CONTINUING EDUCATION CLASSES

SUMMER 2017

Job Skills Training
Personal Enrichment
Workforce Development

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

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

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

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

**Questions?**
Call 301-546-0159
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**HOW TO USE THIS SCHEDULE**

**HEALTH CARE SUPPORT**

**PHLEBOTOMY TECHNICIAN**

301-546-0878 or 301-546-0796

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

**Prerequisites**

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

**Required Courses**

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

**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. Text required at first class. 26 sessions, $880* (includes a $160 lab fee)

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**HOW TO GET STARTED**

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

**HOW TO FIND YOUR CLASSROOM**

**LARGO CAMPUS**

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

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

You can find your Largo classroom in person by visiting Bladen Hall, Room 126 (Monday–Thursday 8:30 a.m.–8 p.m., or Friday 8:30 a.m.–5 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.
OFC-354 Accounting Fundamentals: Part 2 2.4 CEUs
This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You will analyze transactions and prepare various corporate financial reports. You'll gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.
12 sessions, $140* (includes a $65 lab fee)

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

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

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AUTOMOTIVE

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

Prince George’s Community College Certificate, Automotive Technology
Drive your career to new heights by earning a Certificate! The following courses provide the basic knowledge and skills to start a rewarding career as an entry-level service technician in the high-demand automotive service and repair industry. Each course successfully completed qualifies for a CE certificate.

- OCC-301 Auto Technician: Basic Theory
- OCC-324 Auto Technician: Brake Systems
- OCC-336 Auto Technician: Engine Performance
- OCC-400 Auto Technician: Electrical Systems
- OCC-406 Auto Technician: Heating and Air Conditioning (Spring Only)
- OCC-423 Auto Technician: Automatic/Manual Transmission and Transaxle (Summer Only)
- OCC-424 Auto Technician: Steering and Suspension (Fall Only)
- OCC-437 Auto Technician: Diesel Engine Theory and Maintenance

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

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

For more information
Please see our contact information above

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

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

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**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/controls/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-400 Auto Technician: Electrical Systems**
1.8 CEUs

An in-depth, hands-on study of today's automotive electrical systems. Topics include electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems: head and tail, parking, dash and courtesy, stop and hazard, turn signals and backup light, gauge 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-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 (AYT3) Institute, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 shop fee collected first day of class. 10 sessions, $480* (includes a $360 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-437 Auto Technician: Diesel Engine Theory & Maintenance**
3.5 CEUs

This course prepares for ASE H2, S2 and T2 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)

**OCC-438 Auto Technician: Engine Theory & Maintenance**
3.5 CEUs

This class 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 Institute, 5700 Kirby RD, Clinton, MD, 20735. $20 shop fee (collected first day of class). 10 sessions, $390* (includes a $310 lab fee)

**OCC-479 Auto Technician: Diesel Engine Theory & Maintenance**
3.5 CEUs

This course prepares for ASE H2, S2 and T2 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)

**OCC-485 Auto Technician: Driving, Service & Repair**
3.5 CEUs

This course prepares for ASE H2, S2 and T2 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)

**AUTO BODY REPAIR AND REFINISHING**
301-546-0062 or tdi@pgcc.edu

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

Accidents are a fact of life. Automotive collisions happen on a daily basis. Our Auto Body Repair and Refinishing programs will teach you the fundamentals of repairing and refinishing an automobile using the tools, products and materials found in today's auto body shops and repair facilities. Whether you are looking to repair your own vehicle or enter the auto body industry as a collision repair technician, our courses will prepare you for a lifetime of knowledge and skills.

Courses focus on ASE certification content areas and are designed for both beginner and advanced students.

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

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

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

**The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu**
OCC-422 Auto Technician: Auto Body Repair and Refinishing: Level 2  4.0 CEUs
In this course students learn to demonstrate proper preparation and technique for refinishing an auto body. Various finishing products and their application will be introduced. Topics include custom painting, color matching, sheet metal manipulation, use of fillers and plastics, 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) Institute, 5700 Kirby Rd, Clinton, MD 20735. A $20 shop fee collected first day of class.
10 sessions, $480* (includes a $360 lab fee)
15400  MW  5/1-6/5  6-10 p.m.  AYT1

SMALL GAS ENGINES
301-546-0062 or tdi@pgcc.edu

OCC-316 Small Gas Engine  2.4 CEUs
This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains the why in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green.
7 sessions, $290* (includes a $30 lab fee)
15403  MW  5/1-5/22  6-9:30 p.m.  WTC
19483  MW  7/31-8/21  6-9:30 p.m.  WTC

BOATING
richejl@pgcc.edu

OCC-326 Maryland Boating Basics
This course is approved by the Department of Natural Resources to meet the requirements of Maryland’s Boating Safety Education Act. Any person born on or after July 1, 1972 who operates a registered or documented pleasure vessel on Maryland waters must be in possession of a Certificate of Boating Safety Education. In addition to full attendance, an exam must be completed satisfactorily. Those under 16 years of age must be accompanied by a parent. Only registered students are eligible for a certificate: 1 session, $35
14947  S  6/3-6/3  8 a.m.-6 p.m.  LCC-205

OCC-410 Intermediate Boating Skills
Increasing your knowledge of nautical skills is important to being a safe boater. This course is oriented to participants who have a Maryland Certificate of Boating Safety Education or at least five years of boating experience and a desire to increase their knowledge of marine-related topics. Areas to be covered include marine weather, cold water boating, selecting personal flotation devices, reading nautical charts, navigational lights, vessel safety check program, boating and pollution and marine radio operations. Attendance at both sessions is required. 2 sessions, $40
14755  TTh  5/16-5/18  6:30-9:30 p.m.  LCC-205

OCC-411 Small Engine Operating and Servicing
This course covers small engine operation and service from engine theory to troubleshooting. Students supply their own materials. Instructor: Toyd Green.
5 sessions, $290* (includes a $30 lab fee)
15401  MW  5/1-5/22  6-9:30 p.m.  WTC

OWNERSHIP IN THE BEAUTY AND BARBER INDUSTRY
A Prince George’s Community College Certificate in Ownership in the Beauty and Barber Industry is awarded upon successful completion of one of the following: 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:
- Professional Braiding
- Makeup Artistry

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

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

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

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

For more information
Please see our contact information above.
OCU-435 Hair Braiding Techniques for Home Practice
The Home Braiding class is designed for mothers, teens, caregivers and those who have no braiding skills. Learn basic skills such as parting, plaiting, basic cornrows, and use of hair bow and elastic. Braiding kit required. This is not a certificate course.
5 sessions, $140 (includes a $75 lab fee)

OCU-432 Professional Braiding: Level 3
Topics include a continuation of Level 2 braids and introduction 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-436 Bridal and Special Occasion Makeup
Attending a wedding or other special event encourages you to take your makeup to the next level. With over 30 years of experience in the cosmetology field, Andi Bradshaw will help you achieve a natural, glam appearance. Learn about skin care and practice creating a sophisticated look for that special occasion. 1 session, $69 (includes a $50 lab fee)

MAKEUP ARTISTRY
301-546-0120 or 301-546-0158

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

For more information
Please see our contact information above.

OCU-428 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 your 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)

PRINCE GEORGE’S COMMUNITY COLLEGE EVENT PLANNING MANAGEMENT CERTIFICATE
Event Planning Management is awarded upon completion of 36 hours total in this area.

For more information
Please see our contact information below.

BUS-301 Ethics and the Professional Meeting Planner
Should I? Should I not? What should I do? Meeting planners regularly face decisions that include making ethical judgments. This session will present tips for planners on bringing appropriate attention to sound ethical practices and conduct. Through a series of industry scenarios, participants will explore behaviors that are prohibited as well as those that are expected. Instructor: Lillian Wright.
1 session, $35

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
BUS-307
Developing Sponsorship Opportunities
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a yearlong basis. Instructor: Beverly Litsinger. 1 session, $35
14789 Th 5/18-5/18 6-9:30 p.m. LCC-205

BUS-558
Wow What a Great Event! 2.4 CEUs
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.
12 sessions, $140 (includes a $65 lab fee)
19961 WF 7/12-9/1 online E2GO
19962 WF 8/16-10/6 online E2GO

BUS-549 Not-For-Profit Fundraisers/Events
Develop the key steps for earning profit from fundraisers/events. Learn how to effectively and efficiently produce, run, and manage an event from a not-for-profit perspective. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations. Instructor: Sharan Nixon. 1 session, $35
18770 S 5/13-5/13 10 a.m.-1 p.m. LCC-205

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

GENERAL BUSINESS SKILLS
301-546-5216 or 301-546-0032

OFC-346 Administrative Assistant Fundamentals 2.4 CEUs
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive workplace.
12 sessions, $140* (includes a $65 lab fee)
19864 WF 5/17-7/7 online E2GO
19865 WF 6/14-8/4 online E2GO
19866 WF 7/12-9/1 online E2GO
19867 WF 8/16-10/6 online E2GO

OFC-540 Administrative Assistant Applications 2.4 CEUs
Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect the administrative assistant’s responsibilities and activities. Explore key management functions such as planning, control and motivation; find out how marketing differs from sales and learn the basic of operations management.
12 sessions, $140* (includes a $65 lab fee)
19870 WF 5/17-7/7 online E2GO
19871 WF 6/14-8/4 online E2GO
19872 WF 7/12-9/1 online E2GO
19873 WF 8/16-10/6 online E2GO

OFC-322 Fundamentals of Supervision and Management: Part 1 2.4 CEUs
If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you’ll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, and how to influence and direct other people’s performance will also be covered.
12 sessions, $140* (includes a $65 lab fee)
19859 WF 5/17-7/7 online E2GO
19860 WF 6/14-8/4 online E2GO
19861 WF 7/12-9/1 online E2GO
19862 WF 8/16-10/6 online E2GO

MGT-707 Understanding the Human Resources Functions 2.4 CEUs
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential.
12 sessions, $140* (includes a $65 lab fee)
19825 WF 5/17-7/7 online E2GO
19826 WF 6/14-8/4 online E2GO
19827 WF 7/12-9/1 online E2GO
19828 WF 8/16-10/6 online E2GO

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

301-546-5216 or 301-546-0132

## NATIONAL CERTIFICATION PREPARATION

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

Program Information

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

Coursework

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

Program requirements

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

Certification

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

For more information or to register

Please contact us at the number(s) above.

## NATIONAL RE-CERTIFICATION PREPARATION

**SHRM-CP AND SHRM-SCP RECERTIFICATION**

Program Information

SHRM’s recertification program provides a broad scope of eligible recertification activities, allowing you to determine your professional development needs based on your specific career path.

### Courses

**MGT-728 Principles of Human Resource Management 12 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)

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<th>Course Code</th>
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<td>19779</td>
<td>6/6-6/27</td>
<td>6-9 p.m.</td>
<td>Largo</td>
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**MGT-731 Human Resource Law 12 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)

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<td>19780</td>
<td>6/12-7/3</td>
<td>6-9 p.m.</td>
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**MGT-667 Introduction to Compensation 12 CEUs**

This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics 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)

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<th>Course Code</th>
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<td>6/14-7/5</td>
<td>6-9 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
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)
19782 S 7/8-7/29 10 a.m.-1 p.m. Largo

MGT-727 HR's Role in Organizational Development and Change Management 0.9 CEU
This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change.
3 sessions, $262* (includes a $45 lab fee)
19783 Th 7/13-7/27 6-9 p.m. Largo

MGT-735 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU
This course will cover ways for managers to understand roles and challenges associated with the unique values and characteristics of four generations of employees working side by side. Examine each generation based on its management needs and ability to attain organizational goals and objectives. Topics include strategies for talent maximization, the impact of generational differences on today’s work environment, and communication essentials. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models.
1 session, $257* (includes a $45 lab fee)
19697 S 6/24-6/24 9 a.m.-4 p.m. Largo

MGT-734 HR's Role in Creating a Positive Work Environment 0.6 CEU
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback, effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner.
1 session, $257* (includes a $45 lab fee)
19698 S 6/17-6/17 9 a.m.-4 p.m. Largo

MGT-423 Leadership 2.4 CEUs
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. 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)
19838 WF 5/17-7/7 online E260
19839 WF 6/14-8/4 online E260
19840 WF 7/12-9/1 online E260
19841 WF 8/16-10/6 online E260

MGT-734 HR's Role in Creating a Positive Work Environment 0.6 CEU
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback, effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner.
1 session, $257* (includes a $45 lab fee)
19698 S 6/17-6/17 9 a.m.-4 p.m. Largo

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)
19842 WF 5/17-7/7 online E260
19843 WF 6/14-8/4 online E260
19844 WF 7/12-9/1 online E260
19845 WF 8/16-10/6 online E260

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)
19834 WF 5/17-7/7 online E260
19835 WF 6/14-8/4 online E260
19836 WF 7/12-9/1 online E260
19837 WF 8/16-10/6 online E260

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)
19805 WF 5/17-7/7 online E260
19806 WF 6/14-8/4 online E260
19807 WF 7/12-9/1 online E260
19808 WF 8/16-10/6 online E260

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)
19834 WF 5/17-7/7 online E260
19835 WF 6/14-8/4 online E260
19836 WF 7/12-9/1 online E260
19837 WF 8/16-10/6 online E260
MANAGEMENT AND SUPERVISION SKILLS
301-546-8340 or 301-546-3019

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

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

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

Six hours of additional elective coursework:
- COM-320 At Ease with Public Speaking
- MGT-412 Planning and Conducting Effective Meetings
- MGT-602 Grammar and Proofreading

For more information
Please see our contact information above.

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

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

- MGT-345 Advanced Supervisory Skills
- MGT-347 Advanced Managerial Leadership
- MGT-348 Advanced Human Resources

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

- MGT-591 Managerial Writing
- MGT-346 Celebrating Diversity in the Workplace
- LAW-520 Workplace Mediation and Conflict Resolution

NOTARY PUBLIC
richeji@pgcc.edu

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

For more information
Please see our contact information above.

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 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*

14619 S $ 5/6-5/6 10 a.m.-4 p.m. Largo
19477 S 7/29-7/29 10 a.m.-4 p.m. LCC-205

GEN-339 Applied Notary Practices and Procedures 0.5 CEU
This course reviews notary practices and procedures for performing proper notarizations. Students will have an opportunity to sharpen their notarial knowledge through exercises in completing notarial certificates, administering verbal declarations, documenting journal entries, and spotting fake ids. Recommended: GEN-307. Instructor: Elaine Wright and Frederick Harris. 1 session, $55*

19476 S 6/10-6/10 10 a.m.-4 p.m. Largo
19475 S 8/12-8/12 10 a.m.-4 p.m. LCC-205

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*

19439 Th 8/22-8/31 online BLBD
GEN-369 21st Century Notary: Information Technology (IT) for the Mobile Notary
Run your home-based business like a big company using multiple smart devices, i.e. smart phone, tablets, and computers. Learn about Information Technology (IT) applications that utilize smart phones, cloud-based software that protects Non-public Personal Information (NPI) and how to synchronize data files and pictures across multiple devices. Instructor: Donnell Smith 1 session, $35
19474 Th 6/29-6/29 6:30-9:30 p.m. Largo

GEN-370 Guarantors of Trust: How Notaries Public Safeguard Non-Public Personal
Notaries Public are entrusted with the responsibility to safeguard their client’s Non-Public Personal Information (NPI) that they have access to or that is in their possession. This course teaches Notaries Public to assess and determine potential risks to NPI and effective measures to mitigate or eliminate the possibility of fraud or identity theft. Information provided will enable Notaries to develop and implement a plan to protect their client’s NPI. Instructor: Wanda Moore. 1 session, $35
14612 Th 5/18-5/18 6:30-9:30 p.m. Largo
19473 Th 7/13-7/13 6:30-9:30 p.m. Largo

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

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

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

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

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

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

For more information
Please see our contact information above.
MGT-690  PayTrain Fundamentals  2.4 CEUs
PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification examinations. This course covers the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Topics include conceptual and operational fundamentals, paycheck essentials payroll benefits basics, tax reporting, payroll accounting, and professional administration.  
8 sessions, $684* (includes a $350 lab fee)

MGT-691 PayTrain Mastery  3.6 CEUs
A continuation of PayTrain Fundamentals, this comprehensive course provides 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 Gnansi Konan, 301-546-0032 or e-mail Konange@pgcc.edu
  
8 sessions, $815* (includes a $350 lab fee)

PROJECT MANAGEMENT SERIES
301-546-0029 or www.pgcc.edu/go/pmp

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

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

• MGT-355, Project Management Professional (PMP)® Certification Exam Preparation, provides participants with the knowledge and skills required to effectively manage projects and sit for the PMP exam.
• MGT-744, Project Management Basics, and MGT-745, CAPM Certification Exam Prep, prepare those new to project management to sit for the Certified Associate in Project Management (CAPM)®

Please check the project management program site for course schedule and new course announcements:
www.pgcc.edu/go/pmp

For more information Please see our contact information above.

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

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

MGT-745 CAPM Certification Exam Prep  1.8 CEUs
In this three-day classroom course, participants will review all required CAPM content per the Project Management Book of Knowledge (PMBOK) Guide. Sessions will review and discuss practice test questions for a comprehensive understanding of what to expect on the CAPM exam. Included is access to a virtual online study group, online course content and study group webinar archives, and bonus downloads. Recommended prerequisite for this course is MGT-744.  
3 sessions, $899*
MGT-626 Project Management Fundamentals 2.4 CEUs
This online course provides those new to project management, with the essential information you’ll need to prepare for and complete your first project. Experienced project managers, will gain knowledge to increase your skills and competencies. This online course will prepare you for the Project Management Professional (PMP) exams offered by the Project Management Institute, (PMI) 12 sessions, $140* (includes a $65 lab fee)

2016 WF 5/17-7/7 online E260
2017 WF 6/14-8/4 online E260
2018 WF 7/12-9/1 online E260
2019 WF 8/16-10/6 online E260

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

2016 WF 5/17-7/7 online E260
2017 WF 6/14-8/4 online E260
2018 WF 7/12-9/1 online E260
2019 WF 8/16-10/6 online E260

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

2017 WF 5/17-7/7 online E260
2018 WF 6/14-8/4 online E260
2019 WF 7/12-9/1 online E260
2020 WF 8/16-10/6 online E260

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

2017 WF 5/17-7/7 online E260
2018 WF 6/14-8/4 online E260
2019 WF 7/12-9/1 online E260
2020 WF 8/16-10/6 online E260

SMALL BUSINESS
301-546-8233

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

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

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

Plus six hours of additional coursework

For more information
Please see our contact information above.
BUS-427 Accounting and Record keeping 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 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* 17501 S 5/6-5/6 9 a.m.-4 p.m. Largo

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 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* 17505 S 5/20-5/20 9 a.m.-4 p.m. Largo

BUS-418 Business Plan: Blueprint for Success 0.6 CEU
Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Workbook available payable to instructor: Karlene Sinclair-Robinson. 1 session, $65* 17507 S 5/20-5/20 9 a.m.-4 p.m. LCC-205

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* 17504 S 6/5-6/5 9 a.m.-4 p.m. LCC-205

BUS-440 Marketing Strategies for Today and Tomorrow 0.6 CEU
Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood. 1 session, $65* 17501 S 6/24-6/24 9 a.m.-4 p.m. LCC-205

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) 19967 WF 7/12-9/1 online E2GO

BUS-586 Blogging for Business Training
Do you want to start a blog to enhance your business presence and bottom line? If your website 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 17497 S 6/17-6/17 9 a.m.-4 p.m. Largo

BUS-443 Social Media Strategy
Social media is here to stay. Find out which network is right for you and how to make it work for your business. Instructor: Robert Gatewood. 1 session, $35 17494 Th 5/11-5/11 6:30-9:30 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
BUS-592 Let’s Do This! Moving From Business Idea to Execution
Jump start your business with an action-oriented workshop on strategic planning. Complete exercises that help you go through the steps required to go from an idea to execution and grow your business. Learn to make smart goals and action steps to accomplish those goals as well as discovering your internal assets, service refinement, understanding and implementing best practices and engaging in SWOT analysis. Instructor: Andrena Sawyer.
1 session, $35
18660 W 5/15-5/15 6:30-9:30 p.m. E2GO

NON-PROFIT MANAGEMENT
301-546-8233

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)
19963 WTh 8/16-10/6 online E2GO

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)
19964 W 6/14-8/4 online E2GO
19965 W 8/16-10/6 online E2GO

CASINO TRAINING
crossum@pgcc.edu

MGM-310 Black Jack 7.2 CEUs
One in a series of courses designed for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of dealing Blackjack. 24 sessions, $360* (includes a $216 lab fee)
20773 MTWTh 5/8-6/15 12-3 p.m. PGDS
20775 MTWTh 5/8-6/15 7-10 p.m. PGDS

MGM-311 Craps 1 7.2 CEUs
This continuing education course is one in a series designed for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamental of Craps I. 24 sessions, $360* (includes a $216 lab fee)
20780 MTWTh 6/26-7/20 11 a.m.-2 p.m. PGDS
20781 MTWTh 6/26-7/20 7-10 p.m. PGDS

MGM-312 Craps 2 7.2 CEUs
One in a series designed for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamental of Craps II. 24 sessions, $360 (includes a $216 lab fee)
20786 MTWTh 7/24-8/31 11 a.m.-2 p.m. PGDS
20787 MTWTh 7/24-8/31 7-10 p.m. PGDS

MGM-316 Poker 8.6 CEUs
This continuing education course is for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of poker dealing. 18 sessions, $450* (includes a $270 lab fee)
20782 MTTh 5/22-6/29 6-10 p.m. PGDS
20783 MTTh 5/22-6/29 12-3 p.m. PGDS

MGM-314 Roulette 1 4.5 CEUs
This continuing education course is one in a series designed for individuals pursing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Roulette I. 16 sessions, $235
20776 MTWTh 6/26-7/20 11 a.m.-2 p.m. PGDS
20777 MTWTh 6/26-7/20 7-10 p.m. PGDS

MGT-315 Roulette 2 4.5 CEUs
This continuation of roulette, part 1 is designed for individuals pursing entry-level training in the casino and gaming industry and provides instruction on roulette training. Prerequisites: MGM-310 Black Jack and MGM-314 Roulette I. 16 sessions, $235*
20778 MTWTh 7/24-8/17 11 a.m.-2 p.m. PGDS
20779 MTWTh 7/24-8/17 7-10 p.m. PGDS

CENTER FOR ENTREPRENEURIAL DEVELOPMENT
301-546-8233 or ced@pgcc.edu

SMALLBIZ SAFETY
301-546-8233 or ced@pgcc.edu

Program information
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.

Coursework
• Safety Roundtable Discussions (no charge; call 301-546-8233 to sign up)
• CED-300: SmallBiz Safety CEO
• CST- 422: OSHA 10
• OCU-610: OSHA 30

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

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)

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)

INCREASE YOUR MARKET SHARE
301-546-8233 or ced@pgcc.edu

POSITION YOUR BUSINESS IN THE MARKET PLACE
Program information
These courses are intended to give business owners an overview of marketing and the associated concepts that will enable them to develop a sound marketing plan to establish or grow their business. Upon completion of each course, business owners will walk away with a well-thought out and executable plan to move their business forward.

Coursework
- CED-301: Strategic Positioning
- CED-305: Selling Made Simple
- CED-306: Sustainable Sales Techniques
- CED-314: Creating Visuals to Brand Your Business
- CED-319: Using LinkedIn to Develop Your Business

For more information
Please see our contact information above.

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

4 sessions, $150* (includes a $50 lab fee)

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

CED-306 Sustainable Sales Techniques  0.9 CEU
This interactive Sales Series is specifically designed for seasoned sales professionals and/ or those who completed Curriculum A. In this complex consumer market base we will master the strength in selling your business in co-promoting, teaming agreements and shared project based work. Re-cap of the fundamental and exploration of the selling process, which emphasize Spin-selling, Multi-cultural market selling, creative closers and social media distracters/objection handlers.
3 sessions, $160* (includes a $60 lab fee)

CED-314 Creating Visuals to Brand Your Business  0.8 CEU
This interactive LinkedIn and social selling course will educate you on the strategies and tactics to monetize your personal brand. You will learn how to develop a proven process around your efforts with daily activities, templates, and a personalized playbook that will keep you on track and hitting your weekly goals. You will master the strength in selling your business in co-promoting, teaming agreements and shared project based work.
4 sessions, $143* (includes a $43 lab fee)

CED-319 Using LinkedIn to Develop Your Business  1.0 CEU
This interactive LinkedIn and social selling course will educate you on the strategies and tactics to monetize your personal brand. You will learn how to develop a proven process around your efforts with daily activities, templates, and a personalized playbook that will keep you on track and hitting your weekly goals. You will master the strength in selling your business in co-promoting, teaming agreements and shared project based work.
4 sessions, $143* (includes a $43 lab fee)
ENTREPRENEURIAL LEADERSHIP
301-546-8233 or ced@pgcc.edu

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

This program includes:
- CED-317 Entrepreneurial Leadership Seminar Series

For more information
Please see our contact information above.

GROWING URBAN FARMERS
Prince George’s Community College is offering a Certificate in Urban Agriculture in conjunction with its partner, ECO City Farms. ECO City Farms is an urban teaching and learning commercial farm in Bladensburg and Edmonston. The Certificate covers a wide range of farm and food production skills, as well as the construction, business and management knowledge required of a successful urban farmer and food market. The Urban Commercial Agriculture Certificate Program is open to all aspiring farmers. In addition, it is a component of the USDA-funded Food Sovereignty: Growing Urban Farmer and Farms yearlong apprentice training program to expand opportunities for community members in all forms of agriculture to change our foodscape and what it means to farm. If you are interested in learning more about or applying for the yearlong program, contact info@ecocityfarms.org 301-288-1125 immediately.

This program includes:
- ARG- 302 Intensive Introduction to Urban Commercial Agriculture

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

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

19558 W 5/31-8/2 6-9 p.m. UTC-181

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

19549 MWF 5/15-5/24 9 a.m.-12 p.m. UTC-183
19554 MWF 7/10-7/19 9 a.m.-12 p.m. UTC-183

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

19556 TTh 6/6-6/13 6:30-8:30 p.m. UTC-258
19557 TTh 8/15-8/22 6:30-8:30 p.m. UTC-258
**CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS**
301-546-0519 or www.pgcc.edu/go/ced

**CHILDREN’S DEVELOPMENTAL CLINIC (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 summer session, visit our website at www.pgcc.edu/go/cdc.

For more information
Please see our contact information above.

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**CHOICES & PATHWAYS**
301-546-0120 OR 301-546-0158

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

19705  TTh  6/20-8/1  2-3:30 p.m.  Largo

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

19703  MW  6/19-7/26  2-3:30 p.m.  Largo

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**CHOICES and Pathways**

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

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

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

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

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
COMMERCIAL DRIVER LICENSE: CLASS A & B
443-518-4172 or tdi@pgcc.edu

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

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

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

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

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

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

For more information
Please see our contact information above.

CDL-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*  
19489  MW  6/19-6/21  6-9:30 p.m.  LCC-205
19490  MW  8/21-8/23  6-9:30 p.m.  LCC-205

CDL-316 Commercial Driver 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-317 (part-2) and CDL-318 (part-3). This course is designed to cover the basic operational knowledge and skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics 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 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 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.

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.
COMPUTERS AND INFORMATION TECHNOLOGY
301-546-0873 or itcerts@pgcc.edu

BEGINNERS BASIC

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

COMPUTER SKILLS FOR BUSINESS APPLICATIONS

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

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

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

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

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

Entry-Level Administrative Assistant

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

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

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

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

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

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

20772  TTh  5/9-5/18  6:30-9:30 p.m.  CAT-115

DPR-714 Introduction to Personal Computers  1.2 CEUs
This course is essential for those without any computer experience, and is an introduction to the fundamentals of using a personal computer. Topics include becoming familiar with keyboarding and creating, editing and saving documents on flash drives. No prerequisites are required. Students should bring a USB-compatible flash drive to each class. Required textbook: Introduction to Personal Computers using Windows: (ISBN: 978-1-4246-1389-2).

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

19591  TTh  5/23-6/1  6:30-9:30 p.m.  CE-113
19592  TTh  7/11-7/20  6:30-9:30 p.m.  CE-113

DPR-778 Applied Office Skills  0.9 CEU
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by making daily routine plans, phone etiquette, filing systems, handling information requests, and performing clerical functions such as receiving clerical functions such as , receiving clerical functions such as receiving clerical functions such as , receiving clerical functions such as . Students should bring a USB-compatible flash drive to each class.

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

19586  TTh  6/13-6/20  6:30-9:30 p.m.  CE-113
19588  TTh  8/1-8/8  6:30-9:30 p.m.  CE-113

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: 978-1-4246-12833.

3 sessions, $165* (includes a $55 lab fee)

19599  MWF  6/5-6/9  6:30-9:30 p.m.  CAT-105

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)

19598  S  7/15-7/22  9 a.m.-11:55 a.m.  CAT-135

DPR-850 Introduction MS Office 2016  3.6 CEUs
This course is designed to provide students with the fundamentals of the new interface and functionality of Microsoft Office 2016. 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.

6 sessions, $500* (includes a $150 lab fee)

20267  S  8/26-9/30  9 a.m.-4 p.m.  CE-113

Microsoft Office
301-546-0873 or itcerts@pgcc.edu

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

Program Information
Although more than one class may be listed for a particular program, only one certification can be earned per test. The courses listed below will prepare students for the Microsoft Office Specialist (MOS) exam. Students interested in taking the exam(s) should enroll in the course that best meets their needs.

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

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

For more Information
Please see our contact information above.

Prince George’s Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
DPR-790 Introduction to Microsoft Word 2013: Level 1  1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include how to create, edit, format and print a document using the basic features of Word. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required text: Microsoft Word 2013, Level 1.
6 sessions, $250* (includes a $90 lab fee)
19943 TTh 6/6-6/22 6:30-9:30 p.m. CAT-105
19957 S 7/15-7/29 9 a.m.-3:30 p.m. UTC

DPR-833 Introduction to Microsoft Word 2016  1.8 CEUs
This introductory course is designed for students currently in the workforce that need Microsoft Word 2016 knowledge in order to qualify for advancement. Topics include how to create and modify documents, manipulating text, and printing your documents. Additional topics include creating and saving a document, file management, editing techniques, multiple page, and merging documents. 6 sessions, $250* (includes a $90 lab fee)
19944 TTh 6/27-7/18 6:30-9:30 p.m. Largo

DPR-782 Introduction to Microsoft Excel 2013: Level 1  1.8 CEUs
This course introduces the basic features of Excel 2013. Students will create worksheets and enter and edit text, values, formulas, and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. 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)
19956 S 6/3-6/17 9 a.m.-3:30 p.m. UTC
19944 TTh 7/11-7/27 6:30-9:30 p.m. CAT-105

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)
19945 TTh 8/1-8/17 6:30-9:30 p.m. CAT-105

DPR-830 Introduction to Microsoft Excel 2016  1.8 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, using macros, charts and graphs, utilizing functions to determine formulas and statistics.
6 sessions, $250* (includes a $90 lab fee)
19923 TTh 7/25-8/10 6:30-9:30 p.m. Largo

DPR-837 Introduction to PowerPoint 2013  0.6 CEUs
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)
19955 M 7/10-7/17 6:30-9:30 p.m. UTC
19947 S 7/15-7/22 9 a.m.-12 p.m. CAT-105

DPR-840 Advanced PowerPoint 2013  0.6 CEUs
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)
19956 S 6/6-6/12 6:30-9:30 p.m. UTC
19955 M 6/5-6/12 6:30-9:30 p.m. UTC
19946 S 6/17-6/24 9 a.m.-12 p.m. CAT-105
HELP DESK
301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE

HELP DESK TECHNOLOGY
Program information
This six-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.

Coursework
Students who successfully complete the following 6 courses will be eligible to receive this certificate. Troubleshooting courses may be taken in any order.
• Help Desk Technology: Part 1
• Help Desk Technology: Part 2
• Troubleshooting Windows
• Troubleshooting MS-Word
• Troubleshooting MS-Access
• Troubleshoot Excel: Help Desk

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

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

For more information
Please see our contact information above.

DPR-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, Help Desk environment and Windows (any version). No textbook required.
2 sessions, $110* (includes a $50 lab fee)
19571 TTh 6/6-6/8 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)
19572 TTh 6/20-6/22 6:30-9:30 p.m. CAT-135

DPR-809 Troubleshooting MS-Word for Help Desk Technology 0.9 CEU
In this hands-on class, students will explore typical Windows and Microsoft Word error messages and learn 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)
19573 TTh 7/11-7/18 6:30-9:30 p.m. CAT-135

DPR-846 Troubleshooting MS Windows-10 0.9 CEU
In this nine-hour course, the student will review common error messages within the MS-Windows product and practice to resolve them. They will also learn how to resolve other problems to keep the personal computer operating at its peak capacity.
3 sessions, $150* (includes a $50 lab fee)
19574 TTh 8/8-8/15 6:30-9:30 p.m. CAT-135

DPR-811 Troubleshooting MS-Excel: Help Desk 0.9 CEU
In this nine-hour class, students will be shown typical MS-Excel software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows (version XP or higher) and an Introduction to Excel or equivalent experience.
3 sessions, $150* (includes a $50 lab fee)
19575 TTh 8/22-8/29 6:30-9:30 p.m. CAT-135

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

NATIONAL CERTIFICATION EXAM PREPARATION

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

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

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

For more information
Please see our contact information above.

DPR-706 Fundamentals 1.8 CEUs
This course introduces students to the fundamentals of SQL using Oracle Database Technology. Students learn concepts of relational databases, write queries against single and multiple tables, manipulate data in tables, and create database objects. This class will prepare you for the Oracle Database 11g: SQL Fundamentals Exam 1Z0-051.
6 sessions, $250* (includes a $90 lab fee)
19589 M 7/10-8/14 6:30-9:30 p.m. LCC-205

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

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

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

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

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

Note: that not all courses are offered every term.

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

For more information
Please see our contact information above.

WEB DESIGN & MANAGEMENT
301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

DPR-767 Web Design: Part I 1.5 CEUs
Participants are guided to build effective websites using the real-world cases including formatting text, embedding images, designing various page layouts using text editor program, Notepad ++. Independent practice to complete websites will lead to strengthening skills taught in the first course. All files are saved on a USB drive. Required text: New Perspectives HTML5 and CSS3: Comprehensive, (7th edition) Patrick M. Carey - (ISBN-13: 9781305503939)
5 sessions, $240* (includes a $100 lab fee)
19564 MW 6/5-6/19 6:30-9:30 p.m. CAT-135

DPR-768 Web Design: Part 2 1.5 CEUs
The material in this session will delve into the web design for mobile, tablet, as well as desktop devices. Participants will be taught the skill needed to implement responsive design as they master the latest elements, attributes, and styles from HTML5 and CSS3. Required text: New Perspectives HTML5 and CSS3: Comprehensive, (7th edition) Patrick M. Carey - (ISBN-13: 9781305503939)
5 sessions, $240* (includes a $100 lab fee)
19565 MW 7/10-7/24 6:30-9:30 p.m. CAT-135

DPR-769 Web Design: Part 3 1.5 CEUs
Today’s web designers are required to create web pages using HTML5 and formatting with CSS3. This course introducing the basic concepts of JavaScript embedded and linked to the web page. Some of the concepts learned include JavaScript syntax, variables, functions, operations, built-in objects as date and time. Text: New Perspectives HTML5 and CSS3: Comprehensive, (7th edition) Patrick M. Carey (ISBN-13: 9781305503939)
5 sessions, $240* (includes a $100 lab fee)
19566 MW 7/31-8/14 6:30-9:30 p.m. CAT-135

APP-432 iPad: 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
20753 S 5/20-5/20 9:30 a.m.-12:30 p.m. CAT-103
PEARSON VUE TESTING CENTER

CERTIFICATION AND GED® TESTING

Program information
PGCC offers our students and members of the community the opportunity to take certification exams for many of our programs in a familiar environment, right on campus.

Our Pearson VUE testing center allows you to take computer-based certification and licensure tests for various programs in our secure test centers. Certification tests available at our centers include the GED® Test, CompTIA vendor-neutral certification tests including A+, Network+, Security+, and Cisco CCNA certification tests, and any other tests found at www.pearsonvue.com.

Registered students may purchase exam vouchers for CompTIA tests at a significant discount.

Our testing center locations are:
• On the Largo campus at 301 Largo Road in Largo, MD, in the Center for Advanced Technology in room CAT-139
• At our University Town Center Location, 6505 Belcrest Road in Hyattsville, in room 136

Note: testing must be scheduled online at www.pearsonvue.com.

For more information
Please see our contact information above.

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

DPR-849 Security+ Certification Preparation Bootcamp 3.8 CEUs
This course, designed for information assurance and cyber security professionals, provides instruction to prepare for the Security+ certification exam. Topics include network security, compliance and operational security, threats and vulnerabilities, application, data and host security access control and monitoring and responding to network attacks. This course is a great review for those who have taken Security+ and need additional assistance in preparing for the exam. Textbook: CompTIA Security+ Guide to Network Security Fundamentals (with CertBlaster Printed Access Card) by Mark Ciamp. ISBN: 978-1-305-093911 5 sessions, $450* (includes a $150 lab fee)

19833 MTWThF 6/5-6/9 9 a.m.-5:30 p.m. CAT-107

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. 30 sessions, $380* (includes a $150 lab fee)

19926 WF 6/5-8/14 online BLBD
19925 WF 6/5-8/14 online BLBD
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

NATIONAL CERTIFICATION EXAM PREPARATION

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

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

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

Certification: Cisco CCENT
• The CCENT Associate certificate validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. It opens doors to a career in networking. Having your CCENT means you have what it takes to manage a small, enterprise branch network.
• Coursework: CCNA 1 and CCNA 2.
• Exam: CCENT: Interconnecting Cisco Networking Devices Part 1 100-105 ICND1. CCNA: CCNA Routing and Switching Certified
• Visit http://www.cisco.com for more information

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

For more information
Please see our contact information above

DPR-735 CompTIA Network+ Certification Preparation 5.0 CEUs
This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550. Textbook required: call the Prince George’s Community College Bookstore.
20 sessions, $380* (includes a $140 lab fee)
20391 TTh 6/6-8/15 6:30-9:30 p.m. CAT-315

DPR-855 Network+ Certification Test Preparation Boot Camp 3.5CEUs
This course is designed for students who have completed extensive course work leading to Cloud+certification and is intended as a final review before the certification exam. Topics include disk storage systems, storage networking, virtualization, performance tuning, infrastructure, resource management, security and testing.
9 sessions, $325* (includes a $100 lab fee)
20745 TTh 6/1-6/29 6-9:30 p.m. CAT-325

DPR-854 Cloud+ Certification Test Preparation 3.5 CEUs
This course is designed for students who have completed extensive course work leading to Cloud+ certification and is intended as a final review before the certification exam. Topics include disk storage systems, storage networking, virtualization, performance tuning, infrastructure, resource management, security and testing. Textbook required: CompTIA Cloud+ Study Guide: Exam CV0-001. ISBN: 978-1-119-24322-9
5 sessions, $400* (includes a $100 lab fee)
20594 MTWTh 6/5-6/9 9 a.m.-5 p.m. CAT-323

CNT-449 CCENT Test Preparation Boot Camp 2.4 CEUs
This course is designed for students who have recently completed the college’s CCNA 1 and 2 courses successfully. It is designed to help prepare students to take and pass the Cisco ICND1 exam for CCENT certification. This review course has no hands-on labs, and will consist of material review, test taking methods, and practice exams. Prerequisite: CNT-446 or INT-1460 (credit).
8 sessions, $225* (includes a $60 lab fee)
20397 MTWTh 7/10-7/20 6:30-9:30 p.m. CAT-323
NATIONAL CERTIFICATION PREPARATION

CompTIA A+

Program information
A+ certification validates understanding of the most common hardware and software technologies in business and certifies the skills necessary to support complex IT infrastructures. A+ certified professionals have mastered the technologies found in today's extensive and varied IT environments, from mobile to traditional devices and operating systems.

Required courses:
- CompTIA A+ Certification Preparation: Part 1
- CompTIA A+ Certification Preparation: Part 2

CompTIA A+ Enhanced Program - NEW

Program information
Get prepared for today's job hunt challenge by registering for our newly designed A+ enhanced program. Introduction to Security Clearance and Background Checks will provide you with a career advantage, for no additional cost. Most occupational specialties require employers to have a pool of potential employees who have the ability to meet and pass the challenges of rigorous background checks and security clearance screening processes

Required courses:
- DPR-697 CompTIA A+ Certification Preparation Part 1
- DPR-698 CompTIA A+ Certification Preparation Part 2
- CAM-300 Introduction to Security clearance and Background Checks

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

For more information
For A+, please see our contact information above. For A+ Enhanced, please e-mail fabuyiba@pgcc.edu.

DPR-320 Repair and Maintenance of Personal Computers 12 CEUs
Learn how to differentiate between hardware and software-related problems. Topics include basic safety tips and the care and feeding of the hard disk drive. Prerequisites: introductory-level knowledge of MS-DOS or Windows. Textbook (required and tool kit will be specified at first class):

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

19578 F 6/2-6/23 6-9 p.m. ANXC-043

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 includes extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information (provided at first class).

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

19579 F 7/14-8/4 6-9 p.m. ANXC-043

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

20 sessions, $650* (includes a $150 lab fee)

19576 MWT 5/15-6/29 6:30-9:45 p.m. ANXC-043

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

20 sessions, $650* (includes a $150 lab fee)

19577 MWT 7/10-8/23 6:30-9:45 p.m. ANXC-043

DPR-853 A+ Certification Preparation Boot Camp 4.5 CEUs
This course is designed for students who have completed extensive course work leading to A+ certification and is intended as a final review before the certification exam. Topics include software installation and troubleshooting, computer repair and support and test preparation activities. Students should have completed both parts 1 and 2 of CompTIA A+. Required text: CompTIA A+ Certification All-in-One Exam Guide, (9th edition) (Exams 220-901 & 220-902) ISBN: 9781259588716, by Mike Meyer and hard back book is: ISBN: 9781259589515.

10 sessions, $450* (includes a $100 lab fee)

20406 MTWThF 6/5-6/16 9 a.m.-2 p.m. CAT-315

Prince George's Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
IT FUNDAMENTALS
301-546-0873 or itcerts@pgcc.edu

NATIONAL CERTIFICATION PREPARATION

COMPTIA IT FUNDAMENTALS CERTIFICATION

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

Required course:
• IT Fundamentals

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

For more information
Please see our contact information above.

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

ONLINE IT TRAINING

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

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

Program requirements
Internet access and a current e-mail account.

For more information
Please see our contact information above.

DPR-696 Introduction to PC Troubleshooting

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

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DPR-393 Designing Effective Websites

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

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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)

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

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

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### DPR-591 Intermediate Networking 2.4 CEUs
Topics include virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification.

Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows ‘95 or higher and completion of Introduction to Networking.

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

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### DPR-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)

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

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

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

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

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

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

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### DPR-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)

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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)

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)

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)

DPR-843 Introduction to Microsoft Word 2016 2.4 CEUs
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports. 12 sessions, $170* (includes a $80 lab fee)

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

DPR-836 Introduction to Microsoft Excel 2016 2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploiting shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros.
12 sessions, $170* (includes a $80 lab fee)

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)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-708 Introduction to Microsoft Access 2013  2.4 CEUs
This course will help you master Access and put it to creative and confident use and take control of your data! You will be shown how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records. You will develop not only strong Access skills, but a solid understanding of good database design concepts.
12 sessions, $140* (includes a $80 lab fee)

20097  WF  5/17-7/7  online  $260
20098  WF  6/14-8/4  online  $260
20099  WF  7/12-9/1  online  $260
20100  WF  8/16-10/6  online  $260

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

20147  WF  5/17-7/7  online  $260
20148  WF  6/14-8/4  online  $260
20149  WF  7/12-9/1  online  $260
20150  WF  8/16-10/6  online  $260

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)

20109  WF  5/17-7/7  online  $260
20110  WF  6/14-8/4  online  $260
20111  WF  7/12-9/1  online  $260
20112  WF  8/16-10/6  online  $260

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)

20099  WF  5/17-7/7  online  $260
20100  WF  6/14-8/4  online  $260
20101  WF  7/12-9/1  online  $260
20102  WF  8/16-10/6  online  $260

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

20013  WF  5/17-7/7  online  $260
20014  WF  6/14-8/4  online  $260
20015  WF  7/12-9/1  online  $260
20016  WF  8/16-10/6  online  $260

DPR-759 Intermediate SQL  2.4 CEUs
IN this course, you will learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data YOU WILL explore how to write and implement complex queries on multiple tables simultaneously, and discover advanced filtering, update, and insertion techniques. AND create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course.
12 sessions, $140* (includes a $65 lab fee)

20105  WF  5/17-7/7  online  $260
20106  WF  6/14-8/4  online  $260
20107  WF  7/12-9/1  online  $260
20108  WF  8/16-10/6  online  $260

DPR-812 Introduction to Microsoft PowerPoint 2013  2.4 CEUs
Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you will learn how to use Microsoft PowerPoint 2013 or PowerPoint 365 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish. You will see how to plan a presentation for your audience, format it with themes and color, and use slide and layout masters to make global changes. You will embellish your slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and learn to add multimedia effects to create animated presentations.
12 sessions, $140* (includes a $65 lab fee)

20125  WF  5/17-7/7  online  $260
20126  WF  6/14-8/4  online  $260
20127  WF  7/12-9/1  online  $260
20128  WF  8/16-10/6  online  $260

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
DPR-835 Introduction to Microsoft PowerPoint 2016  2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft PowerPoint 2016. Topics include presentation themes, slide layouts, outline view, spelling check, AutoCorrect, Thesaurus, Smart Lookup, charts and chart tools, animation and animation pane, presentation management and online sharing.  
12 sessions, $170* (includes a $80 lab fee)

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DPR-793 Introduction to Microsoft Project 2013  2.4 CEUs
In this course, learn how to create a project schedule and share it with clients. Using the program’s different views, such as the Calendar and Gantt chart views, you will be able to manage your project information and produce effective reports. Armed with this information, you will avoid going down dead-end alleys and overloading your schedule. And should you encounter trouble, you will master a number of tried-and-true problem-resolution techniques to help get your project back on track.  
12 sessions, $140* (includes a $65 lab fee)

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DPR-837 Introduction to Microsoft Project 2016  2.4 CEUs
This course is designed for business professionals and project managers pursuing professional development training in business technology and provides instruction on Microsoft Project. Topics include a formal management approach, creating a project schedule, Gantt charts, resource sheets, cost tables, scheduling, assigning lead times, task dependencies and creating a baseline.  
12 sessions, $170* (includes a $80 lab fee)

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DPR-479 C++ for the Absolute Beginner  2.4 CEUs
See how to program in C++, even if you have no prior programming experience. Explore ways to create programs for Microsoft Windows using Borland C++ Builder, and Object-Oriented techniques. Explore ways to create windows and forms, and how to program in a step-by-step manner. Requirement: Borland C++ Builder, standard edition of 5.0 is preferred, Internet access and basic PC knowledge.  
12 sessions, $140* (includes a $65 lab fee)

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

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

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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<tr>
<td>DPR-762</td>
<td>Advanced Web Pages</td>
<td>2.4</td>
<td>In this course you will be taught to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You will also build forms that collect information and embed video that works in all browsing environments. Along the way, you will explore aesthetics, color scheming, and accessible Web page design. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>DPR-724</td>
<td>Introduction to Google Analytics</td>
<td>2.4</td>
<td>Learn how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left. The course guides you step by step, report by report, through the major parts of the Google Analytics interface. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>DPR-717</td>
<td>Introduction to Dreamweaver CS6</td>
<td>2.4</td>
<td>In this course, you will be taught how to use Dreamweaver’s intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. You will be shown how to work with images, and build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>DPR-329</td>
<td>Java for the Beginner</td>
<td>2.4</td>
<td>Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. We’ll also use Bluej, a graphical development environment designed especially for students. Both are free open-source products, and you can download them. By the time we’re done, you’ll be comfortable with Java programming and ready for more. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>DPR-540</td>
<td>Introduction to PHP and MySQL</td>
<td>2.4</td>
<td>See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web. 12 sessions, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>DPR-651</td>
<td>Intermediate Java</td>
<td>2.4</td>
<td>Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java’s class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools. 12 sessions, $140* (includes a $65 lab fee)</td>
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<tr>
<td>DPR-670</td>
<td>Introduction to PC Security</td>
<td>2.4</td>
<td>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)</td>
</tr>
<tr>
<td>DPR-671</td>
<td>Advanced Personal Computer Security</td>
<td>2.4</td>
<td>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)</td>
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</table>
**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 without any technical coding! You will be taught everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. You will find out how to use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure. **12 sessions, $140* (includes a $65 lab fee)**

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

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

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**CONSTRUCTION MANAGEMENT**

301-546-0964 or westphalia@pgcc.edu

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

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

- CST-335 Construction Management 1
- 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).

**For more information**

Please see our contact information above.

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at [www.pgcc.edu](http://www.pgcc.edu)
CONSTRUCTION SKILLED TRADES

APARTMENT MAINTENANCE TECHNICIAN
301-546-0964 or westphalia@pgcc.edu

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 90 ½ hours); and
• Meet all examination requirements within 24 months of declaring candidacy for CAMT

For more information
Please see our contact information above.

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

PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE

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

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

For more information
Please see our contact information above.

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

20394 W 6/21-9/27 5-8 p.m. STC

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

20395 Th 6/22-9/28 5-8 p.m. STC

COMPUTER-AIDED DRAFTING (AUTOCAD)
301-546-0873 or itcerts@pgcc.edu

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. Textbook required. 15 sessions, $440* (includes a $140 lab fee)

19749 Th 6/6-7/27 6-9:30 p.m. CAT-313

CORE SKILLS
301-546-0894

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

Students may choose:
Option 1
• OCU-410 Core: Introductory Craft Skills

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

For more information
Please see our contact information above.
### OCU-408 CORE: Introductory Craft Skills: Part 1 3.9 CEUs
A prerequisite for all National Center for Construction Education and Research (NC-CER) level one carpentry, masonry, painting, and plumbing students. Topics include basic safety, introduction to construction math, basic communication skills and employability skills. Textbook required: *NCCER Core Curriculum (5th edition)*.

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

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### OCU-416 CORE: Introductory Craft Skills: Part 2 3.5 CEUs
This is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include hand and power tools, construction drawings, and materials handling. Textbook (required at first class): *NCCER Core Curriculum*, (5th edition).

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

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

#### PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE, CONSTRUCTION ELECTRICIAN
This program is designed to meet the needs of students who seek employment or are working towards a career in the construction area of the electrical field. The certificate requires the student's satisfactory completion of the residential wiring and construction electricity programs. The Electrical Certification Program has expanded to include certificates in Electrical Levels 3 and 4.

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

For more information
Please see our contact information above.

### ELC-301 Electrical: Level 1 2.7 CEUs
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. Topics include an orientation to the trade, electrical safety, electrical circuits, and electrical theory. Textbook, calculator and a copy of the 2011 edition of the National Electric Code (NEC) are required at the first class.

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

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### ELC-308 Residential Wiring 1: Part 1 2.7 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 1 electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics include an introduction to the National Electric Code (NEC), device boxes, and hand bending. Prerequisite: ELC-301. Textbook and calculator required.

9 sessions, $390* (includes a $50 lab fee)

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### CST-376 National Electric Code: Journeyman Preparation 4.2 CEUs
This course prepares students for the journeyman electrician examination. Prerequisite: Basic knowledge of the National Electric Code and trade experience. Textbook (required at first session) and 2011 National Electric Code.

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

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

2 sessions, $245* (includes a $50 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HVAC/R (HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION)

301-546-0894 (STC)
301-546-0964 (WTC)
or westphalia@pgcc.edu

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

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

For more information
Please see our contact information above.

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. Required textbook: EPA certification Exam Prep Manual (7th edition) Esco Institute. Note: students must read the entire textbook (prior to the first class).
2 sessions, $270* (includes a $40 lab fee)
20282 ThF 7/27-7/28 5-9 p.m. STC

HVC-332 HVAC/R Level 1 Part 1 4.6 CEUs
This course is the first half of level 1 of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will be introduced to HVAC, trade mathematics, basic copper, plastic piping, soldering and brazing, and basic carbon steel piping practices. Required textbook: NCCER HVAC Level 1 (4th edition)
15 sessions, $620* (includes a $30 lab fee)
19300 MW 5/7-6/21 6-9 p.m. WTC

HVC-331 HVAC/R Level 1: Part 2 7.6 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level one curriculum for heating, ventilation, air conditioning and refrigeration (HVAC/R) students. Students will be taught the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Prerequisites: HVC-300: Intro to HVAC/R Level 1: Part 1. Textbook (required at first class): NCCER HVAC Level 1 (4th edition). 25 sessions, $940* (includes a $30 lab fee)
20281 ThF 5/9-6/3 5:45-9:30 p.m. STC

HVC-335 HVAC/R Level 2: Part 2 5.2 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include alternating current, basic electronics, electric heating, and introduction to circuit control troubleshooting. Prerequisites: HVC-334: HVAC/R Level 2: Part 1. Textbook (required at first class): NCCER HVAC Level 2 (4th edition). 14 sessions, $595* (includes a $50 lab fee)
20283 MW 5/31-7/17 6-9:30 p.m. STC

HVC-336 HVAC/R Level 2: Part 3 5.3 CEUs
This course is third in our series of four courses in the NCCER level two curriculum for HVAC/R students. Topics include troubleshooting gas heating; troubleshooting cooling equipment; and heat pumps. Prerequisite: HVC-335: HVAC/R Level 2: Part 2. Textbook required. 14 sessions, $640* (includes a $50 lab fee)
20284 MW 7/24-9/11 6-9:30 p.m. STC

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

LOCKSMITHING

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, GENERAL LOCKSMITHING
This program offers comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. At the conclusion of the program, students will be familiar with impressioning, lock-picking, closed circuit TV, safe lock installation, troubleshooting, and automotive lock opening.
A Certificate in General Locksmithing will be issued upon successful completion of the following courses:
- KEY-300 Locksmithing 101
- KEY-301 Locksmithing 102
- KEY-305 Locksmithing 201
- KEY-304 Locksmithing 202

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

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

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

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

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

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

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

KEY-304 Locksmithing 202  4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305.

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

MASONRY

301-546-0964 or westphalia@pgcc.edu

For more information
Please see our contact information above.

BASIC PLUMBING

501-546-0834

PRINC GEORGE’S COMMUNITY COLLEGE CERTIFICATE, BASIC PLUMBING

Plumbers install and repair the water, waste disposal drainage, and gas systems in homes and commercial and industrial buildings. Plumbers also install plumbing fixtures (bathtubs, showers, sinks, and toilets) and appliances (dishwashers, waste disposers, and water heaters). Prince George’s Community College’s program provides the basic skills and knowledge needed for entry-level employment and to launch a career in the plumbing profession. A Certificate in Basic Plumbing is awarded upon completion 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 the Skilled Trades Center, 6400 Old Branch Ave., Temple Hills, MD.

For more information
Please see our contact information above.

RESIDENTIAL MAINTENANCE

301-546-0964 or westphalia@pgcc.edu

OCU-329 Electrical Repair: Basic Skills  1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics include safety, replacing switches and light fixtures, troubleshooting, electrical tool usage, wire connections and diagrams. Textbook: Step by Step Guide Book on Home Wiring. Instructor: Janaina Rocha.

4 sessions, $174* (includes a $30 lab fee)

OCU-330 Plumbing Repair: Basic Skills  1.2 CEUs
This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Textbook: Step by Step Guide Book on Home Plumbing. Instructor: Janaina Rocha.

4 sessions, $174* (includes a $30 lab fee)

OCU-331 Drywall Installation and Repair  1.5 CEUs
This hands-on course introduces the basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha.

5 sessions, $210* (includes a $30 lab fee)

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

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

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

CREATIVE AND PERFORMANCE ARTS

CREATIVE WRITING
richejl@pgcc.edu

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)

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

2016 WF 5/17-7/7 online E2GO
2017 WF 6/14-8/4 online E2GO
2018 WF 7/12-9/1 online E2GO
2019 WF 8/16-10/6 online E2GO

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)

20191 WF 5/17-7/7 online E2GO
20192 WF 6/14-8/4 online E2GO
20193 WF 7/12-9/1 online E2GO
20194 WF 8/16-10/6 online E2GO

SKB-722 Beginning Writer’s Workshop 2.4 CEUs
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece.
12 sessions, $140 (includes a $65 lab fee)

2021 WF 5/17-7/7 online E2GO
2022 WW 6/14-8/4 online E2GO
2023 WF 7/12-9/1 online E2GO
2024 WF 8/16-10/6 online E2GO

SKB-463 Writeriffic: Creativity Training for Writers 2.4 CEUs
Do you have a novel, essay or legacy to share with the world? Are you stuck? Wondering where to start? Struggling with writer’s block? Do you have a novel, essay or legacy to share with the world? Are you stuck? Wondering where to start? Struggling with writer’s block? This class will ignite your creative energies in simple, fun and easy steps. 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)

2025 WF 5/17-7/7 online E2GO
2026 WF 6/14-8/4 online E2GO
2027 WF 7/12-9/1 online E2GO
2028 WF 8/16-10/6 online E2GO

SKB-402 Writing for Children 2.4 CEUs
Join a former executive editor of Scholastic children’s publishing and discover what you need to know to write for children. In this highly interactive, hands-on course, you will take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you will explore the changing world of children’s literature and understand the various formats, whether it’s early readers, picture books, chapter books, middle grade or young adult novels. You will get insights from publishing professionals to gain a better understanding of the needs of today’s market.
12 sessions, $140* (includes a $65 lab fee)

2029 WF 5/17-7/7 online E2GO
2030 WF 6/14-8/4 online E2GO
2031 WF 7/12-9/1 online E2GO
2032 WF 8/16-10/6 online E2GO

FINE ARTS CREATIVITY
richejl@pgcc.edu

ART-345 Drawing for the Absolute Beginner 2.4 CEUs
This is a continuation of Welding Fundamentals Part 1, in which students will perform welds in flat, horizontal, vertical, and overhead positions. The course includes welding safety, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), plasma arc cutting (PAC), air carbon arc cutting and gouging (CAC-A), and welding and cutting processes. It will also include base metal, shielded metal arc welding electrodes, joint fit-up/alignment, groove welds with backing, and open V-groove welds. All welds will meet the American Welding Society (AWS) qualification standards.
12 sessions, $140* (includes a $65 lab fee)

1997 WF 6/14-8/4 online E2GO
20635 WF 7/12-9/1 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
PERFORMING ARTS & MUSIC
richejl@pgcc.edu

COM-347 Voice-Overs:
Now is Your Time
This class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! You’ll be taught a unique way to cash in on one of the most lucrative careers out there! This is a business you can handle on your own time, with practically no overhead! Companies are looking for new voices like never before. This exciting, fun class could be the game changer you’ve been looking for! Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several local ADDY Awards and nominations. 1 session, $69 (includes a $40 lab fee)

MUS-339 Music Made Easy  2.4 CEUs
This course is designed for those with little or no experience in music. Students will be taught the fundamentals of music theory and be able to read, write, and play simple music. 12 sessions, $140 (includes a $65 lab fee)

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. Note: Students should have basic driving skills before taking the behind-the-wheel portion of the training. 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.

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

EARLY CHILDHOOD EDUCATION

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

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

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

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

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

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

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

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

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

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

For more information
Please see our contact information above.
DCR-303 Child Growth and Development: 45 Hours 4.5 CEUs
Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include the social, emotional, physical, and intellectual development of children. Provides the first 45 hours of the 90 classroom hours needed to become a teacher in a childcare 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*

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

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DCR-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 curriculum, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after school setting. Prerequisites: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and a qualifying score on the reading comprehension placement test. Perfect attendance is required. Textbook information is available at www.pgccbookstore.com. Note: all online classes require mandatory campus visits. $205*

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

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

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Note: All online classes have mandatory campus visits. $205*

Prince George’s Community College  Transforming Lives  301-546-PGCC (7422)  www.pgcc.edu
DCR-466 Child Care Administration for Directors  4.5 CEUs
Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department of Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisites: qualifying score on the reading comprehension placement test and completion of the 90 hour certificate. Perfect attendance is required. Textbook information is available at www.pgcccbookstore.com.

Note: all online classes require mandatory campus visits. $205*

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

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

DCR-496 Discipline and the Demanding Child  0.6 CEU
All children have demanding days! This course is designed to provide you tips that will help you feel less overwhelmed and provide sensitive guidance to those demanding children. Topics include solution center alternatives, contributing factors, anger management solutions, and major motivators for children. Content Area: Child Development. $75*

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 for family child care applicants and resources for implementing an early childhood environment that is inclusive to all children and families. Review of national standards and best practices, and highlight local, state, and national resources. MSDE Core of Knowledge: SN 3 hrs. $30*

DCR-575 High Functioning Autism: Strategies for Success  0.6 CEU
This course is for professionals in the education or childcare career fields, will provide information, strategies, and resources for understanding children living with high functioning Autism. Topics highlighted include Learning Styles vs. Thinking Styles, brain development, and characteristics of Asperger’s. $65*

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

19980 WF 7/17-7/17 online E260
19979 WF 8/14-8/14 online E260

EDUCATION/TEACHER TRAINING 301-546-7545 or 301-546-0158

SKB-473 Praxis Core Preparation 2.4 CEUs
Are you a perspective teacher who needs to pass the Praxis Core Exam? This course will develop all the skills you need for the test as we review and prepare for everything it includes. Become familiar with different types of questions that appear on the reading and writing test, and master the many areas of math that you'll be tested on. You will also 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)

20002 WF 5/17-7/7 online E260
20003 WF 6/14-8/4 online E260
20004 WF 8/16-10/6 online E260

SKB-416 Survival Kit for New Teachers 2.4 CEUs
This course is for teachers who are new, al-ready teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics 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)

19979 WF 7/17-7/17 online E260
19980 WF 8/16-10/6 online E260

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

19981 WF 6/14-8/4 online E260
19982 WF 8/16-10/6 online E260

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)

19985 WF 6/14-8/4 online E260
19986 WF 8/16-10/6 online E260

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)

19983 WF 5/17-7/7 online E260
19984 WF 7/12-9/1 online E260

SKB-477 Solving Classroom Discipline Problems 2 2.4 CEUs
This course covers skills for teachers to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. How to use a new research-based, six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action.
12 sessions, $140* (includes a $65 lab fee)

19985 WF 6/14-8/4 online E260
19986 WF 8/16-10/6 online E260

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)

19995 WF 5/17-7/7 online E260

DCR-323 Teaching Smarter with SMART Boards 2.4 CEUs
SMART Boards are revolutionizing today's classroom. Using interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. In this course, 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)

19994 WF 7/12-9/1 online E260

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

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SKB-479 Creating a Classroom Website  2.4 CEUs
This course is designed for individuals pursuing professional development training in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more.  **12 sessions, $140* (includes a $65 lab fee)**

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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. We will dissect the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. We will talk about games you can incorporate, modifying your classroom, and lots of methods for bringing out the students’ best behavior. This course will prepare you to understand and empower your kids with learning disabilities.  **12 sessions, $140* (includes a $65 lab fee)**

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ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

ESL-615 Getting Started in ESL  2.2 CEUs
This course will explore methods for teaching the following skills (listening, speaking, reading and writing) and adapting activities for the levels and needs of your English Language Learners. Learn about the basics of preparing an engaging and effective lesson, and assess learning on an ongoing basis. Course also includes classroom observation, meeting with a mentor teacher, preparation of a mini-lesson plan with an informal assessment, and practice teaching.  **5 sessions, $195***

ESL-313 Preparation for the U.S. Citizenship Test
Students study the questions and information covered on the U.S. Citizenship Test, and practice completing the forms and answering possible interview questions.  **20 sessions, $50**

ESL-356 Pronunciation and Fluency
Students practice the basic vowel sounds and word stress patterns of American English to help improve their ability to understand and be understood by American English speakers.  **20 sessions, $75**

ESL-502 Intermediate Reading and Writing
Want to read about interesting topics, learn new vocabulary, and improve your writing? This course is for any intermediate students who want to improve their reading and writing for life and work.  **20 sessions, $75**

ESL-612 Advanced Writing 3: Evidence Based Writing
In this course you will be shown where to find research articles online and how to incorporate them into your essays. Practice paraphrasing, proving ideas with data, and using citations in your writing.  **20 sessions, $75**

ESL-367 High-Intermediate Conversation
In this course you will improve your listening and speaking skills through discussions about interesting topics. Study new vocabulary words, pronunciation techniques, and grammar rules.  **20 sessions, $75**
ADULT EDUCATION ESL
301-546-8350 or www.pgcc.edu/go/adulteducationesl

BASIC SKILLS

ADULT EDUCATION ESL
(ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Program information
Adult Education ESL classes are for you if:
• You would like to develop your speaking and understanding of English for life or work, OR
• 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

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

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.

Cost
There is no tuition for most Adult Education ESL courses. Students spend approximately $50 per class for books.

For more information
Please see our contact information above.

ESL TEACHER TRAINING
301-546-8350 or greenbsd@pgcc.edu before enrolling.

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

This four-course certificate program is designed to meet the needs of those who want to teach English to adults in adult education or community programs. Topics include how to plan lessons, how adults acquire a second language, the characteristics of language learners in the U.S., and the best teaching practices.

The certificate requires satisfactory completion of all four courses. ESL-615 Getting Started in ESL must be taken first before enrolling in the other three courses.

All four courses combine face-to-face and online components. Each course includes classroom observations and practice teaching in an ESL classroom at a College location.
• Getting Started in ESL
• How Adults Acquire a Second Language
• Know Your English Language Learners
• Evidence-Based Best Practices for ESL

Once all of these requirements have been completed, contact the Transition ESL Program for verification and to request a certificate.

COMMUNICATION AND WRITING
301-546-8340 or 301-546-3019

OFC-347 Grammar Refresher .2 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)

MGT-434 Business Writing Intensive .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 text: The Business Writer’s Handbook, (10th or latest edition). (St. Martin’s Press).
5 sessions, $220*

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*
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)

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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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ENRICHMENT AND PERSONAL GROWTH

CAREER PLANNING
richejl@pgcc.edu

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

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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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TEST PREPARATION

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 Preparation, Course 2: Quantitative  2.4 CEUs
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE). 12 sessions, $140* (includes a $65 lab fee)

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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 (available from amazon.com or LSAC.org).
12 sessions, $140* (includes a $65 lab fee)

19821 WF 5/17-7/7 online E2GO
19822 WF 6/14-8/4 online E2GO
19823 WF 7/12-9/1 online E2GO
19824 WF 8/16-10/6 online E2GO

ENR-583 Cultivating Compassion for Ourselves and Others
You know the saying, “You can’t love others unless you love yourself.” Learn how to orient your mind towards loving kindness, compassion and equanimity. The class will include hort talks, guided meditations and small group discussions designed to increase your understanding of these concepts. These are powerful tools to reduce greed, anger and pride by opening your heart to greater amounts of love for all beings - most importantly, to yourself. Instructor: Jerry Hartman.
1 session, $59 (includes $40 lab fee)
20879 S 8/5-8/5 10 a.m.-2 p.m. LCC-205

LIFESTYLE
richejl@pgcc.edu

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)

19793 WF 5/17-7/7 online E2GO
19794 WF 6/14-8/4 online E2GO
19795 WF 7/12-9/1 online E2GO
19796 WF 8/16-10/6 online E2GO

FIN-346 Personal Finance 2.4 CEUs
Protect your assets and discover how best to achieve all your financial goals. Topics 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)

19797 WF 5/17-7/7 online E2GO
19798 WF 6/14-8/4 online E2GO
19799 WF 7/12-9/1 online E2GO
19800 WF 8/16-10/6 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)

19801 WF 5/17-7/7 online E2GO
19802 WF 6/14-8/4 online E2GO
19803 WF 7/12-9/1 online E2GO
19804 WF 8/16-10/6 online E2GO

ENR-371 If I Could Talk to the Animals
Lecture and exercise to develop your ability to share thoughts and feelings and enhance your relationship with your animal friends. Bring photos. 1 session, $20
14799 T 5/2-5/2 7-9 p.m. LCC-205

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)

19789 WF 5/17-7/7 online E2GO
19790 WF 6/14-8/4 online E2GO
19791 WF 7/12-9/1 online E2GO
19792 WF 8/16-10/6 online E2GO
FACILITY MANAGEMENT
301-546-0964 or westphalia@pgcc.edu

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

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

Chesapeake Chapter members receive discounted tuition.

For more information
Please see our contact information above.

MGT-632 Project Management for FMP 1.6 CEUs
This is the second of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to project management. You will be taught how to define, plan, manage, oversee, and close projects. Note: members of the IFMA Chesapeake Chapter must register for syn#20274 to get the discounted price; non-members must register for syn#20276. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee)
2 sessions, $300* (includes a $300 lab fee)
20276 FS 6/9-6/10 8:30 a.m.-5 p.m. WTC
20274 FS 6/9-6/10 8:30 a.m.-5 p.m. WTC

MGT-633 Finance and Business Essentials for FMP 1.6 CEUs
This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and contracts in the facility organization. Note: members of the IFMA Chesapeake Chapter must register for syn#20278 to get the discounted price, and non-members must register for syn#20276. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee)
2 sessions, $300* (includes a $300 lab fee)
20278 FS 7/14-7/15 8:30 a.m.-5 p.m. WTC
20277 FS 7/14-7/15 8:30 a.m.-5 p.m. WTC

MGT-634 Leadership and Strategy Essentials for FMP 1.6 CEUs
This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leadership to the entire organization. Note: members of the IFMA Chesapeake Chapter must register for syn#20279 to get the discounted price; non-members must register for syn#20280. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee)
2 sessions, $300* (includes a $300 lab fee)
20280 FS 8/11-8/12 8:30 a.m.-5 p.m. WTC
20279 FS 8/11-8/12 8:30 a.m.-5 p.m. WTC

FORKLIFT/HEAVY EQUIPMENT
301-546-0062 or tdi@pgcc.edu

FORKLIFT
PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATION, OSHA FORKLIFT
A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Examples include forklifts, pallet jacks and low lift jacks. Powered lift truck operators are required to be properly trained under OSHA Operator Training Law 1910.178(1)(2)(ii). Operators must show competency to operate a powered industrial truck safely by successfully completing three components:

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

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

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

For more information
Please see our contact information above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HEO-305
OSHA Forklift Operator Certification

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

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

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<tr>
<th>Course Code</th>
<th>Days</th>
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<td>Th</td>
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<tr>
<td>19482</td>
<td>Th</td>
<td>7/20-7/20</td>
<td>8 a.m.-3 p.m.</td>
<td>WTC</td>
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</table>

HEAVY EQUIPMENT
301-546-0062 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.

For more information
Please see our contact information above.

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)

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<tr>
<th>Course Code</th>
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<th>Location</th>
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<td>8/14-8/15</td>
<td>8 a.m.-3 p.m.</td>
<td>WTC</td>
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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 backhoe vehicle, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught how to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and digging. Note: A) must be 18 years or older B) students are required to wear steel toe shoe or boot.

2 sessions, $275* (includes a $200 lab fee)

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<tr>
<th>Course Code</th>
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<tr>
<td>19491</td>
<td>MT</td>
<td>8/21-8/22</td>
<td>8 a.m.-5 p.m.</td>
<td>WTC</td>
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</table>
GREEN CAREER
301-546-8340 or parknx@pgcc.edu

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

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

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

For information on registering for these courses, please see the Online Courses section at the back of this schedule.

GED® PREPARATION, THE NEDP, AND ADULT BASIC SKILLS

BASIC SKILLS AND HIGH SCHOOL DIPLOMA PROGRAM OPTIONS
The Adult Education Program offers two options for adults and young adults who are seeking to earn a Maryland High School Diploma: preparation for the GED® exam, and the National External Diploma Program.

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

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

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

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

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

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

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

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

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

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

301-546-8350 (University Town Center) | Loreta Jordan (jordanlm@pgcc.edu)
With a career in the casino industry you can win big. The gaming industry offers exciting jobs as table games dealers. If you want flexibility, fun, and financial stability, a casino career could be for you.

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

https://www.pgcc.edu/dealerschool
WHERE DO YOU SEE YOUR CAREER TAKING YOU?

Prince George’s Community College’s Hospitality Express training program starts 2017. This program will help prepare residents of Prince George’s County and surrounding community for the more than 3,500 employment opportunities available.

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

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

www.pgcc.edu/go/HospitalityExpress
STORMWATER MANAGEMENT
301-546-8340 or parknx@pgcc.edu

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

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

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

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

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

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

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

HEALTH CARE SUPPORT

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

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

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

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

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

For more information
Please see our contact information above.

HES-573
Pediatric First Aid, CPR & AED 0.7 CEU
This National Safety Council (NSC) Pediatric First Aid, CPR & AED program, for childcare 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)

19816 S 6/17-6/17 9 a.m.-4:30 p.m. CHS-2103

Prince George’s Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
HES-669 HeartCode® BLS for the Healthcare Provider  0.4 CEU
HeartCode is a web-based CPR program that uses eSimulation technology to allow students to assess and treat patients in virtual healthcare settings. Debriefings and coaching to promote learning and skills development are provided online. After completing the online training, within 30 days, students must provide a certificate of completion to participate in skills training in the classroom. Upon successful completion, a course completion card, valid for two years, will be issued. 100% course attendance required. Successful completion earns a National Safety Council (NSC) card valid for two years. Required textbook: NSC First Aid CPR & AED Workbook. Students must bring text to class. 1 session, $75* (includes a $5 lab fee)

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<th>Dates</th>
<th>Time</th>
<th>CHS</th>
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<td>19606</td>
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<td>6-10 p.m.</td>
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<td>19607</td>
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<td>6/15-6/15</td>
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<td>19611</td>
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<td>6/17-6/17</td>
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<td>19612</td>
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<td>7/15-7/15</td>
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<td>19608</td>
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<td>19609</td>
<td>S</td>
<td>8/19-8/19</td>
<td>9 a.m.-1:15 p.m.</td>
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HES-344 CPR for Health Professionals  0.7 CEU
This American Heart Association (AHA) course is recommended for allied Health, emergency personnel, nurses, physicians, and students enrolled in health technology programs. Adults and Child one- and two-rescuer Cardio-Pulmonary Resuscitation (CPR), relief of Foreign Body Airway Obstructions (FBAO), and barrier devices is covered. 100% course attendance required. Successful completion earns AHA card valid for two years (issued within 20 days). Required textbook: BLS for Health Care Providers. Students must bring text to class. 1 session, $85* (includes a $5 lab fee)

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<td>19881</td>
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<td>5/6-5/6</td>
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<td>19618</td>
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<td>19628</td>
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<td>7/29-7/29</td>
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<td>19630</td>
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<td>8/5-8/5</td>
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<td>19631</td>
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<td>8/12-8/12</td>
<td>9 a.m.-3:30 p.m.</td>
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HES-379 First Aid  0.4 CEU
This course is designed to train the public how to respond appropriately in emergencies. Topics include injury prevention, victim assessment, shock treatment, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for three years. Textbook (required at first class): NSC First Aid CPR & AED workbook. 1 session, $65*

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<td>19614</td>
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<td>1-4:45 p.m.</td>
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HES-574 National Safety Council CPR & AED  3.5 CEUs
This life-saving course teaches how to respond to choking, breathing and cardiac emergencies, and how to use an automated external defibrillation (AED) unit in conjunction with CPR. Topics include victim assessment, basic life support, airway management, breathing and circulation and more. Successful completion earns a National Safety Council (NSC) card valid for two years. Required textbook: NSC First Aid, CPR & AED Workbook. Students must bring text to class. 1 session, $42* (includes a $10 lab fee)

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<td>19615</td>
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<td>5/20-5/20</td>
<td>9 a.m.-12:45 p.m.</td>
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MENTAL HEALTH
301-546-0795

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

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<td>14085</td>
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<td>5/2-5/4</td>
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CAREGIVING
301-546-0795

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

For more information
Please see our contact information above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-571
Caring for Aging Parents 2.4 CEUs
This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life’s transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered.
12 sessions, $140* (includes a $65 lab fee)

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

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

ASSISTED LIVING
301-546-0795 or www.pgcc.edu/go/assistedliving

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

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

100% attendance is required.

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

For more information Please see our contact information above

HES-497 Assisted Living Manager Refresher 2.1 CEUs
This 20-hour refresher satisfies the requirements of the Office of Health Care Quality for assisted living managers. It reviews and updates students on nutrition, assessment, clinical management, emergency and service planning and behavior management.
3 sessions, $260* (includes a $25 lab fee)
HES-559 How to Start an Assisted Living Business 1.0 CEU
Assisted living facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing.
2 sessions, $180* (includes a $35 lab fee)
13851 S 5/6-5/13 9 a.m.-3 p.m. CHS-1203

HES-326 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)
13849 Th/F 5/4-5/6 9 a.m.-3 p.m. CHS-2211
19633 Th/F 7/6-7/8 9 a.m.-3 p.m. CHS-2211

REGISTERED NURSING TRAINING
301-546-0795 or www.pgcc.edu/go/assistedliving

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

For more information
Please see our contact information above.

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

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

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

*HES-690 Introduction to Dental Assisting: Part 1
Prerequisites:
- A score of at least 65 on the Accuplacer Reading Comprehension Test
- Ability to speak and understand standard American English
- High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
- Purchase textbook Package: Modern Dental Assisting (11th edition) ISBN 97803232339929
- Textbook Package Required during class sessions. Read chapters 1 and 2 and complete associated workbook assignments prior to first class.

*HES-519 Introduction to Dental Assisting: Part 2
Prerequisites (continuing students):
- At least 18 years of age
- Successfully Complete HES-690 and CPR/AED training

HES-519 Introduction to Dental Assisting: Part 2
Prerequisites (new students):
- At least 18 years of age
- A score of at least 65 on the Accuplacer Reading Comprehension Test
- High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
- Successfully complete CPR/AED training
- Provide a letter from the employing dentist verifying employment and a commitment to your direct clinical supervision.
- A working knowledge of basic oral anatomy, basic infection control and basic dental terminology
- Proof of completion of a basic dental assisting course

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

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

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

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

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

For more information
Please see our contact information above.
HES-690 Introduction to Dental Assisting: Part 1 4.8 CEUs
This course prepares students for an entry-level dental assistant position by learning basic dental theory, terminology, four-handed dental assisting, sterilization techniques, impressions and model trimmings and more. Lab practice conducted onsite. Prerequisites: HS Diploma or GED; reading comprehension placement score of 65 or better. Textbook required.
14 sessions, $750* (includes a $250 lab fee)

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<th>19602</th>
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HES-519 Introduction to Dental Assisting: Part 2
This course provides the knowledge and skills necessary to perform a wide variety of dental radiologic procedures. Students will be taught how to apply these principles to clinical radiography in preparation to sit for the DANB Dental Radiation Health and Safety Certification exam. Topics include ionizing radiation, basic principles of X-Ray generation, Dental X-Ray machine, image formation and receptors, biologic effects, Personal Protective measures, film processing, infection control, and disease. CPR/AED and textbook required.
12 sessions, $750* (includes a $250 lab fee)

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

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<th>14118</th>
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PHARMACY TECHNICIAN
301-546-0795 or www.pgcc.edu/go/pharmtek

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

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

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

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

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

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

- Reading: score of 65 or above on the college’s reading placement test OR college completion of English 101
- Math: score of 82 or above on the college’s algebraic math placement test OR college credits in math within the last two years OR completion of HES-577, Medical Math, with a final grade of at least 75% and High School or GED completion.

Participants must also:

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

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

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

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

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

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

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

**HES-577 Medical Math 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)

**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 textbooks are required at first class.  
**15 sessions, $355*** (includes a $175 lab fee)

**HES-493 Physical Therapy Aide Clinical 6.2 CEUs**  
This course prepares students for clinical placement. It provides instruction to facilitate the transition from student to professional in the physical therapy field. Topics include roles and responsibilities, career development, interviewing skills, confidentiality, and effective communication in patient care. Prerequisites: Pass HES-492 (apply within 6 months of completion), reading test score of 65%, current CPR Healthcare Provider card, 18 years old, HS diploma or GED. A negative TB Skin test (PPD) and tetanus immunization maybe required.  
**38 sessions, $400*** (includes a $50 lab fee)

**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% on the first attempt.  
**12 sessions, $140*** (includes a $65 lab fee)
NURSING ASSISTANT CNA/GNA
301-546-5215 or www.pgcc.edu/go/cna

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

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

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

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

For more information
Please see our contact information above.

HES-686 Job Fair for Certified Nursing Assistants
This is the 3rd Annual Nursing Assistant Job Fair for all certified nursing assistants. Current and former Prince George’s Community College CNA, GNA, CMA, PCT students are encouraged to attend. Please bring an updated resume and dress for success.

Workshops available include: 1) Dementia: Understanding and Assisting Older Adults; 2) Caregiver: Activities, Tools and Resources to Engage Older Adults and 3) Skills Needed for Health Professionals: How to Get Employed.
1 session, FREE

HES-688 Dementia: Understanding and Assisting Older Adults
Understand the stages of dementia and its impact on older adults. Learn what to expect and what you can do to help the older adults in your life. This course is for family members, caregivers and loved ones.
1 session, FREE

NURSING ASSISTANT 3RD ANNUAL JOB FAIR
Saturday, July 8, 2017, 10 am – 1 pm, Center for Health Studies

Free Workshops Include:
• Dementia: Assisting Older Adults - Understand its stages and impact
• Caregivers: Activities, Tools and Resources – Learn to engage older adults
• Skills Needed to get hired – Hear from employers

See Below for course numbers and time (courses listed on page 63 & 64):
HES-686 Job Fair for Certified Nursing Assistants
7/8 10 a.m.-1 p.m., Largo

HES-688 Dementia: Understanding and Assisting Older Adults
7/8 9:30-10:45 a.m., Largo
7/8 12:30-1:45 p.m., Largo

HES-694 Caregiver: Activities, Tools & Resources to Engage Older Adults
7/8 10:15 a.m., Largo
7/8 12:30-1:45 p.m., Largo

HES-695 Skills Needed for Health Professionals: How to Get Employed
7/8 11:15 a.m.-12:15 p.m., Largo

Register Now.
Call 301-546-5215 or email hammonvj@pgcc.edu for more information.
**HES-694 Caregiver: Activities, Tools and Resources to Engage Older Adults**
Caregivers, learn how to get older adults engaged in useful activities. Discover helpful tools and resources. Motivate and provide appropriate instructions to older adults (regardless of age) in your care. This course is open to nursing assistants, caregivers, family members and loved ones who seek to engage the older adults in their lives.
1 session, FREE

CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the CNA Clinical class. Each examination. A test preparation class, which can receive a certificate making you eligible to take the state Geriatric Nursing assistant (GNA) certification exam. The GNA certification examination is included in the cost of the course, will be administered. 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.
8 sessions, $400*

**HES-666 Medicine Aide Theory**
4.8 CEUs
This course is designed to provide upgrade training to geriatric nursing assistants to prepare them for Maryland State certification as Certified Medicine Aides. Topics include medicine aide roles, drug administration and classification, rights of medication administration, parental and non-parenteral medications and disorders, medications. 14 sessions, $540* (includes a $50 lab fee)

**HES-667 Medicine Aide Clinical**
3.2 CEUs
This course is designed to provide practical clinical experience to Medicine Aide students in Prince George’s County nursing homes. This course must be taken with Medicine Aide Theory (HES-666) to complete the program. 7 sessions, $360*

**HES-675 GNA Clinical**
8 sessions, $400*

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

**HES-583 Geriatric Nursing Assistant 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.
8 sessions, $400*

**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. Study 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. 8 sessions, $400*

**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*
PATIENT CARE TECHNICIAN
301-546-5215

Certified Nursing Assistants learn advanced skills training and basic knowledge in the maintenance of the ill or long-term patient in this 88 hour Patient Care Technician program. Students who successfully complete this program will be awarded a certificate and are eligible to sit for the PCT national exam.

Participants must:
1. Must be a Certified Nursing Assistant in good standing on the state’s registry.
2. Must have worked or trained as a CNA in the last 2 yrs.
3. Have a valid CPR for Health provider certification.
5. Be computer literate and have access to the Internet.
6. Must be at least 18 years of age.
7. Take and pass the reading comprehension placement test in the college testing center with a score of 55+ before registering.

For more information
Please see our contact information above.

HES-584
Patient Care Technician  8.8 CEUs
This course is designed to advance the skills of certified nursing assistants working in hospitals or other health care settings. Topics include legal and ethical issues, patient safety, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, oxygen therapy and trach care, basic wound care and more. Note: students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program. Students must have already taken HES-665.
20 sessions, $1050*
(includes a $100 lab fee)

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

Participants must:
• Have a high school diploma or GED, or have a healthcare professional license
• Be able to speak and understand standard American English at a functional level
• Take the reading comprehension placement test in the college testing center and achieve a score of 60+ before registering
• Have successfully completed a human anatomy and physiology course, or be a currently licensed healthcare professional
• Have successfully completed a medical terminology course, or be a currently licensed healthcare professional
• Have active CPR certification
• Be computer literate and have access to the Internet

For more information
Please see our contact information above.

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

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, MEDICAL BILLING SPECIALIST
This program begins with an overview of the medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training prepare students as physician’s office personnel. This training prepares you to take the AAPC Certified Professional Biller exam.
Courses should be taken in the order listed. HES-409 and HES-553 should be taken during the same semester. A Certificate of Continuing Education will be issued upon successful completion of all courses.
• HES-357 or HES-354 Medical Terminology
• HES-554 Basic Human Anatomy and Physiology
• HES-409 Introduction to Medical Billing
• HES-553 Computerized Medical Billing
• HES-321 Physician Office Billing
• HES-563 Advanced Medical Billing

Prerequisite: A score of 65 or greater on the Accuplacer Reading Comprehension Placement Test OR proof of college credits and strong computer and word processing skills.

Note: Test required at first class.

Once a student has completed these requirements, he/she should call 301-546-0878 for verification and to request a certificate. Those interested in furthering their career in medical coding should contact the Academic Health Sciences office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.

For more information
Please see our contact information above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-409
Introduction to Medical Billing 1.5 CEUs
This course provides an overview of medical billing and computerized patient accounting. Textbook (required at first class).
5 sessions, $180*

19680 MW 6/18-7/6 6:30-9:30 p.m. CHS-1233
19681 Th 6/18-7/6 9 a.m.-12 p.m. CHS-1233

HES-553
Computerized Medical Billing  4.2 CEUs
This course is designed for physicians’ office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: successfully completion of HES-409, and strong computer and word processing skills.
14 sessions, $520* (includes a $15 lab fee)

19695 MW 6/19-8/2 9 a.m.-12 p.m. CHS-1233
19694 MW 6/19-8/2 6:30-9:30 p.m. CHS-1233

HES-321
Physician Office Billing 4.2 CEUs
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology, access to the internet, and basic computer and word processing skills. Meets concurrently with credit course HIM-1940. Required Text: multiple, approx. $300. Note: those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.
15 sessions, $360* (includes a $10 lab fee)

20631 MW 6/7-8/2 5:30-8:30 p.m. CHS-1229

HES-563
Advanced Medical Billing 3.6 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include the key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will be shown how to reconcile their daily work, accounts receivable processing and basics of financial reporting. Prerequisite: successfully completion of HES-409, HES-553 and HES-321. 12 sessions, $447* (includes a $15 lab fee)

19696 MWF 8/4-8/30 6:30-9:30 p.m. CHS-1233

HES-354 Medical Terminology: Word Association Approach 2.4 CEUs
This course teaches medical terminology according to body systems. Multiple graphics, animation, audio, study tips and unusual facts make for a most enjoyable course.
12 sessions, $140* (includes a $65 lab fee)

20443 WF 5/17-7/7 online E2GO
20444 WF 6/14-8/4 online E2GO
20445 W 7/12-9/1 online E2GO
20446 W 8/16-10/6 online E2GO

HES-357 Basic Medical Terminology 2.4 CEUs
Effectively communicate, write, and interpret medical terms in the workplace. Topics include organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Textbook (required at first class).
6 sessions, $290*

19676 Th 6/6-6/22 6-10 p.m. Largo
19677 Th 7/11-7/27 6-10 p.m. Largo
19678 MW 8/7-8/16 6-10 p.m. Largo
 (4 sessions)

HES-554 Human Anatomy and Physiology: Part 1 2.4 CEUs
Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies.
12 sessions, $140* (includes a $65 lab fee)

20255 WF 5/17-7/7 online E2GO
20256 WF 6/14-8/4 online E2GO
20257 WF 7/12-9/1 online E2GO
20258 WF 8/16-10/6 online E2GO

HES-693 Medical Terminology 2: A Focus on Human Disease
Learn medical terminology related to 11 of the body’s organ systems, with an emphasis on human disease, diagnostic procedures and treatment techniques.
$140 * (includes a $65 lab fee)

20648 WF 5/17-7/7 online E2GO
20649 WF 6/14-8/4 online E2GO
20650 WF 7/12-9/1 online E2GO
20651 WF 8/16-10/6 online E2GO

HES-449 How to Start a Home-Based Medical Billing Business
Designed for students who have successfully completed medical billing training and want to learn how to operate a medical billing company from home. Learn about tax deductions for a home office. This course will answer many questions: Can I deduct home business expenses on my taxes? Should I operate my company as a corporation or sole proprietor? Learn medical billing advertising and marketing skills. Prerequisite: strong computer skills and previous medical billing training. 8 sessions, $290*

19683 Th 6/6-6/29 6:30-9:30 p.m. Largo
HES-587 Basic Human Anatomy and Physiology  3.0 CEUs
This course is one in a series designed for individuals pursuing professional development in the health care field to learn the anatomical structures of the human body, cell and tissue make-up, and some common diseases involving the organs of the body. Topics include: level of body organization, skeletal system, muscular system, nervous system, sensory organs, digestive system, respiratory system, muscular system, nervous system, and immune system, circulatory system including arteries and veins, lymphatic system and immunity, endocrine system, reproductive system, and urinary system. 10 sessions, $360*

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 Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $480* (includes a $25 lab fee)

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-545 HIPAA Compliance  2.4 CEUs
This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics include transactions, code sets, and identifiers, the Privacy Rule, and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act, (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules. 12 sessions, $140* (includes a $65 lab fee)

MEDICAL OFFICE ASSISTANT
301-546-0878 or 301-546-0796

This program includes the administrative and basic clinical duties performed in a physician's office, clinic, or similar health care setting. Those who successfully complete the program are eligible to take the National Health Career Association Medical Administrative Assistant certification exam.

Required Courses
• HES-357 Basic Medical Terminology or
• HES-354 Medical Terminology a Word Association Approach (online)
• HES-586 Professionalism in Healthcare
• HES-396 Medical Office Assistant Overview
• HES-344 CPR for Health Professionals American Heart Association
• HES-322 Medical Office Assistant: Practical Applications

Prerequisite: A score of 65 or greater on the Accuplacer Reading Comprehension Placement Test OR proof of college credits.

For more information
Please see our contact information above.

ELECTRONIC HEALTH RECORDS
301-546-0796

This course is for the healthcare professional such as Medical Office Assistant/ Medical Assistant who is interested in increasing their proficiency with electronic health records. Students learn the components of an electronic health record, laws and regulations, and meaningful use standards. This is a hands-on-course using Springcharts electronic health records software. Graduates are prepared for the Electronic Health Records Specialist Certification exam from the National Healthcareer Association, with the potential to earn the Certified Electronic Health Records Specialist (CEHRS®) credential. Prerequisites: reading comprehension placement test with a score of 65 or higher or proof of college credits, strong computer and word processing skills, successful completion of Medical Office Assistant program or a minimum of one year work experience in a healthcare setting and approval from the program coordinator. Textbook required: 4G flash drive, and access to a computer.

For more information
Please see our contact information above.
PHLEBOTOMY TECHNICIAN
301-546-0878 or 301-546-0796

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

Prerequisites: must be a health care professional or have permission from the program coordinator, obtain a score of 65 or higher on the reading comprehension placement test OR provide proof of college credits, have a American Heart Association (AHA) CPR for Health Professionals certification card, and provide proof of immunizations prior to participating in a clinical.

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

For more information
Please see our contact information above.

HES-418 Phlebotomy Technician 8.0 CEUs
This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations associated with venipuncture in a hospital or out-patient setting. Students will be eligible to apply to take the National Certification Examination. Immunization record (PPD, MMR, and Hepatitis B) must be provided. Prerequisites: must be a health care professional. Textbook (required at first class). 
26 sessions, $960* (includes a $160 lab fee)

HES-469 Phlebotomy Technician Clinical: Part 1 6.0 CEUs
This course fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. 15 sessions, $125*

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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*

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HES-468 Phlebotomy Technician Refresher
This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and for those who have taken a structured phlebotomy course but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical.
10 sessions, $410* (includes a $50 lab fee)

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HOME AND GARDENING

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)

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CST-362 Growing Plants for Fun and Profit
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars’ worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.
12 sessions, $150 (includes a $75 lab fee)

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ENR-569 Your Home’s Wow Factor
Would you like to create that wow factor? You can pull it all together by learning inspiring techniques to determine your design style, create an effective design plan, use what you have, save dollars and shop with confidence. You can finally get the look and feel you’ve been dreaming of for your home. Instructor: Charissé Holder CID. 1 session, $30

ENR-531 Arranging and Hanging Artwork
Whenever said that “having” the right tools is half the job” was right. Students will be shown how to utilize tools that make creating a picture wall or hanging canvas art so much easier. Finish in half the time! In addition, learn different methods of accenting your wall art, thereby transforming it into an art ensemble. Ultimately, you’ll have multiple solutions for that wall or space you couldn’t quite put together—until now. Instructor: Michele McCray. 1 session, $35

ENR-532 Redesign and Refresh Your Rooms
Yes you can! With a few quick and easy final touches, techniques and tools of the trade, any room can look like new. Whether you’re a novice or decorator extraordinaire, you’ll find that a little focus, determination and imagination are keys to fascinating decor and unforgettable “reveals.” If you’ve always wanted to get started on that long-awaited project, now’s the time. Instructor: Michele McCray, Interior designer, C.I.D. 1 session, $35

CULINARY ARTS

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: ServeSafe Essentials (5th edition) with exam, English. Please call Prince George’s Community College bookstore at 301-546-0912 for more information. 2 sessions, $150

CUL-303 Introduction to Authentic Chinese Cooking
This is an introduction to authentic Chinese cooking were students will be taught various styles of Chinese cuisine. One of the most popular style of Chinese cooking is Cantonese cuisine is typified by simple dishes that are all about clear, natural flavors, reflections of the region’s abundant seafood and agriculture. 6 sessions, $350

HOSPITALITY EXPRESS

MGM-302 Customer Service
This course is designed to help students develop fundamental customer service skills in a competitive setting, serving guests and/or customers. Students will learn the importance of guest value from both the internal and external customer perspective. The course will teach the principals of interacting with customers through the great steps to success (connecting, ask and listen, agree and act), learn key components of conflict resolution using listen to the guest, empathize with the guest, apologize to the guest, provide a solution for the guest (LEAP) format. Students will understand the importance of customer satisfaction, brand ownership and/or retention, actively participate as a member of a team, and develop time management skills. 5 sessions, $250*

LANGUAGE COMMUNICATION

AMERICAN SIGN LANGUAGE (ASL)

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE
A certificate in Foreign languages is awarded upon completion of 60 hours total in this area. Sign Language courses also may count toward this Certificate.

For more information
Please see our contact information above.

COM-330 Sign Language 2
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. Required textbook: The American Sign Language Phrase Book by B. Fant, B. Miller, L. Fant (McGraw Hill). 8 sessions, $150*
COM-348
Advanced Skill Building  2.4 CEUs
This course will assist students' continued development of American Sign Language (ASL) skills. It will focus on refining the use of basic ASL sentence types, the use of pronominalization, classifiers, spatial referencing, pluralization and non-manual markers. Students will refine the routine communicative functions of the language such as asking, providing clarification, giving and asking for directions. Relevant information about the Deaf Community and Deaf Culture will be included. 8 sessions, $140* (includes a $65 lab fee)
20787 M 7/10-8/28 6:30-9:30 p.m. Largo

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*
20788 M 6/26-8/21 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. ¡Qué Bueno! 12 sessions, $140* (includes a $65 lab fee)
19972 WF 7/12-9/1 online E2GO
19973 WF 8/16-10/6 online E2GO

PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE, BASIC MEDIATION
Mediation is a process in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, reach agreements that are mutually satisfactory. The Mediation Program at Prince George's Community College prepares students to practice both civil and community mediation. Mediation skills are taught through lecture, role play, videos and group discussions. It is a balance of theory and practice specifically designed to give participants a thorough understanding of the mediator's role and to implement it using a five-step mediation process.

This program meets the State of Maryland's requirement to practice as a mediator. The complete program includes 40 hours of classroom coursework. A certificate of completion will be issued upon successful completion of the course.

For more information
Please see our contact information above.

LAW-510
Basic Mediation Training  4.0 CEUs
This course provides the state-required 40 hours of coursework including both lecture and interactive simulated cases, exercises and role plays. Topics include the theory, application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation and much more. Textbook: The Guided Method of Mediation: A Return to the Original Ideals of ADR. (2nd edition). by Mary K. Hope.
10 sessions, $450* (includes a $300 lab fee)
19635 Th 6/13-7/18 6-10 p.m. Largo

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

PRINCE GEORGE'S COMMUNITY COLLEGE CERTIFICATE, MOTORCYCLE MECHANICS AND REPAIR
The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today's motorcycles and their components.

Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a certificate.

For more information
Please see our contact information above.
OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The course will help the beginner understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include pre-ride safety inspection, maintenance schedules, record keeping, basic tools, cleaning; storing and winterizing, performing an oil change, checking wheels, tire pressure and brakes, chain and cable adjustment, fluid levels, the owner’s manual, changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. 2 sessions, $75*

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OCC-376 Motorcycle Mechanics & Repair 2.4 CEUs
This is an entry level, motorcycle technician course designed to teach students the fundamentals of motorcycle maintenance and repair. Students will be shown how to inspect a motorcycle and conduct light repairs such as replacing head bearings, wheel bearings, chains and clutch. Also, lubrication and coolant system service, tire replacement and electrical diagnoses and repair. Required textbook: Modern Motorcycle Technology, (3rd edition). Edward Abdo ISBN-13: 978-1-305-49745-0 (See instructor on first day of class).

19493  | MW  | 8/23-9/20        | 6-9 p.m. | WTC |

MOTORCYCLE SAFETY LICENSING
301-546-0650 or tdi@pgcc.edu
QUALITY TRAINING FOR OVER 30 YEARS!
Our Class-M license program is designed for beginner or experienced riders. Instructors are trained and certified by Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF).

About The Courses
Note: Students who register for the Basic Rider Course (OCC-361) are now required to complete a Motorcycle Safety Foundation e-course, online. Information will be provided on the first day of class. An e-mail address is required at registration.

All equipment including motorcycle is provided for our Basic Rider Course (OCC-361) and Alternate Basic Rider Course (OCC-419). Students taking OCC-419 (1 day class) should come prepared to ride wearing a long sleeve shirt or jacket, long leg pants (no shorts) and sturdy, low heeled shoes or boots that cover the ankle bone. Other items provided to all students if needed: helmets, gloves, eye protection/goggles. Students are encouraged to bring a snack or lunch when riding on Saturday or Sunday.

Class-M Licensing
Maryland licensed drivers who successfully complete the course will receive an MVA certificate and completion card. The certificate must be taken to the MVA to get the M Endorsement (MVA fees apply). You must get the M Endorsement to legally ride on public roads. D.C. residents will only receive the MVA completion card; you must also pass the D.C. motorcycle knowledge exam to complete the licensing process.

Policies
1. Students must report to all classes promptly at the stated dates and times. Failure to do so will result in discontinuance from the program without refund.
2. Unlicensed drivers under the age of 18 must have completed a 36 hour Driver Education course in order to participate in the program. Parental permission may be required. See course SKB-600.
3. College policy states there are no refunds after a class starts. Those counseled out of the class who wish to re-take it may do so at a reduced fee.

Other Courses
To get the maximum benefit from our Motorcycle Safety program, sign up for our Basic Motorcycle Maintenance (OCC-354) and Motorcycle Mechanics and Repair (OCC-376) classes.

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

For more information
Please see our contact information above.
OCC-361 Basic Rider Course (BRC)

A beginner licensing course for those 16, years of age and older. Under age 18 requires a parent or guardian, signed waiver. Equipment and Motorcycle is provided by the college. Students learn: clutch-throttle control, starting and stopping the motorcycle, turning, and crash avoidance skills. Riders must complete an MVA required e-Course and pass the riding and knowledge test. Participants must achieve minimum performance standards in order to continue in the course.

3 sessions, $269* (includes a $35 lab fee)

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OCC-419 Motorcycle Alternate Basic Rider Course 0.7 CEU

A seven-hour course for students with basic riding skills who wish to earn a Class-M license and legally ride on public roads. Students may ride their own motorcycles provided they are legally transported to the training site. Vehicle must pass a safety evaluation prior to class. During range activities, instructors evaluate the student’s skills, including clutch and throttle control, safe stopping, turns, shifting, and ability to reach a speed of 25 mph. Riders who cannot demonstrate these skills will not be allowed to continue and may consider enrolling in OCC-361. To successfully complete the course, riders must pass riding skills and knowledge tests. Those under 18 must take OCC-361.

1 session, $225* (includes a $35 lab fee)

| 15414 | S | 5/6-5/6 | 7:30 a.m.-3 p.m. | CE-124 |
| 15415 | S | 5/20-5/20 | 7:30 a.m.-3 p.m. | CE-124 |
| 19496 | S | 6/24-6/24 | 7:30 a.m.-3 p.m. | CE-124 |
| 19497 | S | 7/22-7/22 | 7:30 a.m.-3 p.m. | CE-124 |
| 19498 | S | 8/19-8/19 | 7:30 a.m.-3 p.m. | CE-124 |

OCC-365 Experienced Rider Course (BRC2)

This 6-Hr. course is for licensed motorcyclists who want to improve or refresh their skills. Riders use their own street legal motorcycles which must be in good operating condition. Riders provide their own gear including: a DOT certified helmet that fully covers the ears, eye protection, long sleeve shirt or jacket, gloves, long leg pants and sturdy over-the-ankle footwear. Riders who successfully complete the skills test will receive a Maryland Motorcycle Safety Program, Completion Card. 1 session, $150* (includes a $20 lab fee)

| 19495 | S | 8/12-8/12 | 7:30 a.m.-3 p.m. | CE-124 |
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 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

15418  WTh  5/3-5/4  6:30-9:30 p.m.  CE-124
19494  WTh  8/9-8/10  6:30-9:30 p.m.  CE-124

PERSONAL TRAINING
301-546-8340

NATIONAL CERTIFICATION EXAM PREPARATION
PERSONAL TRAINER CERTIFICATION

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

Coursework and Certification
Students who successfully complete the course are eligible for two levels of certification:
To earn a Level 1 Personal Trainer National Certificate (3.2 CEUs), students must:
• successfully complete 16 hours of lecture and 16 hours of practical skills (HES-451) class
• attend at least eight of nine class sessions
• pass written and practical exams
• hold an active CPR/AED certification prior to taking the exams

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

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

Program requirements
Students must:
• be at least 18 years old, and speak and understand American English
• take the reading comprehension placement test in the college testing center and earn a score of 45+ (call 301-546-8340 for a referral form)

For more information
Please see our contact information above, or visit www.witseducation.com to register for a free webinar to learn more about the course, certifications, and the industry.
CONTINUING EDUCATION

HES-451 Personal Trainer: National Certification 4.5 CEUs
This 62-hour course includes 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship. Topics include: biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. This challenging course is for candidates wanting LIVE instruction with fitness testing, and equipment usage and maintenance. Required to enter the competitive market you have the basic skills and knowledge. 9 sessions, $749* (includes a $499 lab fee & Test Vouchers for the national exam)

19634 Su 6/11-8/9 9 a.m.-2 p.m. Largo

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

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

DIGITAL PHOTOGRAPHY
Program Information
This six-course 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.

Coursework
- Digital Photography: The Basics
- Adobe Photoshop Elements 12: Part 1 and Part 2 (PC users)
- OR Introduction to Photoshop CC and Advanced Photoshop CC (MAC users)
- Light—the Essence of Photography
- Using Lighting to Create Spectacular Portraits
- Presentation and Display Techniques for Photographs

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

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

For more information
Please see our contact information above.

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)

19736 S 6/10-6/10 9:30 a.m.-3:30 p.m. CAT-105
19737 S 7/29-7/29 9:30 a.m.-3:30 p.m. CAT-105

CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16.

1 session, $90* (includes a $10 lab fee)

19734 S 6/10-6/10 9:30 a.m.-3:30 p.m. CAT-105
19735 S 7/29-7/29 9:30 a.m.-3:30 p.m. CAT-105

PHO-300 Digital Photography: The Basics 1.8 CEUs
In this class students will be shown how to use a digital camera. Topics 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. Note: $20 fee for printed materials (payable to the instructor).

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

19581 Th 5/25-6/8 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)

19740 MW 5/5-6/5 6:30-9:30 p.m. CAT-105
19741 Fr 5/5-6/5 6:30-9:30 p.m. CAT-105
19742 Th 5/12-6/8 6:30-9:30 p.m. CAT-105
19743 Tr 5/12-6/8 6:30-9:30 p.m. CAT-105

CRE-349 Exploring Digital Photography: An Online Class 2.4 CEUs
This course provides an introduction to the technology that revolutionized the photographic world. Topics include the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. Note: no tuition assistance is available for this class. Registration for this class is not complete until the student registers and pays at www.pgcc.edu and also completes the online course orientation/registration at www.ed2go.com/pgcc.

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

19883 WF 5/17-7/7 online £260
19884 WF 6/14-8/4 online £260
19885 WF 7/12-9/1 online £260
19886 WF 8/16-10/6 online £260

PHO-325 Mastering Your DSLR 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)

19895 WF 5/17-7/7 online £260
19896 WF 6/14-8/4 online £260
19897 WF 7/12-9/1 online £260
19898 WF 8/16-10/6 online £260

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)

19738 MW 7/10-7/29 6:30-9:30 p.m. CAT-105
PHO-341 Adobe Photoshop Elements 12: Part 2 1.2 CEUs
This course is the second course in the three-part series on Adobe Photoshop Elements 12, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials (payable to the instructor at the first class).
4 sessions, $210* (includes a $55 lab fee)

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

PHO-304 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use. 12 sessions, $140* (includes a $65 lab fee)

PHO-303 Intermediate Photoshop Creative Cloud 2.4 CEUs
Photoshop is a fun and creative way to alter photographs and prepare them for print or the Web. Already familiar with Photoshop, then this course will help you explore the program's more advanced features. You will master the techniques of non-destructive editing so you can re-edit, re-use, and change projects long after they were originally created. This class will give you the building blocks you need to edit photos, design scrapbook pages, or do original artwork.
12 sessions, $140* (includes a $65 lab fee)

PHO-343 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools, and the Save-for-Web tool.
8 sessions, $315* (includes a $90 lab fee)

PHO-344 Advanced Photoshop Creative Cloud 2.4 CEUs
This is the second of a two-part series on Adobe Photoshop Creative Cloud using the format MAC, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools, and the Save-for-Web tool.
8 sessions, $315* (includes a $90 lab fee)

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)
POCKET BILLIARDS
richejl@pgcc.edu

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

14928 S 6/3-6/10 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 sessions! Ladies welcomed. 2 sessions, $40

14926 S 5/13-5/20 1-3 p.m. QBL1

14927 S 6/17-6/24 1-3 p.m. QBL1

POLICE ACADEMY AND SECURITY OFFICER TRAINING
301-546-0175 or policeacademy@pgcc.edu

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

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

In addition, the candidate must be able to:
Pay a $180 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $4,600.
- Successfully complete all physical training requirements
- Attend the full academy program in its entirety.
- Financial aid may be available for qualified applicants, and the academy is approved for veterans’ benefits.
- Students may also earn up to 18 credits toward an academic degree.
- Classes are now forming for upcoming orientation sessions.

For more information
Please see our contact information above.

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)

14814 MTWTh 6/5-7/6 5:30-9:30 p.m. CE-115
REAL ESTATE AND INSURANCE

REAL ESTATE LICENSURE
301-546-8340 or 301-546-3019

CERTIFICATION PREPARATION, REAL ESTATE AND APPRAISAL LICENSURE PRE-LICENSING

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

The Maryland Real Estate Commission requires students to attend all hours of each commission-approved course. A student who arrives late, leaves early or misses a session will be required to make up the time in 3 hour time slots. There will be no exceptions.

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.psextms.com.

Prince George's Community College offers courses approved by the Maryland Real Estate Commissions for the continuing education credit needed to renew real estate licenses. As above, the Maryland Real Estate Commission requires students to attend 100% of all hours of each commission-approved course for successful completion.

A trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

For more information
Visit the Appraisal Commissions website at www.dllr.state.md.us/license or call 410-230-6165.

RES-307 Ethical Obligations and the Real Estate Licensee
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics include definition of ethics, predatory leading, and flipping. Approved for 3.0 hours on ethics toward Real Estate License renewal. 1 session, $35

RES-414 Homeowners Association: Real Licensees Responsibilities to Clients
This course will familiarize the Licensee with the necessary information to compile prior to listing or showing a property located in an HOA. This will enable the licensee to fulfill his or her duties of “care” and thus avoid the possibility of misrepresentation. 1 session, $35

RES-325 Swimming Pool Management 1.5 CEUs
This course covers the safety regulations, administrative practices, operational procedures, and chemical knowledge required to meet the standards set by the Prince George's County Division of Environmental Health. Topics include water chemistry, filtration, chlorination, record keeping, regulations, and legal responsibilities. Students successfully completing the course receive a letter of certification, which satisfies the training course requirements to receive a pool operator's license. To successfully complete the course, a student must attend all sessions and receive a passing grade of at least 75% on the course examination. Textbook (required at first class): Pool and Spa Operators’ Handbook, by L. Kowalsky. Note: students who are late or miss a class will not be eligible to take the course examination. 5 sessions, $140*

OCC-337 Swimming Pool Management Recertification 0.6 CEU
This course is designed to meet the recommended requirements for license renewal of pool operators. Topics include the most recent changes in regulations as well as a review of pool operations. 2 sessions, $65

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, TRAVEL SERVICES
PGCC’s Small Business Success Series and Greenbelt Travel Services cooperatively offer a 45-hour travel program that provides the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

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

Most courses are held at Greenbelt Travel Services, 6411 Ivy Lane, Suite 106, Greenbelt MD, 20770.

The Travel Services program is proudly supported by Greenbelt Travel Services, in business since 1974, and home to many of the graduates of this program as Independent Contractors.

The TAP (Travel Agent Proficiency) Test
This test is the first step towards professional recognition. The Travel Institute and the American Society of Travel Agents developed this test to provide a national standard of excellence for entrants into the travel industry. When you are close to completing the 6-month PGCC Travel Services program listed above, you will be ready to begin preparation for the TAP test. Passing the TAP test will increase your competitive edge and reduce the work experience requirement for the Travel Institute’s Certified Travel Associate (CTA) designation by six months.

For more details about preparing for the TAP test, e-mail vicki@greenbelttravel.com.

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**BUS-361 Sales and Marketing Techniques for Travel** 0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*

14762 T 5/16-5/23 7-10 p.m. GTSV

**BUS-362 Package Your Tours and Cruises for Profit** 0.6 CEU
Which tour and cruise wholesalers should you use? What different packages are available? How 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*

14761 T 6/6-6/13 7-10 p.m. GTSV

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**BUS-381 Grow Your Cruise Business** 0.6 CEU
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople! Do you know the rewards for selling cruises? Are you prepared for the challenges? How far do you want to go with your cruise business? The course identifies the benefits of and obstacles to closing cruise sales, distinguishes selling points of the major cruise lines, identifies characteristics of a successful cruise seller, discusses viable selling goals, and gives an overview of the cruise industry’s future. Instructor: Mary Brennan. 2 sessions, $65*

14760 T 6/20-6/27 7-10 p.m. Largo

**BUS-510 Computer Skills to Build Your Travel Businesses** 0.6 CEU
Use the computer as an effective tool for selling today’s travel in an ever-evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop or tablet. Prerequisites: BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $65*

14763 T 5/2-5/9 7-10 p.m. GTSV
VETERINARY ASSISTANT
301-546-0878 or 301-546-0796

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE, VETERINARY ASSISTANT

This four-month certificate program is offered in the spring and fall semesters and consists of five courses that includes 44 hours of clinical training with live animals.

Prerequisites:
Students must be 18 years old before the start of the program

A score of 65 or higher on the Reading Comprehension Placement Test OR provide proof of college credits before registering for the first course.

Requirements for the Certificate include successful completion of the following courses:

- VET 315 Basic Skills Veterinary Assistant Training
- VET-300 Veterinary Assistant 1: Outpatient Care
- VET-301 Veterinary Assistant 2: Diagnostics and Pharmacy
- VET-310 Veterinary Assistant 3: Patient Care and Treatment
- VET-311 Veterinary Assistant 4: Surgery, Anesthesia, and Emergency Care

Prince George’s Community College’s Veterinary Assistant Training Program has been reviewed and supported by the Maryland Veterinary Medical Association.

Note: The Veterinary Assistant program uses live animals for teaching purposes. Prince George’s Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George’s Community College does not provide medical insurance for any injury sustained.

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
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!

VET-315 Preparation for the Veterinary Assistant Training Course Series (Required) 1.2CEUs
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*
20766 Th 8/15-8/24 6:30-9:30 p.m. CE-104

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

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE
Program information
This three-course program documents a student’s achievement in producing videos, and includes the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. As technology advances and prices fall into more affordable ranges, video presentations are becoming more popular in many professions. These include teaching, government, traditional photography, real estate, marketing, medicine, and the ministry. Even if you’re only taking home videos, this program can help enhance your skills.

Coursework
• Videography: Part 1
• Videography: Part 2
• Any Final Cut Pro, Motion 5 or Adobe Premiere Pro course

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

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

For more information
Please see our contact information above.
**VID-308 Videography: Part 1  **  2.1 CEUs
This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills.  
*7 sessions, $270* (includes a $65 lab fee)

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<td>5/22-7/10</td>
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<td>6-9 p.m.</td>
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**VID-329 Videography: Part 2  **  2.1 CEUs
In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to YouTube and/or a personal Wiki. Prerequisite: VID-308.  
*7 sessions, $265* (includes a $65 lab fee)

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**VID-332 Video Production Techniques  **  2.8 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, is production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Text required: The Filmmaker's Handbook, A Comprehensive Guide or the Digital Age. (3rd edition). Ascher & Edward Pincus.  
*7 sessions, $265* (includes a $60 lab fee)

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<td>6-9 p.m.</td>
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**First Choice**

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

**Transforming Lives**

**Mission**
Prince George’s Community College transforms students’ lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.

**Strategic Goals 2014-2017**

**Enhance**

**Pathways**
Enhancing pathways that guide students to achieve their academic, career, and personal goals

**Cultivate**

**Responsive Learning**
Cultivating a welcoming and responsive learning environment

**Foster**

**Partnerships**
Fostering partnerships to respond to a diverse and evolving community and workforce

**Promote**

**Collaboration**
Promoting and supporting a collaborative institutional culture for communication, decision-making and governance

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*The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu*
APPLE FINAL CUT PRO X INDUSTRY CERTIFICATION

Program information
This program prepares you to become an Apple Certified Pro—recognized as a highly-skilled user of Final Cut Pro X. Differentiate yourself to employers as a certified professional to promote your career growth. When you complete this course you will be able to differentiate yourself and your business, gain recognition for technical competency, build credibility with clients and employers, increase visibility and enhance your reputation in a competitive marketplace, publicize your certifications on the Apple Certified Professionals Registry, and display your personalized certificate and a logo that distinguishes you as an Apple Certified professional.

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

Coursework
• APP 351 Final Cut Pro X

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

Certification
Students who have completed all of the requirements for the course will receive an Apple Certificate of Completion.

APP-352 Final Cut Pro X 3.6 CEUs
Final Cut Pro X is a revolutionary video editing application that makes it possible for beginners and experienced users to produce professional quality videos. Students work with dramatic real-world media to learn the practical techniques used daily in editing projects. This class is designed for anyone looking to edit professional-quality video with Final Cut Pro X and who prefers hands-on and interactive instruction to best explore its functionality. Basic knowledge of OS X and basic computer navigation, and editing terminology is highly recommended.

12 sessions, $605* (includes a $150 lab fee)

19569 TTh 5/23-6/29 6:30-9:30 p.m. CAT-137

APP-406 Introduction to Motion 5 3.0 CEUs
Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control.

12 sessions, $605* (includes a $150 lab fee)

19570 TTh 7/11-8/17 6:30-9:30 p.m. CAT-137
Prince George’s Community College will host summer youth programs not listed in this schedule.

For a List Of Additional Programs
E-mail: barinodm1@pgcc.edu put “Summer Youth” in the subject line.

Make summer memorable. Enroll Today!

301-546-0158
### Summer Youth Planner—Grades 2-8

#### SESSION I: JULY 3–JULY 14

**JULY 3–JULY 14**  
8:30–11:30 a.m.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade Range</th>
<th>Sy#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts: Elementary</td>
<td>Grades 2/3</td>
<td>17055</td>
</tr>
<tr>
<td>Language Arts: Elementary</td>
<td>Grade 4</td>
<td>17056</td>
</tr>
<tr>
<td>Language Arts: Elementary</td>
<td>Grade 5</td>
<td>17057</td>
</tr>
<tr>
<td>Language Arts: Middle</td>
<td>Grade 6</td>
<td>17058</td>
</tr>
<tr>
<td>Language Arts: Middle</td>
<td>Grade 7/8</td>
<td>17059</td>
</tr>
</tbody>
</table>

11:30 a.m.–12:30 p.m.  
Lunch

**JULY 3–JULY 7**  
12:30–3:30 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Range</th>
<th>Sy#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pokemon</td>
<td>Grades 2-5</td>
<td>17067</td>
</tr>
<tr>
<td>Princess</td>
<td>Grades 2-5</td>
<td>17066</td>
</tr>
<tr>
<td>Fun with Science</td>
<td>Grades 2-5</td>
<td>17053</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Grade 3-6</td>
<td>17076</td>
</tr>
<tr>
<td>3D animation (2 weeks)</td>
<td>Grades 4-8</td>
<td>17074</td>
</tr>
<tr>
<td>Cartooning</td>
<td>Grades 5-8</td>
<td>17047</td>
</tr>
<tr>
<td>Upcycling/Fashion Art</td>
<td>Grades 5-8</td>
<td>17068</td>
</tr>
</tbody>
</table>

**JULY 10–14**  
12:30–3:30 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Range</th>
<th>Sy#</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Girl</td>
<td>Grades 2-5</td>
<td>17048</td>
</tr>
<tr>
<td>Comic Book</td>
<td>Grades 2-5</td>
<td>17069</td>
</tr>
<tr>
<td>Secret Agent: Spy</td>
<td>Grades 2-5</td>
<td>17070</td>
</tr>
<tr>
<td>Real Men</td>
<td>Grades 5-8</td>
<td>17050</td>
</tr>
<tr>
<td>DIVA</td>
<td>Grades 5-8</td>
<td>17077</td>
</tr>
<tr>
<td>3D Animation (2 weeks)</td>
<td>Grades 4-8</td>
<td>17074</td>
</tr>
</tbody>
</table>

**JULY 3–14**  
3:30–6 P.M.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Range</th>
<th>Sy#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Day; Wind Down</td>
<td>Grades 2-8</td>
<td>17052</td>
</tr>
</tbody>
</table>

#### SESSION II: JULY 17–JULY 28

**JULY 17–JULY 28**  
8:30–11:30 A.M.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade Range</th>
<th>Sy#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math: Elementary</td>
<td>Grade 2</td>
<td>17060</td>
</tr>
<tr>
<td>Math: Elementary</td>
<td>Grades 3-4</td>
<td>17061</td>
</tr>
<tr>
<td>Math: Elementary</td>
<td>Grade 5</td>
<td>17062</td>
</tr>
<tr>
<td>Math: Basic Math</td>
<td>Grade 6/7</td>
<td>17063</td>
</tr>
<tr>
<td>Math: Pre-Algebra</td>
<td>Grade 6/8</td>
<td>17065</td>
</tr>
</tbody>
</table>

11:30 a.m.–12:30 p.m.  
Lunch

**JULY 17–21**  
12:30–3:30 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Range</th>
<th>Sy#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upcycling/Fashion Art</td>
<td>Grades 2-5</td>
<td>17054</td>
</tr>
<tr>
<td>Cartooning</td>
<td>Grades 2-5</td>
<td>17061</td>
</tr>
<tr>
<td>Academic Surv Skls</td>
<td>Grades 5-8</td>
<td>17049</td>
</tr>
<tr>
<td>Forensics</td>
<td>Grades 5-8</td>
<td>17079</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Grades 5-8</td>
<td>17071</td>
</tr>
<tr>
<td>Digital Storytelling</td>
<td>Grades 5-8</td>
<td>17078</td>
</tr>
<tr>
<td></td>
<td>(2 weeks)</td>
<td></td>
</tr>
</tbody>
</table>

**JULY 24–28**  
12:30–3:30 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Range</th>
<th>Sy#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports</td>
<td>Grades 2-8</td>
<td>17081</td>
</tr>
<tr>
<td>Cheer/Dance</td>
<td>Grades 2-8</td>
<td>17080</td>
</tr>
<tr>
<td>Digital Storytelling</td>
<td>Grades 5-8</td>
<td>17078</td>
</tr>
<tr>
<td></td>
<td>(2 weeks)</td>
<td></td>
</tr>
</tbody>
</table>

**JULY 17–28**  
3:30–6 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Range</th>
<th>Sy#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Day; Wind Down</td>
<td>Grades 2-8</td>
<td>17053</td>
</tr>
</tbody>
</table>
Summer 2017 Youth Courses
An Educational Camp for Kids

We help your child reach their full potential and put the fun back in learning!

ASSESSMENT TESTING (LANGUAGE ARTS AND MATH)
To ensure our students are placed in the appropriate level based on their knowledge base, assessment testing online is required. One week after the student has registered and paid for the Language Arts or Math camps, they are to go to: https://ple.platoweb.com using Firefox or Googlechrome.

Your Plato name will be the first letter of your first name and your full last name (ex: Jane Doe – jdoe).

PROGRESS REPORTS ARE SENT HOME EVERY FRIDAY.
• Account Log in: PGCC
• Password: 1234

EAT LUNCH WITH US
If your child attends a full-day camp, send the child to us with a bag lunch and juice from home. Refrigeration is not provided so pack food that is safe to store at room temperature. Lunches should be ready-to-eat as children may not have access to a microwave or vending machines. All students will eat in the PGCC Hollow Tree where they will be supervised by college staff.

REGISTRATION (WALK-IN REGISTRATION ONLY)
For each child attending, please complete the Course Registration Form, the mandatory Health Information Form, and Permission Form—all found in the back of this booklet. Bring the forms and an original, current report card, and full payment to:

Admissions Office Bladen Hall, Room 126
Prince George’s Community College,
301 Largo Rd.
Largo, MD 20774

Open for registration Monday–Thursday, 8:30 a.m.–7:30 p.m.
and Friday, 8:30 a.m.–4:30 p.m.

Students will not be registered without the required forms.

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

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
2017 Camp Descriptions

These courses are designed for students who have completed grades 2-8 during the current school year. All camps meet MTWThF. The College is closed July 4th in honor of Independence Day. Continuing Education’s enrichment courses offer intellectually challenging and stimulating opportunities for the self-motivated youth in a college setting combined with fun, interest-based activities. REGISTER THE CAMPERS FOR THE HIGHEST GRADE THEY HAVE COMPLETED.

YTH-369 Academic Survival Skills for Middle Schoolers
Organization, goal setting, time management, note taking and test taking skills are the key to your academic success. This course will focus on these skills to assist you in gaining the confidence needed to improve your school performance.
$80 (includes a $30 lab fee)

YTH-472 American Girls History
Want to create something new and exciting for your American Girl doll? This class will show you the development and history of the American Girl dolls along with creating fun accessories that the girls and dolls can wear.
$80 (includes a $30 lab fee)

YTH-314 Art: Cartooning
Have fun as you learn the basic steps of cartooning. Apply drawing techniques as you create your own cartoon characters.
$75 (includes a $30 lab fee)

YTH-477 Art: Comic Book Heroes
Develop ideas and create a comic book. Focus on aspects of writing, drawing, plot development, character dialog and panels.
$80 (includes a $30 lab fee)

YTH-480 Computer: 3D Blender Animations
Week One: Learn the fundamentals of character animation, including facial expressions, keyframe animation, walk cycle development software Blender, to create your first action figure, so they can go on to many any Minecraft animation they can imagine. Campers will sculpt, texture, and render their own 3D creation. Week Two: create 3D models using an animations software to design your very own objects, create characters, and import them into your favorite Minecraft® games.
(2 weeks) $145 (includes a $50 lab fee)

YTH-483 Computer: Digital Storytelling
Explore the power of technology to communicate and tell stories. The Digital Storytelling Summer Camp allows campers to use multimedia tools to make their stories come to life. Campers will develop their ideas into a storyboard and use digital cameras, mobile devices, tablets and computers to create their stories. Campers will be taught how to use photographs, video, animation, graphics, narration, music, sound effects and text to produce and edit their digital stories using iMovie on the Mac. The camp begins with sessions on Adobe Photoshop and iMovie basics, then transitions into time to create, at your own pace, your own original narrative digital storytelling project.
(2 weeks) $150 (includes a $50 lab fee)
YTH-322 Cosmetology
Become familiar with the various phases of cosmetology, including, but not limited to: hair styling, manicures, pedicures and facials.
$75 (includes a $30 lab fee)

YTH-481 Critical Thinking Skills: Chess & Games of Strategy
Play critical thinking games like Chess, Connect 4, Risk and Monopoly in order to identify problem solving skills creating a plan to establish a more desired outcome. You will analyze the games after losses, wins and critical changes in power in the games to develop a plan of strategy. The plans and process will assist you in relating these skills to everyday life.
$90 (includes a $30 lab fee)

YTH-482 Diva: Another Word for a Confident Young Woman
A positive self-image inside and out is what makes you a Diva. Discuss Self-esteem, Body image, Peer Pressure, Hair and skin care are just a few of the topics that will be covered in this course.
$100 (includes a $50 lab fee)

YTH-301 Extended Day: Wind Down
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)

YTH-340 Fun with Science
Biology is the study of life and its processes. As a Biologist in training, you will study all aspects of living things. Biological science topics will include general biology, anatomy, microbiology, and forensic biology.
$80 (includes a $40 lab fee)

YTH-434 Language Arts Elementary
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include inference, cause/effect, Main idea, Sequencing, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage.
$145 (includes a $60 lab fee)

YTH-443 Language Arts Middle
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 include inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage.
$145 (includes a $60 lab fee)

YTH-448 Math: Basic Math
This class will focus on reviewing concepts earned during the previous school year. Topics may include understanding numbers, using decimals, using fractions and percents, using geometry and working with data.
$155 (includes a $60 lab fee)

YTH-432 Math Elementary
This class will focus on relationships and computation within, geometry, measurement, statistics, probability and algebra patterns and functions. All topics are a review of concepts learned during the previous school year.
$155 (includes a $60 lab fee)

YTH-449 Math: Pre-Algebra/Algebra
This camp will focus on reviewing concepts learned during the previous school year. It reinforces arithmetic skills, developing the pre-algebra concepts of variable recognition, signed numbers, formulas and single variable equations. Topics may include algebraic symbolism, simplifying expressions, solutions to elementary equations, and the graphic representations associated with variables.
$155 (includes a $60 lab fee)

YTH-479 Pokémon Training Camp
Whether you are new or a veteran to Pokémon cards this class is for you. Come or enhance your skills as a trainer as you move closer to becoming the Pokémon League Champion. The game encourages strategic thinking and basic math skills.
$75 (includes a $30 lab fee)

YTH-349 Real Men Are...
Be confident, motivated, establish positive relationships, achieve academically, embrace broad experiences, and have high aspirations. Let us help you discover your real men characteristics.
$80 (includes a $30 lab fee)

YTH-475 Secret Agent
Become a spy on difficult missions where you must gather secret information, make contact with other spies and pass along top-secret information. Learn the skills and techniques of the spy trade and don't get caught.
$80 (includes a $50 lab fee)

YTH-341 Science: Forensics
Solve a mystery! Become a first-rate sleuth using techniques forensic scientists use to solve crimes. The arts of fingerprinting, fiber and handwriting analysis will be used to solve a mock crime. Discover how to handle a crime scene, photograph the area, collect and process clues. Be the team to break the case wide open at the week-ending mock trial of the suspect.
$90 (includes a $40 lab fee)

YTH-476 So You Want to Be a Princess
A positive self-image inside and out is what makes you a Princess. Polish your social skills and learn proper etiquette. We'll learn the do's and don'ts of good manners. Princess for a day but a young lady always!
$75 (includes a $30 lab fee)

YTH-327 Sports
Learn the basic fundamentals of soccer, basketball, softball, and volleyball. All activities will be staffed and supervised by PGCC coaches and players.
$80 (includes a $30 lab fee)

YTH-484 Sports: Cheerleading
Learn some of the latest techniques and moves that are popular in cheerleading today. Have fun making new friends while working on cheers and routines. All activities will be staffed and supervised by PGCC coaches and cheerleaders.
$80 (includes a $30 lab fee)

YTH-465 Upcycling Fashion Art
Did you know that duct tape can be used to make anything from a wallet to a purse? Or that you can take an old article of clothing and make it brand new? This course will show you how to do these things and more. And to top of it all off make jewelry to complement your new look!
$80 (includes $30 lab fee)

YTH-301 Wind Down
Students enrolled in full-day camps can end the day by creating arts and craft projects, playing board and word games or watching a video.
$50 (includes a $30 lab fee)
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
Phone Number
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 insti-
tution. Misconduct for which students are subject to discipline generally falls into the following categories:

1. Knowingly furnishing false information to the college by the student’s parent or guardian.
2. Conduct that threatens or endangers the health or safety of any person lawfully on college property.
3. Failure to comply with directions of college officials acting in performance of their duties during the camp day.

The goal of student discipline is generally deterrence rather than removal of the offending student from the college community.
The short term nature of the Youth camps will require a quick, firm response resulting in the following:

a. Warning: Written notification will be sent to the parent/guardian regarding the nature of the unacceptable behavior the student exhibited.
   A signed copy of this notice must be returned to the college for the minor student to return to class.

b. Dismissal: Should a second warning be necessary, the parents will be called to pick up their child immediately.
The student will be terminated from the remainder of the Youth program for that summer with no refund.

I will take responsibility for seeing that my child complies with the student code of conduct.

SIGNATURE OF PARENT OR GUARDIAN
DATE

To receive a more expanded version of the Student Code of Conduct, please contact the Office of the Vice President for Student Affairs 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 permis-
sion 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 class.

☐ I do not give permission.

CHILD’S NAME

SIGNATURE OF PARENT OR GUARDIAN
DATE
# Health/Contact Information Form

(Please submit this form with registration form.)

<table>
<thead>
<tr>
<th>Contact and Emergency Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Child’s Name</strong></td>
</tr>
<tr>
<td><strong>LAST</strong></td>
</tr>
<tr>
<td>My child is registered for the following week(s):</td>
</tr>
<tr>
<td>[ ] Week 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mother/Guardian Name</strong></th>
<th><strong>Home Phone</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Work Phone</strong></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
<td><strong>E-mail Address</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Father/Guardian Name</strong></th>
<th><strong>Home Phone</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Work Phone</strong></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
<td><strong>E-mail Address</strong></td>
</tr>
</tbody>
</table>

**Name(s) of Authorized Adult(s) picking up the student**

<table>
<thead>
<tr>
<th><strong>In an Emergency, contact:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Home Phone</strong></td>
</tr>
<tr>
<td><strong>Work Phone</strong></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
</tr>
<tr>
<td><strong>Relation to Child</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Home Phone</strong></td>
</tr>
<tr>
<td><strong>Work Phone</strong></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
</tr>
<tr>
<td><strong>Relation to Child</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Home Phone</strong></td>
</tr>
<tr>
<td><strong>Work Phone</strong></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
</tr>
<tr>
<td><strong>Relation to Child</strong></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><strong>Non-authorized person</strong></th>
<th><strong>Relationship to child</strong></th>
</tr>
</thead>
</table>
## Health/Contact Information Form

(Your registration should not be accepted without this form.)

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>MONTH / DAY / YEAR</td>
</tr>
</tbody>
</table>

The following information is required for participants to be admitted into the program.

All participants must be current on all immunizations, visit www.edc.org

1. Provide date (month and year) of participant’s last tetanus (or DPT) shot: ____________________________

### IMMUNIZATION INFORMATION

For campers who reside within the United States, a United States territory, or the District of Columbia:

State/territory in which child resides: ____________

OR

Country in which child resides: ____________

Is this child exempt from any immunizations?

- [ ] NO
- [ ] YES, List them ____________________________

For campers who reside outside the United States, a United States territory, or the District of Columbia:

Attach Department form DHMH-896 (record of vaccination or immunity). All participants must be current on all immunizations, see www.edc.org (Immunization).

2. Provide information on any medical conditions. Psychological conditions. Behavioral conditions. Medication, dietary restrictions. Allergies or special needs that we need to be aware of to ensure your child’s camp experience is positive?

________________________________________

________________________________________

________________________________________

3. Is your child allergic to: (check all that apply)  
   - [ ] Insect bites
   - [ ] Nuts
   - [ ] Other (please explain) ____________________________

This Camper is eligible to attend camp.

<table>
<thead>
<tr>
<th>PRIMARY CARE PHYSICIAN NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICIAN ADDRESS OR STAMP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature**

Authorization for treatment: I hereby give permission to the college to administer medications and first aid. This completed form may be photocopied for field trips.

Signature of Parent/Guardian ____________________________ Date ______________

**If your child requires any medications to be administered, you must complete a Medication Administration Form**

---

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

ELEARNING
301-546-0463 or elearning@pgcc.edu

CONTINUING EDUCATION COURSES ONLINE

Online courses allow you to update your skills, discover a new talent, or chart a career path at your convenience using your computer. If your schedule makes it difficult to attend in-person classes, or if you just want to try something new, consider enrolling in our online or hybrid courses. Save the time and expense of getting to class; gain flexibility in time, location, and pace of study. Study, complete assignments, and communicate with your instructor and classmates from the convenience of your computer.

We offer hundreds of continuing education courses online! Check this section or browse the schedule to get started. Look for online in the blue sections below course descriptions, and these codes to tell you which format the course uses:

• E2GO = these courses use the ed2go delivery format
• PTRN = these courses use the ProTrain delivery format
• BLBD = these courses use the Blackboard delivery format

See below for information on registering for classes in each format.

Other scheduling options

Our ed2go online courses can begin any month of the year! If you see an ed2go course that you would like to take, but you would rather start the class in a different month, no problem! At your request, we can set up a class section for you that begins in the month of your choice. Just:

• Go to ed2go.com/pgcc.
• Search for your desired course.
• Click the “Enroll Now” button.
• Choose the month you want to begin the course.

For more information

The eLearning Services department at Prince George’s Community College can help you access and succeed in our online courses and programs. Please visit us at www.pgcconline.com, or contact us at the number or e-mail above.

WHAT ARE ONLINE COURSES?

Online courses are delivered via your computer, rather than in-person: the computer becomes the classroom! You can work more independently and set your learning hours to fit your schedule. You’ll communicate with your instructor and classmates via the Internet in a password-protected classroom with access to course content, chat, discussion boards, and other course tools, using your computer or device at home or work, or a computer at the college.

Are you comfortable online, with access to a computer and the Internet? Consider online courses at Prince George’s Community College! NOTE: most online courses are not self-paced; you will be required to complete course work during specific times.

WHAT ARE HYBRID COURSES?

Hybrid courses combine in-person classroom meetings and online instruction. You’ll come to campus at scheduled times during the semester to meet face-to-face with your instructor and fellow students. Other course work, assignments, and discussions are completed via the Internet. Our hybrid courses use the Blackboard delivery format. Hybrid courses are offered at both the Largo and Laurel College Center locations. Look for these codes in this schedule:

• HYLAG = a hybrid course that meets on the Largo campus
• HYLCC = a hybrid course that meets at the Laurel College Center

WHAT IF I’M NOT REALLY TECHNICAL?

PGCC eLearning Services offers orientation for online students, to help you learn to login to your online classroom and navigate your class. Individual orientation sessions can be conducted by phone (you must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact us at the number or e-mail above, or visit www.pgcconline.com and click on Orientation.

To take most online courses, you’ll need:

• Access to a Pentium class or Mac computer with at least 512 MB of RAM
• Broadband (DSL, Cable, FiOS) (highly recommended)
• An Internet Service Provider (ISP) and your own e-mail address
• A Web browser (Firefox, Chrome, Internet Explorer, or Safari), depending on the course format
• Microsoft Word (the college’s standard for word processing software)
• Multimedia (speakers and sound card) may be required in some courses

TO REGISTER FOR ED2GO CLASSES?

To register for online courses that use ed2go (courses with location E2GO in this schedule):

1. Find your course in this schedule, or go to www.ed2go.com/pgcc.
2. Browse the catalog by department or search for courses by keyword.
3. Select your course(s). You’ll see a course description, including start date and price.
4. Click the “Add To Cart” button and complete the ed2go enrollment process.
5. Do not pay for the course at the ed2go website.
6. Make a note of the class section number*

To register and pay for your course:

1. Follow the instructions on the inside front cover of this schedule to register and pay.
2. “If your course is NOT listed in Owl Link, then register and pay for the generic course EDG-300. Use Course Code Number 19691 for summer 2017 courses (courses beginning in May-August 2017)

For problems with registration, payment, and/or locating the course on PGCC’s Owl Link, e-mail us at ed2go@pgcc.edu.

To check hardware and software requirements:

1. Go to www.ed2go.com/pgcc
2. Click the “Help” tab and then “Compatibility”, under “Technical Issues”
3. Or, for a specific course, click on the course title, and then on “Requirements”. To Start your Course:

1. Go to www.ed2go.com/pgcc
2. Click on “My Classroom”
3. Login to get started.

TO REGISTER FOR BLACKBOARD CLASSES:

To register for online courses that use Blackboard (courses with location BLBD in this schedule):

1. Select your course(s) from this schedule
2. Use the instructions on the inside front cover of this schedule to register and pay for your course.
3. Be sure to provide both a phone number and e-mail when you register so that we can contact you with instructions.
4. Activate your Owl Link account; you will need this to access your Blackboard course.

To check hardware and software requirements:

To Start Your Blackboard Course:
On the start date of your course, login at pgcconcoursetest.com.

NOTE: There is no “www” in the Blackboard address.

TO REGISTER FOR PROTRAIN CLASSES

To register for online courses that use ProTrain (courses with location PTRN in this schedule):
2. Select a program area and then a course. You’ll see a course description, including hours and price.
3. Do not enroll or pay for the course at the ProTrain website.
4. Call us for enrollment and payment instructions:
   • for Green and Renewable Energy courses call 301-546-8340
   • for Tax Preparation courses call 301-546-0120
5. After you have registered and paid at PGCC, you will receive login instructions by e-mail from ProTrain shortly before the course begins.

MORE ONLINE ED2GO COURSES: SUMMER 2017

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 2013
Introduction to Crystal Reports
Performing Payroll in QuickBooks 2013
QuickBooks 2013 for Contractors

BUSINESS
Interpersonal Communication
Fundamentals of Supervision and Management II
Manufacturing Applications
Purchasing Fundamentals
Advanced Grant Proposal Writing
Nonprofit Fundraising Essentials
Managing Customer Service
Marketing Your Nonprofit
Achieving Top Search Engine Positions
Professional Sales Skills
Start Your Own Arts and Crafts Business

COLLEGE READINESS
Introduction to Statistics
Introduction to Chemistry
SAT/ACT Preparation - Part 2

COMPUTER APPLICATIONS
Introduction to Adobe Acrobat X
Introduction to Illustrator CS6
Introduction to Photoshop CS5
Photoshop Elements 13 for the Digital Photographer
Advanced Microsoft Excel 2010
Intermediate Microsoft Access 2010
Intermediate Microsoft Excel 2010
Intermediate Microsoft Word 2010
Introduction to Microsoft Publisher 2010
Introduction to Microsoft Excel 2007

DESIGN AND COMPOSITION
Photographing Nature with Your Digital Camera

GREEN TRAINING

HEALTH CARE AND MEDICAL
Explore a Career in Medical Transcription

LANGUAGE AND ARTS
Introduction to Journaling
Publish and Sell Your E-Books
Writing for ESL
Conversational Japanese
Easy English 2
Instant Italian
Spanish in the Classroom

LAW AND LEGAL
Introduction to Criminal Law

PERSONAL DEVELOPMENT
Empowering Students With Disabilities
Marriage and Relationships: Keys to Success
Lose Weight and Keep It Off
Be Assertive!
Stocks, Bonds, and Investing: Oh, My!

TEACHING AND EDUCATION
Blogging and Podcasting for Beginners
Using the Internet in the Classroom
Teaching ESL/EFL Vocabulary
Guided Reading: Strategies for the Differentiated Classroom
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Teaching Science: Grades 4-6
Differentiating K-12 Assessments
The Creative Classroom

TECHNOLOGY
Introduction to XML
Intermediate Visual Basic
Introduction to Oracle

WRITING AND PUBLISHING
How to Make Money From Your Writing
GENERAL INFORMATION

ELIGIBILITY

Admission to Continuing Education programs is open to all students 16 years of age and older, unless the class is specially designed for a limited age group or population. There may be educational prerequisites for some courses.

Cancellation of Classes

The college reserves the right to cancel sections, change meeting places, or make other changes that the college deems appropriate. Every effort is made to notify students of course cancellations by phone or by e-mail prior to the start of classes. If a class is canceled, all tuition and fees will be automatically refunded unless the student selects a comparable course to replace the canceled one.

Cancellations may be viewed online on Owl Link as soon as they occur.

Room Assignments and Changes

Classes without specific rooms listed in this schedule will be assigned before classes begin. Classrooms may be changed to accommodate class sizes or special needs. Room assignments and changes are available on Owl Link as soon as they are made. Check the Owl Link prior to the start of your class for the latest room assignment.

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

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

Holidays

Courses will not be scheduled on the following dates:
- May 27–29: Memorial Day
- July 4: Independence Day

College Closings

Students may receive direct notification of closures and other emergency information by text message or by e-mail by signing up for Owl Alert. This is a free service. Go to www.pgcc.edu/go/owlalert to subscribe.

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, please check the college’s website at www.pgcc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

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

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30-10:45 a.m. class will be held. This 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. This policy is consistent with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; Title II of the Americans with Disabilities Act; and other applicable laws and regulations. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. Alonia C. Sharsps, 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. Sharsps, chief of staff, Room 130, Kent Hall, 301-546-0170.

Student Right to Know Act

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

Annual Security Report

At Prince George’s Community College every effort is made to increase students’ awareness of issues involving their safety and security. While the college is located in an attractive suburban environment, it is within the proximity of two metropolitan areas and not isolated from safety issues of society in general.
Relative to the Campus Security Act of 1990, Prince George’s Community College provides information regarding the safety and security of college community members. This information can be obtained from the Campus Police Substation located in Bladen Hall or on the Web at www.pgcc.edu, scroll to the bottom of the page to Campus Police and select Annual Security Reports.

**FERPA**

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

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

1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect.

   The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identifying the part of the record you want changed, and specify why it is inaccurate or misleading.

   If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of nondirectory, 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 refuses 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.

**SERVICEMEMBERS OPPORTUNITY COLLEGE**

Prince George’s Community College has been identified by the American Association of Community Colleges as a Servicemembers Opportunity College (SOC) providing educational assistance to active-duty service members. Call 301-546-0820 for more information.

**DRUG AND ALCOHOL PREVENTION**

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

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

The college’s Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAA identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-546-0845.

**ALUMNI ASSOCIATION**

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

**DISABLED STUDENTS**

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

**ACCESSIBLE TRANSPORTATION**

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

**COMPLAINTS**

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

**DISCLAIMER**

The provisions of this publication are not to be regarded as a contract between the student and Prince George’s Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
Prince George’s Community College offers Career Coach, a self-guided Web tool to start your career search. Go to www.pgcc.edu/go/careercoach and find the answers you seek.

Transforming lives.

PRINCE GEORGE’S COMMUNITY COLLEGE
SUMMER 2017

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, UPS, 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.

Cashier
301-546-0691
Bladen Hall, Room 120
Bill payment: cash, check, company voucher,
Visa, MasterCard, and Discover
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

College Life Services
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.

Continuing Education Office
301-546-0159
Kent Hall, Room 227
Mon.–Fri.: 9 a.m.–4:30 p.m.

To view courses and schedules, visit www.pgcc.edu and click on Programs and Courses.

Disability Support Services
301-546-0838
301-546-0122 (TTY/TDD)
Bladen Hall, Room 124
Assistance for students with disabilities
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

Financial Aid
301-546-0822
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.: 9 a.m.–1 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
Acocoke 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

Students Records
Transcripts and in-person registration for Continuing Education and credit and courses. You must be present 15 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Student Accounting
301-546-0691
Bladen Hall, Room 120
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

Testing Center
301-546-0147
Bladen Hall, Room 100
You must be in the Testing Center two hours before closing to complete placement tests.
Mon.–Thurs.: 8:30 a.m.–7 p.m.
Fri.: 8:30 a.m.–4 p.m.

Veteran Services
301-546-5282
Bladen Hall, Room 124
Certification of educational benefits
Mon.–Thurs.: 9 a.m.–7 p.m.
Fri.: 9 a.m.–5 p.m.

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

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

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

**Joint Base Andrews**
1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
301-546-0778 or 301-981-5949

**Laurel College Center**
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
For course listings, see page 116.

**University Town Center**
6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8360
For course listings, see page 118.

**Skilled Trades Center**
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-0894
For course listings, see page 117. Registration and advising are not available at this location.

**Westphalia Training Center**
9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500
For course listings, see page 119. Registration and advising are not available at this location.

**Culinary Arts Program**
John E. Howard Community Center
4400 Shell Street
Capitol Heights, MD 20743
301-341-3027

**Law Library, Upper Marlboro**
Prince George's County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
301-546-0785

**Prince George’s Dealer School**
7100 Oxon Hill Road
Oxon Hill MD 20745
warewd@pgcc.edu

For all other locations listed in this schedule, see page 104.
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

As a Maryland Regional Higher Education Center, Laurel College Center features five colleges and universities offering 8 degrees and more than 150 courses right in your own backyard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including days, evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including:

- Business and Entrepreneurship
- Computers and Information Technology
- Child Care
- Certified Nursing Assistant
- Arts, Crafts and Hobbies

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org
or call toll-free 1-866-228-6110

Laurel College Center
A Community of Colleges & Universities

Call toll-free 1-866-228-6110 or visit
www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Get Ahead in Life.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
1. Accokeek Hall
   - eLearning
   - Library

2. Annex A
   - Academy of Health Sciences
     - Classrooms

3. Annex B
   - Academy of Health Sciences
     - Faculty/Staff Offices
     - Owls Nest

4. Annex C
   - Adult Education
   - ESL
   - GED/NEDP Programs
   - Next Step Training and Education
   - Youth@Work/SYEP Job Training
   - PGCC Cares

5. Auto Bay

6. Bladen Hall (north)
   - Admissions and Records
   - Advising and Transfer Services
   - Cashier
   - Counseling Services
   - Disability Support Services (DDS)
   - Enrollment Services
   - Financial Aid Office (FAO)
   - Health Education Center (nurse)
   - International Student Services
   - Recruitment
   - Registration
   - Veterans Services
   - Welcome Center

7. Bladen Hall (south)
   - Campus Police Substation
   - College Lab Services (computer labs)
   - Language Studies Lab
   - Student Assessment Services
     - (Testing Center)
   - Tutoring and Writing Centers

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

9. Center for Health Studies
   - International Education Center
   - Marvelous Market

10. Chesapeake Hall

11. Continuing Education Building
    - Classrooms

12. Culinary Arts

13. Facilities Management Building
    - Campus Police

14. Kent Hall
    - Administration
    - Human Resources
    - Workforce Development and
      Continuing Education Offices

15. Lanham Hall
    - Closed for Renovations

16. Largo Student Center
    - Bookstore
    - Campus Dining
    - College Life Services
    - Community Rooms A, B, C
    - Rennie Forum

17. Marlboro Hall
    - Career Services
    - Marlboro Gallery
    - Student Development
      Resource Center (SDRC)
    - Student Support Services (TRiO)
    - Vocational Support Services (VSS)

18. Novak Field House

19. Picnic Grove

20. Queen Anne
    - Closed for Renovations

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

22. Steel Art Building

23. Storage

24. Temporary Building (T3)

25. Warehouse

SPORTS

- S1. Track/Practice Soccer Field
- S2. Golf Range
- S3. Tennis Courts
- S4. Racquetball Courts
- S5. Baseball Diamond
- S6. Softball Diamond
- S7. Main Soccer Field
**CLASS LOCATIONS: EXTENSION CENTERS**

**LAUREL COLLEGE CENTER**

[www.laurelcollegecenter.org](http://www.laurelcollegecenter.org)
A Partnership of Prince George's and Howard Community Colleges

A Maryland Regional Higher Education Center

312 Marshall Avenue
Laurel, MD 20707
1-866-228-6110 or 443-518-4162

**Office Hours**
Mon.-Thurs.: 8:30 a.m.-8 p.m.
Fri.: 8:30 a.m.-4:30 p.m.

The Laurel College Center (LCC) is a unique joint partnership between Prince George’s Community College and Howard Community College, designed to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. Conveniently located in downtown Laurel, LCC offers over 100 credit and 100 continuing education classes each semester, with day, evening, and weekend classes. LCC offers a wide range of services including placement testing, academic advising, registration and bill payment.

**REGISTRATION FOR CLASSES AT LAUREL**
For registration instructions, please see the inside front cover of this schedule.

**PAYMENT FOR CLASSES AT LAUREL**
For payment information, please see the back page of this schedule.

Additional payment information for Laurel:
If you live in Prince George's County, or anywhere other than Howard County, you should:
- use the PGCC syn numbers for your course when you register
- submit payment to PGCC Largo or Laurel College Center

Note: non-Prince George's County residents are charged an additional fee when they register through PGCC:
- An additional $5 per course for residents of other Maryland counties
- An additional $10 per course for DC or out-of-state residents

**REFUND POLICY FOR LAUREL**
In the event you need to withdraw from a continuing education course, check with the college where you registered to determine its specific refund policy and procedures.

**GENERAL INFORMATION FOR LAUREL**
Room Locations at Laurel
Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

Parking at Laurel
During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

**TEXTBOOK INFORMATION FOR LAUREL**
You can order textbooks online at [www.pgccbookstore.com](http://www.pgccbookstore.com). You also may call 301-546-0912 to order textbooks. Have the syn number of the course ready when you call or access the website. Online or phone purchase requires a credit card.

You can request to have your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-546-0912 for bookstore information.

**THESE COURSES ARE OFFERED AT LAUREL FOR THE SUMMER 2017 SEMESTER. TO LOCATE THE CLASS DESCRIPTION AND SCHEDULE, PLEASE SEE THE INDEX ON PAGE 1 OF THIS SCHEDULE.**

**LIST OF LAUREL CLASSES**

- **Boating, Page 6**
  - OCC-326 Maryland Boating Basics
  - OCC-410 Intermediate Boating Skills

- **Makeup Artistry, Page 7**
  - OCU-428 Professional Makeup for Beginners
  - OCU-436 Bridal and Special Occasion Makeup

- **Event Planning, Page 7**
  - BUS-307 Developing Sponsorship Opportunities
  - BUS-549 Not-For-Profit Fundraisers/Events
  - BUS-597 Legal Issues That Face Meeting Managers

- **Notary Public, Page 11**
  - GEN-307 Notary Public Procedures
  - GEN-339 Applied Notary Practices and Procedures

- **Small Business, Page 14**
  - BUS-418 Business Plan: Blueprint for Success
  - BUS-411 Financial Aspects of Your Business
  - BUS-440 Marketing Strategies for Today and Tomorrow
  - BUS-592 Let’s Do This! Moving From Business Idea to Execution

- **Commercial Driver License Class, Page 20**
  - CDL-315 Commercial Driver License: Learner’s Permit Preparation

- **Database Design, Page 24**
  - DPR-706 SQL Fundamentals

- **Page 25**
  - ENR-562 Dissecting Design
Performing Arts & Music, Page 42
COM-347 Voice-Overs: Now is Your Time

Childhood Education, Page 45
DCR-550 Medication Administration
DCR-575 High Functioning Autism: Strategies for Success

Lifestyle, Page 50
ENR-572 Using Mindfulness Meditation to Increase Happiness
ENR-317 If I Could Talk to the Animals

Nursing Assistant, Page 63
HES-544 Certified Nursing Assistant: Theory

American Sign Language (ASL), Page 69
COM-330 Sign Language 2

Conversational Foreign Language, Page 70
LGE-370 Introduction to Spanish: Part 1
LGE-328 Introduction to Spanish: Part 2

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

Launched in January 2007, Prince George's Community College's Skilled Trades Center is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

Building Engineer, Page 36
OCU-404 Building Maintenance Engineer: Level 1
OCU-402 Building Maintenance Engineer: Level 2

Core Skills, Page 36
OCU-408 CORE: Introductory Craft Skills: Part 1
OCU-416 CORE: Introductory Craft Skills: Part 2

HVAC, Page 38
HVC-340 CFC Preparation and Certification
HVC-331 HVAC/R Level 1: Part 2
HVC-335 HVAC/R Level 2: Part 2
HVC-336 HVAC/R Level 2: Part 3

Residential Maintenance, Page 39
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.

Increase Your Market Share, Page 17
CED-301 Strategic Positioning
CED-305 Selling Made Simple
CED-306 Sustainable Sales Techniques
CED-319 Using LinkedIn to Develop Your Business
CED-314 Creating Visuals to Brand Your Business

Strategies for Growing Bus, Page 18
AGR-302 Intensive Introduction to Urban Commercial Agriculture
CED-313 Federal Contracting Accelerator
CED-318 Growing Your Business with Teaming Arrangements

MS-Office, Page 22
DPR-790 Introduction to Microsoft Word 2013: Level 1
DPR-782 Introduction to Microsoft Excel 2013: Level 1
DPR-787 Introduction to PowerPoint 2013
DPR-784 Advanced PowerPoint 2013

Childhood Education, Page 43
DCR-303 Child Growth and Development: 45 Hours
DCR-531 Pre-School Curriculum/Activities 45 Hours

First Aid & CPR, Page 56
HES-669 HeartCode BLS for the Healthcare Provider
HES-344 CPR for Health Professionals

Nursing Assistant, Page 63
HES-544 Certified Nursing Assistant: Theory
HES-666 Medicine Aide 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.

Auto Tech, Page 4
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

Small Engine, Page 6
OCC-316 Small Gas Engine

Braiding/Makeup Art, Page 6
OCU-435 Hair Braiding Techniques for Home Practice

Professional Braid, Page 7
OCU-432 Professional Braiding: Level 3
OCU-433 Professional Braiding: Level 4

Smallbiz Safety, Page 16
CED-300 SmallBiz Safety CEO
CST-422 OSHA 10
OCU-610 OSHA 30

Electricity & Adv. Electrical, Page 37
ELC-301 Electrical: Level 1
ELC-308 Residential Wiring 1: Part 1
CST-376 National Electric Code: Journeyman Preparation
CST-437 NEC Update 2014

HVAC, Page 38
HVC-332 HVAC/R Level 1 Part 1

Locksmithing, Page 38
KEY-300 Locksmithing 101
KEY-301 Locksmithing 102
KEY-305 Locksmithing 201
KEY-304 Locksmithing 202

TeamBuilders Academy is a FREE Workforce Development Program, designed to create access to training and certifications for Prince George’s County residents who are unemployed and underemployed. Coupling employment readiness skills with occupational and technical training, students are prepared to meet today’s workforce demands.

Welding, Page 40
OCU-450 Welding Fundamentals Level 1, Part 1
OCU-451 Welding Fundamentals Level 1, Part 2

Facility Management, Page 51
MGT-631 Operations and Maintenance for FMP
MGT-632 Project Management for FMP
MGT-633 Finance and Business Essentials for FMP
MGT-634 Leadership and Strategy Essentials for FMP

Forklift/Heavy Equip, Page 52
HEO-305 OSHA Forklift Operator Certification
HEO-307 Skid Steer Operator Certification
HEO-308 Backhoe Operator Certification

Motorcycle Mechanics, Page 71
OCC-376 Motorcycle Mechanics & Repair

TBA current offerings include:

- Professional Development Series
- Administrative Services (Microsoft Office Specialist/HR Generalist/Notary)
- Automotive (Service Technicians, Diagnostics, Vehicle Inspection)
- Construction and Energy (NCCER – Carpentry/Concrete, Electrical, HVAC)
- Hospitality Services
- Information Technology (Helpdesk Technician - A+)
- Developmental Disability Services (DDA)

TeamBuilders Academy is a FREE Workforce Development Program, designed to create access to training and certifications for Prince George’s County residents who are unemployed and underemployed. Coupling employment readiness skills with occupational and technical training, students are prepared to meet today’s workforce demands.

16 week course
M-F • 9 a.m.–3:30 p.m.
301-546-0964
Shuttle available for students riding The Bus 20 and Metrorbus J12.

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

<table>
<thead>
<tr>
<th></th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>AYTI—AYT Institute</td>
</tr>
<tr>
<td></td>
<td>5700 Kirby Road</td>
</tr>
<tr>
<td></td>
<td>Clinton, MD 20735</td>
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<tr>
<td>2.</td>
<td>AYT3—AYT Auto Clinic</td>
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<tr>
<td></td>
<td>15005 Marlboro Pike</td>
</tr>
<tr>
<td></td>
<td>Upper Marlboro MD 20772</td>
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<tr>
<td>3.</td>
<td>BLHS—Bladensburg High School</td>
</tr>
<tr>
<td></td>
<td>4200 57th Ave</td>
</tr>
<tr>
<td></td>
<td>Bladensburg, MD 20710</td>
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<tr>
<td>4.</td>
<td>CHCF—Cherry Hill Composting Facility</td>
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<tr>
<td></td>
<td>9330 Cherry Hill Road</td>
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<tr>
<td></td>
<td>College Park, MD 20740</td>
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<td>5.</td>
<td>CRHS—Crossland High School</td>
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<tr>
<td></td>
<td>6901 Temple Hills Road</td>
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<tr>
<td></td>
<td>Temple Hills, MD 20748</td>
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<tr>
<td>6.</td>
<td>ECOF—ECO City Farms</td>
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<tr>
<td></td>
<td>4913 Crittenden Street</td>
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<td></td>
<td>Edmonston, MD 20781</td>
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<td>7.</td>
<td>FTWM—Fort Washington Marina</td>
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<tr>
<td></td>
<td>13600 King Charles Terrace</td>
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<td></td>
<td>Ft. Washington, MD 20744</td>
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<td>8.</td>
<td>GTSV—Greenbelt Travel Services</td>
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<tr>
<td></td>
<td>6411 Ivy Lane</td>
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<td></td>
<td>Greenbelt, MD 20770</td>
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<tr>
<td>9.</td>
<td>JHES—John Eager Howard Elementary School</td>
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<tr>
<td></td>
<td>4400 Shell Street</td>
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<td></td>
<td>Capital Heights, MD 20743</td>
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<td>10.</td>
<td>LCC—Laurel College Center</td>
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<tr>
<td></td>
<td>312 Marshall Avenue</td>
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<td></td>
<td>Laurel, MD 20707</td>
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<td>11.</td>
<td>LDS—Linnel Driving School</td>
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<tr>
<td></td>
<td>1811 Bright Seat Road</td>
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<td></td>
<td>Landover, MD 20785</td>
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<td>12.</td>
<td>Northwestern High School</td>
</tr>
<tr>
<td></td>
<td>7000 Adelphi Road</td>
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<td></td>
<td>Hyattsville, MD 20782</td>
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<td>13.</td>
<td>QBL1—Q-Ball</td>
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<tr>
<td></td>
<td>7945 Central Avenue</td>
</tr>
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<td></td>
<td>Capital Heights, MD 20743</td>
</tr>
<tr>
<td>14.</td>
<td>SHS—Suitland High School</td>
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<tr>
<td></td>
<td>5200 Silver Hill Road</td>
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<td></td>
<td>District Heights, MD 20747</td>
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<tr>
<td>15.</td>
<td>STC—Skilled Trades Center</td>
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<td>(evenings only)</td>
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<td></td>
<td>6400 Old Branch Avenue</td>
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<td></td>
<td>Camp Springs, MD 20748</td>
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<tr>
<td>16.</td>
<td>UMD—School of Public Health</td>
</tr>
<tr>
<td></td>
<td>Building 255</td>
</tr>
<tr>
<td></td>
<td>College Park, MD 20742</td>
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<tr>
<td>17.</td>
<td>UPHI—U-Photo</td>
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<tr>
<td></td>
<td>5005 Garrett Avenue</td>
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<tr>
<td></td>
<td>Beltsville, MD 20705</td>
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<tr>
<td>18.</td>
<td>UTC—University Town Center</td>
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<tr>
<td></td>
<td>6505 Belcrest Road</td>
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<td></td>
<td>Hyattsville, MD 20782</td>
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<tr>
<td>19.</td>
<td>WTC—Westphalia Training Center</td>
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<tr>
<td></td>
<td>9109 Westphalia Road</td>
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<tr>
<td></td>
<td>Upper Marlboro, MD 20774</td>
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</tbody>
</table>
TUITION (SUBJECT TO CHANGE)

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

TUITION WAIVER

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

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

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

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

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

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

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

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

FEES (SUBJECT TO CHANGE)

Registration Fees
A $20 registration fee will be added to your bill, for standard students, upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens and Maryland Disabled Persons will be charged a $75 registration fee per term. The $75 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior citizen or Maryland Disabled Person who enrolls in a $25 course that is marked with an asterisk is still responsible for the $75 registration fee.

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

Spring: Jan. 1–Apr. 30
Summer: May 1–Aug. 27
Fall: Aug. 28–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.

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

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

RETURNED CHECKS

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

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

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

DROPPING A COURSE/REFUNDS

Individuals who withdraw from a course up until the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date. Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or 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 301-546-6888 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
Envision your DREAM.

Prince George’s Community College’s top priority is ensuring that every student begins their educational journey, completes a degree, and prepares for a rewarding career.

PGCC.edu • 301-546-PGCC (7422)

Transforming lives.

PRINCE GEORGE’S COMMUNITY COLLEGE

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
3 WAYS TO REGISTER FOR CLASS

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

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

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

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

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

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

Questions?
Call 301-546-0159
## Workforce Development and Continuing Education

### Continuing Education Student Registration

**PLEASE PRINT CLEARLY**

<table>
<thead>
<tr>
<th>Student ID (if known)</th>
<th>Date</th>
<th>Semester</th>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
</table>

**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
- Female
- Asian
- Hispanic
- Pacific Islander
- Other

**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!**

<table>
<thead>
<tr>
<th>Course (Letter)</th>
<th>Synonym # (Number)</th>
<th>Start Date</th>
<th>Course Name</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Fees**

- All standard students add a registration fee of $20.00 unless your course specifies that it is “Tuition Free”
- Out of county Maryland residents add $5.00 per course unless your course specifies that it is “Tuition Free”
- Out of state residents add $10.00 per course unless your course specifies that it is “Tuition Free”

**Subtotal** $____

**Total** $____

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

**OFFICE USE ONLY**

- Date
- Processed by

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Explore our growing Largo Campus, academic and continuing education programs, and community life through interactive displays, tours, and information sessions. A free, fun and interactive day for all ages and interests.

» College & Career Expo
» Campus Tours
» Career Training Opportunities
» PGCC Culinary Arts Tasting
» Information Sessions
» Academic Displays
» Scholarship Showcase
» Application Drive

...and more!

All Prince George’s County residents are welcome!!

For more information please e-mail enroll@pgcc.edu or call 301-546-PGCC (7422)

Explore and Connect
PGCC.edu/OpenHouse