CRHS—Crossland High School</td>
<td>6901 Temple Hills Road, Temple Hills, MD 20748</td>
</tr>
<tr>
<td>7. ECOF—City Farm</td>
<td>4913 Crittenden Street, Edmonston, MD 20781</td>
</tr>
<tr>
<td>8. FTWM—Fort Washington Marina</td>
<td>13600 King Charles Terrace, Ft. Washington, MD 20744</td>
</tr>
<tr>
<td>9. GTSV—Greenbelt Travel Services</td>
<td>6411 Ivy Lane, Greenbelt, MD 20770</td>
</tr>
<tr>
<td>10. JHES—John Eager Howard Elementary School</td>
<td>4400 Shell Street, Capital Heights, MD 20743</td>
</tr>
<tr>
<td>11. LCC—Laurel College Center</td>
<td>312 Marshall Avenue, Laurel, MD 20707</td>
</tr>
<tr>
<td>12. LDS—Linnel Driving School</td>
<td>1811 Bright Seat Road, Landover, MD 20785</td>
</tr>
<tr>
<td>13. Northwestern High School</td>
<td>7000 Adelphi Road, Hyattsville, MD 20782</td>
</tr>
<tr>
<td>14. QBL1—Q-Ball1</td>
<td>7945 Central Avenue, Capital Heights, MD 20743</td>
</tr>
<tr>
<td>15. SHS—Suitland High School</td>
<td>5200 Silver Hill Road, District Heights, MD 20747</td>
</tr>
<tr>
<td>16. STC—Skilled Trades Center</td>
<td>(evenings only) 6400 Old Branch Avenue, Camp Springs, MD 20748</td>
</tr>
<tr>
<td>17. UMD—School of Public Health</td>
<td>Building 255, College Park, MD 20742</td>
</tr>
<tr>
<td>18. UPHI—U-Photo</td>
<td>5005 Garrett Avenue, Beltsville, MD 20705</td>
</tr>
<tr>
<td>19. UTC—University Town Center</td>
<td>6505 Belcrest Road, Hyattsville, MD 20782</td>
</tr>
<tr>
<td>20. WTC—Westphalia Training Center</td>
<td>9109 Westphalia Road, Upper Marlboro, MD 20774</td>
</tr>
</tbody>
</table>
TUITION (SUBJECT TO CHANGE)

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

TUITION WAIVER

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

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

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

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

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

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

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

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

FEES (SUBJECT TO CHANGE)

Registration Fees
A $20 registration fee will be added to your bill, for standard students, upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens and Maryland Disabled Persons will be charged a $75 registration fee per term. The $75 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior citizen or Maryland Disabled Person who enrolls in a $25 course that is marked with an asterisk is still responsible for the $75 registration fee.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Jan. 1–Apr. 30</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1–Aug. 27</td>
</tr>
<tr>
<td>Fall</td>
<td>Aug. 28–Dec. 31</td>
</tr>
</tbody>
</table>

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

Note: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the $75 registration fee that term.

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

EMPLOYER-PAID TUITION/ PURCHASE ORDERS

If your employer is paying your tuition:

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

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

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

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

RETURNED CHECKS

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

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

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

DROPPING A COURSE/REFUNDS

Individuals who withdraw from a course up until the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date.

Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash the refund will be sent by check to the student’s address of record. If payment was made by a third party the refund will go to that party. It may take up to 14 business days to process a refund.

If you choose to drop a course after the refund period, it must be done in person at the Office of Admissions and Records or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.
Advancing Local, Small and Minority Business Enterprises

A catalyst for the County’s growing economy, the Center for Entrepreneurial Development (CED) prepares local entrepreneurs to take full advantage of business opportunities in Prince George’s County and throughout the Washington Metropolitan region.

Take your business to the next level.

301-546-0964
ced@pgcc.edu | pgcc.edu/go/CED

Center for Entrepreneurial Development
Prince George’s Community College
University Town Center

6505 Belcrest Road • Hyattsville, Maryland • 20782
### Workforce Development and Continuing Education

**Continuing Education Student Registration**

**Send check to:**  
Cashier’s Office  
Prince George’s Community College  
301 Largo Road, Largo, MD 20774

---

**PLEASE PRINT CLEARLY**

<table>
<thead>
<tr>
<th>Student ID (if known)</th>
<th>Date</th>
<th>Semester</th>
<th>Year:</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Last:</th>
<th>First:</th>
<th>Middle Init.:</th>
<th>Number &amp; Street:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

| Telephone | Home: | Cell: | Work: | | |
|-----------|-------|------|------| | |

<table>
<thead>
<tr>
<th>Date of Birth (required)</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ethnicity/Gender</th>
<th>Native American</th>
<th>Black/African American</th>
<th>White</th>
<th>Multiple</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

| Status | If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the Payment Information section of this book. |

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**YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!**

<table>
<thead>
<tr>
<th>Course (Letter)</th>
<th>Synonym # (Section)</th>
<th>Start Date (mm)</th>
<th>Course Name</th>
<th>Tuition</th>
</tr>
</thead>
</table>

| Fees | All standard students add a registration fee of $20.00 unless your course specifies that it is “Tuition Free” |

<table>
<thead>
<tr>
<th>select only one, if it applies to you</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of county Maryland residents add $5.00 per course unless your course specifies that it is “Tuition Free”</td>
<td></td>
</tr>
<tr>
<td>Out of state residents add $10.00 per course unless your course specifies that it is “Tuition Free”</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal $**

**Total $**

---

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George’s Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George’s Community College and to provide them with my correct address.

---

**Student Signature**

---

**E-mail**

---

**Office Use Only**

Date

Processed by
Prince George’s Community College, in partnership with the Prince George’s County Government, is offering **FREE job readiness training** for county residents ages 15–19 in 2017. PGCC is a great place for young job seekers to begin their professional journey. The course (JCL-525) focuses on the basic skills that employers value, and that youth need to retain employment. A safe educational environment is supported by a professional staff and educators. The goal of the program is to encourage the appreciation and practice of ethical workplace behaviors.

**Successful completers are eligible for employment preference in the Prince George’s County Summer Youth Enrichment Program for 2017.**

Registration for the 2017 program will open on December 1, 2016. Students may begin classes as early as January 2017.

For more information and specific course dates, and to access the link for registration, visit [www.pgcc.edu/go/youthatwork](http://www.pgcc.edu/go/youthatwork).