



PRINCE GEORGE'S COMMUNITY COLLEGE

Spring 2018

Class	Date	Time	Cost	Course #	Location
Is Entrepreneurship Really for You? Rudy Coleman	2/6 – 2/6 T 1 Session	6:30 – 9:30pm	\$40	BUS-328-30580	LARGO CAT #312
Let's Do This! Moving From Business Idea to Execution Andrea Sawyer	2/12 – 2/12 M 1 Session	6:30 – 9:30pm	\$40	BUS-592-30582	LARGO CAT #210
Business Plan: Blueprint for Success Karlene Sinclair-Robinson	2/17 – 2/17 Sat 1 Session	9am – 4pm	\$70	BUS-418-30584	LCC #205
Financial Aspects of Your Business Karlene Sinclair-Robinson	2/24 – 2/24 Sat 1 Session	9am – 4pm	\$70	BUS-411-30587	LARGO CAT #205
Accounting & Recordkeeping for Small Business Betty Stehman	3/3-3/3 Sat 1 Session	9am – 4pm	\$70	BUS-427-30589	LCC #205
Basic Federal Tax Information for Small Business Betty Stehman	3/24 – 3/24 Sat 1 Session	9am – 4pm	\$70	BUS-435-30633	LARGO CAT #225
Marketing Strategies for Today & Tomorrow Robert Gatewood	3/24 – 3/24 Sat 1 Session	9am – 4pm	\$70	BUS-440-30634	LCC #205
Legal Issues for Business Owners	3/27 – 4/3 T 2 Sessions	6:30 – 9:30pm	\$65	BUS-414-30635	LCC #205
Is Entrepreneurship Really for You? Rudy Coleman	4/3 – 4/3 T 1 Session	6:30 – 9:30pm	\$40	BUS-328-30581	UTC #148
Let's Do This! Moving From Business Idea to Execution Andrea Sawyer	4/9 – 4/9 T 1 Session	6:30 – 9:30pm	\$40	BUS-592-30583	UTC #148

BOSS



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Business Plan: Blueprint for Success <u>Karlene Sinclair-Robinson</u>	4/14 – 4/14 Sat 1 Session	9am – 4pm	\$70	BUS-418-30586	UTC #171	
Financial Aspects of Your Business <u>Karlene Sinclair-Robinson</u>	4/21 – 4/21 Sat 1 Session	9am – 4pm	\$70	BUS-411-30588	LARGO CAT #312	
Accounting & Recordkeeping for Small Business <u>Betty Stehman</u>	4/28 – 4/28 Sat 1 Session	9am – 4pm	\$70	BUS-427-30594	UTC #170	



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Class	Date	Time	Cost	Course #	Location	Government Contracting
Types of Government Contracts Pamela Jenkins	2/14 – 2/21 W 2 Sessions	6:30 – 9:30pm	\$70	BUS-326-30543	UTC #146	
Government Contracting: Methods & Procedures Dennis Smith	3/7 – 3/21 W 2 Sessions	6:30 – 9:30pm	\$70	BUS-505-30544	UTC #146	
Writing Proposals for Government Contracts Dennis Smith	4/11 – 4/18 W 2 Sessions	6:30 -9pm	\$70	BUS-534-30545	UTC #146	
Government Contracting: Marketing Business to Government Dennis Smith	5/2 – 5/9 W 2 Sessions	6:30 – 9:30pm	\$60	BUS-461-30546	UTC TBD	
Proposal Evaluation & Selection Process Dennis Smith	5/23 – 5/23 W 1 Session	6:30 – 9:30pm	\$35	BUS-330-30866	UTC TBD	



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Class	Date	Time	Cost	Course #	Location
Introduction to Nonprofit Management Online Course	1/17 – 3/9 W/F 12 Sessions	Online 12am – 12pm	\$150	MGT-649-29014	ED2GO
Starting a Nonprofit Online Course	1/17 – 3/9 W/F 12 Sessions	Online 12am -12pm	\$150	MGT-730-29014	ED2GO
A to Z Grant Writing Online Course	1/17 -3/9 W/F 12 Sessions	Online 12am – 12pm	\$150	VOL-332-29022	ED2GO
Introduction to Nonprofit Organization & Fundraising Ivy Pendleton	2/10 – 2/10 Sat 1 Session	9am – 4pm	\$70	VOL-335-30547	UTC #171
Intro to Nonprofit Management Online Course	2/14 – 4/6 W/F 12 Sessions	Online 12am – 12pm	\$150	MGT-649-29019	ED2GO
Starting a Nonprofit Online Course	2/14 – 4/6 W/F 12 Sessions	Online 12am – 12pm	\$150	MGT-730-29048	ED2GO
A to Z Grant Writing Online Course	2/14 – 4/6 W/F 12 Sessions	Online 12am – 12pm	\$150	VOL-332-29023	ED2GO
Non-Profit Business Basics Ivy Pendleton	2/24 – 2/24 S 1 Session	9am – 4pm	\$70	BUS-401-34791	UTC #140
Best Practices for Nonprofits Karen Cheeks	3/8 – 3/8 Th 1 Session	6:30 – 9:30pm	\$40	BUS-590-30549	UTC #148

Non-Profit Management



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Class	Date	Time	Cost	Course #	Location
Intro to Nonprofit Management Online Course	3/14 – 5/4 W/F 12 Sessions	Online 12am – 12pm	\$150	MGT-649-29020	ED2GO
Starting a Nonprofit Online Course	3/14 – 5/4 W/F 12 Sessions	Online 12am – 12pm	\$150	MGT-730-29049	ED2GO
A to Z Grant Writing Online Course	3/14 – 5/4 W/F 12 Sessions	Online 12am – 12pm	\$150	VOL-332-29024	ED2GO
Intro to Nonprofit Management Online Course	4/11 – 6/1 W/F 12 Sessions	Online 12am – 12pm	\$150	MGT-649-29021	ED2GO
Starting a Nonprofit Online Course	4/11 – 6/1 W/F 12 Sessions	Online 12am – 12pm	\$150	MGT-730-29050	ED2GO
A to Z Grant Writing Online Course	4/11 – 6/1 W/F 12 Sessions	Online 12am – 12pm	\$150	VOL-332-29025	ED2GO
Writing Grant Proposals Ivy Pendleton	4/13 – 4/13 F 1 Session	9am – 4pm	\$70	VOL-313-30563	LCC #205
Public Relations & Communications Ivy Pendleton	4/28 – 4/28 Sat 1 Session	9am – 4pm	\$70	VOL-334-30570	UTC #171

Non-Profit Management



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Class	Date	Time	Cost	Course #	Location	Sales Series
Selling Made Simple Katrina Briscoe	2/6 – 2/8 T/Th 2 Sessions	6pm – 9pm	\$120	CED-330-30679	UTC #148	
Sustainable Sales Techniques Katrina Briscoe	2/22 – 3/8 Th 3 Sessions	6pm – 9pm	\$168	CED-306-30571	UTC #144	
Growing Your Business with Teaming Arrangements Shavon Smith	4/10 – 4/17 T/Th 3 Sessions	6:30 – 8:30pm	\$113	CED-318-30572	UTC #148	
Using LinkedIn to Develop Your Business Thomas Ellis	4/11 – 5/2 W 4 Sessions	6 – 8:30pm	\$150	CED-319-30573	UTC #216	



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Class	Date	Time	Cost	Course #	Location	Branding & Marketing Series
Branding Business for Success Latoya Benson	2/7 – 2/7 W 1 Session	6:30 – 9:30pm	\$40	BUS-600-31221	UTC #146	
Creating Visuals to Brand Your Business Stacey Brown	2/24 – 2/24 S 1 Session	9am – 12pm	\$50	CED-329-30662	UTC #171	
Marketing Your Business on the Internet Online Course	3/14 – 5/4 W/F 12 Sessions	Online 12am – 12pm	\$150	BUS-538-30689	ED2GO	
Social Media Strategies Robert Gatewood	4/9 – 4/9 M 1 Session	6:30 – 9:30pm	\$40	BUS-575-30541	UTC #248	
Networking Works Robert Gatewood	4/26 – 4/26 Th 1 Session	6:30 – 9:30pm	\$40	BUS-546-30542	UTC #148	



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Class	Date	Time	Cost	Course #	Location	SmallBiz Safety
OSHA 10 Jermaine Hunter	2/15 – 2/16 Th/F 2 Sessions	7:30am–12pm	\$185	CST-422-30574	WTC	
OSHA 30 Jermaine Hunter	3/5 – 3/8 M-Th 4 Sessions	9am – 5pm	\$345	OCU-610-30575	WTC	
SmallBiz Safety CEO Jermaine Hunter	3/22 – 4/5 W/F 3 Sessions	6pm – 8pm	\$260	CED-316-30577	WTC	

Key:

UTC – University Town Center

WTC – Westphalia Training Center

Largo – PGCC Main Campus

LCC – Laurel College Center

ED2GO – Online Class