CONTINUING EDUCATION CLASSES

Job Skills Training
Personal Enrichment
Workforce Development

SPRING 2016
1. ONLINE
To register online, you MUST have an e-mail address and you MUST pay with a credit card. No application is required. Online registration is fun using Owl Link.

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

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

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

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

Questions?
Call 301-546-0159
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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

Course number and course title: HES-418 Phlebotomy Technician

Course description: This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations. Text required at first class.

Number of sessions, costs and fees: 89131 MW 1/26–4/29 6:15–9:15 p.m. CHS–2229

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

ACCOUNTING
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)

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)

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, reality depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required. 5 sessions, $150*

OFC-350 Accounting Fundamentals:

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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*
00458 T 2/23-3/29 6-8:50 p.m. Largo
00461 S 2/27-4/2 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*
00459 T 4/5-5/3 6-8:50 p.m. Largo
00462 S 4/9-5/7 9 a.m.-12:15 p.m. Largo

PAYROLL
301-546-0032 or 301-546-5216

OFC-328 Payroll Accounting 1.5 CEUs
This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. 6 sessions, $185*
00478 F 1/22-2/26 6-8:30 p.m. Largo

QUICKBOOKS
301-546-0032 or 301-546-5216

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*
00454 W 1/20–2/17 6–8:50 p.m. Largo
00455 W 2/24–3/30 6–8:50 p.m. Largo
00456 W 4/6–5/4 6–8:50 p.m. Largo

OFC-326 Introduction to 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*
00457 TTh 4/7-4/21 6:30-9:30 p.m. Largo

AQUATICS
301-546-0979 or www.pgcc.edu/go/swim

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

Flyers are available at the Natatorium.
Schedule and class descriptions may also be found at the e-mail above.

BOATING
301-546-0797 or 301-546-5299

OCC-335 Navigation Course for 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
05386 TTh 4/7-4/21 6:30-9:30 p.m. Largo

EVENT PLANNING MANAGEMENT
CONTINUING EDUCATION CERTIFICATE
A letter of recognition in Event Planning Management is awarded upon completion of 36 hours total in this area.
BUS-422 Conference Planning Management 0.6 CEU
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger, C.M. 1 session, $65*

99739 S 3/12-3/12 9 a.m.–4 p.m. LCC–205

BUS-460 The Site Selection Process
Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. 1 session, $35

99738 Th 3/31-3/31 6:30–9:30 p.m. LCC–205

BUS-347 Working with Hotels
Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include writing a request for proposal (RFP), developing a meeting resume and preparing addend that will protect the organization. Instructor: Beverly Litsinger. 1 session, $35

99736 Th 5/5-5/5 6:30–9:30 p.m. LCC–205

BUS-410 Starting Your Meeting Planning Company 0.6 CEU
Have you ever thought of starting your own meeting management company but didn’t know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger. 1 session, $65*

99737 S 4/9-4/9 9 a.m.–4 p.m. LCC–205

BUS-371 Marketing Your Meetings and Exhibits
Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, identify and understand your competition and monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $35

99731 Th 4/21-4/21 6:30–9:30 p.m. LCC–205

BUS-471 Audiovisual Concepts for Meeting Planners
This seminar discusses audiovisual technology and its role in meetings and planning. Topics will include visual, sound, lighting options; the use of industry terminology; pricing; and value added audiovisual services. Instructor: Christopher Z. Richardson. 1 session, $35

01914 M 4/11-4/11 6:30–9:30 p.m. Largo

BUS-366 Building Blocks of Retreat Planning
This fun, fast-paced course presents the building blocks of retreat planning. This session will focus on executive, church, marriage, and other retreats or both women and men. Topics include site selection, on-site and financial management, logistics, publicity, and more. Instructor: Lillian Wright. 1 session, $65

99734 S 4/16-4/16 10 a.m.–4 p.m. Largo

BUS-466 Crash Course in Event Planning 0.5 CEU
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. 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. 2 sessions, $60*

03252 TTh 2/9-2/16 6:30–9 p.m. LCC–205
03253 TTh 3/15-3/17 6:30–9 p.m. Largo

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

**BUS-461 Government Contracting: Marketing Business to Government**  
0.5 CEU  
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. 2 sessions, $60*

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#### 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: Barr Logan. 1 session, $35

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**BUS-569 Food and Beverage Costly Choice**  
Is it the taste or the cost that matters? It’s both! Food and beverage is the most important part of any event. Not knowing how to select the right combination can affect your event. You will be taught how to create and stay within a realistic budget. Instructor: Renee Maxwell. 1 session, $35

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**BUS-558 Wow What a Great Event!**  
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event. 12 sessions, $140 (includes a $65 lab fee)

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**BUS-579 Cutting Edge Tricks & Technologies for Successful Event Businesses**  
Want to work smarter and avoid costly planning/design mistakes? This practical and exciting session will unleash your creativity and show you tried and true tricks to grow your business. Improve the quality of your work by introducing strategies used by industry event professionals. Topics will include logistics, time management, inventory, delegation, recycling to get organized, and technology’s “latest tools and gadgets”. Instructor: Lilly Whittaker. 1 session, $35

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**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*

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**BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues**  
Ever thought about using a museum or a historic site as an alternative for a meeting or banquet? Whether you are coordinating a small elegant dinner for two or hosting a conference for hundreds, here are ways to determine if a museum or historic site is suitable for you, your clients and your attendees. Instructor: Renee Maxwell. 1 session, $35

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**BUS-525 Table Etiquette for the Event Planner**  
A comparative look at ways of implementing traditional tabletop rules in our modern society. This course will cover the basics of table etiquette from linens to china, silver, crystal and table decor. This course will also give you a few etiquette points that may come in handy at your next dinner event. Instructor: Jennifer Saul. 1 session, $35

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**BUS-505 Government Contracting: Methods and Procedures**  
0.5 CEU  
The federal government spends in excess of $425 billion and awards over 100,000 contracts annually using various contracting methods to acquire products, goods, supplies, and services. This course will familiarize students with the methods, guidelines, and procedures used during the federal acquisition process and a step-by-step analysis of frequently used documents. Instructor: Dennis Smith. 2 sessions, $60*

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**BUS-579 Cutting Edge Tricks & Technologies for Successful Event Businesses**  
Want to work smarter and avoid costly planning/design mistakes? This practical and exciting session will unleash your creativity and show you tried and true tricks to grow your business. Improve the quality of your work by introducing strategies used by industry event professionals. Topics will include logistics, time management, inventory, delegation, recycling to get organized, and technology’s “latest tools and gadgets”. Instructor: Lilly Whittaker. 1 session, $35

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**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: Barr Logan. 1 session, $35

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BUS-330 Proposal Evaluation and Selection Process
Gain an in-depth understanding of best practices used in the federal evaluation process to ensure objective and competitive source selections by focusing on: development of evaluation criteria and scoring plans, selection and briefing of evaluation panels on the do’s and don’ts of their tasks; and the considerations used by Contracting Officers as they complete the process through to contract award. Instructor: Monica Wilkerson. 1 session, $35
05186 W 5/4–5/4 6:30–9:30 p.m. Largo

BUS-534 Writing Proposals for Government Contracts 0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. This course also covers Requests for Proposals (RFP), a method for purchasing goods and services from the private sector, and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $60* 01859 W 4/13–4/20 6:30–9 p.m. Largo

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. Textbook: Supervisor’s Survival Kit, (11th or latest edition) (Prentice Hall). 4 sessions, $160*
00481 M 2/1–2/29 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, direct- ing, 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*
00482 W 2/5–2/24 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. Required textbook: Human Resource Management DE Mystified, (McGraw Hill), paperback, (1st edition), by Robert DelCampo. 4 sessions, $160*
00483 M 3/7–4/4 6:30–9:30 p.m. Largo

OFC-322 Fundamentals of Supervision and Management: Part 1 2.4 CEUs
If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you’ll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, and influence and direct other people’s performance will also be covered. 12 sessions, $140* (includes a $65 lab fee)

MGT-412 Planning and Conducting Effective Meetings 0.6 CEU
Students will be taught how to conduct short, productive meetings as vehicles for sharing information, resolving issues, and improving employee productivity and morale. Learn to develop agendas; prepare materials and discussions in advance and manage the time and cost of meetings. Textbook: The Manager’s Pocket Guide to Effective Meetings (HRD Press). 1 session, $90*
00484 S 4/23–4/23 9 a.m.– 4 p.m. Largo

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*
00485 M 1/25–5/16 6–8:45 p.m. Largo

MGT-707 Understanding the Human Resources Functions 2.4 CEUs
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this vital link in the organizational chain. 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)
99812 WF 1/13–3/4 online E2GO
99813 WF 2/10–4/1 online E2GO
99814 WF 3/16–5/6 online E2GO
00957 WF 4/13–6/3 online E2GO
NON-PROFIT MANAGEMENT

BUS-590 Best Practices for Nonprofits
Most nonprofits have a noble mission to do good locally, nationally and/or internationally. However, many have a hard time bringing their message to the masses. Discover the top five best practices to communicate well, build a strong reputation and maintain visibility among your target audiences. These public relations strategies will boost the status of your nonprofit like never before. 1 session, $35

04831 W 4/27–4/27 6:30–9:30 p.m. Largo

MGT-649 Introduction to Nonprofit Management 2.4 CEUs
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. 12 sessions, $140* (includes a $65 lab fee)

00620 WF 2/10–4/1 online E2GO
00621 WF 2/10–4/1 online E2GO

BUS-401 Non-Profit Business Basics 0.6 CEU
While for-profit organizations exist to earn and distribute taxable business earnings to shareholders, the nonprofit exists solely to provide programs and services that are of public benefit. Could that be you, but you’re not sure what’s involved? Come to this session to discuss start-up requirements and options, funding considerations, management strategies, and sources of information and assistance. Instructor: Kim Rhim. 2 sessions, $65*

01913 W 2/20–2/27 6:30–9:30 p.m. Largo

VOL-335 Introduction to Nonprofit Organizations and Fundraising 0.6 CEU
This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. Instructor: Ivy Pendleton. 1 session, $65*

04521 S 4/2–4/2 9 a.m.–4 p.m. Largo

VOL-313 Writing Grant Proposals 0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization’s capabilities and meet the needs of the funding organization. Instructor: Ivy Pendleton. 1 session, $65*

04520 F 4/7–4/15 9 a.m.–4 p.m. LCC–205

VOL-332 A to Z Grant Writing 2.4 CEUs
This informative course will equip you with the skills and tools you need to enter the exciting field of grant writing. You will be shown how to research and develop relationships with potential funding grant writing campaigns, and prepare proposals. This course speaks mainly to nonprofit organizations but many of the course elements also easily translate to the for-profit field. 12 sessions, $140* (includes a $65 lab fee)

00621 WF 2/10–4/1 online E2GO

VOL-334 Public Relations and Communications 0.6 CEU
This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsorships, soliciting volunteers and getting to know your audience. Answer the question. “Who am I marketing to?” Instructor: Ivy Pendleton. 1 session, $65*

04519 S 4/23–4/23 9 a.m.–4 p.m. Largo

VOL-400 Winning Strategies for the Faith-Based Community
Whether your mission is to do outreach locally, nationally, or internationally, there are cutting-edge strategies that exist to help you tell your story and bring your message to the masses. Learn how to communicate well with cost-effective tools, build a strong reputation and maintain visibility among your target audience(s). These winning strategies will help you connect, engage, and expand your reach like never before! Instructor: Karen Checks. 1 session, $35

04523 W 5/4–5/4 6:30–9:30 p.m. Largo

NOTARY PUBLIC

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*

02688 $ 2/20–2/20 10 a.m.–4 p.m. Largo

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. 1 session, $55*

02687 $ 3/12–3/12 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*

02686 $ 4/9–4/9 online BLBD
GEN-364 Become a Acknowledgment Jurat (Oath & Affirmation), and Official Witness Expert
0.5 CEU
Develop skills to become an acknowledgment, jurat (Oath & Affirmation) and official witness expert in performing notarizations. Improve your notarial knowledge by understanding the purpose and meaning of notarial certificate wording. Notaries learn to confidently protect their nation by employing knowledge and skills that deter fraud. Instructor: Elaine Wright. 4 sessions, $55*
02699 Th 4/19–4/28 online BLBD

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 jurnal 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. 1 session, $35
02690 Th 2/25–2/25 6:30–9:30 p.m. Largo

MGT-742 Project Management Professional: Exam Preparation
4.8 CEUs
This course includes material from the Project Management Body of Knowledge (PMBOK Guide, 5th edition). The segments are: 1) Professional Project Management Framework and Introduction; 2) Project Time, Cost, Budget and Quality Management; 3) Project Human Resources, Communications and Risk Management and 4) Project Procurement and Stakeholder Management and PMP® Exam Review. All four segments must be successfully completed to receive a certificate. Visit the Project Management Institute website at www.pmi.org for exam registration. 16 sessions, $1495*
99961 WF 1/13–3/4 online E2GO
04567 WF 2/10–4/1 online E2GO
04568 WF 3/16–5/6 online E2GO
04569 WF 4/15–6/3 online E2GO

MGT-626 Project Management Fundamentals
2.4 CEUs
If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. Experienced project managers, will gain knowledge to increase your skills and competencies. This 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)
00453 MW 2/3–4/6 6:30–9:30 p.m. Largo

MGT-623 Project Management Professional Certification: Prep 1
2.4 CEUs
Learn how to prepare for the Project Management Institute’s prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge PMBOK Guide, 5th edition. Complete the entire course to prepare for the PMP® certification exam. I 20 sessions, $150* (includes a $50 lab fee)
00019 WF 1/15–3/4 online E2GO
04653 WF 2/10–4/1 online E2GO
04656 WF 3/16–5/6 online E2GO
04657 WF 4/15–6/3 online E2GO

MGT-624 Project Management Professional Certification: Prep 2
2.4 CEUs
Prepare to take-and pass-the Project Management Institute’s PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge. 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)
00020 WF 1/13–3/4 online E2GO
04659 WF 2/10–4/1 online E2GO
04661 WF 3/16–5/6 online E2GO
04662 WF 4/15–6/5 online E2GO

PROPERTY MANAGEMENT
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)
03756 Th 1/19–5/5 6:30–7:45 p.m. Largo
PUBLIC SERVICES

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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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

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

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

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

BUS-427 Accounting and Recordkeeping for Small Business  0.6 CEU
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman. 1 session, $65*

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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*

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BUS-435 Basic Federal Tax Information for Small Businesses  0.6 CEU
This course provides guidelines for new or prospective business owners on their rights and obligations under our nation’s tax system. Topics will include types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) who specializes in start-up businesses. Instructor: Betty Stehman. 1 session, $65*

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BUS-418 Business Plan: Blueprint for Success  0.6 CEU
Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Workbook available payable to instructor: Karlene Sinclair-Robinson. 1 session, $65*

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

02693 S 2/27-2/27 9 a.m. – 4 p.m. Largo
02694 S 4/30-4/30 9 a.m. – 4 p.m. Largo

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*

02691 S 3/12-3/12 9 a.m. – 4 p.m. Largo
02692 S 4/23-4/23 9 a.m. – 4 p.m. LCC–205

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

03460 M 4/11-4/11 6:30–9:30 p.m. LCC–205

BUS-311 Successful Business Start-Ups
This workshop will provide hints, information, and guidance on the selection of a product or service and the associated legal and business issues important to understand before starting a new business. Instructor: Rudy Coleman. 1 session, $30

99997 T 1/19-1/19 6:30–8:30 p.m. Largo

BUS-328 Is Entrepreneurship Really for You?
Thinking about starting a business? Have you recently started your own business or are you getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. 1 session, $35

04348 T 3/1-3/1 6:30–9:30 p.m. Largo
04349 T 4/5-4/5 6:30–9:30 p.m. LCC–205

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

04546 M 4/18-4/18 6:30–9:30 p.m. LCC–205

BUS-550 The Business of Home Staging 0.6 CEU
Love decorating? Ever said to yourself, “I can do that,” after watching one of those home staging shows on Home and Garden Television (HGTv) or Arts and Entertainment (A&E)? Home staging is one of the fastest growing home-based businesses in the United States. It is a proven marketing tool used to help sell homes quickly and for top dollar. This course a high-level overview of the concepts and principles involved in home staging and how to start a home staging business. Instructor: Nicci Parrish, ASP. 1 session, $65*

04748 S 4/16-4/16 9 a.m. – 4 p.m. Largo

BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
Everything your business develops should remain your exclusive asset, including company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, trade secrets laws and patents for your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, Esq. 1 session, $35

03462 W 2/24-2/24 6:30–9:30 p.m. Largo
03463 W 4/20-4/20 6:30–9:30 p.m. LCC–205

BUS-342 Creating an Interior Decorating Business 0.6 CEU
Do you have a designer 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 session, $60*

04542 T 4/19-4/26 6:30–9:30 p.m. Largo

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

04802 M 3/14-3/14 6:30–9:30 p.m. Largo

BUS-587 Making it Count In the Beauty, Barber & Wellness Industry: Planning
Sound business principles and management in the beauty, barber and wellness industry is essential to running a profitable endeavor. Mastering mathematical basics is essential to help a business be profitable so that it can stay in business. Topics will include appointment planning, making your calendar work for you inventory control, and management. Instructor: Madam M. Walker. 1 session, $40

01209 M 3/14-3/14 5-8 p.m. WIC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
BUS-588 Small Business in the Beauty, Barber & Wellness Industry: Pricing and Budgeting

Sound business principles and management in the beauty, barber and wellness industry is essential to running a profitable endeavor. Mastering mathematical basics is essential to help a business be profitable so that it can stay in business. Topics will include purchasing, pricing, profits and goals, budget planning, reporting and banking. Instructor: Madam M. Walker. 1 session, $40

0211 M 3/28-3/28 5-8 p.m. WTC

BUS-432 Virtual Assistant Business 0.6 CEU

A virtual assistant is a business owner who provides administrative creative, and technical support solutions to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Monica Bounds. 1 session, $65*

04804 S 4/2-4/2 9-4 p.m. Largo

BUS-353 Making Money in Mystery Shopping

Mystery shopping is a fun way to make extra money while providing a valuable customer service. You can actually get paid to do things you love to do — shop in your favorite stores, eat in your favorite restaurants, go to the movies, put gas in your car; do your grocery shopping, stay at luxury hotels and resorts and more! Instructor: Iesha Fields. 1 session, $35

04750 W 4/6-4/6 6:30-9:30 p.m. Largo

BUS-355 Start and Operate Your Own Home-Based Business 2.4 CEUs

Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have. 12 sessions, $140* (includes a $65 lab fee)

99816 WF 1/13-3/4 online $260
00632 WF 3/16-5/6 online $260

BUS-438 Starting a Consulting Practice 2.4 CEUs

Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include skills assessments, pricing policies, contracting, marketing, and more. 12 sessions, $140* (includes a $65 lab fee)

99877 WF 1/15-3/4 online $260
00640 WF 4/13-6/3 online $260

BUS-530 Three Techniques that Every Salesperson Should Know

Increase your sales by mastering the three main ingredients of the selling process: feature-benefit selling, handling objections and closing the sale. Instructor: Robert Gatewood. 1 session, $35

03459 Th 4/28-4/28 6:30-9:30 p.m. Largo

BUS-540 Start Your Own Small Business 2.4 CEUs

Learn how to take your dream of starting a business and put it into action. In this class, you'll be taught everything you need to know about starting a business including start-up options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones. 12 sessions, $140* (includes a $65 lab fee)

00639 WF 4/15-6/3 online $260

BUS-476 Starting Your Own Boutique 0.6 CEU

You will get an overview of the various aspects of owning and operating a small retail business, whether storefront or in-home. This is a good introductory course for those interested in fashion retailing either as a start to owning a business or to improving personal knowledge as an educated consumer. Topics to be discussed include buying, merchandising, pricing, marketing and advertising. Instructor: Maria Smith, Top Kitty; CEO & Lead Stylist. 1 session, $65*

04700 S 4/9-4/9 9 a.m.-4 p.m. LCC-205

BUS-440 Starting a Consulting Practice

Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include skills assessments, pricing policies, contracting, marketing, and more. 12 sessions, $140* (includes a $65 lab fee)

99877 WF 1/15-3/4 online $260
00640 WF 4/13-6/3 online $260

BUS-548 From Vision to Marketplace: Branding & Visual Strategies

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

04833 Th 4/21-4/21 6:30-9:30 p.m. Largo

BUS-570 Understanding Public Relations: The Basics for Small Business Owners

Did you know that public relations can be used to grow your business? This course will explain what public relations is, offer simple strategies for small businesses and provide cost-effective methods to raise awareness of your organization. The interactive discussion will touch on press releases, media relations, social media, branding, and message development and communication strategy. Instructor: Karen Cheeks. 1 session, $35

04803 W 4/6-4/6 6:30-9:30 p.m. Largo

BUS-571 Blogging for Business

Want to expand your business? Need to develop an online plan to grow your business? Start here. This session is for those seeking to understand the concept of blogging. It will give you an overview of blogging and how to use it for business. Now you are ready to register for the upcoming full-day training. Instructor: Karlene Sinclair Robinson. 1 session, $35

04544 W 3/9-3/9 6:30-9:30 p.m. Largo

BUS-562 Making Money on the Internet: Lead Generation

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

04749 Th 3/17-3/17 6:30-9:30 p.m. LCC-205

BUS-565 Selling for Success: What Every Salesperson Should Know

Did you know that salespeople have a great influence on your purchasing decisions? This course will explain what salespeople are — and what makes them so effective. The course will help students understand the practices and strategies used by successful salespeople. Instructor: Robert Gatewood. 1 session, $35

03459 Th 4/28-4/28 6:30-9:30 p.m. Largo

BUS-572 Social Media & Marketing

Learn how to use social media to promote your business. This course covers strategies for small businesses and provides cost-effective methods to raise awareness of your organization. The interactive discussion will touch on press releases, media relations, social media, branding, and message development and communication strategy. Instructor: Karen Cheeks. 1 session, $35

04833 Th 4/21-4/21 6:30-9:30 p.m. Largo

BUS-573 The Basics of Starting a Small Business

This course provides an introduction to small business ownership. Topics covered in the course include registration of business, tax aspects of doing business, basics of bookkeeping, financial planning, and the importance of insurance in business ownership. Instructor: T J. Miller. 1 session, $35

04700 Th 4/19-4/19 6:30-9:30 p.m. Largo

BUS-574 Starting Your Own Business

Learn how to take your dream of starting a business and put it into action. In this class, you’ll be taught everything you need to know about starting a business including start-up options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones. 12 sessions, $140* (includes a $65 lab fee)

00639 WF 4/15-6/3 online $260
BUS-586 Blogging for Business Training
Do you want to start a blog to enhance your business presence and bottom line? Do you have a website that is not getting any traffic? Think you don’t have time or what it takes to blog? Want to learn what this blogging craze is all about but don’t know where to start? Well, this class is for you! Learn the “why, when, where, what, and how” of blogging, and how to position your blog for exposure, drive web traffic, and build relationships. This class includes hands-on training, blog set-up, content creation, strategies and more. $15 workbook payable to the instructor, Karlene Sinclair Robinson. 1 session, $65
04543 S 3/19-3/19 9 a.m. - 4 p.m. Largo

BUS-535 Creating a Successful Business Plan 2.4 CEUs
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan increases not only your chances of obtaining financing, but also of keeping your plan involves, how to position your blog for exposure, drive web traffic, and build relationships. This class includes hands-on training, blog set-up, content creation, strategies and more. $15 workbook payable to the instructor, Karlene Sinclair Robinson. 1 session, $65

BUS-582 Life after Your Business Launch: Webinar
You have launched your business, now what? This webinar will focus on how to develop a “team ten” and establish your owner-management team (subject matter experts in other industries) to brainstorm ideas and help grow and assist you in business. This course will also discuss time saving methods when planning your projects, workload and much more. Instructor: Monica Bounds. 2 sessions, $35
04344 TW 4/13-4/19 online BLBD

BUS-583 Business Owners: How to Prepare for Your First Date: Webinar
This webinar will focus on how to prepare for the first meeting with a client including checklists, resources, and more, for that “wow factor” to win them over. Instructor: Monica Bounds. 2 sessions, $35
04341 TW 4/27-5/3 online BLBD

BUS-589 Effective Communication Bootcamp
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
04806 W 3/16-3/16 6:30-9:30 p.m. Largo

CENTER FOR ENTREPRENEURIAL
SMALLBiz SAFETY
301-546-0964 or ced@pgcc.edu
This program was developed to offer risk identification and employee safety to help give companies a competitive edge in the construction industry. By maintaining good risk management and safety controls, businesses can prevent personal and financial losses that affect the business owner's bottom line: profit and people. 6 sessions, $250* (includes a $100 lab fee)
00684 Th 2/11-3/17 6-9:30 p.m. WTC

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)
00690 Th 2/11-2/25 6:30-9:30 a.m. WTC
99950 Th 4/7-4/8 7:30 a.m.-12 p.m. WTC

OCU-610 OSHA 30 3.0 CEUs
This 30-hour Construction Outreach Training Program is intended to provide a variety of basic safety training to workers. This course will emphasize hazard identification, avoidance, control, and prevention, not OSHA standards. 4 sessions, $325* (includes a $100 lab fee)
00868 MTWTh 3/28-3/31 9 a.m.-5 p.m. WTC
99947 MTWTh 4/24-4/28 9 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
THE ADVANTAGE SERIES

I’M ONLY HUMAN: HUMAN CAPITAL STRATEGIES FOR BUILDING CAPACITY

The CED’s Advantage Series focuses on helping small businesses build capacity. Capacity building is accomplished when business owners have sufficient access to financial and human capital, an established infrastructure that supports their operations, process, and procedures and are able to leverage past performance for growth. This section of the series, I’m Only Human: Human Capital Strategies for Building Capacity, helps business owners understand the importance of human capital on organization development. The program will prepare business owners to manage general human resource functions.

SUSTAINABILITY: SMALL BUSINESS RE-ENGINEER

The following classes are designed to increase small business owner’s awareness of low impact development practices, principles and how sustainable businesses make a large impact on the green environment simply by how they use materials.

- CED-303 Low Impact Contractor Development Program
- CED-304 Your Role in the Green Environment

CED-304 Your Role in the Green Environment 2.6 CEUs

The purpose of this course is to increase small business owner’s awareness of what it means to be green. Green business refers to sustainable businesses that meet customer’s needs in ways that solve rather than cause environmental and social problems. Green businesses operate cross all sectors from production of conventional goods and services to developing new breakthrough technologies. 8 sessions, $275* (includes a $50 lab fee)

00683 Th 3/29–4/21 6–9:30 p.m. WTC

POSITIONING YOUR BUSINESS IN THE MARKET PLACE

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)

05660 MW 4/18–4/27 6–8 p.m. UTC

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)

05790 S 2/27–5/21 9–11:30 a.m. UTC

OCU-460 Introduction to Building Information 3.0 CEUs

This course is designed for individuals just getting started in accessing data built into 3D models and new to Building Information Modeling (BIM). Students will be introduced to the basics of BIM and the NWD file format. Students will be shown how to open NWD and 3D DWF files, and view model hierarchy, object properties, and embedded review data. The class will discuss the main functionality and features of Autodesk Navisworks Freedom navigation tools. This course will also require 19.5 hours of self-paced training to master course objectives. 3 sessions, $350* (includes a $100 lab fee)

00682 W 2/10–2/24 6–9:45 p.m. WTC

CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS

SPRING CLINIC, 2016 (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.

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

301-546-0519

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

04501 S 1/30–2/6 8:30–12:30 p.m. UMD
04500 S 1/30–2/6 8:30–12:30 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**

**SPP-355 Social Communication Skills**
This course addresses effective communication and social skills needed for social competence. Topics covered include: greeting others, conversational skills and nonverbal communication. Participants learn skills needed for self-advocacy, reading social cues and practicing job interview through strategies such as role-play scripts and group activities. **12 sessions, $308**

**SPP-356 Banking and Money Math**
This course is designed to teach and reinforce functional and consumer math skills. Students will work on increasing their skills in basic math operations, focusing primarily on money. Students will also develop an understanding of how math is used in their daily lives. Instruction will be individualized based on students’ needs and current skill levels. Additionally, differentiated instruction will be utilized to address students’ various learning styles. Required textbook is available for purchase at the campus bookstore. **14 sessions, $330**

**CHOICES AND PATHWAYS**
301-546-0519

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:

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

For more information or to request an application, please contact the numbers or e-mail above.

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

**COMPUTERS AND INFORMATION TECHNOLOGY**

**KEYBOARDING**
301-546-0873 or icerts@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)**

**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. **14 sessions, $330**

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

PRINCETON COMMUNITY COLLEGE CERTIFICATE

Computer Skills for Business Applications
This eight-course certificate program is designed to recognize a student’s achievement in the use of a personal computer for general business applications using Microsoft Office Suite, including applications for word processing, spreadsheet, and data management.

Requirements include successful completion of the following courses:
- Introduction to Personal Computers (or equivalent experience)
- Introduction to Windows 7 or Working with Windows
- Introduction to Microsoft Word: Level 1
- Introduction to Microsoft Excel: Level 1
- Introduction to Access
- Introduction to PowerPoint
- Additional classes as needed to fulfill the eight class certificate requirement, selected from among any of the “DPR” courses listed in the course schedule.

Entry-Level Administrative Assistant
This five-course certificate program is designed to recognize a student’s achievement in the area of Microsoft office, office procedures, and practices. You will learn how to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Requirements include successful completion of the following courses:
- Applied Office Skills
- Introduction to Microsoft Word: Level 1
- Introduction to Microsoft Excel: Level 1
- Introduction to PowerPoint
- Introduction to Access
- Once a student has completed these requirements, he/she should contact the information 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.

All noncredit students must bring a memory stick or portable drive to each class to store lessons and personal files.

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.

00238 TTh 2/2–2/11 6:30–9:30 p.m. CAT-135
00239 TTh 4/5–4/14 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. Student should be familiar with using personal computers and have used a mouse and keyboard. Textbook: Microsoft Windows 7: Level 1 ISBN: 9781-4246-12833.

3 sessions, $165* (includes a $55 lab fee)
02222 MW 4/11–4/18 6:40–9:30 p.m. Largo

DPR-778 Applied Office Skills 0.9 CEU
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Students should bring a USB-compatible flash drive to each class.

3 sessions, $140* (includes a $20 lab fee)
00240 MWF 3/7–3/11 6:30–9:30 p.m. CAT-135
00241 MWF 4/25–4/29 6:30–9:30 p.m. Largo

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)
01092 S 4/30–5/7 9 a.m.–1:15 p.m. CAT–135

DPR-604 Introduction to the Internet and E-mail Basics 1.2 CEUs
This course provides students with an overview of the basic features of the Internet’s www and e-mail usage. Topics include up-to-date online and e-mail tools and technologies, how to share information using different e-mail systems, Internet newsgroups, interactive collaborations, blogs, wikis, social networking, e-mail etiquette, e-mail services, and more.

4 sessions, $160* (includes a $60 lab fee)
00220 F 4/1–4/22 6–9 p.m. CAT-105

DPR-331 Windows 0.6 CEU
This class addresses the features of Windows for use on personal computers. Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to each class on which to store data.

1 session, $110* (includes a $50 lab fee)
00219 S 2/6–2/6 9 a.m.–4 p.m. CAT-105
DPR-774 Introduction to Laptops and Peripherals 1.8 CEUs
This course will go into the pros and cons of using a laptop computer and help students decide what kind of peripherals they may want to add to their computer system. Topics include laptop features, determining the best laptop for their needs, and techniques in using computer peripherals. 6 sessions, $160* (includes a $40 lab fee)

DPR-786 Introduction to Microsoft Office 2013 3.6 CEUs
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. Textbook: Microsoft Excel 2013: Level 1, Microsoft Office PowerPoint 2013: Level 1 and Microsoft Word 2013: Level 1. 6 sessions, $470* (includes a $150 lab fee)

DPR-814 Microsoft Excel 2013: Level 1 1.2 CEUs
Learn to create, modify, print, and format worksheets, use templates, styles and Auto-Formats, and find and replace data. Prerequisite: Working with Windows or equivalent. 4 sessions, $215* (includes a $120 lab fee)

DPR-816 Introduction to Microsoft Outlook 2013 1.8 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)

DPR-807 Career Track: MS-Word 2013 3.6 CEUs
This course provides instruction on using Microsoft Word 2013 basic, intermediate, and advanced features. Topics include character and paragraph formatting, editing text, creating numbered and bulleted lists, proofing tools, creating tables, page layout and document management. Intermediate topics include working with sections, columns and tables, importing data, using styles, auto text and inserting graphics into documents. Advanced topics include mail merging letters and labels, creating forms, working with large documents, and automating actions with macros. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Textbook: Microsoft Office Word 2013: Books for Level 1, 2, 3. 6 sessions, $470* (includes a $150 lab fee)

DPR-790 Introduction to Microsoft Word 2013: Level 1 1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the 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. Textbook: Microsoft Word 2013, Level 1. 6 sessions, $215* (includes a $120 lab fee)

DPR-791 Introduction to Microsoft Word 2013: Level 2 1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2013. Topics include how to manage lists, customize tables and charts, create customized graphics, and more. Prerequisite: Introduction to Microsoft Word 2013: Level 1. Students should bring a USB-compatible flash drive to each class. Textbook required: Microsoft Word 2013, 6 sessions, $250* (includes a $90 lab fee)

DPR-813 Microsoft Word 2013: Level 1 1.2 CEUs
Learn to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Microsoft Windows. 4 sessions, $215* (includes a $120 lab fee)

DPR-782 Introduction to Microsoft Office 2013: Level 1 1.8 CEUs
This course introduces the basic features of Excel 2013. Students will create worksheets and enter and edit text, values, formulas, and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. 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)

DPR-783 Intermediate Microsoft Excel 2013: Level 2 1.8 CEUs
This is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2013. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts analyzing data using pivot tables, slicers, and pivot charts, and more. 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)

ARE YOU LOOKING FOR CAREER ADVANCEMENT?
Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George’s Community College offers classes in Microsoft Office Suite versions 2013.

MOS Testing
Students are free to take the MOS exams at any Certiport testing center. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required textbook: Microsoft Word 2013, Level 1. Students should bring a USB-compatible flash drive to each class. Textbook required: Microsoft Word 2013, Level 1, 2, 3.

FOR CAREER ADVANCEMENT?
Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George’s Community College offers classes in Microsoft Office Suite versions 2013. Topics include how to manage lists, customize tables and charts, create customized graphics, and more. Prerequisite: Introduction to Microsoft Word 2013: Level 1. Students should bring a USB-compatible flash drive to each class. Textbook required: Microsoft Word 2013, 6 sessions, $250* (includes a $90 lab fee)

Microsoft Office 301-546-0873 or itcerts@pgcc.edu
DPR-785 Introduction to Microsoft Access 2013 1.8 CEUs
This course introduces the Microsoft Access 2013 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required textbook: *Microsoft Access 2013, Level 1*. 6 sessions, $250* (includes a $90 lab fee)

00246 1Th 5/3–5/19 6:30–9:30 p.m. CAT-105

DPR-787 Introduction to PowerPoint 2013 0.6 CEU
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)

00497 M 2/1–2/8 6:30–9:30 p.m. UTC
00242 S 2/13–2/20 9 a.m.–12 p.m. CAT-105

DPR-784 Advanced PowerPoint 2013 0.6 CEU
Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Introduction to PowerPoint 2013. Students should bring a USB-compatible flash drive to each class. Required textbook: *Microsoft PowerPoint 2013, Level 2*. 2 sessions, $110* (includes a $50 lab fee)

00498 M 2/22–2/29 6:30–9:30 p.m. UTC
00244 S 3/12–3/19 9 a.m.–12 p.m. CAT-105

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)

00235 1Th 2/6–3/3 6:30–9:30 p.m. CAT-155

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. Required textbook: *Microsoft Project 2013, Level 1*. 6 sessions, $250* (includes a $90 lab fee)

00227 1Th 3/29–4/14 6:30–9:30 p.m. Largo

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)

00215 W 3/30–4/13 6:30–9:30 p.m. Largo

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)

0151 W 1/27–2/3 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)

00216 W 2/17–2/24 6:30–9:30 p.m. Largo

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)

00217 W 4/20–5/4 6:30–9:30 p.m. Largo

DPR-776 Troubleshooting MS-Windows 7 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)

00218 W 1/27–2/3 6:30–9:30 p.m. Largo

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

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

Help Desk Technology
This seven-course certificate program is designed to prepare a student to support a client help desk, including the performance of basic help desk assessments and functions, productivity measurements and problem resolution, asset management, and how support staff utilize these tools to maintain a competitive edge. Students in this program should have a strong 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)

00219 M 1/27–2/3 6:30–9:30 p.m. CAT-135

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
WEB DESIGN & MANAGEMENT
301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

Web Design and Management
This eight course certificate programs is devised to build and enhance the student’s skill in designing and developing Internet applications for both personal and professional use. 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.

Requirements include the successful completion of the following courses:

- Web Design: Part 1
- Web Design: Part 2
- Web Design: Part 3

Additional five courses needed to fulfill the seven class certificate requirement, selected from among any of the “DPR” courses listed in the course schedule.

Internet Webmaster
The eight-course Internet webmaster certificate program is now available either online or as a hybrid in combination with traditional classroom-taught courses! You can choose from the list provided below or by exploring the ed2go website at www.ed2go.com/pgcc for others. You can choose Web Design Classes that teach you how to use the software you are wanting to learn.

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

Once a student has completed these requirements, he/she should contact the information above for verification and to request a certificate.

CONTINUING EDUCATION CERTIFICATE, WEB DESIGN AND MANAGEMENT
Requirements for the eight-course Hybrid Program Delivery include successful completion of the following core knowledge and elective courses, qualifying the student for a certificate in Web Design and Management.

- Web Design: Part 1
- Web Design: Part 2
- Web Design: Part 3
- Plus an additional 5 “DPR”

CEUs will be awarded for classes as noted in this booklet. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should contact the number or e-mail above for verification and to request a Continuing Education Certificate.

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)

DPR-327 Introduction to SQL 2.4 CEUs
This course covers effectively planning and designing functional, efficient database management systems, fundamentals of SQL, and creating and altering RDBMS objects. Prerequisites: basic understanding of your computer’s operating system. For example, you should know how to launch an application, create and save files, and copy files from CD; you should have some familiarity with data tables and basic knowledge of how to create queries in Microsoft Access. Required textbook: Database Systems Using Oracle (2nd edition) by Nilesh Shah. (ISBN: 978-0-1310-1857-0). 4 sessions, $170* (includes a $50 lab fee)

DATABASE DESIGN

CONTINUING EDUCATION

SPRING 2016
**DPR-767 Web Design: Part I**  1.5 CEUs
In this first course in the series Students use all hands-on activities that require no prior knowledge of hypertext markup language (HTML) to create web pages using different layouts, images with rounded corners, etc. Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser. Update your old web sites with the most current versions of HTML and CSS. Use the web site w3c.org to validate your HTML code. Required textbook: *New Perspectives on HTML and CSS: Comprehensive*, (6th edition) by Patrick M. Carey. ISBN: 1397-8111-15-26443. 5 sessions, $240* (includes a $100 lab fee)

00229  MW  2/17-3/2  6–9 p.m.  CAT-135

**DPR-768 Web Design: Part 2**  1.5 CEUs
The second course in this series is a continuation of applying and practicing the latest web design concepts using HTML and CSS. Design and format web pages using multiple columns with or without tables, interactive forms, and embedded multimedia (audio or video) files. Prerequisite: Web Design: Part 1. Required textbook: *New Perspectives on HTML and CSS: Comprehensive*, (6th edition) by Patrick M. Carey. ISBN: 1397-8111-1526443. 5 sessions, $240* (includes a $100 lab fee)

00230  MW  3/14-4/4  6–9 p.m.  CAT-135

**DPR-769 Web Design: Part 3**  1.5 CEUs
The third course in this series explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events displaying dates and time, along with a slide show of images. Prerequisite: Web Design: Part 2. Required textbook: *New Perspectives on HTML and CSS: Comprehensive*, (6th edition) by Patrick M. Carey. ISBN: 13 97-8111-1526443. 5 sessions, $240* (includes a $100 lab fee)

00231  MW  4/18-5/2  6–9 p.m.  CAT-135

**ILIFE**

**APP-432 iPad: The Basics**  0.3 CEU
This course provides hands-on training in basic skills to efficiently operate an iPad for personal use. Students will discover how to properly care for their iPad, navigate the settings menu, and download apps onto their device. Basic device set ups will also be discussed. 1 session, $50

00252  S  2/13-2/13  9:30 a.m.–12:30 p.m.  CAT-103

00253  S  4/9-4/9  9:30 a.m.–12:30 p.m.  CAT-103

**QUICK GUIDE USING MAC**

**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)

00263  S  2/27-3/5  9:30 a.m.–12:30 p.m.  CAT-103

00264  S  3/12-3/9  9:30 a.m.–12:30 p.m.  CAT-103

**APP-301 Quick Guide: Using the Mac:**

**Part 2**  0.6 CEU
This class begins with a quick review of e-mail, iCal and iChat, including its use with videos, movies and stills. Then, create your own widget for Dashboard display, view Portable Document Format (PDF) files in the Safari browser, see how to use the Digital Video Disc (DVD) player and iTunes, and find out how to install Boot Camp. Recommended: completion of APP-300 or experience with topics from that class. 2 sessions, $65* (includes a $25 lab fee)

00265  S  4/18-4/25  6:30–9:30 p.m.  CAT-103

**APP-440 Introduction to iWork**  1.2 CEUs
This hands-on course introduces students to the basic key features and interface of iWork. iWork is a suite of productivity tools that includes: Pages for producing professional looking documents, Numbers for creating spreadsheets, tables and charts, and Keynote for developing high-quality presentations. All three applications give you import and export compatibility with Microsoft Office applications. 4 sessions, $290* (includes a $95 lab fee)

00265  M  4/4-4/25  6:30–9:30 p.m.  CAT-103

**SECURITY**

**DPR-704 Introduction to Cyber Security**  1.5 CEUs
This course is a comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security. 4 sessions, $200* (includes a $50 lab fee)

00225  S  2/27-3/9  9 a.m.–1 p.m.  CAT-135

**DPR-794 Ethical Hacking and Network Defense I**  5.3 CEUs
This course provides in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers 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 is DPR-702 or Security+ at another institution. Textbook required: call the Prince George’s Community College Bookstore. 14 sessions, $380* (includes a $150 lab fee)

03180  TTh  1/19-3/8  6–9:40 p.m.  CAT-303

03179  MW  1/20-3/9  12:30–4 p.m.  CAT-109

**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-2080. Textbook requirements: call the Prince George’s Community College Bookstore. 15 sessions, $380* (includes a $150 lab fee)

03181  MW  3/14-5/9  12:30–4 p.m.  CAT-109

03182  TTh  3/15-5/10  6–9:40 p.m.  CAT-325
### 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)**

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### DPR-703 CISSP Preparation 4.5 CEUs

This course explores and reviews all ten domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (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)**

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### NETWORKING

301-546-0873 or itcerts@pgcc.edu

#### CERTIFICATION PREPARATION, CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

**Cisco Certified Network Associate (CCNA)**

The Cisco Certified Network Associate (CCNA) is one of the most in-demand IT industry credentials. The CompTIA Network+, an entry level credential, prepares you to start a career in the networking field. The college is part of the Cisco Networking Academy Program and uses the Cisco developed curriculum. Students have access to state-of-the-art Cisco routers and switches in the hands-on labs.

**CCNA Routing and Switching Certification**

PGCC offers an in-depth, four-course series to prepare 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. For more information, visit Cisco’s website at www.netacad.com. Note: All Cisco courses provide an additional 20 hours of open lab time available on Saturdays.

**CompTIA Network+**

Show the world what you know by obtaining internationally recognized industry certification in computer networking. CompTIA provides vendor neutral certifications that many employers require for entry-level employment. Not only can you get the training for positions in these IT areas at the college, you can now sit for the certification exams on campus. Registered students may purchase exam vouchers at a significant discount.

For information on scheduling exams and purchasing discount vouchers at Prince George's Community College, e-mail itcerts@pgcc.edu.

For more information on CompTIA certifications, visit www.comptia.org.

Prince George's Community College (PGCC) is pleased to announce that we have become a public Pearson VUE testing center. A Pearson VUE testing center delivers computer-based certification and licensure tests for various testing programs in secure test centers. PGCC has joined with the world's largest network of test centers in 175 countries across the world. PGCC will be offering over a wide variety of tests such as GED, A+, Net+, Security+ and any other tests found at www.pearsonvue.com.

PGCC will now be able to offer our student classes and then the ability to take their exam in their own “comfortable” environment. This will also give PGCC the ability to work with our students and help them to pursue their dreams even further. Each student will be able to become nationally certified in many different areas of study.

The testing center can be found in the Center for Advanced Technology in Room CAT-139. Students who have taken the course at Prince George's Community College are eligible for discounted vouchers by emailing www.itcerts.com. To schedule an exam, please go to www.pearsonvue.com.
### 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.

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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.

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<td>4/15–5/6 6–9 p.m.</td>
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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. Required textbook: *Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs*, (4th edition) (Exams 220-801 & 220-802) (paperback).

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### CNT-444 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: 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.

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### 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 CCNA routing and switching certification. Meets concurrently with credit course INT-1550. Required textbook: call Prince George's Community College Bookstore.

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<td>1/20–3/14 6–9:40 p.m.</td>
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### 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 Ether Channel, 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.

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### 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.

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### CNT-477 CCNP 1: Routing and Switching Essentials 5.0 CEUs
This is the first of a four-course sequence preparing for Cisco CCNP Routing and Switching certification. Topics will include: configuring hardware, and file management concepts in a Linux environment. Prerequisite: programming experience in logic and design. 2 class/2 lab hours.

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### CNT-478 CCNP 2: Scaling Networks 6.0 CEUs
This is the second of a four-course sequence preparing for Cisco CCNP 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 CCNP routing and switching certification. Meets concurrently with credit course INT-2450. Textbook required: call Prince George's Community College Bookstore.

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### CNT-479 CCNP 3: Connecting Networks 6.0 CEUs
This is the third of a four-course sequence preparing for Cisco CCNP 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 CCNP routing and switching certification. Meets concurrently with credit course INT-2460. Textbook required: call Prince George's Community College Bookstore.

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<td>02715</td>
<td>MW</td>
<td>3/14–5/9 12:30–4 p.m.</td>
<td>Largo</td>
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</table>

### DPR-4200 Linux Operating System I 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.

<table>
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<th>Course Code</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
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<td>04257</td>
<td>MW</td>
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<td>Largo</td>
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### HARDWARE

#### 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 in first class.

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<th>Course Code</th>
<th>Day</th>
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<tr>
<td>00227</td>
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<td>2/26-3/18 6–9 p.m.</td>
<td>LH-210A</td>
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#### DPR-306 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.

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<td>00228</td>
<td>F</td>
<td>4/15–5/6 6–9 p.m.</td>
<td>LH-210A</td>
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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. Required textbook: *Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs*, (4th edition) (Exams 220-801 & 220-802) (paperback).

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<tbody>
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<td>M/WTh</td>
<td>2/1–3/17 6:30–9:45 p.m.</td>
<td>LH-210A</td>
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</table>
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. Required textbook: *Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs* (4th edition) (Exams 220-801 & 220-802) (paperback). **20 sessions, $650** (includes a $150 lab fee)

00226 MTWTh 3/28–5/11 6:30–9:45 p.m. LH–210A

DPR-805 IT Fundamentals beWeb-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. **20 sessions, $500** (includes a $125 lab fee)

00233 WF 3/2–5/13 6–9 p.m. Largo

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

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

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

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)

00667 WF 1/13–3/4 online E2GO
00668 WF 2/10–4/1 online E2GO
00669 WF 3/6–5/6 online E2GO
00670 WF 4/13–6/3 online E2GO

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)

99888 WF 1/13–3/4 online E2GO
00878 WF 2/10–4/1 online E2GO
00879 WF 3/6–5/6 online E2GO
00880 WF 4/13–6/3 online E2GO

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)

99890 WF 1/13–3/4 online E2GO
00881 WF 2/10–4/1 online E2GO
00882 WF 3/6–5/6 online E2GO
00883 WF 4/13–6/3 online E2GO

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)

99884 WF 1/13–3/4 online E2GO
00875 WF 2/10–4/1 online E2GO
00876 WF 3/6–5/6 online E2GO
00877 WF 4/13–6/3 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-431 Introduction to Networking  
2.4 CEUs
This course is for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: Basic knowledge of the PC and Windows. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on "Get Adobe Flash Player" and "Get Adobe Reader"), Microsoft-Windows ‘95 or higher 12 sessions, $140* (includes a $65 lab fee)

99891 WF 1/13-3/4 online E260
00884 WF 2/10-4/1 online E260
00885 WF 3/16-5/6 online E260
00886 WF 4/13-6/3 online E260

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

99894 WF 1/13-3/4 online E260
00887 WF 2/10-4/1 online E260
00888 WF 3/16-5/6 online E260
00889 WF 4/13-6/3 online E260

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)

99892 WF 1/13-3/4 online E260
00625 WF 2/10-4/1 online E260
00626 WF 3/16-5/6 online E260
00627 WF 4/13-6/3 online E260

DPR-699 Introduction to Microsoft Word 2010  
2.4 CEUs
Learn how to create and modify documents in Word 2010, the world’s most popular word processing program. With the help of step-by-step instructions and hands-on activities, you’ll quickly master every basic feature of Word and be able to use this program confidently at home or on the job. 12 sessions, $140* (includes a $65 lab fee)

99896 WF 1/13-3/4 online E260
00628 WF 2/10-4/1 online E260
00629 WF 3/16-5/6 online E260
00630 WF 4/13-6/3 online E260

DPR-451 Computer Skills for the Workplace  
2.4 CEUs
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We’ll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization. 12 sessions, $140* (includes a $65 lab fee)

99898 WF 1/13-3/4 online E260
00631 WF 2/10-4/1 online E260
00633 WF 3/16-5/6 online E260
00634 WF 4/13-6/3 online E260

DPR-394 Introduction to Buying and Selling on eBay  
2.4 CEUs
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. 12 sessions, $140* (includes a $65 lab fee)

99900 WF 1/13-3/4 online E260
00635 WF 2/10-4/1 online E260
00636 WF 3/16-5/6 online E260
00637 WF 4/13-6/3 online E260

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)

99901 WF 1/13-3/4 online E260
00638 WF 2/10-4/1 online E260
00642 WF 3/16-5/6 online E260
00643 WF 4/13-6/3 online E260

DPR-773 Introduction to Microsoft Outlook 2010  
2.4 CEUs
This course is designed to provide training to students on using the 2010 version of Microsoft Outlook. Topics include creating folders, archiving messages, organizing contacts, utilizing Outlook calendar and alert features, and Outlook customizations. 12 sessions, $140* (includes a $65 lab fee)

99903 WF 1/13-3/4 online E260
00644 WF 2/10-4/1 online E260
00646 WF 3/16-5/6 online E260
00648 WF 4/13-6/3 online E260
DPR-819 Advanced CSS3 and HTML5  2.4 CEUs
This course will teach you how to take advantage of HTML5 “semantic” tags that make page design far more intuitive. Learn to use HTML5 to provide video that works in any environment, how to wield new CSS3 features essential for fast-loading, exciting, and interactive websites, especially mobile sites. You will create complex gradient blend backgrounds for pages and page elements, without using image files. 12 sessions, $140* (includes a $65 lab fee)

99896  WF  1/13-3/4  online  E260
00927  WF  2/10-4/1  online  E260
00928  WF  3/16-5/6  online  E260
00929  WF  4/13-6/3  online  E260

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)

99904  WF  1/13-3/4  online  E260
00933  WF  2/10-4/1  online  E260
00934  WF  3/16-5/6  online  E260
00935  WF  4/13-6/3  online  E260

DPR-797 Introduction to QuickBooks 2014  2.4 CEUs
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. You will gain hands-on experience as you learn how this 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. 12 sessions, $140* (includes a $65 lab fee)

99963  WF  1/13-3/4  online  E260
04574  WF  2/10-4/1  online  E260
04576  WF  3/16-5/6  online  E260
04577  WF  4/13-6/3  online  E260

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)

99840  WF  1/13-3/4  online  E260
00700  WF  2/10-4/1  online  E260
00701  WF  3/16-5/6  online  E260
00702  WF  4/13-6/3  online  E260

DPR-758 Introduction to Microsoft Access 2010  2.4 CEUs
These hands-on lessons will show you how to harness the full power of Microsoft Access 2010. You will be shown how to build and customize tables, and discover how to use forms to simplify data entry, create reports, and design queries. By the time you have finished this course, you’ll know how to construct an effective database for any information you need to store, document, and manage—at home or on the job. 12 sessions, $140* (includes a $65 lab fee)

99906  WF  1/13-3/4  online  E260
00672  WF  2/10-4/1  online  E260
00673  WF  3/16-5/6  online  E260
00674  WF  4/13-6/3  online  E260

DPR-710 Introduction to Microsoft Excel 2010  2.4 CEUs
Do you work with numbers? Then you need to master Microsoft Excel 2010 and this is the place to do it. In this easy online course, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll be shown the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. 12 sessions, $140* (includes a $65 lab fee)

99831  WF  1/13-3/4  online  E260
00675  WF  2/10-4/1  online  E260
00676  WF  3/16-5/6  online  E260
00677  WF  4/13-6/3  online  E260

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, fliers, 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)

99914  WF  1/13-3/4  online  E260
00944  WF  2/10-4/1  online  E260
00945  WF  3/16-5/6  online  E260
00947  WF  4/13-6/3  online  E260

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

- DPR-463 Introduction to SQL 2.4 CEUs
- Topics include how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data, to reformat retrieved data with calculated fields, and how to merge data with calculated fields and how to merge data from multiple tables simultaneously using joins and sub queries. In addition, you’ll learn how to manipulate data using the INSERT, UPDATE, and DELETE statements. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience. 12 sessions, $140* (includes a $65 lab fee)

- 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)

- 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 Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. 12 sessions, $140* (includes a $65 lab fee)

- DPR-746 Introduction to Microsoft Project 2010 2.4 CEUs
- Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. 12 sessions, $140* (includes a $65 lab fee)

- 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)

- DPR-792 Introduction to Programming 2.4 CEUs
- In this course, you will learn to use just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. As you explore the BASIC programming language, you will learn how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging. 12 sessions, $140* (includes a $65 lab fee)

- DPR-712 Introduction to Microsoft PowerPoint 2010 2.4 CEUs
- In these lessons, you will be shown how to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of PowerPoint, and be taught how to save your presentations as PDF files and videos. 12 sessions, $140* (includes a $65 lab fee)

- DPR-711 Introduction to Microsoft Access 2.4 CEUs
- In this course, you will learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. As you explore the BASIC programming language, you will learn how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging. 12 sessions, $140* (includes a $65 lab fee)

- DPR-710 Introduction to Excel 2010 2.4 CEUs
- In these lessons, you will be shown how to create impressive spreadsheets by using Excel’s many tools and features. You’ll also learn how to develop formulas, charts, and pivot tables to help you manage data and visualize insights. 12 sessions, $140* (includes a $65 lab fee)
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<th>Course Code</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Days</th>
<th>Time</th>
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<td>DPR-435 Introduction to C# Programming</td>
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<td>DPR-724 Introduction to Google Analytics</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
### 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)**

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### 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)**

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### DPR-672 Introduction to CSS and XHTML  
2.4 CEUs

Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros.  

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

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### DPR-741 Introduction to Creating WordPress Web Sites  
2.4 CEUs

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

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

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

Discover how to use WordPress, the world’s most popular Web page publisher, to create and manage dynamic websites and blogs. WordPress is one of the world’s most popular Web page publisher, to create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more.  

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

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### 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.  

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

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### CONSTRUCTION MANAGEMENT

**CONTINUING EDUCATION CERTIFICATE, CONSTRUCTION MANAGEMENT**

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

- CST-335  Construction Management 1
- CST-345  Print Reading
- CST-382  Methods and Materials
- CST-354  Planning and Scheduling
- CST-383  Estimating

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

**Math Requirements**

Students are expected to be competent in basic construction math before registering for CST-383 Estimating. This includes a working understanding of basic computation skills using fractions, decimals, percentages, and conversions as they apply to the construction industry. Students also may learn or expand their math skills by successfully completing CST-391, Construction Math (42 hours).
### CST-434 Construction Enterprise Project

This is a capstone class, drawing on the students’ knowledge gained in all the previous construction classes. The format will be a series of projects, rather than lectures, with the students working in teams/pairs. The projects will reflect the “real life” every day workings of a construction company. **14 sessions, $425* (includes a $135 lab fee)**

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### CST-335 Construction Management I

This course introduces construction contract 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, $315* (includes a $135 lab fee)**

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### CST-345 Construction Blueprint Reading

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. **14 sessions, $450* (includes a $135 lab fee)**

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### CST-346 Build Your Own House

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* (includes a $135 lab fee)**

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### CST-354 Construction Planning and Scheduling

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* (includes a $135 lab fee)**

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### CST-339 Construction Quality Control

This course offers a general overview of the contractor’s quality control (QC) as it pertains to each trade on the job. Includes documentation, support, and the interaction between construction and QC. Text required. **14 sessions, $425* (includes a $135 lab fee)**

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### CST-389 Start Your Own Construction Company

This class addresses the considerations, steps and decisions required to start a construction company. Some of the main topics are defining a clear company goal, developing a business plan, comparing resources available (time, talent and financial) with requirements, and identifying potential customers and what they want. **14 sessions, $425* (includes a $135 lab fee)**

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### CST-391 Construction Math

This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. **14 sessions, $425* (includes a $135 lab fee)**

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### CST-415 Mechanical and Electrical Systems in Construction

An overview of the systems in a commercial building: plumbing, heating, ventilation, and air conditioning (HVAC), sprinkler, elevator, electrical (power, fire alarm, communications and security), and their controls. Explains each system and, more importantly, how they interconnect and interface with each other. The emphasis is on function and understanding more than nuts and bolts. **14 sessions, $425* (includes a $135 lab fee)**

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### CST-395 Construction Math

This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. **14 sessions, $425* (includes a $135 lab fee)**

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## CONSTRUCTION SKILLED TRADERS

### BUILDING MAINTENANCE

301-546-0894

**BUILDING MAINTENANCE AND APARTMENT MAINTENANCE TECHNICIANS CONTINUING EDUCATION CERTIFICATES**

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

We also offer Apartment Maintenance Technician Certification.

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

- One year of apartment or rental housing maintenance experience;
- Successfully completed the seven courses and online content listed above (which total 90 ½ hours); and
- Meet all examination requirements within 24 months of declaring candidacy for CAMT.
OCT 404 Building Maintenance Engineer: Level 1  4.5 CEUs
Covers basic knowledge needed for entry level positions in building maintenance. Should be taken concurrently with OCT 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 required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $570* (includes a $30 lab fee)

99929 W  2/3/16–5/11  5–8 p.m.  STC

OCT 402 Building Maintenance Engineer: Level 2  4.5 CEUs
Provides hands-on training to coincide with the knowledge training provided in OCT 404. Should be taken concurrently with OCT 404. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $570* (includes a $30 lab fee)

99930 Th  2/4/16–5/11  5–8 p.m.  STC

COMPUTER-AIDED DRAFTING (AUTOCAD)
301-546-0774 or itcerts@pgcc.edu

CST 435 AutoCAD Revit Architecture and BIM  6.3 CEUs
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. Course meets concurrently with credit course ENT 1680. 15 sessions, $420*

02750 T  1/19–5/3  6–9:40 p.m.  CAT-313

CST 394 Introduction to Computer-Aided Drafting with AutoCAD  6.3 CEUs
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. Required Textbook required. 15 sessions, $440*

02749 M  1/20–5/11  6–9:40 p.m.  CAT-313
02748 MW  1/20–5/11  12:30–150 p.m.  CAT-313 (30 sessions)

APARTMENT MAINTENANCE TECHNICIAN
301-546-0894

APARTMENT MAINTENANCE TECHNICIAN CERTIFICATE
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 10 ½ hours); and
• Meet all examination requirements within 24 months of declaring candidacy for CAMT

For information, contact us at the number above.

99936 TTh  2/12–2/23  6–9 p.m.  STC
99935 MW  2/1–3/16  6–9 p.m.  STC

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
• OCT 410 Core: Introductory Craft Skills

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

OCT 410 Introductory Craft Skills (Core)  7.3 CEUs
A prerequisite for all National Center for Construction Education and Research (NCCER) Level 1 core curricula including 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. Required textbook and calculator: NCCER Core Curriculum (4th edition). 10 sessions, $985* (includes a $40 lab fee)

99939 S  2/20–4/30  8:30 a.m.–5 p.m.  STC

OCT 408 CORE: Introductory Craft Skills: Part 1  3.9 CEUs
A prerequisite for all National Center for Construction Education and Research (NCCER) Level 1 core curricula including Carpentry, Masonry, Painting, and plumbing students. Topics include basic safety, introduction to construction math, basic communication skills and employability skills. Required textbook and calculator at first class: NCCER Core Curriculum (4th edition). 13 sessions, $510* (includes a $20 lab fee)

99936 TTh  1/12–2/23  6–9 p.m.  STC
99935 MW  2/1–3/16  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. Required textbook required at first class: *NCCER Core Curriculum* (4th edition). 12 sessions, $475* (includes a $20 lab fee)

99938  Th  3/1-4/14  6-9 p.m.  STC
99937  MW  3/28-5/4  6-9 p.m.  STC

**ELEC-323 Construction Electricity 2:**
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum to prepare students for the construction industry. Topics include theory and application of AC and DC motors, components, circuits and connections, conduit bending, and selection and sizing of pull and junction boxes and handholds. Prerequisites: Residential Wiring 1: Part 3 and ELC-312. Required textbook: *Electrical Level 2* (7th edition) and 2011 NEC. 12 sessions, $560* (includes a $50 lab fee)

01135  MW  1/11-2/24  6–9:30 p.m.  WTC

**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. Required textbook required at first class: *NCCER Core Curriculum* (4th edition). 12 sessions, $475* (includes a $20 lab fee)

99938  Th  3/1-4/14  6-9 p.m.  STC
99937  MW  3/28-5/4  6-9 p.m.  STC

**ELEC-324 Construction Electricity 2: Part 2** 3.8 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics include: conductor installations, cable tray, conductor terminations and splices and control systems and fundamental concepts. Prerequisite: Construction Electricity 2, Part 1. Textbooks required at first class session: Electrical Level 2, (7th edition) and 2011 NEC. 12 sessions, $415* (includes a $50 lab fee)

00602  Th  1/12-2/18  6–9:30 p.m.  WTC

**ELEC-346 Electrical Level 3, Part 1** 6.0 CEUs
This is the first course in the National Center for Construction Education and Research (NCCER) Level 3 electrical curriculum. Topics include: load calculations-branch circuits, conductor selection and calculations, practical applications of lighting, and hazardous locations. Prerequisite: Electrical Level 2. Required textbook: *NCCER Electrical Level 3* and calculators. 20 sessions, $855* (includes a $50 lab fee)

00603  Th  3/1-5/12  6–9:30 p.m.  WTC

**CST-436 Grounding and Bonding Separately Derived Systems & Calculation** 1.0 CEU
Students will gain an understanding of how to correctly ground separately derived systems, size conductors for different systems and size equipment for the available fault current. We will study a transformer and a generator, and the NEC articles associated with them. Instructor will provide students with Prince George’s County AHJ requirements. If time allows we will include a quick refresher on performing one basic residential and commercial calculation. However, this course will primarily focus on grounding and bonding. 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)

99749  FS  1/29-1/30  5–9:30 p.m.  WTC

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

**CONTINUING EDUCATION CERTIFICATES, HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC/R) SYSTEM 1 AND 2**
Heating, Ventilation, and Air Conditioning (HVAC) systems are found in nearly all commercial, residential and industrial buildings. These systems require skilled technicians for installation, diagnostics, repair and maintenance. The curriculum is provided by the national center for construction education and research (NCCER) is designed to prepare HVAC/R students for entry and advancement in this growing industry.

There are 2 Continuing Education Certificate options:

HVAC/R System 1
- Core Introductory Craft Skills
- HVAC Level 1 and
- HVAC Level 2

HVAC/R Systems 2
- HVAC Level 3 and
- HVAC Level 4.

For more information contact the number above.

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.plgjc.edu
HVC-340 CFC Preparation and Certification
This course is designed to review the requirements of the Environmental Protection Agency (EPA) under section 608 of the Clean Air Act for those who service, maintain, repair or dispose of air conditioning and refrigeration equipment according to 40 CFR Part 82, subpart F. Information for Type 1, 2 and 3 (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Prerequisite: HVC-331: HVAC/R Level 1: Part 2 or one year of experience in HVAC. Registration requirements must be completed at least two days prior to class start date to finalize the mailing list. Required textbook: *EPA certification Exam Prep Manual* (7th edition) Esco Institute. Note: students must read the entire textbook prior to the first class session. 2 sessions, $270* (includes a $40 lab fee)

99933 Th/F 4/21–4/22 5–9 p.m. STC

HVC-332 HVAC/R Level 1 Part 1
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. 15 sessions, $620* (includes a $50 lab fee)

99931 Th/F 2/23–4/19 6–9:30 p.m. STC

HVC-331 HVAC/R Level 1: Part 2
This course is a continuation of the National Center for Construction Education and Research (NCCER) level 1 curriculum for heating, ventilation, air conditioning and refrigeration (HVAC/R) students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Prerequisites: HVC-300: Intro to HVAC/R Level 1: Part 1. Required textbook at first class: NCCER HVAC Level 1 (4th edition). 25 sessions, $940* (includes a $30 lab fee)

99932 Th/F 5/3–7/26 5:45–9:30 p.m. STC

HVC-361 HVAC/R Level 3, Part 2
This course is a continuation of National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include ductless equipment, zone control systems, troubleshooting heat pumps, gas heating, oil heating, and accessories. Prerequisites: HVAC/R Level 2. Required textbook at first class: NCCER HVAC Level 3. 16 sessions, $660* (includes a $30 lab fee)

98395 MW 1/4–3/2 6–9:30 p.m. STC

HVC-362 HVAC/R Level 3, Part 3
This course is a continuation of National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include commercial hydronics systems, retail refrigeration systems, steam systems and customer relations. Prerequisites: HVAC/R Level 2. Required textbook at first class: NCCER HVAC Level 3. 12 sessions, $525* (includes a $30 lab fee)

99934 MW 3/14–4/27 6–9 p.m. STC

HVC-365 HVAC/R Level 4, Part 1
This course introduces the National Center for Construction Education and Research (NCCER) Level 4 curriculum for HVAC/R. Topics include: water treatment, indoor air quality, energy conservation equipment, building management systems, and system air balancing. Textbook required at first class: NCCER HVAC Level 4. Prerequisites: HVAC/R Level 3. 20 sessions, $595* (includes a $50 lab fee)

00609 MW 1/11–3/16 6–9:30 p.m. WTC

HVC-366 HVAC/R Level 4, Part 2
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 4 curriculum for HVAC/R. Topics include system start-up and shut down, construction drawings and specifications, and heating and cooling system design. Prerequisites: HVAC/R Level 3. Required textbook required at first class: NCCER HVAC Level 4. 16 sessions, $595* (includes a $50 lab fee)

00610 MW 3/28–5/18 6–9:30 p.m. WTC

HVC-340 CFC Preparation and Certification
Continued
This course is designed to review the requirements of the Environmental Protection Agency (EPA) under section 608 of the Clean Air Act for those who service, maintain, repair or dispose of air conditioning and refrigeration equipment according to 40 CFR Part 82, subpart F. Information for Type 1, 2 and 3 (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Prerequisite: HVC-331: HVAC/R Level 1: Part 2 or one year of experience in HVAC. Registration requirements must be completed at least two days prior to class start date to finalize the mailing list. Required textbook: *EPA certification Exam Prep Manual* (7th edition) Esco Institute. Note: students must read the entire textbook prior to the first class session. 2 sessions, $270* (includes a $40 lab fee)

99933 Th/F 4/21–4/22 5–9 p.m. STC

HVC-332 HVAC/R Level 1 Part 1
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. 15 sessions, $620* (includes a $50 lab fee)

99931 Th/F 2/23–4/19 6–9:30 p.m. STC

HVC-331 HVAC/R Level 1: Part 2
This course is a continuation of the National Center for Construction Education and Research (NCCER) level 1 curriculum for heating, ventilation, air conditioning and refrigeration (HVAC/R) students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Prerequisites: HVC-300: Intro to HVAC/R Level 1: Part 1. Required textbook at first class: NCCER HVAC Level 1 (4th edition). 25 sessions, $940* (includes a $30 lab fee)

99932 Th/F 5/3–7/26 5:45–9:30 p.m. STC

HVC-361 HVAC/R Level 3, Part 2
This course is a continuation of National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include ductless equipment, zone control systems, troubleshooting heat pumps, gas heating, oil heating, and accessories. Prerequisites: HVAC/R Level 2. Required textbook at first class: NCCER HVAC Level 3. 16 sessions, $660* (includes a $30 lab fee)

98395 MW 1/4–3/2 6–9:30 p.m. STC

HVC-362 HVAC/R Level 3, Part 3
This course is a continuation of National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include commercial hydronics systems, retail refrigeration systems, steam systems and customer relations. Prerequisites: HVAC/R Level 2. Required textbook at first class: NCCER HVAC Level 3. 12 sessions, $525* (includes a $30 lab fee)

99934 MW 3/14–4/27 6–9 p.m. STC

HVC-365 HVAC/R Level 4, Part 1
This course introduces the National Center for Construction Education and Research (NCCER) Level 4 curriculum for HVAC/R. Topics include: water treatment, indoor air quality, energy conservation equipment, building management systems, and system air balancing. Textbook required at first class: NCCER HVAC Level 4. Prerequisites: HVAC/R Level 3. 20 sessions, $595* (includes a $50 lab fee)

00609 MW 1/11–3/16 6–9:30 p.m. WTC

HVC-366 HVAC/R Level 4, Part 2
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 4 curriculum for HVAC/R. Topics include system start-up and shut down, construction drawings and specifications, and heating and cooling system design. Prerequisites: HVAC/R Level 3. Required textbook required at first class: NCCER HVAC Level 4. 16 sessions, $595* (includes a $50 lab fee)

00610 MW 3/28–5/18 6–9:30 p.m. WTC

GENERAL LOCKSMITHING
301-546-8514 or jonesce@pgcc.edu

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

A Continuing Education Certificate in General Locksmithing will be issued upon successful completion of the following courses:

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

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

KEY-399 Locksmith Background Screening
In order to be eligible for the locksmithing program, you must successfully pass the background screening. Please contact us at 301-546-8514 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, $72 (includes a $72 lab fee)

04352 M 1/4–1/4 TBA WTC

KEY-300 Locksmithing 101
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics 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)

04350 MW 1/11–3/2 6–9:30 p.m. WTC
KEY-301 Locksmithing 102  4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text required and tools second week. 14 sessions, $614* (includes a $100 lab fee)

00606 MW  3/2-4/27  5:30-8:30 p.m.  WTC
04351 MW  3/7-4/27  5:30-9 p.m.  WTC

KEY-305 Locksmithing 201  4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required. 15 sessions, $700* (includes a $100 lab fee)

00607 Th  1/5-2/23  5:30-8:30 p.m.  WTC

KEY-304 Locksmithing 202  4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $700* (includes a $100 lab fee)

00608 Th  3/1-4/26  5:30-8:30 p.m.  WTC

MASONRY
301-546-8514 or jonesce@pgcc.edu
For information on our masonry program please contact the number about.

RESIDENTIAL MAINTENANCE

OCU-329 Electrical Repair: Basic Skills  1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include safety, replacing switches and light fixtures, troubleshooting, electrical tool usage, wire connections and diagrams. Required textbook: Step by Step Guide Book on Home Wiring. Instructor: Janaina Rocha. 4 sessions, $175* (includes a $30 lab fee)

99945 T  4/5-4/26  6-9 p.m.  STC

STATIONARY ENGINEERING

OCU-339 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 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. 13 sessions, $485*

04834 T  1/19-4/26  6:30-9:45 p.m.  Largo

BASIC PLUMBING
301-546-0894

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

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

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

OCU-330 Plumbing Repair: Basic Skills  1.2 CEUs
This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Required textbook: Step by Step Guide Book on Home Plumbing. Instructor: Janaina Rocha. 4 sessions, $175* (includes a $30 lab fee)

99942 T  3/1-3/29  6-9 p.m.  STC

OCU-331 Drywall Installation and Repair  1.5 CEUs
This hands-on course introduces the basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Required textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha. 5 sessions, $210* (includes a $30 lab fee)

99940 MT  1/5-1/26  6-9 p.m.  STC

OCU-409 Ceramic Tile Installation and Repair  1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to install, remove, and replace ceramic wall and floor tile. Topics include safety, site preparation; application of thinset, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Textbook: SmartGuide-Tile Step by Step. Instructor: Janaina Rocha. 4 sessions, $174* (includes a $30 lab fee)

99941 MT  2/9-2/23  6-9 p.m.  STC

STATIONARY ENGINEERING
COSMETOLOGY/ BRAIDING/MAKEUP

COSMETOLOGY
301-772-2244 or 301-772-2246

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

To set up an appointment for the entrance exam or have questions answered call the above for more information and identify yourself as Prince George’s Community College student. Full and part time classes are available.

COS-310 Cosmetology: Part 1
This course is the first in a series of fifteen courses in cosmetology. Topics include types and classifications of bacteria as well as the importance of decontamination and infection control properties of the hair and scalp methods of draping and preparing the client for services and procedures for shampooing, rinsing, conditioning and permanent waves. Entrance letter from Prince George’s at Harmon’s is required to register. 16 sessions, $425* (includes a $375 lab fee)

OWNERSHIP IN THE BEAUTY AND BARBER INDUSTRY

CONTINUING EDUCATION CERTIFICATE
A Continuing Education Certificate in Ownership in the Beauty and Barber Industry is awarded upon successful completion of one of the following: program 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:
Cosmetology
Professional Braiding
Makeup Artistry

CORE COURSES
(START-UP) 14 hours
- 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
- 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
- Legal Issues for Business Owners (Insurance) 6 hours
- Business Formation Basics 6 hours

(MARKETING) 6 hours
- Marketing Strategies for Today and Tomorrow 6 hours
- Social Media Strategy 3 hours

OR any other Marketing course listed in the schedule.

- 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
- Provide proof of completion of a basic dental assisting course
- Must satisfy one of these two pathway requirements prior to taking the course:

Pathway I: 3 months (300 hours) full-time employment in a clinical setting in a dental office
Pathway II: Must be employed in a dental office for direct clinical supervision

Certificates of Completion will be awarded upon successful completion of these courses.

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

CERTIFICATE IN HAIR BRAIDING
Prince George’s Community College will award to each student who successfully completes all four levels of classes in the series a Continuing Education Certificate. When the students complete the final class they should contact the program coordinator at the above number
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, $220* (includes a $75 lab fee)

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)

OCU-432 Professional Braiding: Level 3
Topics include a continuation of Level 2 braids and introduction of extension with burn finishing with a corn row and a braid, Senegalese braid and Corkscrew braid, hands-on practice. Prerequisite: OCU-431. 5 sessions, $235* (includes a $75 lab fee)

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)

OCU-434 Natural Hair Care & 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, $220 (includes a $50 lab fee)

OCU-428 Professional Makeup for Beginners
Professional Makeup for Beginners If you’re considering becoming a professional makeup artist, cosmetic consultant or beauty representative, bring your kit to discuss the items you have and the items you’ll need to get started. Classes will cover professional sanitation, assessing skin, face and eye shapes, and determining and using products for the look you client desires. Students will serve as both models and artists. More advanced techniques, including primers, color correctors, contouring, lash application and finishing touches separate the professional from the novice. Instructor Andi Bradshaw has over 30 years’ experience in the cosmetology field. 2 sessions, $99 (includes a $50 lab fee)

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

OCU-429 From Blah to Beautiful
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.pgccc.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-426 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-435 Professional Braiding: Level 2
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)

OCU-436 From Blah to Beautiful
This course is perfect for a beginner or a novice who use makeup casually. Learn the basics of skin care, skin types, enhancing eyes and lips based on their shapes, and selecting the right products to give yourself a more polished look and to enhance your natural beauty. 2 sessions, $70 (includes a $15 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)

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, quote; 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-472 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 Writerifffic: Creativity Training for Writers 2.4 CEUs
Do you have a novel, essay or legacy to share with the world? Ever thought of writing, but don’t know how to start? This class will provide novel ideas, creative exercises, and the direction you need to express your ideas. In this highly interactive, hands-on course, you will learn to take pen to paper and begin work on your own. 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-303 Fashion Sketching
Develop exciting fashion sketches to express your design ideas. Starting with the basic fashion figure, this course will cover the rendering and draping of fashions on the figure. Please bring to class: drawing pad, tracing paper pad (velum is optional), pencils, gum eraser, colored pencils or markers, and fashion magazines. Instructor: Brenda Greencar. 2 sessions, $55

04699 S 3/12-3/19 10 a.m.–1 p.m. UTC

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

01844 T 3/1-4/5 6–9 p.m. UTC

ART-402 Paper Frenzy
Spend a day just making papers for collage and other art projects. Leave with a glorious collection of one-of-a-kind papers using acrylic paint, ink, stamps and other materials. Using art tissue, watercolor and other types of papers, you will create a supply of material composed of various weights, textures and patterns. New techniques to explore and experiment with, this course will cover the rendering and embellishment of projects and increase technical proficiency. Meets concurrently with credit course ART-1620 for the entire semester. Prerequisite: DPR-594: Elements of Computer Design or permission of the instructor. Required textbook: Exploring Typography, Dona Kalweit and Michael Misera. 24 sessions, $470* (includes a $50 lab fee)

01987 MW 2/8–5/9 6–8:45 p.m. MH–1016

01988 MW 2/8–5/9 6–9:15 p.m. CAT–113

ART-307 Intimate Expressions—Place for Memories
Working primarily with wooden boxes, you will learn to enshrine personal mementos, photos and other materials in a three-dimensional format. Explore a range of materials for collage and embellishment, including papers, paint, metal, textures, wire, beads and found objects. Your creation can stand alone or be wall mounted and is a lovely way to honor important people and events in your life. Instructor: Sharon Robinson. 24 sessions, $470* (includes a $50 lab fee)

03911 S 1/16-1/16 10 a.m.–2 p.m. LCC–205

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

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

04697 S 4/2-4/30 10 a.m.–1 p.m. LCC–205

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 lose concept and idea, learn tricks for creating memorable characters, smooth reading thumbnails, impactful poses and perspectives, and planning clean finalized pages. Materials required are a sketchbook, pencils (non-colored) a ruler, and lined notebook. Instructor: Erin Novack. 5 sessions, $155

04695 T 4/12-5/10 6:30–9:30 p.m. Largo

GRAPHICS ART & DESIGN
301-546-0873 or itcerts@pgcc.edu

DPR-587 Computer Publication Design 4.5 CEUs
Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Meets concurrently with credit course ART-1620 for the entire semester. Prerequisite: DPR-594: Elements of Computer Design or permission of the instructor. Required textbook: Exploring Typography, Thompson Delmar Cengage Learning, 2006 (Tova Rabinowitz, author). 29 sessions, $470* (includes a $50 lab fee)

01987 MW 2/8–5/9 6–8:45 p.m. MH–1016

01988 MW 2/8–5/9 6–9:15 p.m. CAT–113

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 in 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: is the same as for credit ART-1570. Contact the Prince George’s Community College Bookstore, 301-546-1912 for that information. 24 sessions, $470* (includes a $50 lab fee)

01988 MW 2/8–5/9 6–9:15 p.m. CAT–113

01989 S 1/23–5/7 9 a.m.–3:30 p.m. MH–1016 (15 sessions)
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. All the projects in this course offer practical demonstrations of how to use Photoshop, Illustrator & InDesign software. Although the projects are practical examples of the type of work one might encounter, they are also fun, impressive examples of what you can achieve with this powerful software. Dive right in with Real World Graphic Designs. You’ll be creating graphics within 2 class sessions! 6 sessions, $240* (includes a $90 lab fee)

00262 M 2/1–3/14 6:30–9:30 p.m. CAT–103

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

01990 MW 1/20–5/9 3:30–6:15 p.m. CAT–113

PERFORMING ARTS & MUSIC
301-546-0797 or 301-546-5299

ART-382 Art Journaling—Going Beyond Scrapbooking
This course is designed to introduce beginning students to the basic lettering and drawing techniques and to inspire the artistic documentation of personal stories. Composition, collage, and shadowing and color mixing techniques will be taught through hands-on demonstrations and inspirational artists’ biographies. The instructor will provide materials for the first class, but please bring what you have already. The supply list for subsequent classes will be provided. Intermediate and advanced artists are welcome too. 5 sessions, $150

04696 Th 4/7–5/5 6–9 p.m. UTC

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)

03839 S 3/12–3/12 9–11:30 a.m. LCC–205

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*

04686 W 4/6–4/13 6:30–9:30 p.m. Largo

MUS-339 Music Made Easy
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)

00641 WF 3/16–5/6 online E2GO
EARLY CHILDHOOD EDUCATION

CHILD CARE CLASSES
301-546-7545 or 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

Prerequisite
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.

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

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

All online classes have at least one mandatory campus visit.

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

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

TEXTBOOK REQUIREMENTS
All 45 hour classes require textbooks. Textbooks are required the first day of class, you can purchase the books through the college bookstore or other online vendors.

Requirement
90 Hour Pre-School Certificate:
You must register for the following courses to meet certification for lead teachers in a preschool 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 contact the number above for more information.

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

00831 MW 2/1-3/16 6:30-10 p.m. Largo (13 sessions)
00843 M 2/8-3/20 online HYLCC 9 a.m.–12 p.m. LCC–205 (7 sessions)
00830 S 2/13-3/19 8:30 a.m.–4:30 p.m. Largo (6 sessions)
00853 TTh 2/23-3/17 9 a.m.–3:30 p.m. UTC (8 sessions)
00845 MW 2/29-3/20 online HYLCC 8:30 a.m.–4:30 p.m. LCC–205 (8 sessions)
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. Prerequisite: DCR-304. Perfect attendance is required. Textbook information is available at www.pgcc.bookstore.com. Note: all online classes require mandatory campus visits. $205*

00834 MW 3/30–5/11 6:30–10 p.m. Largo (13 sessions)
00833 S 4/2–5/7 8:30 a.m.–4:30 p.m. Largo (6 sessions)
00847 M 4/4–5/15 online HYLAG (7 sessions)
00854 TTh 4/5–4/28 9 a.m.–3:30 p.m. UTC (8 sessions)

DCR-555 Communication Skills for Child Care Professionals 0.9 CEU
Communicate with confidence by learning the basic concepts of strong communication skills when working in a child care setting. Course provides an introduction to the basic concepts of speaking, writing, interpersonal communications strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. $100*

00838 TTh/F 3/8–3/11 6:30–9:30 p.m. Largo (3 sessions)
00852 MTh 4/25–5/12 online BLBD (6 sessions)

DCR-566 CDA Preparation 3.6 CEUs
Are you interested in obtaining your Child Development Associate (CDA) credentials? This class is designed for students who have completed their 90 hour certificate and have worked a minimum of 400 hours in a child care setting and would like guidance on the CDA application process. Students will work on their autobiography, competency statements and resource file. For full information on CDA certification call the Council for Professional Recognition at 202-265-9090 or visit their website: www.cdcouncil.org. Prerequisite: completion of the 90 Hour Certificate. Students must obtain their CDA application packet prior to the first day of class packets are available at www.cdcouncil.org. 6 sessions, $250*

00837 S 3/5–4/9 9 a.m.–3:30 p.m. Largo

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 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, 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*

00836 S 4/2–5/7 8:30 a.m.–4:30 p.m. Largo (6 sessions)
00835 S 2/13–3/19 8:30 a.m.–4:30 p.m. Largo (6 sessions)
00848 M 4/4–5/15 online HYLAG
S 4/23–4/23 1–4 p.m. Largo (7 sessions)

DCR-456 School-Age Curriculum Development: 45 Hours 4.5 CEUs
Discuss curriculum development for school-age children. This course provides 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department 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*

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 satisfies 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. 7 sessions, $205*

00849 M 4/4–5/15 online HYLCC
S 4/23–4/23 9 a.m.–12 p.m. LCC–205

00848 M 4/4–5/15 online HYLAG
S 4/23–4/23 1–4 p.m. Largo (7 sessions)
DCR-510 Family Child Care Pre-Service 2.4 CEUs
This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. 6 sessions, $200* 00851 MTh 4/4–4/24 online BLBD

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 NAEC 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 & Nutrition. 1 session, $80* 04829 S 4/16–4/16 9 a.m.–3:30 p.m. Largo

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) 99846 WF 1/13–3/4 online E2GO 00900 WF 4/13–6/3 online E2GO

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) 99885 WF 1/13–3/4 online E2GO 00894 WF 3/16–5/6 online E2GO

TEACHER TRAINING

SKB-473 Praxis Core Preparation 2.4 CEUs
Are you a prospective teacher who needs to pass the Praxis Core Exam? This course will develop all the skills you need for the test as we review and prepare for everything it includes. Become familiar with different types of questions that appear on the reading and writing test, and master the many areas of math that you’ll be tested on. You will also learn test-taking strategies and get plenty of practice questions similar to those on the Praxis Core Exam. 12 sessions, $140* (includes a $65 lab fee) 99824 WF 1/13–3/4 online E2GO 00890 WF 4/13–6/3 online E2GO

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* 04498 S 2/20–3/12 9 a.m.–3:30 p.m. Largo

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. 2 sessions, $120* 04497 S 4/16–4/23 9 a.m.–2:30 p.m. Largo

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) 99924 WF 1/13–3/4 online E2GO 00900 WF 4/13–6/3 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) 99830 WF 1/13–3/4 online E2GO 00892 WF 3/16–5/6 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
SKB-475 Creating the Inclusive Classroom 2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face every day and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success.
12 sessions, $140* (includes a $65 lab fee)

SKB-476 Solving Classroom Discipline Problems 2.4 CEUs
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.
12 sessions, $140* (includes a $65 lab fee)

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, step-by-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action.
12 sessions, $140* (includes a $65 lab fee)

SKB-568 Teaching Adult Learners 2.4 CEUs
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom. You’ll discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition you’ll be taught dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effectively.
12 sessions, $140* (includes a $65 lab fee)

SKB-727 Teaching Students With Learning Disabilities 2.4 CEUs
Learn how to successfully meet the diverse needs of students with disabilities in your classroom from an experienced special educator. We will dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. We will also talk about fun games you can incorporate, tips for modifying your classroom, and lots of tested methods for bringing out the best behavior in your students. Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students in a variety of settings, this course will prepare you to understand and empower your kids with learning disabilities. In this course, you’ll discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments!
12 sessions, $140* (includes a $65 lab fee)

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

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

TRANSITION ESL CLASSES
Are you ready to take your English skills to the next level? Transition ESL is for you if:
• You are confident of your English speaking skills to navigate within the community and workplace, and want to improve your English reading, grammar and vocabulary, or
• You took the Michigan Test at the college and scored a 47 or below, or
• You are enrolled in Academic ESL-0081 and need additional support

Transition ESL program offers courses in:
• Pronunciation and Fluency
• Reading and Writing for Life and Work
• Conversational English
• US Citizenship Preparation
• Other classes are in development

Courses are available at sites around Prince George’s County. The cost for these courses is:
$20 registration fee
$50-$200 tuition, depending on the course
$10-$75 per course for textbooks

For registration information, contact: the Transition ESL office at the number above.
ADULT EDUCATION ESL
301-546-8350 or www.pgcc.edu/go/adulteducationesl

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

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

Adult Education ESL courses offer:
• Instruction and practice in speaking and understanding English
• Instruction in reading, writing and grammar in real-life contexts

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

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)

ENR-537 Speaking with Confidence
Purge your fears and gain confidence speaking before groups. This information-packed course, led by professional speaker and humorist Allan Misch, helps you to learn a fascinating new process to rapidly eliminate or severely reduce speaking anxieties. Gain confidence by applying powerful speech, organization, and practice strategies. 1 session, $89* (includes a $45 lab fee)

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 (recommended) or OFC-347: Grammar Refresher. Required textbook: How to Write and Give a Speech, (St. Martin's Press) latest edition. 6 sessions, $220*

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. Required textbook: How to Write and Give a Speech, (St. Martin's Press) latest edition. 5 sessions, $165*

1.2 CEUs
00479 Th 2/11–3/17 6:30–9:30 p.m. Largo

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. Required textbook: The Business Writer's Handbook, (10th or latest edition). (St. Martin’s Press).
6 sessions, $220*

1.8 CEUs
00475 Th 4/7–5/2 6:30–9:30 p.m. Largo

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*

2.4 CEUs
00479 Th 2/11–3/17 6:30–9:30 p.m. Largo

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)

1.8 CEUs
09964 WF 1/13–3/4 online E2GO
04579 WF 2/10–4/1 online E2GO
04581 WF 3/16–5/6 online E2GO
04583 WF 4/13–6/3 online E2GO

2.4 CEUs
09998 WF 1/13–3/4 online E2GO
04593 WF 2/10–4/1 online E2GO
04595 WF 3/16–5/6 online E2GO
04597 WF 4/13–6/3 online E2GO

1.2 CEUs
00387 S 3/5–3/19 9 a.m.–4 p.m. LCC-205
05378 S 4/16–4/23 9 a.m.–4 p.m. LCC-205
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)

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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)

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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)

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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)

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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)

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JCL-360 Jumpstart Your Career with LinkedIn 2.4 CEUs
Learn how to use LinkedIn, a free and popular job search and career development tool. Discover how the Internet can help expand professional networks. 12 sessions, $140* (includes a $65 lab fee)

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SKB-357 GRE Preparation, Course 1: Verbal 2.4 CEUs
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Textbook (required at first class): Practicing to Taking the GRE General Test, (10th edition) (available from Amazon.com). 12 sessions, $140* (includes a $65 lab fee)

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SKB-358 GRE, 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)

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SKB-357 GRE Preparation, Course 1: Analytical 2.4 CEUs
This course reviews sample questions on the analytical sections of the Graduate Record Examination (GRE). Textbook (required at first class): Practicing to Taking the GRE General Test, (10th edition) (available from Amazon.com). 12 sessions, $140* (includes a $65 lab fee)

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SKB-361 Law School Admission Test Preparation: Course 1 2.4 CEUs
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series. 12 sessions, $140* (includes a $65 lab fee)

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SKB-362 Law School Admission 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)

MAT-302 Introduction to Statistics 2.4 CEUs
Do you need an introduction to statistics or maybe just a refresher? Do you want to improve your understanding of data and use it to make decisions? This is the course for you! With easy-to-understand example with real-world applications, this course provides you with the skills and knowledge you need to start analyzing data. We will discuss data and data collection practices. Learn how to summarize and describe data with charts, numbers, and graphs. Calculate and interpret probabilities and then see how they apply to decision making when you’re faced with uncertainty. 12 sessions, $140* (includes a $65 lab fee)

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

ENR-437 Fit and Fabulous in 15 Minutes
Do you have too little time and too much fat? Too much stress? Feel too tired? Then you need to be able to sneak it ALL in. Learn the tips, tricks, and secrets of being Fit and Fabulous in 15 Minutes! From exercise and eating to beauty, anti-aging and much MORE for your health. All in just MINUTES a day! Instructor: Kiona Leah. 1 session, $35

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

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-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

ENR-572 Using Mindfulness Meditation to Increase Happiness
For many of us, happiness is dependent on outside conditions. We suffer from the “if only” disease and seem to never have enough to be satisfied. Possessions, jobs, relationships—we’re always looking for the next big thing that will finally make us happy. Mindfulness meditation gives you tools to create lasting happiness that does not rely on others. Explore how clinging to your attitudes and possessions creates dissatisfaction and how loving kindness, generosity and gratitude can help alter your outlook on life. 1 session, $59 (includes a $40 lab fee)

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, LSCW, Hypnothterapists, Psychics, Angel Messenger and Animal Communicator. 1 session, $25

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

ENR-570 LEGO® Bricks Aren’t Just for Kids: Think Outside the Bricks!
Participants will use LEGO® bricks to unlock their creativity and break habitual thinking resulting in greater personal and professional effectiveness and productivity. Participants will build LEGO® models in response to a variety of questions and will share the meaning of their models. The workshop will be led by a facilitator trained in the LEGO® Serious Play Methodology. Instructor: Loretta Veney. 1 session, $35

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—not what they want to happen or what they 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 mediation and time for discussion, questions and answers. 1 session, $59 (includes a $40 lab fee)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ENR-575 Dollar Store Gift Basket Creations for Fun
You can make beautiful gift baskets for the upcoming season and holidays with gift items from your favorite dollar store. Bring your creation for a helpful critique. A design book will be available for purchase from the instructor Saundra Boulware. 1 session, $35
04819 Th 3/10-3/10 6:30-9:30 p.m. Largo

ENR-579 Extreme Saving with Couponing
Bring your friends, scissors, paper, pencil and store affinity cards and let Ms. Jamal Stennett 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 $.50, cheese for $1.00 and toothpaste for free. Have fun and save money! 2 sessions, $49
05191 S 4/16-4/23 10 a.m.-12 p.m. LCC–205

PERSONAL FINANCE
301-546-0120 or 301-546-0158

FIN-345 Introduction to Stock Options 2.4 CEUs
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. 12 sessions, $140* (includes a $65 lab fee)
99821 WF 1/13-3/4 online E2GO
00659 WF 2/10-4/1 online E2GO
00660 WF 3/16-5/6 online E2GO
00661 WF 4/13-6/3 online E2GO

FIN-346 Personal Finance 2.4 CEUs
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)
99822 WF 1/13-3/4 online E2GO
00662 WF 2/10-4/1 online E2GO
00664 WF 3/16-5/6 online E2GO
00665 WF 4/13-6/3 online E2GO

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)
99819 WF 1/13-3/4 online E2GO
00652 WF 2/10-4/1 online E2GO
00653 WF 3/16-5/6 online E2GO
00654 WF 4/13-6/3 online E2GO

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)
99824 WF 1/13-3/4 online E2GO
00666 WF 2/10-4/1 online E2GO
00667 WF 3/16-5/6 online E2GO
00668 WF 4/13-6/3 online E2GO

FIN-359 Little Known Secrets of Paying for College
Learn how to send your child to the college of his/her dreams without bankrupting your retirement. Debunk myths such as in-state schools being more affordable than private schools. Learn how college financial aid (including the Free Application for Federal Student Aid (FAFSA) and the CSS/Financial Aid Profile) is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the Internal Revenue Service (IRS) to fund college through "tax scholarship." Gain the tools and knowledge to meet your goals. 1 session, $59 (includes a $40 lab fee)
00388 T 1/19-1/19 6:30-9 p.m. LCC–205
05182 T 4/19-4/19 6:30-9 p.m. LCC–205
Prince George’s Community College has partnered with the Chesapeake Chapter of the International Facility Management Association to offer courses leading to the Facility Management Professional (FMP) credential. To earn the credential, you must successfully complete the following courses (credential exam is included):

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

Chesapeake Chapter members receive discounted tuition.

**MGT-631 Operations and Maintenance for FMP**

This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Note: members of the IFMA Chesapeake Chapter must register for syn# 00613 to get the discounted price; non-members must register for syn# 00614.

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**MGT-632 Project Management for FMP**

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# 00615 to get the discounted price; non-members must register for syn# 00616.

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**MGT-634 Leadership and Strategy Essentials for FMP**

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# 00617 to get the discounted price; non-members must register for syn# 00618.

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**MGT-631 Operations and Maintenance for FMP**

This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Note: members of the IFMA Chesapeake Chapter must register for syn# 00613 to get the discounted price; non-members must register for syn# 00614.

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**MGT-632 Project Management for FMP**

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# 00615 to get the discounted price; non-members must register for syn# 00616.

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**MGT-634 Leadership and Strategy Essentials for FMP**

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# 00617 to get the discounted price; non-members must register for syn# 00618.

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<td>3/18-3/19</td>
<td>8:30 a.m.-5 p.m.</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
**HES-451 Personal Trainer: National Certification**  
4.5 CEUs

This 62-hour course is comprised of 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 (6th edition, Author: Edward Howley and Dixie Thompson, $93.97 includes shipping) and start reading immediately. Must be 18 years old to attend this class. CPR/AED certification is required. W.I.T.S is offering two pre-class preparation tools: 1) As a Special Bonus, the first ten (10) students to register for the online personal trainer study tool, will receive 90-day FULL ACCESS free of charge. This study tool includes online lectures and practical lab video reviews and quizzes. Visit http://www.witseducation.com/fit/store-shop/online-review-course/ for details on this study tool and 2) Monthly Personal Trainer Orientation Webinars to learn more about the course listed on the dates below. Can’t make the date and time? Register anyway and we will send you a recording once it is complete. Online Webinar Registration: Please register for Live Your Passion, Become a Personal Trainer! On January 13, 2016, 4 p.m. EST at http://tinyurl.com/fitnessorientation113. Please register for Live Your Passion, Become a Personal Trainer! On February 3, 2016, 12 p.m. EST at http://tinyurl.com/fitnessorientation203.  
9 sessions, $749* (includes a $499 lab fee)

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**GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS**

Prince George’s Community College’s Adult Education Program offers two options for adults and young adults who are seeking to earn a Maryland High School Diploma.

**GED® OPTION**

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

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

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

For more information:  
301-546-0891 or 301-546-8350  
www.pgcc.edu/go/ged  
ged@pgcc.edu

**NEDP OPTION**

The National External Diploma Program (NEDP) is a second 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.

For more information:  
301-546-0891 (Largo)  
301-546-8350 (University Town Center)  
nedp@pgcc.edu

**ADULT BASIC SKILLS**

**Literacy Tutoring**

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

For more information:  
301-546-8350 (University Town Center)  
Jill Hall (halljf@pgcc.edu)

**LITERACY VOLUNTEERS**

**Literacy Volunteers**

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

For more information:  
301-546-8350 (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 green 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 to make structures more energy efficient), 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 with earth-friendly cleaners, weatherization, use of energy-efficient lighting, and sustainable food systems.

In Spring 2016, 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.

For more information about Green Training visit our website, or contact us at the email or number above.

STORMWATER MANAGEMENT
301-546-8340 or parknx@pgcc.edu

In 2015, Prince George’s County enacted legislation to help rid local waterways of stormwater runoff pollution and to comply with federal and state regulations under the Clean Water Act. 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 13 years. PGCC offers training opportunities in the following areas:

Entry level stormwater training: Stormwater training classes are offered for students who have been accepted into the PGCC Team Builder’s Academy. For more information, please contact Tanya Anderson at 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 at: www.ed2go.com/career/sustainable-energy-green-programs.

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 I
- Stormwater Management II
- Stormwater Management: Hydraulics and Hydrology, Part I
- Stormwater Management: Hydraulics and Hydrology, Part II

AGR-371 Stormwater Management: 1
9.0 CEUs
Stormwater affects receiving streams, and the aquatic ecosystems in them are very important. Developing performance goals and design criteria for stormwater controls is a necessary step. This course addresses the concepts of unit processes and unit operations as they apply to stormwater management. Students will learn how to promote the development of a stormwater management strategy that serves as a blueprint for the design process, the importance of basin volume to effectively treat stormwater, and the five categories of stormwater controls. Note: this is an online ProTrain class. For more information contact us at the phone number or e-mail above. 30 sessions, $1250* (includes a $625 lab fee)

AGR-372 Stormwater Management: 2
9.0 CEUs
This course explores: 1. whole life costing (also known as life cycle cost analysis), 2. how to evaluate the performance of stormwater controls, and 3. the importance of municipal, industrial, and watershed agencies in screening and selecting site-specific and feasible stormwater controls that will achieve technical and regulatory requirements in a cost-effective manner. This course examines recent challenges pertinent to the selection and application of analytical tools. Note: this is an online Pro-Train class. For more information contact us at the phone number or e-mail above. 30 sessions, $1250* (includes a $625 lab fee)

AGR-304 Urban Stormwater Management
3.0 CEUs
This course explains Prince George’s County’s requirements for permits, planning, design, construction, and maintenance of Best Management Practices (BMP’s), and information on procurement, business growth and promotion of the County Bases Business program. Course topics include low impact development, bio retention basics, permeable pavers, cisterns, rain barrels, pavement removal, green roofs, tree canopy, construction or Low Impact Development (LID), design, construction and maintenance of the seven green stormwater practices used for the Rain Check Rebate Program. Textbook: Mathematics for the Green Industry: Essential Calculations for Horticulture and Landscape Professionals. 6 sessions, $275* (includes a $200 lab fee)

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

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

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.

HE-660 Spanish Heartsaver First Aid
0.4 CEU
La Heartsaver AED Anytime para La® curso de primeros auxilios para los estudiantes de habla hispana nos enseña las habilidades necesarias para responder a una emergencia hasta que servicios médicos de emergencia (EMS) llegan. Primeros auxilios básicos para tratar el sangrado, esguinces, fracturas de huesos, shock y las emergencias ambientales están cubiertos. Éxito gana la Asociación Americana del Corazón Primeros Auxilios Heartsaver AED Anytime para la tarjeta válida para 2 años. Los estudiantes deben traer manual escolar a la clase: 90-2313NOS Primeros Auxilios Heartsaver AED Anytime para la RCP DEA Libro de trabajo del alumno (en español). 100% DE LA asistencia requerida. 1 session, $65* (includes a $5 lab fee)

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HE-659 Spanish Heartsaver First Aid CPR AED
0.7 CEU
Los Primeros Auxilios Heartsaver AED Anytime para La® curso RCP DEA para los hablantes de Español los intervinientes proporciona capacitación en primeros auxilios, RCP y desfibrilador externo automático (DEA) para los bebés, los niños y los adultos. Los temas incluyen las nociones básicas de primeros auxilios en caso de sangrado, las quemaduras y golpes; RCP y DEA administración, compensación las vías respiratorias están obstruidas, control de la infección, y la respuesta en caso de emergencia. Éxito gana AHA tarjeta válida para 2 años . Libro: 90-2313NOS Primeros Auxilios Heartsaver AED Anytime para la RCP DEA Libro de trabajo del estudiante (en Español). 100% DE LA asistencia requerida. 1 session, $85* (includes a $5 lab fee)

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HE-670 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)

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

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HE-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*

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<td>4/16-4/16</td>
<td>9 a.m.-4 p.m.</td>
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</table>
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 session, $125* (includes a $6 lab fee).

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

HES-416 CPR Instructor Update
Course provides the American Heart Association’s new guidelines and procedures. All current instructors are required to be updated to continue to hold a valid instructor’s card. (This free course is ONLY open to CPR instructors affiliated with and assigned to the Prince George’s Community College training network). Please bring your Instructors book, rosters and related documentation to class. 1 session, FREE

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

HES-571 Caring for Aging Parents
This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life’s transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered. 12 sessions, $140* (includes a $65 lab fee)

HES-588 Certificate in Stress Management
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)
### HES-589 Certificate in Meditation

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<td>E260</td>
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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 the following meditation techniques: Transcendental Meditation (TM) guided imagery and visualization; mindfulness Osho Kundalini Vipassana walking; laughter; centering prayer and concentration. **4 sessions, $85* (includes a $55 lab fee)**

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### HES-488 Assisted Living Manager Program

#### Module 1: Introduction

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. 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. **1 session, $110* (includes a $30 lab fee)**

#### Module 2: Assessing, Admitting and Feeding

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)**

#### Module 3: Clinical Management

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)**

#### Module 4: Mental and Behavior Management

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)**

#### Module 5: Management Emergency

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)**

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### BECOME AN ASSISTED LIVING MANAGER

This 80-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene's Office of Health Care Quality. This course teaches how to better monitor the day-to-day operations of an assisted living facility. Learn topics such as clinical management, dementia, mental health, nutrition, assessing, admitting, emergency planning, quality assurance and others. There are five mandatory modules required for certification. We also offer a course on business planning for those interested in opening a facility. Note: Proper planning is essential in order to complete the entire program. Assisted Living Refresher training is required every two years following completion of the 80-hour program. This program is offered in the Spring and Fall semesters. Go to the web site above for resources and to apply for the Professional Education Scholarship For WDCE Health Sciences Students. 100% attendance required.

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### NURSING TRAINING

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

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

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### 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*

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<td>9 a.m.–1 p.m.</td>
<td>CHS-2215</td>
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### HES-526 Introduction to Dental Assisting: Part 1 4.8 CEUs

This course prepares students for an entry-level dental assistant position by learning basic dental theory, terminology, four-handed dental assisting, sterilization techniques, impressions and model trimmings and more. Prerequisites: HS Diploma or GED; reading comprehension placement score of 65 or better. Lab practice conducted onsite. Textbook required. 8 sessions, $750* (includes a $250 lab fee)

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<tr>
<th>Course Code</th>
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<td>05153</td>
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<td>2/2–2/25</td>
<td>9 a.m.–4 p.m.</td>
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<td>MW</td>
<td>2/1–4/4</td>
<td>6–9 p.m.</td>
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### DENTAL 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 Bureau of Labor Statistics; 2014-2015 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 $34,500 annually. We offer you the opportunity to earn a continuing education certificate in Dental Assisting by completing the following:

- HES-526 Introduction to Dental Assisting: Part 1
- HES-519 Introduction to Dental Assisting: Part 2

### HES-526 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)
- Read chapters 1 and 2 and complete associated workbook assignments prior to first class session

### HES-519 Prerequisites:
- 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)

### HES-526 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 will include ionizing radiation, basic principles of X-Ray generation, the Dental X-Ray machine, image formation and receptors, biologic effects, patient and operator protection, film processing, infection control, and disease. 8 sessions, $750* (includes a $250 lab fee)

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<th>Course Code</th>
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<td>05155</td>
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<td>3/8–4/7</td>
<td>9 a.m.–4 p.m.</td>
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<td>05156</td>
<td>MW</td>
<td>4/11–6/6</td>
<td>6–9 p.m.</td>
<td>CHS-203</td>
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</table>

(16 sessions)
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.

This Spring 2016, the dealer school is coming. Prince George’s Community College will be offering 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.
Prince George’s Community College, in partnership with MGM National Harbor, launched the successful *Hospitality Express* training program in August and will be continuing to offer the program this Spring 2016. This program will help prepare residents of Prince George’s County and surrounding communities for the more than 3,500 employment opportunities available.

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

For more details about the *Hospitality Express* training program check out the course offering description in the spring schedule of classes.

Get started on a solid career path.
www.pgcc.edu/go/HospitalityExpress
PHARMACY TECHNICIAN
301-546-0795 or www.pgcc.edu/go/pharmtek

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

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

- HES-332 Pharmacy Technician
- HES-529 Pharmacy Technician Clinical Pt. 1
- HES-530 Pharmacy Technician Clinical Pt. 2

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

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

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

- Reading: score of 65 or above on the college's reading placement test or of college credits in English within the last two years;
- Math: score of 82 or above on the college's algebraic math placement test or of college credits in math within the last two years or of completion of HES-577, Medical Math, with a final grade of at least 75% 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.

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

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 at first class (Read Chapter 1 before first class).

30 sessions, $995*  
01969 TTh 1/19-5/5 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.

20 sessions, $130*  
99024 MTWThF 1/4–2/29 TBA

HES-530 Pharmacy Technician Clinical: Part 2 8.0 CEUs
Continuation of Pharmacy Technician Clinical Part I. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. Prerequisite: proof of background check and drug screening: must be provided 10 days prior to clinical.

20 sessions, $130*  
99001 MTWThF 1/4–2/29 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  
96486 M 1/11–1/11 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)  
99805 WF 1/13–3/4 online E2GO  
00782 WF 2/10–3/18 online E2GO  
00784 WF 3/16–4/22 online E2GO  
00786 WF 4/13–6/3 online E2GO
CONTINUING EDUCATION

HES-591 Pharmacy Technician Certification Exam Prep 4.5 CEUs
This review course prepares students to take the Pharmacy Technician Certification Board (PTCB) exam for national certification. The knowledge domains identified on the 2013 update will be covered. Prerequisites: HS diploma or GED; must have worked continuously in the pharmacy area. At the same pharmacy since Jan. 1, 2006, or completed a state-approved pharmacy technician training program within one year. Computer and math proficiency, e-mail, internet access, and textbook required at first class. 15 sessions, $355* (includes a $175 lab fee)

0935 MW 2/29–4/25 6–9 p.m. CHS-201

PHYSICAL THERAPY AIDE 301-546-0795

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

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

00814 WF 2/10–3/18 online E2GO

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 background and drug screening is required. 10 sessions, $400* (includes a $50 lab fee)

0944 MW 4/4–4/11 6–9 p.m. CHS-1226
MTWTh/F 4/18–6/6 TBA Largo

NURSING ASSISTANT (CNA/GNA) 301-546-5215 or www.pgcc.edu/go/cna

CERTIFIED NURSING ASSISTANT/GERIATRIC NURSING ASSISTANT ADMISSION
Individuals must:
- Be at least 18 years of age
- Take and pass the reading comprehension placement tests in the college testing center with a score of 45+ before registering for the Theory course
- Be computer literate and have access to the Internet
- Be able to speak and understand standard American English at a functional level

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

The Certified Nursing Assistant program is approved and endorsed by the Maryland Board of Nursing.

HES-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)

99542 TTh 1/19–3/3 9 a.m.–4 p.m. CHS-2215
(14 sessions)
99543 MWF 1/20–3/9 5:30–9:30 p.m. CHS-2215
99544 MWTh 1/25–3/3 9 a.m.–2 p.m. T/Th)
1 1/26–2/26 (19 sessions)
99547 TTh 1/26–3/31 6–10 p.m. CHS-2215
S 1/30–2/27 9 a.m.–1 p.m. LCCC-205
99546 T/Th 1/26–4/5 5–9:30 p.m. LCCC-205
(19 sessions)

HES-547 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*

99529 MWTh/F 2/5–3/10 7 a.m.–3:30 p.m.
99530 SSu 2/7–3/10 7:30 a.m.–3:30 p.m.
99528 MTWTh/F 3/4–3/11 7 a.m.–3:30 p.m.
99533 SSu 3/5–4/3 7:30 a.m.–3:30 p.m.
99532 SSu 3/5–4/3 7:30 a.m.–3:30 p.m.

HES-575 Geriatric Nursing Assistant Theory
This course is designed for any current Maryland CNA who wants to become a GNA in the state of Maryland. Topics include physical and psychosocial care skills and the role of the nursing assistant. Student must be active and in good standing with the Maryland Board of Nursing. Student must also take HES-583 CNA Clinical to complete this program. Note: students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program. 11 sessions, $400*

99526 TTh 4/5–5/10 5:30–9:30 p.m. CHS-2215

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### HES-583 GNA Clinical 2 4.0 CEUs
The course accompanies HES-575, GNA Theory and is a requirement in order to sit for the GNA state exam. Students demonstrate application of knowledge and skills of the nursing assistant in a clinical setting. This course, accompanied by the theory course, meets eligibility requirements to become a certified nursing assistant through application to the Maryland Board of Nursing to obtain nursing assistant certification. 5 sessions, $400*

99527 Su 4/3–5/7 7:30 a.m.–3:30 p.m.

### HES-325 Medicine Aide
For Certified Geriatric Nursing Assistants with one year’s experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Note: employment through an agency does not meet course requirement. Please bring documentation to first class. Learn about the recognition, safe preparation, and administration of medications. The course consists of theory and supervised clinical experience at area nursing homes. Refund policy does not apply to this course. 16 sessions, $850* (includes a $165 lab fee)

99539 Th 4/5–5/26 5–9 p.m. CHS-2215

### HES-365 Nursing Home Medicine Aide Update 0.8 CEU
This course provides the continuing education update required by the State of Maryland for renewal of the medicine aide certificate. Students may only register up to two months before or one month after their birthday. Students must be listed on the Maryland Board of Nursing registry as “Active” and, when registering, must have a letter from the Director of Nursing which shows proof of 100 hours of employment as a Certified Medicine Aide (CMA) within the last two years, and eight hours as a Geriatric Nursing Assistant (GNA). 1 session, $95*

99535 S 1/23–1/23 8:30 a.m.–5 p.m. CHS-2215

99536 S 2/20–2/20 8:30 a.m.–5 p.m. CHS-2215

99537 S 3/19–3/19 8:30 a.m.–5 p.m. CHS-2215

### HES-584 Patient Care Technician 8.8 CEUs
This course is designed to advance the skills of certified nursing assistants working in hospitals or other health care settings. It provides a review of the anatomy and physiology of major body systems, medical terminology, legal and ethical issues, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, oxygen therapy and trach care, basic wound care and more. Note: students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program. 22 sessions, $1050* (includes a $100 lab fee)

99516 T 1/19–4/19 9 a.m.–4:30 p.m. CHS-2211 (13 sessions)

99523 Th 1/26–4/14 5:30–9:30 p.m. CHS-2211

### 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*

99572 M–W 2/1–2/17 6:30–9:30 p.m. CHS-1233

99574 T 2/2–2/26 9 a.m.–12 p.m. CHS-1233

### MEDICAL BILLING SPECIALIST
301-546-0878 or 301-546-0796

CONTINUING EDUCATION CERTIFICATE, MEDICAL BILLING SPECIALIST
This program begins with an overview of the medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training are used to prepare students as physician’s office personnel. This training prepares you to take the AAPC Certified Professional Biller exam.

Courses should be taken in the order listed. The HES-409 and HES-553 should be taken during the same semester. A Certificate of Continuing Education will be issued upon successful completion of all courses.

HES-357 or HES-354 Medical Terminology
HES-554 or HES-587 Basic Human Anatomy and Physiology
HES-409 Introduction to Medical Billing
HES-553 Computerized Medical Billing
HES-321 Physician Office Billing
HES-684 Advanced Medical Billing

Prerequisite: Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 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, contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.

HES-409 Introduction to Medical Billing 1.5 CEUs

This course provides an overview of medical billing and computerized patient accounting. Textbook required at first class. 5 sessions, $180*

99572 M–W 2/1–2/17 6:30–9:30 p.m. CHS-1233

99574 T 2/2–2/26 9 a.m.–12 p.m. CHS-1233
HES-553 Computerized Medical Billing  
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, $519* (includes a $15 lab fee)  
03250 MW 2/22–4/13 6:30–9:30 p.m. CHS-1233  
03251 TH 2/23–4/14 9 a.m.–12 p.m. CHS-1233

HES-321 Physician Office Billing  
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology and basic computer and word processing skills. Meets concurrently with credit course HIM-1940. Textbook required: 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)  
00341 TH 1/21–5/5 5:30–8:30 p.m. CHS-1229

HES-684 Advanced Medical Billing  
This course is designed to introduce the billing and accounting process of the medical office. Topics include key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also learn how to reconcile their daily work, accounts receivable processing, and the basics of financial reporting. 14 sessions, $505* (includes a $15 lab fee)  
03965 MWF 4/25–5/25 9 a.m.–12 p.m. CHS-1233  
03960 MWF 4/25–6/3 6:30–9:30 p.m. CHS-1233

HES-685 Professional Biller  
Exam Preparation  
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  
04353 S 2/27–3/12 9 a.m.–1 p.m. CHS-1233

HES-533 ICD-10-CM/PCS Coding Principles and Application  
Are you an experienced coder? 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 approved AHIMA ICD-10 trainer. A course proficiency exam will be administered upon completion of coursework. Previous coding experience and/or instruction in ICD-9-CM are required. 14 sessions, $504*  
03464 MW 1/27–3/16 6:30–9:30 p.m. Largo

HES-594 Coding Certification  
Exam Preparation  
This hybrid course will prepare participants for the CCS, CCA, CC-P certification exams. Topics include anatomy and physiology, medical terminology, pathophysiology, pharmacology and laboratory procedure, ICD 9 rules/guidelines and how to assign codes, CPT, medical records, querying, Diagnosis Related Group (DRG) studies, and privacy. 26 sessions, $325* (includes a $25 lab fee)  
03465 W 4/6–6/29 online HYLAG  
M 4/4–6/27 6–9 p.m. CHS

HES-354 Medical Terminology: Word Association Approach  
This course teaches medical terminology according to body systems. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. 12 sessions, $140* (includes a $65 lab fee)  
99800 WF 1/13–3/4 online E2GO  
00726 WF 2/10–4/1 online E2GO  
00728 WF 3/6–5/6 online E2GO  
00730 WF 4/13–6/3 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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 Healthcareer Association Medical Administrative Assistant certification exam.

Required Courses
- HES-357 Basic Medical Terminology
- 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
- HES-322 Medical Office Assistant: Practical Applications

Prerequisites
Prerequisite: Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 OR provide proof of college credits.

HES-586 Professionalism in Healthcare
2.0 CEUs
This course is designed for prospective or current professionals in the healthcare field and provides instruction on the key elements of professionalism. Professionalism in a healthcare setting is explored through discussions, activities, presentations, and assignments. Topics include HIPAA, work ethics and performance, written and verbal communication, personal traits and behaviors, accountability, and career development.

10 sessions, $300*

HES-322 Medical Office Assistant: Practical Applications
3.6 CEUs
In this practical applications course, students will observe health 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 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, $445* (includes a $15 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, successfully complete the reading comprehension placement test with a score of 65 or higher 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
- HES-470 Phlebotomy Technician Clinical Pt. 1
- HES-471 Phlebotomy Technician Clinical Pt. 2

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)

HES-3249 TTh 4/19-5/26 6-9 p.m. CHS-2229

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

99794  MW  1/27-5/4  6:10-9:25 p.m.  CHS-2229
99795  S  1/30-4/30  9 a.m.-4:10 p.m.  CHS-2229 (13 sessions)

HES-469 Phlebotomy Technician Clinical: Part 1  
6.0 CEUs
Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which 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*

05106  MTWThF  2/1-3/18  TBA
05107  MTWThF  3/28-4/29  TBA

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*

05108  MTWThF  2/1-3/18  TBA
05114  MTWThF  3/28-4/29  TBA

HOME AND GARDEN
FLORAL
301-546-7545 or 301-546-0158

CONTINUING EDUCATION CERTIFICATE, FLORAL DESIGN
The Floral Design Program has been redesigned to feature only fresh flowers and natural materials for those who want to enter the floral business as either owner/operators or designers. Components of this 48-64 hour program will continue to be available at 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 the information above for verification and to request a certificate.

OCU-338 Basic Floral Design
Learn the basic principles of floral design while creating eight eye-catching arrangements. Use of tools, names of flowers and their usage, bow demonstration, color theory and effects, current trends affecting the floral industry, logistics of opening a retail shop, and sources for wholesale products will be covered. Students should bring a floral knife and wire cutters to class. A $250 floral supplies fee payable to the instructor is due at the first class. 8 sessions, $160* (includes a $65 lab fee)

00857  F  3/11-5/6  6:30-8:30 p.m.  LCC-205

AGR-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)

00034  WF  1/13-3/4  online  E2GO
04679  WF  2/10-4/1  online  E2GO
04680  WF  3/16-5/6  online  E2GO
04681  WF  4/13-6/3  online  E2GO

CST-362 Growing Plants for Fun and Profit
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to market your product. 12 sessions, $140 (includes a $65 lab fee)

00030  WF  1/13-3/4  online  E2GO
04676  WF  2/10-4/1  online  E2GO
04677  WF  3/16-5/6  online  E2GO
04678  WF  4/13-6/3  online  E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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
04707 T 3/29–3/29 6:30–9:30 p.m. Largo

ENR-440 Colorful Home Environments
Gain the confidence to bring beautiful color into your surroundings. Learn about the psychology of color and how it affects our moods. Get helpful tips on how to select a color scheme and paint hues that beautify and enhance your living space. Instructor: Fallon Loving. 1 session, $30
04709 S 4/9–4/9 10 a.m.–1 p.m. Largo

ENR-356 Feng Shui Basics: Getting Started
You’ve heard the term so come for an evening of fun to get acquainted with the 3,000 year-old Chinese practice of art and placement. Through the Tibetan Black Sect Tradition of Feng Shui learn the history, basic principles, four cardinal rules, and how to get around the Ba-gua map and apply your knowledge to bring harmony and balance into your life. Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. 1 session, $30
04786 W 4/6–4/6 6:30–9:30 p.m. LCC–205

ENR-403 Feng Shui for You
Make it yours! Using your personal information computed into a chi chart, Yarrow will teach you how to implement your four power directions to maximize harmony in your space. Chi chart information is applicable to any space—your home, and the critical rooms in it like the bedroom and family room. E-mail your name, birth date, birth place and the time of birth (if you have it) to: yarrow@conscioustoolbox.com 4 days before the class. Yarrow is a certified feng shui practitioner with over a decade of applying practical feng shui to a wide variety of spaces—both indoor and out. 1 session, $30
04785 W 4/20–4/20 6:30–9:30 p.m. LCC–205

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)
00647 WF 2/10–4/1 online E2GO
00649 WF 4/15–6/3 online E2GO

ENR-558 Fabulously Chic Decor On a Dime
Have you ever walked by an expensive boutique and wondered how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give high-end retail stores a run for their money. Instructor: Fallon Loving, Allied ASID. 1 session, $35
04710 S 5/7–5/7 10 a.m.–1 p.m. Largo

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, distinctly 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
04805 Th 4/14–4/21 6:30–9 p.m. Largo

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
HOSPITALITY

FOOD SERVICE
warewd@pgcc.edu

HSM-655 ServeSafe
This course provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. 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, $132.

HUMAN RESOURCES AND PAYROLL MANAGEMENT

301-546-5216 or 301-546-0032

Advance your Career with the new SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™)
This is an exciting and pivotal time in the HR profession. Now, more than ever HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organizations. The profession is no longer just about what you know – but how you do your job.

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM-CP and SHRM-SCP.

SHRM-CP and SHRM-SCP Certification Preparation
Utilizing the Society for Human Resource Management (SHRM) Learning System, Participants study five modules covering the SHRM body of Competency and Knowledge in preparation to take the New Standard in HR Certification: SHRM-CP and SHRM-SCP.

The twelve week face-to-face instructor-led review course is facilitated by a team of certified Human Resource Management Instructors. See course MGT-307.

To register please contact the number above. Recommended for students who wish to enroll in one of these programs:

Inquire about our new courses which have been approved for recertification credit hours toward (SHRM-CP™) and (SHRM-SCP™) recertification through the Society For Human Resource Management (SHRM). Please be sure to contact our Prince George’s Community College office at 301-546-0032 for the program ID number on your recertification application form.

For more information about certification or recertification, please visit the SHRM website at www.shrmcertification.org

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MGT-307 HR Management Certification Preparation for SHRM-CP and SHRM-SCP 4.0 CEUs
This course is intended for HR practitioners who are seeking certification credentials, and prepares them to take the SHRM-CP and SHRM-SCP Certification. This program is centered on SHRM’s Competency Model. Key concepts are reinforced through real-world class studies, discussions and shared experiences of certified instructors. Note: 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 in order 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)

00542 Th 2/11-5/5 6-9:30 p.m. Largo
00543 S 2/20-5/4 10-1:30 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 tasks and keeping abreast of HR management. 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. 6 sessions, $480* (includes a $210 lab fee)

00544 S 3/5-4/18 9 a.m.-12 p.m. Largo
00545 M 4/4-5/9 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)

00531 T 2/2-2/23 6-9 p.m. Largo
00532 T 3/29-4/19 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)

00533 M 2/22-3/14 6-9 p.m. Largo
00534 M 4/25-5/16 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 in both the private and public sectors will be covered. Other non-statutory benefits such as vacation, sick time, and paid time off and preferred compensation plans and preferred compensation plan will be presented as well as both qualified and non-qualified deferred compensation plans. Students will be presented methods and tools to develop, select, administer and evaluate benefit programs and ensure that benefit programs are compliant with applicable federal, state, and local laws and regulations. 4 sessions, $278* (includes a $55 lab fee)

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)

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)

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)

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)

ELECTIVES
301-546-0516 or 301-546-0032

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 job. This training session is designed to teach you how to manage conflict effectively. This course will also look at managing conflict, recognizing and acknowledging good work, hot buttons and how to react professionally when conflict arises. 1 session, $257* (includes a $45 lab fee)

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)

MGT-735 Managing Generational Diversity in the 21st Century Workplace  0.6 CEU
This course will cover ways for managers in the 21st century workplace to understand role 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 covered include strategies for talent maximization, the impact of generational differences on today’s work environment, and communication essentials. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models. 2 sessions, $257* (includes a $45 lab fee)

MGT-734 HR’s Role in Creating a Positive Work Environment  0.6 CEU
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner. 2 sessions, $257* (includes a $45 lab fee)
### MGT-720 Creative Thinking and Innovation Techniques  0.6 CEUs
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)**

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### MGT-423 Leadership  2.4 CEUs
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.  
**12 sessions, $140 (includes a $65 lab fee)**

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

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### PAYROLL
301-546-5216 or konange@pgcc.edu

### MGT-691 PayTrain Mastery  3.6 CEUs
A continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Topics include payroll concepts, payroll calculations, fringe benefits, payroll reporting and employment taxes, record keeping and payroll practices, payroll accounting, and management and administration. Training materials must be picked up from Kent Hall, Room 226 BY APPOINTMENT ONLY prior to the start date of class. Note: for success on the CPP exam, this course should be taken after completing PayTrain Fundamentals. For information contact the number or e-mail above.  
**6 sessions, $815* (includes a $350 lab fee)**

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### LANGUAGE COMMUNICATION

#### AMERICAN SIGN LANGUAGE (ASL)
301-546-0797 or 301-546-5299

### LANGUAGES CONTINUING EDUCATION CERTIFICATE
A letter of recognition in foreign languages is awarded upon completion of 60 hours total in this area. Sign Language courses also may count toward this Continuing Education Certificate.

### 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): Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.)  
**8 sessions, $170**

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### COM-326 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. Textbook required: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.)  
**8 sessions, $150**

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### COM-327 American Sign Language and Performing  2.4 CEUs
This course will assist the ASL practitioner in developing the ability to use ASL in creative and expressive ways. The basics of ASL performing from translation to actual performing will include the dos and don’ts and hands-on exercises to develop the skills. Prerequisite: COM-325: Sign Language 1 and COM-330: Sign Language 2 (preferred). Instructor: Ray Anderson.  
**8 sessions, $150**

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COM-341 Sign Language for the Family: Bring One Teach Two (Adult Section)
This course provides the opportunity for parents and children to come together to learn American Sign Language, including finger spelling, sending and receiving signs, and background information on deafness. This class has an accompanying section for youth ages 8 to 15 listed under YTH-466. 8 sessions, $100

99590 S  4/23-6/18  1–4 p.m.  Largo

CONVERSATIONAL FOREIGN LANGUAGE

LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary
This pre-introductory Spanish course provides an overview of some of the crucial grammatical patterns that are essential to receiving a solid foundation in the structure of the language. It will include some basic vocabulary. Oral and written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish language and is suggested before enrolling in the introductory level. 1 session, $55*

99562 S  1/23-1/23  10 a.m.–4 p.m.  Largo
99563 S  4/16-4/16  10 a.m.–4 p.m.  Largo

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*

99560 S  1/30-3/19  9:30 a.m.–12 p.m.  Largo
99561 M  2/1-4/4  6:30-9 p.m.  Largo
99562 S  5/5-6/23  6:30-9 p.m.  LCC–205

LGE-328 Introduction to Spanish: Part 2
2.0 CEUs
In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Prerequisite: LGE-370: Introduction to Spanish: Part 1. Textbook required. 8 sessions, $120*

99556 S  1/30-3/19  9:30 a.m.–12 p.m.  Largo
99557 M  2/1-4/4  6:30-9 p.m.  Largo
99559 Th  2/4-3/31  6:30-9 p.m.  LCC–205
99558 S  4/23-6/18  9:30 a.m.–12 p.m.  Largo
99560 S  5/5-6/23  6:30-9 p.m.  LCC–205

LGE-345 Introduction to Spanish: Part 3
2.0 CEUs
In this third course in the introductory series you will be taught further structures, vocabulary, and idioms to help increase your comprehension and speaking ability. Textbook required. 8 sessions, $120*

99577 M  4/26-6/20  6:30-9 p.m.  Largo

LGE-330 Intermediate Spanish Conversation
1.6 CEUs
Intended for those who already have a basic speaking knowledge of Spanish. This course focuses on the development of listening and speaking skills through vocabulary development, a variety of speaking activities and group and individual projects. The course includes reading, vocabulary acquisition, written work and conversation comprehension. A variety of sources will be used in conjunction with the textbook. 6 sessions, $120*

99575 S  4/23-6/4  9:30 a.m.–12:15 p.m.  Largo

LGE-330 Intermediate Spanish Conversation
1.6 CEUs
Intended for those who already have a basic speaking knowledge of Spanish. This course focuses on the development of listening and speaking skills through vocabulary development, a variety of speaking activities and group and individual projects. The course includes reading, vocabulary acquisition, written work and conversation comprehension. A variety of sources will be used in conjunction with the textbook. 6 sessions, $120*

99577 M  4/26-6/20  6:30-9 p.m.  Largo

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. Quee Bueno! 12 sessions, $140* (includes a $65 lab fee)

99818 WF  1/13-3/4  6:30-9 p.m.  LCC–205

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)

00394 Th  1/21-3/10  6:30-9 p.m.  LCC–205
05181 Th  4/14-6/2  7-9:30 p.m.  LCC–205

MEDIATION TRAINING

MEDIATION TRAINING 301-546-8340 or 301-546-3019

CERTIFICATE OF CONTINUING EDUCATION IN BASIC MEDIATION
Mediation is a process in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, reach agreements that are mutually satisfactory. Mediators do not make decisions for the disputing parties, but instead provide and/or recommend terms for an agreement. The Mediation Program at Prince George’s Community College prepares students to practice both civil and community mediation and also helps to improve an individual’s interpersonal communications. Mediation skills are taught through lecture, role plays, videos and group discussions. It is a balance of theory and practice specifically designed to give participants a thorough understanding of the mediator’s role and to implement it using a five-step mediation process.
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 this 40 hour course.
**LAW-510 Basic Mediation Training**

4.0 CEUs

This course provides the state-required 40 hours of coursework including both lecture and interactive 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. Required textbook: return to the Original Ideals of ADR, (2nd. edition) by Mary K. Hope. $450* (includes a $300 lab fee)

00486 Th 2/11-5/26 6-9:45 p.m. Largo (15 sessions)

This course below is a hybrid weekender class with two components: a two-week online component and three weekender in-person classes that meet every other weekend as follows:

**COMPONENT #1**

**TWO WEEK ONLINE SESSION**

00487 Th 3/4/17 online HYLAG

To complete this component, students should log on to www.pgcc.edu, click on Blackboard, complete the class assignments and participate in discussions. All online assignments should be completed by Thurs. March 17.

**COMPONENT #2**

**THREE WEEKENDER IN-PERSON CLASSES ON LARGO CAMPUS**

(6 SESSIONS)

Fri. 3/18, 4/8 and 4/22, 6-10 p.m.

Sat. 3/19, 4/9 and 4/23, 8:15 a.m.-6:15 p.m.

Both of the components listed above (online and in-person class) must be completed to successfully fulfill the course requirements.

Students must have registered and paid for this class by Tues., March 1. A certificate of completion will be issued upon successful completion of the 40-hour course.

**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*

00488 S 4/30-4/30 9 a.m.-1 p.m. Largo

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**PHOTOGRAPHY**

301-546-0873 or itcerts@pgcc.edu

**PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE**

Digital Photography

The six-course continuing education certificate program documents that you have the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building your technical skills and enhancing your creativity.

Please note that you need to complete either Adobe Elements or Photoshop CS6.

Requirements include successful completion of the following courses:

- Digital Photography: The Basics
- Adobe Photoshop Elements 12: Part 1
- Adobe Photoshop Elements 12: Part 2
- Introduction to Photoshop CS6
- Advanced Photoshop CS6
- Light—the Essence of Photography
- Using Lighting to Create Spectacular Portraits
- Presentation and Display Techniques for Photographers

Once a student has completed these requirements, he/she should contact the information above for verification and to request a certificate.

**CRE-343 Digital Camera Basics: Workshop for Teens**

0.6 CEU

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

00207 S 2/27-3/27 9:30 a.m.-3:30 p.m. CAT-105

00208 S 4/16-4/16 9:30 a.m.-3:30 p.m. CAT-105

**CRE-383 Digital Camera Basics Workshop**

Students will be shown how to transform their camera and grow their photography. More advanced settings to get the most out of your camera. You will be shown how to fine tune exposure and focus, and introduced you to the manual modes (aperture priority, shutter priority or manual) and who want to learn more and take their photography a step further. You will be shown how to fine tune exposure and focus, and introduced you to the more advanced settings to get the most out of your camera and grow your photography.

6 sessions, $260* (includes a $130 lab fee)

00258 TTh 2/2-2/18 6:30–9:30 p.m. CAT-103

**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 $20.00 fee for printed materials payable to the instructor.

6 sessions, $260* (includes a $130 lab fee)

00258 Th 2/2-2/18 6:30–9:30 p.m. CAT-103

**PHO-326 Digital Photography: Beyond the Basics**

1.8 CEUs

This continuation class is designed for digital SLR camera owners who have started using the manual modes (aperture priority, shutter priority or manual) and who want to learn more and take their photography a step further. You will be shown how to fine tune exposure and focus, and introduced you to the more advanced settings to get the most out of your camera and grow your photography.

6 sessions, $260* (includes a $130 lab fee)

01149 MW 3/28-4/13 6:30-9:30 p.m. CAT-105

**PHO-326 Digital Photography: Beyond the Basics**

1.8 CEUs

This continuation class is designed for digital SLR camera owners who have started using the manual modes (aperture priority, shutter priority or manual) and who want to learn more and take their photography a step further. You will be shown how to fine tune exposure and focus, and introduced you to the more advanced settings to get the most out of your camera and grow your photography.

6 sessions, $260* (includes a $130 lab fee)

01149 MW 5/2-5/18 6:30-9:30 p.m. CAT-105
### 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)

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<th>Course Code</th>
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<td>00210</td>
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<td>2/22-3/2</td>
<td>6:30–9:30 p.m.</td>
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### 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)

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<td>3/7-3/16</td>
<td>6:30–9:30 p.m.</td>
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### PHO-342 Adobe Photoshop Elements 12: Part 3
**1.2 CEUs**

This is the third course in the three-part series on Adobe Photoshop Elements 12. This course will take your photography to the next level while creating results for your business. Get creative using tools such as color fills, gradients, patterns, and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of your image. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class.

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

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<th>Course Code</th>
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<td>4/18-4/27</td>
<td>6:30–9:30 p.m.</td>
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### PHO-321 Introduction to Photoshop CS6
**2.4 CEUs**

Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. 8 sessions, $315* (includes a $60 lab fee)

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<th>Course Code</th>
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<td>TTh</td>
<td>3/8-4/7</td>
<td>6:30–9:30 p.m.</td>
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### PHO-331 Introduction to Photoshop CS6
**2.4 CEUs**

Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. 8 sessions, $140* (includes a $65 lab fee)

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<td>00260</td>
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<td>4/19-5/12</td>
<td>6:30–9:30 p.m.</td>
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### PHO-322 Advanced Photoshop CS6
**2.4 CEUs**

This is the second of a two part series on Adobe Photoshop CS6 using the MAC platform, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools and the Save-for-Web tool. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS6: Part 1. or PHO-321: Intro to Photoshop CS6. No Text Required. 8 sessions, $315* (includes a $60 lab fee)

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### PHO-323 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 registers and pays at www.ed2go.com/pgcc. 12 sessions, $140* (includes a $65 lab fee)

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<td>00816</td>
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<td>6:30–9:30 p.m.</td>
<td>CAT-103</td>
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### PHO-324 Introduction to Lightroom 4
**2.4 CEUs**

In this course, you will learn that Lightroom 4 is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Learn how to prepare, edit, and organize photos quickly and efficiently. Using Lightroom 4’s non-destructive editing, you will be able to control how you edit your images, make additional alterations later, and apply changes to multiple images while developing an efficient image processing workflow. 12 sessions, $140* (includes a $65 lab fee)

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<tr>
<td>00260</td>
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<td>4/19-5/12</td>
<td>6:30–9:30 p.m.</td>
<td>CAT-103</td>
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</tbody>
</table>
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)

00257 Su 5/1-5/8 9 a.m. - 12 p.m. MH-1004

PHO-316 Using Lighting to Create Spectacular Portraits 0.6 CEU
Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-300: Digital Photography The Basics. A $5 fee payable to the instructor is required for the textbook.
1 session, $90* (includes a $35 lab fee)

00256 Su 4/10-4/10 9 a.m. - 4 p.m. MH-1004

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)

99869 WF 1/13-3/4 online E2GO
00862 WF 2/10-4/1 online E2GO
00863 WF 3/16-5/6 online E2GO
00864 WF 4/13-6/3 online E2GO

PHO-325 Mastering Your Digital SLR Camera 2.4 CEUs
In this course, you will be taught how to take control of your digital SLR camera. Learn about the many features, controls, and lenses for this kind of photography. You will also be taught about metering, exposure compensation, managing aperture, shutter speed and ISO 180. 12 sessions, $140* (includes a $65 lab fee)

99874 WF 1/13-3/4 online E2GO
00865 WF 2/10-4/1 online E2GO
00866 WF 3/16-5/6 online E2GO
00867 WF 4/13-6/3 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)

99873 WF 1/13-3/4 online E2GO
00862 WF 2/10-4/1 online E2GO
00863 WF 3/16-5/6 online E2GO
00864 WF 4/13-6/3 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)

99512 W 1/20-1/27 6:30-9:30 p.m. CAT-105
F 1/15-1/22 5-8 p.m. CAT-105
POLICE ACADEMY AND SECURITY OFFICER TRAINING
301-546-0175 or policeacademy@pgcc.edu

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

Admission Requirements
Police Academy candidates must meet the following minimum requirements:
1. Be at least 21 years old upon graduation from the academy
2. Be a U.S. citizen
3. Be a high school graduate or have a GED* recognized by the State of Maryland
4. Be of good moral character and have a police record clear of felony or serious misdemeanor convictions
5. Have a driving record with no more than three points and no serious or repeated traffic offenses
6. Pass a physical examination and a drug screening test. Authorize a complete background investigation
7. Present three letters of reference

In addition, the candidate must be able to:
1. Pay a $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.
2. Successfully complete all physical training requirements
3. Attend the full academy program in its entirety. Financial aid may be available for qualified applicants, and the academy is approved for veterans’ benefits. Students may also earn up to 18 credits toward an academic degree. Classes are now forming for upcoming orientation sessions.

SEC-310 Security Officer: Level 1
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today’s growing security industry. Student officers will receive training through 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 301-546-0175 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)

OWL ALERT REGISTER NOW
Sign up for this FREE emergency text messaging and e-mail notification system called Owl Alert. Be among the first to learn of college closings.
Visit www.pgcc.edu/go/owlalert

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

#### REAL ESTATE LICENSURE

301-546-0120 or 301-546-0158

#### CERTIFICATION PREPARATION, REAL ESTATE SALES LICENSURE

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

The Maryland Real Estate Commission requires students to attend all hours of each commission-approved course. A student who arrives late, leaves early or misses a session will be required to make up the time in 3 hour time slots.

There will be no exceptions. For more information visit the Maryland Real Estate Commission’s website at [www.dllr.state.md.us/license/mrec](http://www.dllr.state.md.us/license/mrec). The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination through PSI Examination Services. Download the candidate guide at [www.psiexams.com](http://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 stated previously, the Maryland Real Estate Commission requires students to attend 100% of all hours of each commission-approved course for successful completion.

#### Preparation, Real Estate Appraisal Licensure

The Maryland Real Estate Commission requires an applicant for an appraisal license to successfully complete 150 hours of courses approved by the Commission AND hold an associate’s degree, or higher, from an accredited college, junior college, or community college or 30 semester credit hours of college-level education from an accredited college, junior college, community college or university. AND compiled at least 2,000 hours of appraisal work experience over a period of at least two calendar years (24 months). Prince George’s Community College offers the 150 hour courses approved by the Commission. 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/mrec](http://www.dllr.state.md.us/license/mrec) or call 410-230-6165.

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#### 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.

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<td>2/20-4/27 9 a.m.–1:40 p.m.</td>
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<tr>
<td>03532</td>
<td>TTh</td>
<td>1/26-4/7 6:30–9:30 p.m.</td>
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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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<tr>
<td>03534</td>
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<td>2/20-2/20 10–11:30 a.m.</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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<td>03541</td>
<td>S</td>
<td>4/16–4/16 1– 4 p.m.</td>
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#### RES-375 American Disabilities Act & Real Estate Licensee (Approval number 158-1614)

This course is designed to assist licensees with the application of the ADA laws. Topics will include accommodations vs. modification, the purpose and intent of the act, types of disabilities, definition of a person with a disability. Approved for three hours toward Real Estate License renewal. 1 session, $35

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<td>03543</td>
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<td>4/30–4/30 10–1 p.m.</td>
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#### RES-381 Lead Paint Legal Update

This course, approved by the Real Estate Commission of Maryland, meets the three-hour mandated legislative issues requirement. The dangers of lead paint and the federal and state regulations that affect property sales will be outlined. Approved for 3.0 hours toward Real Estate License renewal. 1 session, $35

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<td>03544</td>
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<td>4/30–4/30 2–5 p.m.</td>
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</table>

#### RES-453 Condo/Co-Op Ownership: Real Estate Licensee (Approval number 158-1614)

This course will enable students to better serve clients through expanded knowledge on the importance of reviewing condo/co-op documents and delivering these documents to the appropriate parties as prescribed by law. Approved for 3.0 hours for Real Estate Continuing Education Renewal. 1 session, $35

<table>
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<tr>
<th>Course Code</th>
<th>Days/Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>03555</td>
<td>S</td>
<td>2/20–2/20 12– 3 p.m.</td>
</tr>
</tbody>
</table>

#### RES-456 Fair Housing and Cultural Diversity (Approval number 158-1614)

This course will review fair housing laws and assist the student in gaining a better understanding of diverse cultures, and the ways in which the cultures affect the real estate industry in today’s global market. Approved for three hours for real estate renewal. 1 session, $35

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days/Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>03557</td>
<td>S</td>
<td>3/5–3/5 10 a.m.–1 p.m.</td>
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</tbody>
</table>
**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  
03539 S 4/2-4/2 9:30 a.m.-12:30 p.m. Largo

**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  
03540 S 4/2-4/2 1-4 p.m. Largo

**RES-309 Real Estate Intensive Review**
This course will review the information received in the 60-hour pre licensing Real Estate Principles and Practices for Salespersons course.  
1 session  
03547 T 5/5-5/3 6:30-9:30 p.m. Largo

**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  
03542 S 4/16-4/16 9 a.m.-12 p.m. Largo

**REAL ESTATE APPRAISAL**

**RES-400 Real Estate: Appraisal Standards and Ethics**  
1.5 CEUs  
This course is required for real estate appraisal licensure by the Maryland Real Estate Appraisers Commission. Topics will include licensing and certification requirements, appraisal agencies and organizations, and uniform standards of professional appraisal practice. Prerequisite: RES-403: Appraisal Principles and Procedures. Textbook (required at first class): “Uniform Standards of Professional Appraisal Practice” and the accompanying student manual from The Appraisal Foundation, 1-800-348-2831 or www.appraisalfoundation.org.  
3 sessions, $230* (includes a $50 lab fee)  
98687 FS 1/8-1/9 8:30 a.m.-4:30 p.m. LCC-205  
Su 1/10-1/10 10 a.m.-12 p.m. LCC-205

**RES-404 Appraisal Practices and Analysis: Part 1**  
3.0 CEUs  
This course is the third in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 30 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended.  
8 sessions, $365* (includes a $50 lab fee)  
99798 MW 1/11-2/8 5:45-10 p.m. LCC-205

**RES-405 Appraisal Practices and Analysis, Part 2**  
3.0 CEUs  
This is the last in a series of four courses designed to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics to be covered include residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 45 classroom hours. A financial calculator, the Hewlett-Packard 12C, is recommended. Prerequisite RES404.  
12 sessions, $550* (includes a $75 lab fee)  
99799 MW 2/10-4/4 5:45-10 p.m. LCC-205

**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  
04820 S 3/5-3/12 1-3 p.m. QBL1  
04821 S 4/23-4/30 1-3 p.m. QBL1

**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 session! Ladies welcomed.  
2 sessions, $40  
04825 S 3/5-3/12 1-3 p.m. QBL1  
04826 S 4/9-4/16 1-3 p.m. QBL1

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

## AUTOMOTIVE TECHNOLOGY

301-546-0062 or tdi@pgcc.edu

### CONTINUING EDUCATION CERTIFICATE, AUTOMOTIVE TECHNOLOGY

Drive your career to new heights by earning a Certificate of Continuing Education! The following courses provide the basic knowledge and skills to start a rewarding career as an entry-level service technician in the high-demand automotive service and repair industry. Each course successfully completed qualifies for a CE certificate.

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

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

- **OCC-336 Auto Technician: Engine Performance**
  - 1.8 CEUs
  - This class provides in-depth automotive technician theory and hands-on experience in engine performance. Covers engine design and operations, ignition systems, emission controls and On Board Diagnostics (OBDII) systems. Other topics include engine types/construction/support systems, diagnosing engine problems, fuel system construction/operation/maintenance, ignition system/coils/distributors/wiring, testing equipment and troubleshooting. Course based on Auto Service Excellence (ASE) content area testing information. Textbook required discussed first day of class. Instructor: Toyd Green.
  - 5 sessions, $210* (includes a $30 lab fee)

- **OCC-340 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)

- **OCC-400 Auto Technician: Manual Transmission & Transaxle**
  - 3.2 CEUs
  - This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, driveline and front wheel drive service and repair. 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)

- **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)

- **OCC-423 Auto Technician: Automatic/Manual Transmission & Transaxle**
  - 3.2 CEUs
  - This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, driveline and front wheel drive service and repair. 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)
OCC-424 Auto Technician: Steering & Suspension 3.2 CEUs
An introduction to automotive steering and suspension basics, troubleshooting, diagnosis and repair. Students will understand the important theory of steering and suspension systems, and system component functions. Identify steering problems by visual inspection. Perform wheel alignments using laser guided equipment. Course based on Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT1) Institute, 5700 Kirby Rd, Clinton, MD, 20735. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

00559  TTh 3/8-3/31  6–10 p.m.  AYT1

OCC-437 Auto Technician: Diesel Engine Theory & Maintenance 3.5 CEUs
This course prepares for ASE H2, S2 and T2 diesel engine certification exams. Learn about the construction of a diesel engine and its theory of operation. Other topics include common failures of diesel engines and how to diagnose such failures, routine maintenance, cooling and lubrication system, etc. Text required discussed first day of class. Instructor: Carlos Smith. 10 sessions, $420* (includes a $30 lab fee)

00555  TTh 5/5-6/2  6–10 p.m.  WTC

OCC-405 Auto Technician: Auto Body Repair and Refinishing 4.0 CEUs
Learn basic skills necessary for auto-body collision repair and refinishing industry. Course includes lecture and practical experience to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. Course based on Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT1) Institute, 5700 Kirby Rd, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $480* (includes a $360 lab fee)

00552  MW 3/28–4/27  6–10 p.m.  AYT1

OCC-422 Auto Technician: Auto Body Repair and Refinishing: Level 2 4.0 CEUs
In this course students learn to demonstrate proper preparation and technique for refinishing an auto body. Various finishing products and their application will be introduced. Topics include custom painting, color matching, sheet metal manipulation, use of fillers and adhesive repair, proper frame measuring and interpreting readings to correct damage, and the use of specialized equipment to manipulate frame back into proper alignment. Demonstrations and hands-on training will reinforce fundamentals learned. The course includes ASE content area testing information. Note: located at Advance Your Technology (AYT1) Tommy’s Auto Body, 5700 Kirby Rd, Clinton, MD, 20735. A $20 shop fee collected first day of class. 10 sessions, $480* (includes a $360 lab fee)

00553  MW 5/2–6/6  6–10 p.m.  AYT1

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 United States, 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:
1. A student must:
   1. Be at least 18 years of age or older;
   2. Possess a valid Non-Provisional Driver’s License from Maryland;
   3. Pass a Department of Transportation (DOT) physical and drug screen; and
   4. Obtain a CDL Class A Learner’s Permit.

Class B Admission Requirements:
A student must:
1. Be at least 18 years of age (or 21 for the District of Columbia);
2. Possess a valid Non-Provisional driver’s license from either Maryland, Virginia, or Washington, D.C.;
3. Pass a Department of Transportation (DOT) physical and drug screen; and
4. Obtain a CDL Class B Learner’s Permit from the state in which they are currently licensed.
CDL-315 Commercial Driver License: Learner’s Permit Preparation
This course will prepare students for the Maryland MVA, CDL Class: A or B Commercial Driver License Knowledge permit test. The seven hour course will cover the following topics, general knowledge, air brakes, transporting passengers, school bus and combination vehicles. It is recommended that students get a Commercial Driver License Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 & 10 prior to start of class. Instructor: Aaron Moore.
2 sessions, $85*
99744 WF 2/17-2/19 6-9:30 p.m. LCC–205
00560 WF 4/20-4/22 6-9:30 p.m. LCC–205

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

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

CDL-316 Commercial Driver’s License: Class A Part 1 (Theory)
This is part one of a three part course. Students who register for this course must also register for CDL-316 (part-1) and CDL-318 (part-3). This course is designed to cover the basic operational knowledge and skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, map reading, cargo documentation, log books, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. $1432* (includes a $1289 vehicle fee.)

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

CDL-317 Commercial Driver’s License: Class A Part 2 (Range & Road) 7.5 CEUs
Students who register for this course must also register for CDL-316 (part-1) and CDL-318 (part-3). Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license exam. Skills practiced will include parallel parking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. $1432* (includes a $1289 vehicle fee.)

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

CDL-318 Commercial Driver’s 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.

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)

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

DRIVER EDUCATION
301-546-0062 or tdi@pgcc.edu

LICENSE AND CERTIFICATION PREPARATION, MOTOR VEHICLE ADMINISTRATION CLASS C DRIVER’S LICENSE
The Driver Education Program is provided for beginning drivers who wish to obtain a Maryland Class C Driver’s License. Students learn from 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. MVA allows up to 18 weeks for completion of the driver education program.

Students attending courses leading to a state, government, industry, or federal certification are required to present a state-issued photo identification to the instructor in order to successfully complete the course.
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 boots. 2 sessions, $275* (includes a $200 lab fee)

00550 M/T 4/4-4/5 8 a.m. – 3 p.m. WTC

HEO-308 Backhoe Operator Certification
1.2 CEUs
This course introduces students to the fundamentals of safely operating a backhoe loader vehicle. Topics include an introduction to backhoes, 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 digging. Note: A) must be 18 years or older B) students are required to wear steel toe shoes or boots. 2 sessions, $275* (includes a $200 lab fee)

00558 MT 4/11-4/12 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. Lunch provided. 1 session, $120* (includes a $85 lab fee)

00556 Th 2/25-2/25 8 a.m. – 3 p.m. WTC

00557 Th 4/14-4/14 8 a.m. – 3 p.m. WTC

HEAVY EQUIPMENT
443-518-4180 or tdi@pgcc.edu

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.
MOTORCYCLE SAFETY AND LICENSING
301-546-0650 or tdi@pgcc.edu

MOTORCYCLE SAFETY
Note: New MVA Requirement Effective 2015
All students will be required to complete a Motorcycle Safety Foundation, On-Line eCourse as part of the licensing program. Information about the eCourse will be given on the first day of class. E-mail address required for registration in this course.

Quality Motorcycle Training for over 30 Years
Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF).
Successful motorcycling is not just a matter of being careful and having good instincts; it requires specialized knowledge, skills, techniques, and strategies.
If you have never ridden, are self-taught or have learned from friends, you will benefit from our professional training.

About The Courses
Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (ABRC). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a Department of Transportation (DOT)-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine. Water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch.
To get the maximum benefit from Prince George's Community College's Motorcycle Safety Program, students may want to consider taking the Basic Motorcycle Maintenance (OCC-354) as well as Motorcycle Mechanics and Repair course (OCC-376).
These courses will introduce the student to basic and advanced motorcycle service and repair skills for a safe and trouble free riding experience as well as saving hundreds of dollars on expensive maintenance and repair costs.

Class M Licensing
Students who are currently licensed in Maryland (with a Class-C license) and successfully complete the BRC or ABRC courses will receive a Maryland MVA Certificate of Completion. This certificate must be presented to any full service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required if you wish to legally ride motorcycles on public roads. Out-of-state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing. Students who successfully complete the BRC, ABRC or BRC2 course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

Policies
In order to successfully complete the licensing program and receive a Maryland MVA certificate for Class M license endorsement, students must comply with the following Maryland Motor Vehicle Administration's policies: Students must report to all classes promptly at the stated time and must attend all sessions. If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program.
All applicants under 18 years of age, and all new drivers regardless of age, must have satisfactorily completed an approved driver education course of not less than 30 hours classroom instruction and six (6) hours behind-the-wheel driver training. If the motorcycle license is an applicant's first license, then the applicant must complete the provisions outlined under the Maryland Graduated Licensing System. Please see Driver Education course (SKB-600).

Refund Policy
College policy states that no refunds are issued after the start of the class. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. Those wishing to “re-take” the class can do so at a later time and at a reduced fee.
**OCC-361 Basic Rider Course (BRC)**

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 a riding 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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<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>00575</td>
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<td>6:30–8:30 p.m.</td>
<td>CE–124</td>
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<td>S</td>
<td>3/12–3/18</td>
<td>7:45 a.m.–5 p.m.</td>
<td>CE–124</td>
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<td>3/13–3/19</td>
<td>7:45 a.m.–4 p.m.</td>
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<td>00579</td>
<td>3/14–3/20</td>
<td>6:30–8:30 p.m.</td>
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<td>3/19–3/25</td>
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<td>3/20–3/26</td>
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<td>00582</td>
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<td>4/2–4/8</td>
<td>7:45 a.m.–5 p.m.</td>
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<td>Su</td>
<td>4/3–4/9</td>
<td>7:45 a.m.–4 p.m.</td>
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<td>00594</td>
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<td>6:30–8:30 p.m.</td>
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<td>6/15–6/21</td>
<td>7:45 a.m.–4 p.m.</td>
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Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and may consider enrolling in OCC-361. To successfully complete the course, riders must pass both riding skills and knowledge tests. Those under AGE 18 must take OCC-361. **1 session**, $225* (includes a $35 lab fee)

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<th>Course Code</th>
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<tr>
<td>00565</td>
<td>3/19–3/25</td>
<td>7:30 a.m.–3 p.m.</td>
<td>CE–124</td>
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<tr>
<td>S</td>
<td>4/9–4/15</td>
<td>7:30 a.m.–3 p.m.</td>
<td>CE–124</td>
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<td>00567</td>
<td>4/30–5/6</td>
<td>7:30 a.m.–3 p.m.</td>
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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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<tr>
<td>00564</td>
<td>4/23–4/29</td>
<td>6:30–9:30 p.m.</td>
<td>CE–124</td>
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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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<th>Start Date</th>
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<td>Su</td>
<td>4/24–4/28</td>
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<td>CE–124</td>
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<td>00587</td>
<td>4/25–5/1</td>
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<td>7:45 a.m.–5 p.m.</td>
<td>CE–124</td>
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<td>Su</td>
<td>5/7–5/13</td>
<td>7:45 a.m.–4 p.m.</td>
<td>CE–124</td>
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<td>00588</td>
<td>5/2–5/8</td>
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<td>7:45 a.m.–5 p.m.</td>
<td>CE–124</td>
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</tr>
<tr>
<td>Su</td>
<td>5/8–5/14</td>
<td>7:45 a.m.–4 p.m.</td>
<td>CE–124</td>
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<td>00594</td>
<td>6/9–6/15</td>
<td>6:30–8:30 p.m.</td>
<td>CE–124</td>
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<td>M</td>
<td>6/14–6/20</td>
<td>7:45 a.m.–5 p.m.</td>
<td>CE–124</td>
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<tr>
<td>Su</td>
<td>6/15–6/21</td>
<td>7:45 a.m.–4 p.m.</td>
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<td>00588</td>
<td>7/4–7/10</td>
<td>6:30–8:30 p.m.</td>
<td>CE–124</td>
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<td>S</td>
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<td>7/10–7/16</td>
<td>7:45 a.m.–4 p.m.</td>
<td>CE–124</td>
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</table>

**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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<td>CE–124</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**
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* (includes a $30 lab fee)

OCC-376 Motorcycle Mechanics & Repair 2.4 CEUs
This course teaches advanced motorcycle maintenance and repair skills for performing advanced services on a motorcycle. Topics include engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Required textbook: “How to Repair Your Motorcycle” by Charles Everitt, 2007 (See instructor on first day of class). 8 sessions, $290* (includes a $40 lab fee)

SMALL GAS ENGINES
OCC-316 Small Gas Engine 2.4 CEUs
This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains the why in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 7 sessions, $290* (includes a $30 lab fee)

TRAVEL BUSINESS AND SALES
301-546-0797 or 301-546-5299

CONTINUING EDUCATION CERTIFICATE, TRAVEL SERVICES
PGCC’s Business Owners’ 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-561 Sales and Marketing Techniques for Travel
• BUS-562 Package Your Tours and Cruises for Profit Potential
• BUS-381 Grow Your Cruise Business

Note: some 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
The TAP test is the first step towards professional recognition. The Travel Institute and the American Society of Travel Agents (ASTA) 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

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

BUS-446 Travel Industry Basics
0.6 CEU
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*

BUS-447 Geography
0.9 CEU
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*
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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUS-361</td>
<td>Sales and Marketing Techniques for Travel</td>
<td>0.6 CEU</td>
<td>You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Vicki Svensen CTA, MCC. 2 sessions, $65*</td>
</tr>
<tr>
<td>BUS-362</td>
<td>Package Your Tours and Cruises for Profit</td>
<td>0.6 CEU</td>
<td>Which tour and cruise wholesalers should you use? What different packages are available? How can you maximize your profit? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How liable are you as a travel agent when things go wrong on a client’s trip? How can you protect yourself? Get the answers to these questions and more so you can successfully promote the group travel market. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*</td>
</tr>
<tr>
<td>BUS-381</td>
<td>Grow Your Cruise Business</td>
<td>0.6 CEU</td>
<td>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*</td>
</tr>
<tr>
<td>BUS-510</td>
<td>Computer Skills to Build Your Travel Businesses</td>
<td>0.6 CEU</td>
<td>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*</td>
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**VETERINARY**

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<th>Course Code</th>
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<th>Credit Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>VET-400</td>
<td>Veterinary Assistant Orientation</td>
<td>2.1 CEUs</td>
<td>This free orientation is a must attend for those interested in learning more about the veterinary assistant field, job environment, program prerequisites and requirements. 1 session</td>
</tr>
<tr>
<td>VET-315</td>
<td>Basic Skills for the Veterinary Assistant Training</td>
<td>1.2 CEUs</td>
<td>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*</td>
</tr>
<tr>
<td>VET-300</td>
<td>Veterinary Assistant, Part 1: Outpatient Care</td>
<td>2.1 CEUs</td>
<td>Course consists of 21 classroom hours and 12 clinical hours. Topics covered include an overview of the veterinary field, office procedures, client relations, biology and exam room procedures. 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. Prerequisites: VET-313, 7 sessions, $325* (includes a $75 lab fee)</td>
</tr>
</tbody>
</table>

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.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy 1.5 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)

03245 TTh 3/1–3/17 6:30–9:30 p.m. CE–104

VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment 1.8 CEUs
This course consists of 18 classroom hours and 12 clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisite: VET-301. 6 sessions, $291* (includes a $75 lab fee)

03247 TTh 3/29–4/19 6:30–9:30 p.m. CE–104

VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care 1.5 CEUs
This course consists of 18 classroom hours and eight clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisite: VET-310. 5 sessions, $266* (includes a $50 lab fee)

03244 TTh 4/26–5/5 6:30–9:30 p.m. CE–104

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, $265* (includes a $60 lab fee)

00268 M 1/25–3/14 6–9 p.m. CAT-137

VID-329 Videography: Part 2 2.1 CEUs
In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308: Videography: Part 1. 7 sessions, $265* (includes a $60 lab fee)

00266 M 3/28–5/9 6–9 p.m. CAT-137

VID-332 Video Production Techniques 2.8 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, 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. Required textbook: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. (3rd edition). Ascher & Edward Pincus. 7 sessions, $265* (includes a $60 lab fee)

00267 W 3/30–5/11 6–9 p.m. CAT-137
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.  18 sessions, $605* (includes a $150 lab fee)

99525  TTh  1/26-3/3  6:30-9:30 p.m.  CAT-137

APP-351 Final Cut Pro X, Advanced Editing  3.6 CEUs
This is a hands-on course that teaches advanced Final Cut Pro X editing and finishing techniques. Students will be taught how to create fantastic effects using filters creatively, color correct like a pro, and create complex audio mixes. This class also covers advanced workflows for managing media, including editing multicam clips for multiple camera video productions. This class is designed for anyone looking for advanced editing for professional quality videos. Prerequisites: APP-350: Final Cut Pro X or permission of the IT Coordinator.  12 sessions, $605* (includes a $150 lab fee)

01148  TTh  3/29-5/5  6:30-9:30 p.m.  CAT-137

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)

01153  W  2/10-5/4  6:30-9:30 p.m.  CAT-103

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ELEARNING
301-546-0463 or www.pgcconline.com

WHAT IS ELEARNING@PGCC FOR CONTINUING EDUCATION STUDENTS?
The eLearning Services department at Prince George’s Community College can help you access and succeed in our online courses and programs. For more information, please visit www.pgcconline.com

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 password-protected online classrooms with access to course content, chat, discussion boards, and other course tools, using your own computer or device at home or work, or a computer at the college’s computer center. Are you comfortable online, and able to access 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. Students come to campus at scheduled times during the semester to meet face-to-face with their professor and fellow students. Other course work, assignments, and discussions are completed via the Internet. Our hybrid continuing education courses use the Blackboard delivery format. Hybrid courses are offered at both the Largo campus and Laurel College Center locations; see below for more information on locations.

WHY SHOULD I CONSIDER AN ONLINE COURSE?
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. All you need is an e-mail address, Internet access, and a Web browser.

WHAT IF I’M NOT REALLY TECHNICAL?
PGCC eLearning Services offers orientation for online students, to help you learn how to login to your online classroom and navigate your online 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 email above, or visit www.pgcconline.com and click on Orientation.

WHAT DO I NEED TO DO TO GET READY?
Use the course listings in this schedule to select the online courses you want to take. To find online courses and sections, look for the word ‘online’ in the blue schedule information below each course. Note the:
1. Course number and title
2. 5-digit SYN number for your section
3. Delivery format code:
   - E2GO = a course offered using the ed2go delivery format
   - PTRN = a course offered using the ProTrain delivery format
   - BLBD = a course offered using the Blackboard delivery format
   - HYLAG = a hybrid course that meets on the Largo campus
   - HYLLC = a hybrid course that meets at the Laurel College Center

Next, check the Hardware and Software Requirements. 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

For Blackboard classes, you can take the “Browser Test” located at http://pgcconline.blackboard.com.

For ed2go classes, go to www.ed2go.com/pgcc and click the “Help” tab and then “Compatibility” (in the “Technical Issues” section). Or for a specific ed2go course, click on the course title, and then on “Requirements”.

For more information, visit www.pgcconline.com, call 301-546-0463, or e-mail elearning@pgccc.edu.

GET SET HOW DO I REGISTER?
Follow the instructions for the format of your course (ed2go, ProTrain, or Blackboard).

To Register for Online Courses That Use Ed2go . . .
2. Select a program area and then a course. You will be able to read a description of the course, including hours and price.

Do not enroll or pay for the course at the ProTrain website. After you have registered and paid at PGCC (see page 4), you will receive login instructions by e-mail from ProTrain shortly before the course begins.

To Register for Online Courses That Use Blackboard (BLBD):

To Register for Online Courses That Use ProTrain (PTRN):
2. Select a program area and then a course. You will see a course description, including hours and price.
3. Call for enrollment instructions:
   - for Green and Renewable Energy courses call 301-546-8340
   - for tax preparation courses call 301-546-0120

NOTE: Do not enroll or pay for the course at the ProTrain website. After you have registered and paid at PGCC, you will receive login instructions by e-mail from ProTrain shortly before the course begins.
MORE ONLINE E2GO COURSES: SPRING 2016

SO MANY ONLINE COURSES, WE COULDN’T LIST THEM ALL!
To view the entire online ed2go course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc and click “View Catalog.” You can look at the entire list of courses or search for a topic that interests you. See descriptions of the courses, including their start dates and prices.

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

ACCOUNTING AND FINANCE
Intermediate QuickBooks 2015
Introduction to QuickBooks 2015
Performing Payroll in QuickBooks 2015
QuickBooks for Contractors 2014

BUSINESS
Effective Selling
Introduction to Business Analysis
Mastery of Business Fundamentals
Total Quality Fundamentals
Get Grants!
Distribution and Logistics Management
Supply Chain Management Fundamentals
High Speed Project Management
Marketing Your Business on the Internet
Using Social Media in Business
Start a Pet Sitting Business

COLLEGE READINESS
Introduction to Algebra
Introduction to Biology
SAT/ACT Preparation—Part 1

COMPUTER APPLICATIONS
Intermediate Flash CS6
Intermediate Photoshop CS6
Introduction to Digital Scrapbooking
Introduction to Photoshop CC
Photoshop CC for the Digital Photographer II
Photoshop Elements II for the Digital Photographer
Photoshop Elements 12 for the Digital Photographer II
Advanced Microsoft Excel 2007
Intermediate Microsoft Access 2007
Intermediate Microsoft Excel 2007
Intermediate Microsoft Word 2007
Introduction to Microsoft Access 2007
Introduction to Microsoft PowerPoint 2013
Introduction to Microsoft Word 2007
Introduction to Windows 7
Introduction to CorelDRAW X5

DESIGN AND COMPOSITION
Photographing Nature with Your Digital Camera
Introduction to JavaScript

HEALTH CARE AND MEDICAL
Explore a Career in Medical Transcription
Spanish for Medical Professionals II

LANGUAGE AND ARTS
Advanced Fiction Writing
Mystery Writing
Romance Writing
Beginning Conversational French
Easy English 1
Grammar for ESL
Spanish for Law Enforcement
Speed Spanish III

NOTE: Late registration is not allowed for classes at PGCC, and no refunds are issued after the start of class.

GO! I’M READY TO START MY COURSE!
On the start date of your course:

For ed2go:
At www.ed2go.com/pgcc, click on “My Classroom” and login to get started.

For ProTrain:
Login using the login information sent to you by ProTrain.

For Blackboard:
Login at pgcconline.blackboard.com.

NOTE: There is no “www” in the Blackboard address.
PERSONAL DEVELOPMENT
Common Core Standards for English Language Arts K-5
Luscious, Low-Fat, Lightning-Quick Meals
Happy and Healthy Pregnancy
Listen to Your Heart, and Success Will Follow
Skills for Making Great Decisions
Where Does All My Money Go?
Teaching and Education
Microsoft PowerPoint 2013 in the Classroom

TEACHING ESL/EFL READING
Guided Reading and Writing: Strategies for Maximum Student Achievement
Response to Intervention: Reading Strategies That Work
Singapore Math: Number Sense and Computational Strategies
Teaching Writing: Grades K-3
Differentiated Instruction in the Classroom

TECHNOLOGY
Intermediate PHP and MySQL
Introduction to ASP.NET
Introduction to Python 3 Programming
Write Effective Website Content

WRITING AND PUBLISHING
Writing the Fantasy Novel

ED2GO ONLINE COURSES CAN BEGIN ANY MONTH OF THE YEAR!
Do 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 will set up a class section for you that begins in the month of your choice.

- Go to ed2go.com/pgcc.
- Search for your desired course.
- Click the “Enroll Now” button.
- Choose the month you want to begin the course.

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!
2016 Summer Youth Programs

Activities for Grades 2–11

Make summer memorable. Enroll Today!

www.pgcc.edu/go/summeryouth
301-546-0158
### Summer Youth Planner—Grades 2-8

#### Session I: July 5–July 15

**JULY 5–JULY 15**

<table>
<thead>
<tr>
<th>Time</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30–11:30 a.m.</td>
<td>Language Arts: Elementary Grades 2  Syn# 01974</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Elementary Grade 3  Syn# 019751</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Elementary Grade 4  Syn# 01976</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Elementary Grade 5  Syn# 01977</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Middle Grade 6  Syn# 01978</td>
</tr>
<tr>
<td></td>
<td>Language Arts: Middle Grade 7/8  Syn# 01979</td>
</tr>
<tr>
<td>11:30 a.m.–12:30 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td><strong>JULY 5–JULY 8</strong></td>
<td><strong>12:30–3:30 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>Video Games: App Attack/3D Grades 2-5  Syn# 04855 (2 weeks)</td>
</tr>
<tr>
<td></td>
<td>Fun with Science Grades 2-5  Syn# 04562</td>
</tr>
<tr>
<td></td>
<td>American Girl Grades 2-8  Syn# 04647</td>
</tr>
<tr>
<td></td>
<td>Art: Cartooning Grades 5-8  Syn# 04589</td>
</tr>
<tr>
<td></td>
<td>Cosmetology Grades 5-8  Syn# 04632</td>
</tr>
<tr>
<td></td>
<td>Minecraft Design /Animate Grades 5-8  Syn# 04654</td>
</tr>
<tr>
<td><strong>JULY 11–JULY 15</strong></td>
<td><strong>12:30–3:30 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>Video Games: App Attack/3D (2 weeks) Grades 2-5  Syn# 04855</td>
</tr>
<tr>
<td></td>
<td>Secret Agent: Spy Grades 2-5  Syn# 04655</td>
</tr>
<tr>
<td></td>
<td>Princess Camp Grades 2-5  Syn# 04660</td>
</tr>
<tr>
<td></td>
<td>Academic Survival Skills MS Grades 5-6  Syn# 04557</td>
</tr>
<tr>
<td></td>
<td>Trendy Fashion Art Grades 6-8  Syn# 04556</td>
</tr>
<tr>
<td></td>
<td>Minecraft Design /Animate Grades 5-8  Syn# 04654</td>
</tr>
<tr>
<td><strong>JULY 5–JULY 15</strong></td>
<td><strong>3:30–6 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>Extended Day: Wind Down Grades 2-8  Syn# 04564</td>
</tr>
</tbody>
</table>

#### Session II: July 18–July 29

**JULY 18–JULY 29**

<table>
<thead>
<tr>
<th>Time</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30–11:30 a.m.</td>
<td>Math: Elementary Grade 2  Syn# 01980</td>
</tr>
<tr>
<td></td>
<td>Math: Elementary Grades 3-4  Syn# 01982</td>
</tr>
<tr>
<td></td>
<td>Math: Elementary Grade 5  Syn# 01983</td>
</tr>
<tr>
<td></td>
<td>Math: Basic Math Grade 6/7  Syn# 01984</td>
</tr>
<tr>
<td></td>
<td>Math: Pre-Algebra Grade 7/8  Syn# 01985</td>
</tr>
<tr>
<td></td>
<td>Math: Basic Algebra Grade 8  Syn# 01986</td>
</tr>
<tr>
<td>11:30 a.m.–12:30 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td><strong>JULY 18–22</strong></td>
<td><strong>12:30–3:30 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>Minecraft Design/Animate (2 weeks) Grades 2-5  Syn# 04658</td>
</tr>
<tr>
<td></td>
<td>Comic Book Heroes Grades 2-5  Syn# 04665</td>
</tr>
<tr>
<td></td>
<td>Pokemon Grades 2-8  Syn# 04669</td>
</tr>
<tr>
<td></td>
<td>Jewelry Grades 5-8  Syn# 04639</td>
</tr>
<tr>
<td></td>
<td>Real Men Grades 5-8  Syn# 04636</td>
</tr>
<tr>
<td></td>
<td>Video Game: App Attack/3D Grades 5-8  Syn# 04857</td>
</tr>
<tr>
<td><strong>JULY 25–JULY 29</strong></td>
<td><strong>12:30–3:30 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>Minecraft Design /Animate (2 weeks) Grades 2-5  Syn# 04658</td>
</tr>
<tr>
<td></td>
<td>Modeling: Project Runway Grades 2-8  Syn # 04639</td>
</tr>
<tr>
<td></td>
<td>Pokemon Grades 2-8  Syn# 05174</td>
</tr>
<tr>
<td></td>
<td>Fun with Science Grade 5-8  Syn# 04559</td>
</tr>
<tr>
<td></td>
<td>Princess Camp Grade 5-8  Syn# 04663</td>
</tr>
<tr>
<td></td>
<td>Video Games: App Attack/3D Grades 5-8  Syn# 04857</td>
</tr>
<tr>
<td><strong>JULY 18–JULY 29</strong></td>
<td><strong>3:30–6 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>Extended Day; Wind Down Grades 2-8  Syn# 04565</td>
</tr>
</tbody>
</table>
**Summer 2016 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, 2016, 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.

---

**Summer Youth Courses 2016 Camp Descriptions**

These courses are designed for students leaving grades 2–8 during the current school year. All classes meet Monday-Friday. Continuing Education’s enrichment courses offer intellectually challenging and stimulating opportunities for the motivated youngster in a college setting combined with fun, interest-based activities.

**REGISTER THE 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. $90 (includes a $20 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 $20 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. $80 (includes a $20 lab fee)

**YTH-477 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. $100 (includes a $30 lab fee)

**YTH-322 Cosmetology (Grades 5-8)**

Become familiar with the various phases of cosmetology, including, but not limited to hair styling, manicures, pedicures and facials. $90 (includes a $30 lab fee)

**YTH-440 Introduction to Jewelry Design (Grades 5-8)**

Discover jewelry design basics including jewelry and beading technology, basic beading techniques, using crimp beads, beading wire, and various findings such as head pins, eye pins, and earrings. You will be shown in detail how to attach closures and complete a jewelry piece. Discussion and demonstration of the use of different tools will also be addressed. Feel free to bring any assortment of gemstones and beads, and even an unfinished project is welcome. Toolkit and materials to complete one project will be provided. $90 (includes a $20 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, pre-fixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $145 (includes a $50 lab fee)
YTH-443 Language Arts Middle (Grades 6-8)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $145 (includes a $50 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 $50 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 $50 lab fee)

YTH-449 Math: Pre-Algebra (Grades 7-8)
This class will focus on reviewing concepts learned during the previous school year. Topics may include number concepts, computation, word problems, measurement and geometry. $155 (includes a $50 lab fee)

YTH-454 Math: Basic Algebra (Grade 8)
This class will focus on reviewing concepts learned during the previous school year. Topics may include proportion and percent, introduction to algebra, geometry, statistics and probability. $155 (includes a $55 lab fee)

YTH-474 Minecraft Designers and Animators (Grades 2-5)
In week one, learn the basics of creating 3D models, designing your own objects, creating skins for characters, and importing them into your favorite Minecraft games. In week two, learn how studios like Pixar and Disney make movies like Inside Out and Frozen using techniques like keyframing, tweening, texturing, and animating models! Student projects will be available on a website to share with friends and family. You do not need a Minecraft account to use the class software. A PC/MAC version of Minecraft is necessary to access your project at home; tablet, phone, and game console versions are not compatible. Students work in pairs or teams for most of the program. A parent’s email is required. $230 (includes a $160 lab fee)

YTH-407 Modeling: Project Runway (Grades 2-8)
Students will learn modeling tips to get them started on this fascinating career or just to look and feel good about themselves. Skin care will also be discussed. $100 (includes a $30 lab fee)

YTH-479 Pokémon Training Camp (Grades 2-8)
Whether you are new or a veteran to Pokémon cards this class is for you. Become 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. $90 (includes a $20 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. $100 (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. $100 (includes a $30 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. $100 (includes a $30 lab fee)

YTH-476 So You Want to Be a Princess (Grades 2-5)
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! Join us for a tea party the last day of the course (grades 2-5) for an end of camp demonstration party (Grades 6-8). $100 (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. $90 (includes $20 lab fee)

YTH-461 Video Game-App Attack and 3D Game Design (Grades 5-8)
Step into the world of mobile app design and customize your own game app! Using a specialized game development tool, students will explore the world of phone-based and tablet applications. Learn the basics of app design, game development, and app publishing. Student-created apps will be accessible on a private site, to play on any mobile device or computer. Parents may choose to publish apps if certain criteria are met; final decisions are at the sole discretion of Apple or Google. No prior experience is necessary; students do not need to own a smartphone or tablet. Offered in cooperation with Black Rocket Productions, LLC. $230 (includes a $160 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

Child’s Name 
Parent’s Name 

Signature 
Date 

Please provide names and telephone numbers (other than the child’s home number) of two people to contact after 4 pm and 6 p.m. They MUST be able to pick up the child.

Name
Name

Phone Number
Phone Number

Relationship to Child
Relationship to Child

Signature
Date

Self-Sign-Out Authorization

I allow my child, age 13 or over to sign himself/herself out of camp.

I understand that the college is not responsible for my child once he/she signs out. I also understand that my child is expected to respect the rules and demonstrate appropriate behavior and language as long as he/she is on the College Campus.

Signature
Date

Student Code of Conduct

A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college’s function as an educational institution. Misconduct for which students are subject to discipline generally falls into the following categories:

1. Knowingly furnishing false information to the college by the student’s parent or guardian.
2. Conduct that threatens or endangers the health or safety of any person lawfully on college property.
3. Failure to comply with directions of college officials acting in performance of their duties during the camp day.

The goal of student discipline is generally deterrence rather than removal of the offending student from the college community. The short term nature of the Youth camps will require a quick, firm response resulting in the following:

a. Warning: Written notification will be sent to the parent/guardian regarding the nature of the unacceptable behavior the student exhibited. A signed copy of this notice must be returned to the college for the minor student to return to class.
b. Dismissal: Should a second warning be necessary, the parents will be called to pick up their child immediately. The student will be terminated from the remainder of the Youth program for that summer with no refund.

I will take responsibility for seeing that my child complies with the student code of conduct.

Signature
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 _______ while attending his/her Summer Youth 2012 class.

☐ I do not give permission.

Signature
Date
### Contact and Emergency Information

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>MONTH</td>
</tr>
<tr>
<td>My child is registered for the following week(s):</td>
<td></td>
<td>Week 1</td>
</tr>
</tbody>
</table>

**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>
<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

1. Provide date (month and year) of participant’s last tetanus (or DPT) shot:

   **IMMUNIZATION INFORMATION**

   For campers who reside within the United States, a United States territory, or the District of Columbia:

   State/territory in which child resides: ____________________________

   Is this child exempt from any immunizations?

   □ NO
   □ YES, List them ____________________________

   For campers who reside outside the United States, a United States territory, or the District of Columbia:

   Country in which child resides: ____________________________

   Attach Department form DHMH-896 (record of vaccination or immunity). All participants must be current on all immunizations, see www.edc.org (Immunization).

2. Provide information on any medical conditions. Psychological conditions. Behavioral conditions. Medication, dietary restrictions. Allergies or special needs that we need to be aware of to ensure your child’s camp experience is positive?

   ____________________________________________________________

   ____________________________________________________________

3. Is your child allergic to: (check all that apply) □ Insect bites □ Nuts □ Other (please explain)

   ____________________________________________________________

   This Camper is eligible to attend camp.

   PRIMARY CARE PHYSICIAN NAME ____________________________ SIGNATURE ____________________________ DATE ____________________________

   PHYSICIAN ADDRESS OR STAMP

   **If your child requires any medications to be administered, you must complete a Medication Administration Form**

   Signature Authorization for treatment: I hereby give permission to the college to administer medications and first aid. This completed form may be photocopied for field trips.

   Signature of Parent/Guardian ____________________________ Date ____________________________

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

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

CANCELLATION OF CLASSES

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

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

ROOM ASSIGNMENTS AND CHANGES

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

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

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

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

HOLIDAYS

Courses will not be scheduled on the following dates:

Jan. 18 Martin Luther King Jr. Day
Feb. 15 Presidents Day
Mar. 21–27 Spring Break
May 28–30 Memorial Day

COLLEGE CLOSINGS

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

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, 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, extension center classes will be canceled at local public school locations when the Prince George’s County Board of Education announces that the public schools will be closed. Other sites, such as, the Laurel College Center, Skilled Trades Center, Westphalia Training Center, and the University Town Center will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at extension centers and sites will be canceled.

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

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

Nondiscrimination Information

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

TITLE IX

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

STUDENT RIGHT TO KNOW ACT

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

ANNUAL SECURITY REPORT

At Prince George’s Community College every effort is made to increase students’ awareness of issues involving their safety and security. While the college is located in an attractive suburban environment, it is within the proximity of two metropolitan areas and not isolated from safety issues of society in general.
Relative to the Campus Security Act of 1990, Prince George’s Community College provides information regarding the safety and security of college community members. This information can be obtained from the Campus Police Substation located in Bladen Hall or on the Web at www.pgcc.edu scroll to the bottom of the page to Campus Police and select Annual Security Reports.

FERPA

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

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

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

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

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

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

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

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

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 12 credit hours or completed four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discounted use of the Natatorium. Alumni Association members who have received a degree from Prince George’s Community College are welcome to use Job Services. Call 301-546-0858 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.

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.
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.
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 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  

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

Hours  
Visit www.pgccbookstore.com for UTC store hours.  

Career/Job Services  
Marlboro Hall, Room 2102  
301-546-0136  
Career Advising and Job Placement  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.  

Finance Aid  
301-546-0822  
Bladen Hall, Room 121  
You must be inside the office 30 minutes before closing. Hours are subject to change.  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.  

General Information/Directory Assistance  
301-546-7422  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.  
Sat.: 10 a.m.–3 p.m.  

Help Desk (Owl Link)  
301-546-0637  
Bladen Hall, Room 106  
Mon.–Fri.: 8 a.m.–8 p.m.  
Sat.: 10 a.m.–3 p.m.  

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

Lost and Found  
301-546-0853  
Largo Student Center, Room 149  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.  

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

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

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

Student Accounting  
301-546-0691  
Bladen Hall, Room 120  

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.  

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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 102.

University Town Center
6505 Belcrest Road
Suite 125
Hyattsville, MD 20782
301-546-8360
For course listings, see page 104.

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-8900
Fax: 301-546-0894
For course listings, see page 103.
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 105.
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

For all other locations listed in this schedule, see page 106.
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it's learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

As a Maryland Regional Higher Education Center, Laurel College Center features five colleges and universities offering 12 degrees and more than 150 courses right in your own back yard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including the traditional classroom, online, and evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including

- Business and Entrepreneurship
- Computers and Information Technology
- Child Care
- Certified Nursing Assistant
- Arts, Crafts and Hobbies

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org
or call toll-free 1-866-228-6110

Laurel College Center
A Community of Colleges & Universities
Call toll-free 1-866-228-6110 or visit
www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Get Ahead in Life.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
<table>
<thead>
<tr>
<th></th>
<th>Building</th>
<th>Services/Departments</th>
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<tbody>
<tr>
<td>1.</td>
<td>Kent Hall</td>
<td>Administration, Workforce Development and Continuing Education, Human Resources</td>
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<tr>
<td>2.</td>
<td>Accokeek Hall</td>
<td>eLearning Services, Library</td>
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<tr>
<td>3.</td>
<td>Bladen Hall (North)</td>
<td>Admissions and Records, Advising and Transfer Services, Cashier, Counseling Services, Disability Support Services (DSS), Enrollment Services, Financial Aid Office (FAO), Health Education Center (nurse), Recruitment, Registration, Veterans Services, Welcome Center</td>
</tr>
<tr>
<td>4.</td>
<td>Bladen Hall (South)</td>
<td>Campus Police Substation, College Lab Services (computer labs), Language Studies Lab, Student Assessment Services (Testing Center), Tutoring and Writing Centers</td>
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<td>5.</td>
<td>Largo Student Center</td>
<td>Bookstore, Campus Dining, College Life Services, Community Rooms A, B, C, Rennie Forum</td>
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<td>6.</td>
<td>Chesapeake Hall</td>
<td>Service Learning</td>
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<td>Lanham Hall</td>
<td>Service Learning</td>
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<td>8.</td>
<td>Marlboro Hall</td>
<td>Career Services, Marlboro Gallery, Student Development Resource Center (SDRC), Student Support Services (TRiO), Vocational Support Services (VSS)</td>
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<tr>
<td>9.</td>
<td>Queen Anne Fine Arts</td>
<td>Hallam Theatre</td>
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<td>10.</td>
<td>Novak Field House</td>
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<td>11.</td>
<td>Robert I. Bickford Natatorium</td>
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<tr>
<td>12.</td>
<td>Continuing Education Building</td>
<td>(classrooms only)</td>
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<td>13.</td>
<td>Steel Building</td>
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<td>Annex A</td>
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<td>15.</td>
<td>Facilities Management Building</td>
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<td>16.</td>
<td>Track/Practice Soccer Field</td>
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<td>17.</td>
<td>Golf Range</td>
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<td>Tennis Courts</td>
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<td>19.</td>
<td>Racquetball Courts</td>
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<td>Auto Bay</td>
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<tr>
<td>21.</td>
<td>Warehouse</td>
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<td>22.</td>
<td>Baseball Diamond</td>
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<td>23.</td>
<td>Softball Diamond</td>
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<td>24.</td>
<td>Picnic Grove</td>
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<td>25.</td>
<td>Temporaries 1 and 2</td>
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<tr>
<td>26.</td>
<td>Temporary Services Building TS</td>
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<td>27.</td>
<td>Temporary Offices Building TO</td>
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<td>28.</td>
<td>Temporary Classrooms Building TZ</td>
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<td>29.</td>
<td>Center for Advanced Technology</td>
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<td>30.</td>
<td>Center for Health Studies</td>
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<tr>
<td>31.</td>
<td>Temporary 3</td>
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<tr>
<td>32.</td>
<td>Main Soccer Field</td>
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</table>
Parking Lots .................
A–H  Students
Staff Staff & Faculty only
V  Visitors only
Handicap only

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

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

BUSINESS MANAGEMENT SKILLS

Event Planning, page 5
BUS-422 Conference Planning Management
BUS-460 The Site Selection Process
BUS-347 Working with Hotels
BUS-410 Starting Your Meeting Planning Company
BUS-371 Marketing Your Meetings and Exhibits
BUS-466 Crash Course in Event Planning

Non-Profit Management, page 8
VOL-313 Writing Grant Proposals

Small Business, page 10
BUS-427 Accounting and Recordkeeping for Small Business
BUS-414 Legal Issues for Business Owners
BUS-435 Basic Federal Tax Information for Small Businesses
BUS-440 Marketing Strategies for Today and Tomorrow
BUS-328 Is Entrepreneurship Really for You
BUS-547 Entrepreneurship a Second Career
BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
BUS-562 Making Money on the Internet: Lead Generation
BUS-476 Starting Fashion Boutique

Computers and Information Technology

Keyboarding, page 15
OFC-314 Introduction to Keyboarding

MS-Office, page 17
DPR-813 Microsoft Word 2013: Level 1
DPR-814 This course is one of a series of courses designed to provide instruct

Database Design, page 19
DPR-327 Introduction to SQL
### CONSTRUCTION MANAGEMENT
- **Construction, page 28**
  - CST-354  Construction Planning and Scheduling

### COSMETOLOGY/BRAIDING/MAKEUP
- **Make-Up Artistry, page 35**
  - OCU-428  Professional Makeup for Beginners
  - OCU-437  Advanced Professional Makeup
  - OCU-427  Polished Daytime Makeup
  - OCU-436  Bridal and Special Occasion Makeup
  - OCU-439  Personal Makeup for Beginners

### CREATIVE AND PERFORMANCE ARTS
- **Fine Arts Creativity, page 37**
  - ART-402  Paper Frenzy
  - ART-307  Intimate Expressions-Place for Memories
  - ART-372  Landscapes in Watercolor

### EARLY CHILDHOOD EDUCATION
- **Care Classes, page 39**
  - DCR-303  Child Growth and Development: 45 Hours
  - DCR-456  School-Age Curriculum Development: 45 Hours
  - DCR-466  Child Care Administration for Directors

### ESL, ENGLISH FOR SPEAKERS OF OTHER LANGUAGE
- **English Communication & Writing, page 43**
  - ENR-537  Speaking with Confidence

### ENRICHMENT & PERSONAL GROWTH
- **Lifestyle, page 45**
  - ENR-347  Voice-overs: Now Is Your Time

### HEALTH CARE SUPPORT
- **Nursing Assistant, page 57**
  - HES-544  Certified Nursing Assistant: Theory

### HOME AND GARDEN
- **Floral, page 61**
  - OCU-338  Basic Floral Design

### LANGUAGE COMMUNICATION
- **American Sign Language (ASL), page 66**
  - COM-325  Sign Language I
  - COM-330  Sign Language II

### REAL ESTATE AND INSURANCE
- **Real Estate Appraisal, page 73**
  - RES-400  Real Estate: Appraisal Standards and Ethics
  - RES-404  Appraisal Practices and Analysis: Part 1
  - RES-405  Appraisal Practices and Analysis, Part 2

### TRANSPORTATION AND DISTRIBUTION
- **Comm Li Driver Lic: Class A & B, page 75**
  - CDL-315  Commercial Driver License: Learner’s Permit Preparation

### SKILLED TRADES CENTER
- **6505 Belcrest Road, Suite 125 Hyattsville, MD 20782 301-546-8000**

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.

### CONSTRUCTION SKILL TRADES
- **Building Engineer, page 29**
  - OCU-404  Building Maintenance Engineer: Level 1
  - OCU-402  Building Maintenance Engineer: Level 2

### Core Skills, page 30
- **OCU-410  Introductory Craft Skills (Core)**
- **OCU-408  CORE: Introductory Craft Skills: Part 1**
- **OCU-416  CORE: Introductory Craft Skills: Part 2**

### HVAC, page 31
- **HVC-340  CFC Preparation and Certification**
- **HVC-332  HVAC/R Level 1 Part 1**
- **HVC-331  HVAC/R Level 1: Part 2**
- **HVC-361  HVAC/R Level 3, Part 2**
- **HVC-362  HVAC/R Level 3, Part 3**

### Residential Maintenance, page 33
- **OCU-329  Electrical Repair: Basic Skills**
- **OCU-330  Plumbing 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.

CENTER FOR ENTREPRENEURIAL

Positioning, page 14
CED-301  Strategic Positioning

COMPUTER & INFORMATION TECHNOLOGY

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DPR-782  Introduction to Microsoft Excel 2013: Level 1
DPR-787  Introduction to PowerPoint 2013
DPR-784  Advanced PowerPoint 2013

CREATIVE & PERFORMANCE ARTS

Fine Arts Creativity, page 37
ART-381  Drawing and Sketching
ART-303  Fashion Sketching

Performing Arts & Music, page 38
ART-382  Art Journaling—Going Beyond Scrapbooking

EARLY CHILDHOOD EDUCATION

Child Care Classes, page 39
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DCR-531  Pre-School Curriculum/Activities 45 Hours

HEALTH SUPPORT

First Aid & CPR, page 37
HES-659  Spanish Heartsaver First Aid CPR AED
HES-344  CPR for Health Professionals
HES-660  Spanish Heartsaver First Aid
HES-350  CPR Renewal

Nursing Assistant, page 57
HES-544  Certified Nursing Assistant: Theory
WESTPHALIA TRAINING CENTER
9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500

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

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

BUSINESS MANAGEMENT SKILLS
Small Business, page 10
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BUS-588 Small Business in the Beauty, Barber & Wellness Industry: Pricing and

CENTER FOR ENTREPRENEURIAL
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CST-422 OSHA 10
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CED Small Bus Re-Engineer, page 14
CED-303 Low Impact Contractor Development Program
CED-304 Your Role in the Green Environment
OCU-460 Introduction to Building Information

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ELC-324 Construction Electricity 2: Part 2
ELC-346 Electrical Level 3, Part 1
CST-436 Grounding and Bonding Separately Derived Systems & Calculation

HVAC, page 31
HVC-365 HVAC/R Level 4, Part 1
HVC-366 HVAC/R Level 4, Part 2

Locksmithing, page 32
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KEY-301 Locksmithing 102
KEY-305 Locksmithing 201
KEY-304 Locksmithing 202

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Cosmetology/Braiding, page 34
COS-310 Cosmetology: Part 1

Make-Up Artistry, page 35
OCU-422 Introduction to Makeup Artistry
OCU-423 Advanced Makeup Artistry
OCU-429 From Blah to Beautiful

FACILITY MANAGEMENT CREDENTIAL PROGRAMS
Facility Management, page 47
MGT-631 Operations and Maintenance for FMP
MGT-632 Project Management for FMP
MGT-634 Leadership and Strategy Essentials for FMP

TRANSPORTATION AND DISTRIBUTION
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OCC-301 Auto Technician: Basic Theory
OCC-324 Auto Technician: Brake Systems
OCC-336 Auto Technician: Engine Performance
OCC-400 Auto Technician: Electrical Systems
OCC-437 Auto Technician: Diesel Engine Theory & Maintenance

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HEO-305 OSHA Forklift Operator Certification

Heavy Equipment, page 77
HEO-307 Skid Steer Operator Certification
HEO-308 Backhoe Operator Certification

Motorcycle Mechanics, page 79
OCC-376 Motorcycle Mechanics & Repair
ADDITIONAL CLASS LOCATIONS

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

2. AYTI—AYT Institut
   5700 Kirby Road
   Clinton, MD 20735

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

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

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

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

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

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

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

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

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

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

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

14. QBL1—Q-Ball1
    7945 Central Avenue
    Capital Heights, MD 20743

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

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

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

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

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

20. WTC—Westphalia Training Center
    9109 Westphalia Road
    Upper Marlboro, MD 20774
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:

- Spring: Jan. 1–Apr. 30
- Summer: May 1–Aug. 21
- Fall: Aug. 27–Dec. 31

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

Note: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the $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.

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 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

PLEASE PRINT CLEARLY

Student ID (if known) __________  __________  __________  __________  __________  __________  __________  __________
Date __________ / __________ / __________

Semester
Year: __________  Fall  Winter  Spring  Summer
Name
Last: __________  __________  __________  __________  __________  __________  __________  __________
First: __________  __________  __________  __________  __________  __________  __________  __________
Middle Init.: __________
Address
Zip: __________  __________  __________  __________  __________  __________  __________  __________
Number & Street: __________
Telephone
Home: __________  __________  __________  __________  __________  __________  __________
Cell: __________  __________  __________  __________  __________  __________  __________
Work: __________  __________  __________  __________
Date of Birth (required) __________ / __________ / __________
Ethnicity/Gender
Native American  Black/African American  White  Multiple  Male
Asian  Hispanic  Pacific Islander  Other  Female
Status
If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State,
College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records
at 301-546-7422 for additional information. More information is also available in the Payment Information
section of this book.

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

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Fees
All standard students add a registration fee of $20.00 unless your course specifies that it is “Tuition Free”

Subtotal $ __________

Out of county Maryland residents add $5.00 per course unless your course specifies that it is “Tuition Free”

Out of state residents add $10.00 per course unless your course specifies that it is “Tuition Free”

Total $ __________

I certify under penalties of perjury that the information recorded on this application is correct.
I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence,
I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

Student Signature
________________________________________

E-mail ______________________________ Date ______________________________

Send check to:
Cashier's Office
Prince George's Community College
301 Largo Road, Largo, MD 20774

OFFICE USE ONLY
Date ______________________________
Processed by ______________________________
YOUTH@WORK
JOB READINESS TRAINING

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 2016. 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 2016.

Registration for the 2016 program will open on December 1, 2015. Students may begin classes as early as January 2016.

For more information and specific course dates, and to access the link for registration, visit www.pgcc.edu/go/youthatwork.