CONTINUING EDUCATION CLASSES

FALL 2017

Job Skills Training
Personal Enrichment
Workforce Development
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

Transforming lives.
PRINCE GEORGE’S COMMUNITY COLLEGE

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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

**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 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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OFC-341 Accounting for Managers: Part 1 1.5 CEUs

An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision makers can use it. Topics will include income statement, owner’s equity, economic measurement, realty depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required.

5 sessions, $160*

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**OFC-342 Accounting for Managers: Part 2**  
1.5 CEUs  
An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision-makers can use it. Topics will include income statement, owner’s equity, economic measurement, realty depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required.  
5 sessions, $160*  

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**OFC-343 Accounting for Managers: Part 3**  
1.5 CEUs  
The last in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports. Topics include the cash flow statement, generally accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-342. Textbook required.  
5 sessions, $160*  

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**OFC-328 Payroll Accounting**  
1.5 CEUs  
This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. Textbook required.  
6 sessions, $195*  

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**OFC-344 QuickBooks: Part 2**  
1.5 CEUs  
Students will establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks. Accounting background helpful but not required. Students must take QuickBooks: Part 2 to register for this class. Prerequisite: OFC-326. Meets concurrently with credit course ACC-1090. Textbook required.  
5 sessions, $190*  

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**OFC-345 QuickBooks: Part 3**  
1.5 CEUs  
Students will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required using the QuickBooks application. Students must take QuickBooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Textbook required.  
5 sessions, $190*  

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**OFC-326 Introduction to QuickBooks: Part 1**  
1.5 CEUs  
Students will be shown how to establish a chart of accounts, vendor, customer, inventory, and payroll records and how to enter typical transactions, as well as, how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or QuickBooks: Part 2. Prerequisites: OFC-361 or OFC-341 or accounting experience. Students must have a basic understanding of key accounting and bookkeeping terms. Meets concurrently with credit course ACC-1070. Textbook required.  
5 sessions, $190*  

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**OFC-545 Introduction to Quickbooks Online**  
2.4 CEUs  
Learn how to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. Gain hands-on experience as you learn all the ways this well-designed accounting program makes it a snap to manage your business’ finances—from recording income and expenses; entering checks and bank transfer entries; setting up a chart of accounts, reconcile your checking account and manage credit card and loan payments; 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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**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, $160* (includes a $75 lab fee)  

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**AGRICULTURE**
301-546-8233

**PGCC CERTIFICATE URBAN AGRICULTURE**
Program Information
Prince George’s Community College offers this certificate in conjunction with our 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 program is open to all aspiring farmers.

Coursework
Students who successfully complete AGR-302 will be eligible to receive the certificate.

For more information
Please see our contact information above.

**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.

**SKB-300 Introduction to Screenwriting**
2.4 CEUs
There has never been a better time to start a career as a screenwriter. This course will teach you everything you need to know to create a script that can sell. You will start with the fundamentals of stories, why audiences need them, what they expect from them, and what kinds of stories work time after time. You will develop an idea, how to develop it into a story, and how to structure it into a screenplay and create characters audiences will believe. You will discover the secrets of constructing scenes that audiences will not be able to stop watching and how to make every moment of your screenplay count. When you finish the course, you will be ready to start writing your own script, and know how to sell it when it’s done.

**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.

**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 won’t 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.

**SKB-491 The Art of Playwriting**
If you have a passion for the stage, start here! A professional playwright will guide you through dramatic writing and improvisational theater techniques by examining a range of modern authors. Short writing assignments will help you overcome writers’ block while developing intensity in characters, setting and plot. In-class readings and critiques will help you deepen your impact by creative use of sound, rhythm, dialogue and imagery — resulting in a polished 10 minute play.

**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.

**CREATIVE WRITING**
richejl@pgcc.edu

**SHORT COURSES**

**URBAN AGRICULTURE**

**AGR-302**
12 sessions, $160* (includes a $75 lab fee)

**SKB-300**
12 sessions, $140* (includes a $65 lab fee)

**SKB-386**
12 sessions, $140* (includes a $65 lab fee)

**SKB-307**
12 sessions, $140* (includes a $65 lab fee)

**SKB-491**
12 sessions, $140* (includes a $65 lab fee)

**ART**

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richejl@pgcc.edu

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**SKB-300**
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**SKB-386**
12 sessions, $140* (includes a $65 lab fee)

**SKB-307**
12 sessions, $140* (includes a $65 lab fee)

**SKB-491**
12 sessions, $140* (includes a $65 lab fee)
**SKB-393 Beginner’s Guide to Getting Published** 2.4 CEUs
An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers, clubs and the future of publishing. 12 sessions, $140* (includes a $65 lab fee)

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**SKB-382 Internet Writing Markets** 2.4 CEUs
A professional writer will help you discover a variety of markets for your written work. 12 sessions, $140* (includes a $65 lab fee)

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**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)

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**SKB-463 Writerific: Creativity Training for Writers** 2.4 CEUs
Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don’t know how to stay motivated? Are you stumbling with writer’s block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. 12 sessions, $140* (includes a $65 lab fee)

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**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)

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**DPR-930 Blogging and Podcasting for Beginner** 2.4 CEUs
Do you have something to share? Want to post it on the Internet? This course is for you! Blogs (words) and podcasts (audio, video) are the new mode of creative expression — now available to users with little to no computer experience. Through hands-on exercises, you’ll plan content and long-term maintenance, and use free software to put that plan into action. You’ll learn to record professional-sounding audio/video podcasts with a simple recording tool you already have. You’ll edit content with another free program, add music, and post it online for others to enjoy. It’s easy! 12 sessions, $140* (includes a $65 lab fee)

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**FINE AND GRAPHIC ARTS**

**ART-363 Abstract Collage**
Expand your artistic endeavors and engage in user-friendly learning to explore abstract design using the medium of collage. Practice various approaches to collage as well as create collage papers and other materials. Fundamentals of composition as well as exploration of shape, color and texture will guide you to start, develop and complete mixed media pieces. Instructor and artist Sharon Robinson has extensive experience as a gallery resident artist and adult educator on both the East and West coast. 2 sessions, $79 (includes a $60 lab fee)

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**ART-366 Intro to Creating Comics and Graphic Novels**
Create and draw your own comic or graphic novel. Starting with a loose concept, students will learn the art of conveying story through imagery. Learn tricks for creating memorable characters, impactful poses and perspectives, effective thumbnails, and clean finalized pages. Build a solid platform to start and grow as you explore the medium. Materials required are a sketchbook, standard pencils, a ruler, and lined notebook. Instructor: Erin Novack, freelance graphic novelist and animator. 3 sessions, $145

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**ENR-460 Interior Decorating Basics**
Have you ever wanted to redecorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Charisse Holder. 1 session, $42

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ART-345 Drawing for the Absolute Beginner 2.4 CEUs
Are you interested in drawing, but don’t know how to get started? Is joining a studio art class just too scary when you’ve never even tried it? This course is an introduction to the field of art and illustrating and will give you the foundation to become the artist you’ve always dreamed you could be! You’ll learn about many of the tools available to artists — paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You’ll even discover how best to get in touch with your creative right brain.
12 sessions, $140* (includes a $65 lab fee)
2494 WF 9/13-11/3 online E260
2495 WF 11/8-12/29 online E260

ENR-562 Dissecting Design
This course will study works by various artists. Elements of composition will be examined to discern composition and how the artists have used them in their work. After discussing and dismantling these elements, you will explore strategies to construct successful abstract pieces using primarily collage, supplemented with acrylic paint. Instructor and artist Susan Robinson has extensive experience as a gallery resident artist and adult educator. Note: Additional cost of materials estimated at $40. Supply list distributed at first class. Instructor: Sharon Robinson. 1 sessions, $119 (includes a $40 lab fee)
26311 Th 11/30-11/30 6:30-9:30 p.m. LCC-205

MUSIC AND PERFORMING ARTS
richejl@pgcc.edu

MUS-449 Sing Heartily: A Choral Ensemble
Group singing, unison, parts, and musical literacy are the passions of professional soprano and guest soloist, Nancy Almqquist. Voice faculty at Washington Conservatory of Music, she is an experienced song-leader and loves to encourage singing from the heart. The class will also explore vocal health, the speaking voice and singing as an integral part of life. Music selections will be based on the group’s skill levels and musical experiences, while stimulating skill development and exploration. 8 sessions, $89
26017 M 9/11-10/30 7-9:30 p.m. Largo
26018 M 10/30-12/18 7-9:30 p.m. Largo

COM-347 Voice-Overs: Now is Your Time
Now YOU could actually use 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, $59 (includes a $40 lab fee)
25677 S 10/28-10/28 10 a.m.-12 p.m. LCC-205

MUS-347 Your Guide to the Music Business 0.6 CEU
This course covers seven essential aspects of music administration - song structure, copyright laws, music publishing, performance rights, songwriter agreements, contract terminology and industry sources. Instruction from the workbook and class participation will prepare you with knowledge to protect your rights and entitlements in the music industry. Instructor: Cecil T. Ford. 2 sessions, $55*
24583 W 10/11-10/18 6:30-9:30 p.m. Largo

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)
2504 W 9/13-11/3 online E260
2506 W 11/8-12/29 online E260

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

PGCC CERTIFICATE AUTOMOTIVE TECHNOLOGY
Program Information
Drive your career to new heights! Our 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.

Coursework
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. Students are eligible to receive a certificate at the successful completion of each course. Courses include:
• 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 and Maintenance

Program Information
To register for this program, participants must be 16 years of age or older.

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-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, $560* (includes a $60 lab fee)

22366  T  9/19-12/12  6-9:30 p.m.  WTC

OCC-324 Auto Technician: Brake Systems 2.1 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved in operating a vehicle. This class provides students with in-depth knowledge of the latest brake theory, trouble-shooting 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, $300* (includes a $30 lab fee)

22372  MW  9/25-10/11  6-9:30 p.m.  WTC

OCC-336 Auto Technician: Engine Performance 1.8 CEUs
This class provides in depth automotive technician theory and hands-on experience in engine performance. Covers engine design and operations, ignition systems, emission controls and On Board Diagnostics (OBDII) systems. Other topics include engine types/ construction/support systems, diagnosing engine problems, fuel system construction/operation/maintenance, ignition system/ coils/ distributors/wiring, testing equipment and troubleshooting. Course based on Auto Service Excellence (ASE) content area testing information. Textbook required (discussed first day of class). Instructor: Toyd Green. 5 sessions, $250* (includes a $30 lab fee)

22389  MW  10/6-10/30  6-9:30 p.m.  WTC

OCC-400 Auto Technician: Electrical Systems 1.8 CEUs
An in-depth, hands-on study of today's automotive electrical systems. Topics include electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems: head and tail, parking, dash and courtesy, stop and hazard, turn signals and backup light, gauges warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Course based on Auto Service Excellence (ASE) content area testing information. Instructor: Toyd Green. 5 sessions, $250* (includes a $30 lab fee)

22406  MW  11/6-11/20  6-9:30 p.m.  WTC

OCC-424 Auto Technician: Steering & Suspension 3.2 CEUs
An introduction to automotive steering and suspension basics, troubleshooting, diagnosis and repair. Students will understand the important theory of steering and suspension systems, and system component functions. Identify steering problems by visual inspection. Perform wheel alignments using laser guided equipment. Course based on Auto Service Excellence (ASE) content area testing information. Note: Located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 shop fee collected first day of class. 8 sessions, $450* (includes a $310 lab fee)

22425  TTh  11/14-12/12  6-10 p.m.  AYT3

OCC-437 Auto Technician: Diesel Engine Theory & Maintenance 3.5 CEUs
This course prepares for ASE H2, S2 and T2 diesel engine certification exams. Learn about the construction of a diesel engine and its theory of operation. Other topics include common failures of diesel engines and how to diagnose such failures, routine maintenance, cooling and lubrication system, etc. Text required (discussed first day of class). Instructor: Carlos Smith. 10 sessions, $490* (includes a $60 lab fee)

22427  TTh  12/14-1/25  6-9:30 p.m.  WTC

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, $340* (includes a $40 lab fee)

22369  MW  11/27-12/18  6-9:30 p.m.  WTC

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

BRAIDING
301-546-0120

PGCC CERTIFICATE
PROFESSIONAL BRAIDING

Program information
Hair braiding is still a fairly new field, and has experienced tremendous growth since becoming more mainstream. As a result, the demand for hair braiders is expected to grow. As the United States becomes increasingly culturally diverse, the need for experienced professionals in this field may continue to increase. This program will teach you everything from infection control to weaving.

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

- **OCU-430 Professional Braiding: Level I**
- **OCU-431 Professional Braiding: Level II**
- **OCU-432 Professional Braiding: Level III**
- **OCU-433 Professional Braiding: Level IV**

Certification
There is currently no license required to become a braider in Maryland. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements
To register for this program, participants must have completed OCU-435 Hair Braiding Techniques for Home Practice, or have a strong knowledge of the techniques of cornrowing, plaiting and braiding.

For more information
Please see our contact information above.

OCC-583 It's a Wrap
This lecture and hands-on class will cover the basic techniques of “Head Wrapping”. Topics will include the different types of head wraps; how to select fabrics; and the different ways head wrap can be incorporated into your current wardrobe, accessories and fashion personality. The fee includes a wrap “starter kit”. 1 session, $55 (includes a $25 lab fee)

- 25926 S 9/23-9/23 10 a.m.-12 p.m. Largo
- 25927 S 12/16-12/16 10 a.m.-12 p.m. Largo

OCU-430 Professional Braiding: Level 1
Topics include an overview of natural hair care, sanitation and infection control, shampooing and rinsing, blow drying, sectioning and parting, hand placement, and hands-on practice. Prerequisite: OCU-435: Hair Braiding Techniques for Home Practice, or a strong knowledge of the techniques of cornrowing, plaiting and braiding. Textbook required. 5 sessions, $240* (includes a $80 lab fee)

- 25909 M 10/2-10/30 6-9:30 p.m. WTC

OCU-431 Professional Braiding: Level 2
Topics include ergonomics, hair and scalp disorders, client consultation and prep, two strand twist, flat two strand twist, French braid, and fish tail braid, with hands-on practice. Prerequisite: OCU-430. 5 sessions, $240* (includes a $80 lab fee)

- 25910 M 11/6-11/4 6-9:30 p.m. WTC

OCU-432 Professional Braiding: Level 3
Topics include a continuation of Level 2 braids and introduction of extension with burn finishing with a corn row and a braid, Senegalese braid and Corkscrew braid, hands-on practice. Prerequisite: OCU-431. 5 sessions, $240* (includes a $80 lab fee)

- 26007 M 1/8-2/12 6-9:30 p.m. WTC

OCU-433 Professional Braiding: Level 4
Topics include hair locking methods, introduction to weaving braid removal and scalp care and hands-on practice. Prerequisite: OCU-432. 5 sessions, $240* (includes a $80 lab fee)

- 26008 M 2/26-4/2 6-9:30 p.m. WTC

MAKEUP ARTISTRY
301-546-0120

PGCC CERTIFICATE MAKEUP ARTISTRY

Program information
If you’re looking for a business where you can make your own schedule, becoming a make-up artist may be the one for you.

This program is designed for personal use, aspiring makeup artists, beauty consultants and sales representatives, and will provide individual coaching, demonstration, lecture and hands-on practice for makeup application.

Coursework
Students who successfully complete 18 hours or more of coursework in this area will be eligible to receive the certificate. Our courses include:

- **OCU-422 Introduction to Make-up Artistry**
- **OCU-427 Polished Daytime Makeup**
- **OCU-423 Advanced Makeup Artistry**
- **OCU-437 Advanced Professional Makeup**
- **OCU-436 Bridal and Special Occasion Makeup**

Certification
There is currently no license required to become a braider in Maryland. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

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
OCU-437 Advanced Professional Makeup
If you are seeking an advanced makeup class, this is it! Instructor Andi Bradshaw, with over 30 years’ experience, will build on information covered in Professional Makeup for Beginners, including covering blemishes and tattoos, camouflaging birthmarks or pimples, types of primers, and using highlighters and contours. Bring a photo of a look you like, along with your makeup kit (including false lash strips), and learn how you can reproduce it. Practice advanced techniques used by professionals. Prerequisite: Professional Makeup for Beginners or the ability to apply full-face makeup in 30 minutes or less.
2 sessions, $139* (includes a $50 lab fee)

25913 T 1/21-1/12 6-9 p.m. WTC

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)

25909 S 9/23-9/23 9:30 a.m.-12:30 p.m. LCC-205

OCU-422 Introduction to Makeup Artistry
This course, designed for personal use, aspiring makeup artists, beauty consultants and sales representatives, will provide individual coaching, demonstration, lecture and hands-on practice for makeup application. Topics will include common skin types, eye and face shapes; how to select the right product; and how to enhance natural beauty. Visit the Workforce Development Makeup website at www.pgcc.edu. Makeup kit required. Students who successfully complete a series of makeup artistry courses (Introduction and Advanced Makeup Artistry) will receive a Workforce Development and Continuing Education Certificate. 4 sessions, $175* (includes a $65 lab fee)

25912 T 9/5-9/26 6-9 p.m. WTC
25914 T 10/7-10/7 6-9 p.m. WTC

OCU-423 Advanced Makeup Artistry
This course will incorporate advanced makeup techniques. Topics will include contouring and highlighting, custom blended foundations, airbrush makeup demonstrations and how to enhance natural beauty for special events: weddings, proms or just a night on the town. Prerequisite: OCU-422 Introduction to Makeup Artistry. 4 sessions, $175* (includes a $65 lab fee)

25915 T 11/21-12/12 6-9 p.m. WTC

OCU-429 From Blah to Beautiful
This course is perfect for a beginner or a novice who use makeup casually. Learn the basics of skin care, skin types, enhancing eyes and lips based on their shapes, and selecting the right products to give yourself a more polished look and to enhance your natural beauty. 2 sessions, $80 (includes a $25 lab fee)

25915 T 11/9-11/16 6-9 p.m. WTC

PGCC CERTIFICATE OWNERSHIP IN THE BEAUTY AND BARBER INDUSTRY

Program Information
The beauty industry is the second largest industry in the U.S. Revenue growth is expected to rise at an average annual rate of 3.2% to $58.7 billion by 2019. It’s also one of the few industries where you can make your own hours. This program is designed for personal use and to become a professional braider.

Coursework
Students who successfully complete either the Professional Braiding or Makeup Artistry certificate (below) and business courses as shown in this list will be eligible to receive the certificate:

START-UP (select all):
- BUS-435 Starting your Own Beauty and Barber Business
- BUS-400 Successfully Managing a Beauty Salon
- BUS-311 Successful Business Start-Up
- BUS-587 Making it Count in the Beauty Industry: Planning
- BUS-588 Making it Count in the Beauty Industry: Pricing and Budgeting

FINANCE (select one):
- BUS-411 Financial Aspects of Your Business OR
- BUS-511 Business Formation Basics

LEGAL (select one):
- BUS-414 Legal Issues for Business Owners (Insurance) OR
- BUS-575 Business Start-Up (select either option):
- BUS-440 Marketing Strategies for Today and Tomorrow OR
- BUS-575 Social Media Strategy AND
- BUS-585 Basic Federal Tax Information for Small Businesses OR
- BUS-587 Accounting and Record keeping for Small Business
- BUS-588 Making it Count in the Beauty Industry: Pricing and Budgeting

Program requirements
To register for this program, participants must have successfully completed either the Professional Braiding or Makeup Artistry program (below).

For more information
Contact: 301-546-0120
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)

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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)

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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)

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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)

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MGT-463 Developing Supervisory Skills 1.2 CEUs
This course provides an introduction to the major duties and responsibilities of a supervisor and the three key roles: manager, leader, and administrator. You will be shown how to plan, organize, and control work, build a working relationship with your boss, and effectively supervise your staff. Text: Supervisor’s Survival Kit, (11th or latest edition) (Prentice Hall). 4 sessions, $180*

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MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of leadership styles and the importance of human relations skills in influencing, directing, and motivating employees. Learn how to delegate tasks, take risks, and make decisions. Required textbook: Leadership: Essential Steps Every Manager Needs to Know, (3rd or latest edition) (Prentice Hall). 4 sessions, $180*

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MGT-465 Managing Human Resources 1.2 CEUs
In today's complex work environment, supervisors and managers need a thorough understanding of personnel management and human resource functions. Course topics will include staffing, interviewing, training, motivation, performance appraisal, and employee services. Text required: Human Resource Management DeMystified, (McGraw Hill), paperback, (1st. edition), by Robert DelCampo 4 sessions, $180*

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MGT-585 Introduction to Business 4.5 CEUs
Basic characteristics of the business enterprise, its organization and its role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BMT-1010. Prerequisite: reading proficiency. 15 sessions, $525*

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

PGCC CERTIFICATE / NATIONAL CERTIFICATION
SHRM CERTIFIED PROFESSIONAL AND
SHRM SENIOR CERTIFIED PROFESSIONAL

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
Students who successfully complete MGT-307 will receive a SHRM Certificate of Achievement and a PGCC Certificate.

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 certification(s) you must meet specific educational and work experience criteria at the time you submit your application to sit for the exam. For details on these requirements, visit www.shrmcertification.org/eligibility.

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.

Program Requirements
SHRM-CP or SHRM-SCP credential holders must:
• Earn 60 professional development credits within a 3-year recertification period that ends on the last day of their birth month OR
• Retake the certification exam at the end of the 3-year recertification period. If you plan to retake the exam to renew your certification, please e-mail certification@shrm.org for assistance.

For more information
Please contact us at the number(s) above. Inquire about our new courses which have been approved for credit hours toward SHRM-CP and SHRM-SCP recertification. Please call 301-546-0032 for the program ID number on your recertification application form. For additional information on certification or recertification please visit the SHRM website at www.shrmcertification.org.

MGT-307 HR Management Certification Preparation for SHRM-CP and SHRM-SCP 4.0 CEUs
This course is intended for HR practitioners to prepare for the SHRM-CP and SHRM-SCP Certification. This on SHRM’s Competency Model, includes real-world class studies, discussions and shared experiences of certified instructors. Participants need to attend 75% of classes, take all tests and exams, complete assignments, and score 80% or better on the online post-test or paper-and-pencil final (in-class) exam. This course does not guarantee success on the SHRM Exam; participants must attend class and complete all assignments to achieve success. Training materials must be picked up from Kent Hall, Room 226 BY APPOINTMENT ONLY prior to the start of class. Call the number above for more information. 12 sessions, $1210* (includes a $515 lab fee)

21191 Th 9/7-11/30 6-9:30 p.m. Largo
21192 S 9/16-12/9 10 a.m.-1:30 p.m. Largo
**MGT-663 Essentials of Human Resource Management** *1.8 CEUs*
This course covers vast introductory HR topics and concepts. This is designed for people who are managing people, performing HR-related task as part of their many roles, and to keep abreast and updated in current HR profession. However, this can also be taken by people who are considering a career in Human Resources. Training materials must be picked up from Kent Hall, Room 226 BY APPOINTMENT ONLY prior to the start date of class. Call the number above for more information. **6 sessions, $540* (includes a $245 lab fee)**

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**MGT-728 Principles of Human Resource Management** *1.2 CEUs*
This course will examine the theoretical foundation of the human resource management field, the evolution of human resource management planning, recruitment, training and development, performance management, and reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs of human resource management, theories and knowledge of human resource practices in organizations, and performance management issues and processes. **4 sessions, $280* (includes a $45 lab fee)**

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**MGT-731 Human Resource Law** *1.2 CEUs*
This comprehensive course condenses the most critical legislation and or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics covered, with their associated impacts, include Title VII-Civil Rights Act, PPACA Patient Protection and Affordable Care Act-2010 FMLA (Family and Medical Leave Act), Equal Pay Act, Portal to Portal Act and many other human resource laws. **4 sessions, $280* (includes a $45 lab fee)**

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**MGT-668 Introduction to Employee Benefits** *1.2 CEUs*
This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered, as well non-statutory benefits vacation, sick time, and paid time off, preferred compensation plans, and qualified and non-qualified deferred compensation plans, and presented methods and tools to develop, select, administer and evaluate benefit programs and ensure they are compliant with applicable federal, state, and local laws and regulations. **4 sessions, $290* (includes a $55 lab fee)**

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**MGT-667 Introduction to Compensation** *1.2 CEUs*
This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, and the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention. **4 sessions, $280* (includes a $45 lab fee)**

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<tr>
<td>MGT-648</td>
<td>Successful Recruitment, Selection and Placement</td>
<td>0.9 CEU</td>
<td>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, $265* (includes a $45 lab fee)</td>
</tr>
<tr>
<td>MGT-338</td>
<td>Managing Conflict: A Professional Approach</td>
<td>0.6 CEU</td>
<td>In this six-hour course, participants will start to appreciate the differences in opinions that your coworkers have without arguing about them. Discover how to have a healthy conflict without destroying your character, projecting the wrong image of the company, and losing your job. This training session is designed to teach you how to manage conflict effectively. Topics to be covered include how to turn the negatives into positives, how to identify your hot buttons and how to react professionally when conflict arises. 1 session, $260* (includes a $45 lab fee)</td>
</tr>
<tr>
<td>MGT-423</td>
<td>Leadership</td>
<td>2.4 CEUs</td>
<td>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)</td>
</tr>
<tr>
<td>MGT-720</td>
<td>Creative Thinking and Innovation Techniques</td>
<td>0.6 CEU</td>
<td>This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations, techniques to build and lead an innovation team, developing critical thinking, innovation and assertive communication methods and tools that can be applied to individual tasks and the entire organization, and methods to optimize every situation and bring out the best in others. 1 session, $260* (includes a $45 lab fee)</td>
</tr>
<tr>
<td>MGT-355</td>
<td>Managing Generational Diversity in the 21st Century Workplace</td>
<td>0.6 CEU</td>
<td>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, $260* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-564</td>
<td>Ethics in Human Resources</td>
<td>0.6 CEU</td>
<td>This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers. 1 session, $260* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-564</td>
<td>Managing Employee Performance</td>
<td>1.2 CEUs</td>
<td>This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management. 4 sessions, $280* (includes a $55 lab fee)</td>
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<tr>
<td>MGT-734</td>
<td>HR's Role in Creating a Positive Work Environment</td>
<td>0.6 CEU</td>
<td>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, $260* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-727</td>
<td>HR's Role in Organizational Development and Change Management</td>
<td>0.9 CEU</td>
<td>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, $265* (includes a $45 lab fee)</td>
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MGT-492 Employment Law 2.4 CEUs
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional. **12 sessions, $140* (includes a $65 lab fee)**

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

NATIONAL CERTIFICATION PREPARATION
FUNDAMENTAL PAYROLL CERTIFICATION CERTIFIED PAYROLL PROFESSIONAL

Program information
In cooperation with the American Payroll Association, Prince George’s Community College presents the PayTrain® College & University program for payroll professionals. This program is designed for all levels of payroll administration. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exam, or are new to the industry and need to learn the basics of payroll, this program will help you meet your goals.

Coursework
Students who successfully complete each course will be eligible to receive a PGCC certificate.
- MGT-693 PayTrain Level 1 (must be taken first) (preparation for the FPC exam)
- MGT-694 PayTrain Level 2 (preparation for the CPP exam)

Program requirements
No payroll experience is required to take the FPC exam. To be eligible to take the CPP exam, APA requires that candidates meet specific payroll experience or educational criteria. Visit [www.americanpayroll.org/certification/certification-cppinfo/](http://www.americanpayroll.org/certification/certification-cppinfo/) for eligibility requirements.

For more information
Please see our contact information above.

MGT-693 PayTrain Level 1 2.4 CEUs
The PayTrain Level 1 course teaches the fundamental payroll calculations, completion of forms, and applications providing students with the essential knowledge, skills and abilities required to maintain payroll your organization’s compliance while preventing costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, and those who are preparing for the FPC exam. PayTrain Level 1 is a prerequisite for the PayTrain Level 2 course. **6 sessions, $740* (includes a $375 lab fee)**

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BUSINESS SKILLS

SMALL BUSINESS
301-546-8233

BUS-547 Entrepreneurship a Second Career
Are you retired and discovering that you weren’t really ready to retire, or dissatisfied with your current career? You might want to consider some form of entrepreneurship as your next move. This course takes you through the various pathways to business ownership, starting a business from scratch, buying an existing independent business and buying a franchise. You will get an overview of the steps necessary to pursue these options and various coaching and mentoring resources. Instructor: David Buck. **1 session, $40**

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<td>BUS-432</td>
<td>Virtual Assistant Business</td>
<td>0.6 CEU</td>
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<td>BUS-355</td>
<td>Start and Operate Your Own Home-Based Business</td>
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<td>BUS-589</td>
<td>Effective Communication Bootcamp</td>
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<td>BUS-540</td>
<td>Start Your Own Small Business</td>
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<td>Making Money on the Internet: Lead Generation</td>
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<td>BUS-595</td>
<td>DIY Public Relations: Simple Solutions for Small Business Owners</td>
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**BUS-432 Virtual Assistant Business**  
Did you know that a Virtual Assistant is one of today’s hottest skills according to Success Magazine? A Virtual Assistant is a business owner that provides administrative, creative, and technical support solutions. Attend this course to find out more about this dynamic industry including: finding your niche, marketing your business, finding clients, setting your fees, and much more! Instructor: Monica Bounds. **1 session, $70***

**BUS-355 Start and Operate Your Own Home-Based Business**  
Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have. **12 sessions, $150*** (includes a $65 lab fee)

**BUS-438 Starting a Consulting Practice**  
Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include skills assessments, pricing policies, contracting, marketing, and more. **12 sessions, $150*** (includes a $65 lab fee)

**BUS-531 How to Find, Select, and Finance an Affordable Franchise**  
Take control of your future and own your business through franchising. In this new economy find out how you can select the right franchise. Topics to be discussed include pros and cons of franchising, franchising vs. independent start-ups, researching franchise opportunities, fundamentals of purchasing a new or existing franchise, the Offering Circular and the Franchise Agreement. Create your own possibilities! Instructor: David Buck. **1 session, $40**

**BUS-589 Effective Communication Bootcamp**  
Need to increase sales and/or your marketplace value? Want to separate yourself from the competition? Then this bootcamp is for you! Learn how to influence and captivate your potential clients/customers, investors, or team members through effective communication. This course will cover how to streamline your message, confidently present your ideas, deliver solutions that keep customers engaged and avoid communication pitfalls that detract from an effective message. Instructor: Karen Cheeks. **1 session, $40**

**BUS-540 Start Your Own Small Business**  
Learn how to take your dream of starting a business and put it into action. In this class, you’ll be taught everything you need to know about starting a business including startup options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones. **12 sessions, $150*** (includes a $65 lab fee)

**BUS-562 Making Money on the Internet: Lead Generation**  
If you want your own internet business that is easy to do, can be done anytime or anywhere, has a steady stream of income, does not require cold calling and is not multilevel marketing then this is the course for you. You will be shown a simple step-by-step process to set up your lead generation service, get clients and collect monthly payments on a residual basis. Instructor: Iris Collins. **1 session, $40**

**BUS-595 DIY Public Relations: Simple Solutions for Small Business Owners**  
Did you know that public relations can be used to grow your business? There are simple strategies that emerging and current small business owners can implement to attract new customers/clients. The interactive discussion will touch on press releases, media relations, social media, branding, message development and communication strategy. You will be shown how to add these solutions to your DIY (do-it-yourself) business toolbox! Instructor: Karen Cheeks. **1 session, $40**
PGCC CERTIFICATE
BUSINESS OWNERS SUCCESS SERIES (BOSS)

Program information
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, this program will help you develop new entrepreneurial skills and strengthen existing ones.

Coursework
Students who successfully complete the following courses will be eligible to receive the 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
- BUS-328 Is Entrepreneurship Really for You?
- BUS-592 Let’s do This! Moving from Business Idea to Execution

For more information
Contact: 301-546-8233

BUS-427 Accounting and Record keeping for Small Business
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman, CPA.
1 session, $70*

BUS-435 Basic Federal Tax Information for Small Businesses
This course provides guidelines for new or prospective business owners on their rights and obligations under our nation’s tax system. Topics will include types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) who specializes in start-up businesses. Instructor: Betty Stehman.
1 session, $70*

BUS-440 Marketing Strategies for Today and Tomorrow
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, $70*

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

Program Information
This program was developed to provide participants with an understanding of branding strategies used to promote a business, extend a business brand, and build a business image. This program also provides an overview of appropriate marketing communications channels for increasing profits and building customer awareness, loyalty and satisfaction.

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

- **BUS-548** From Vision to Marketplace: Branding & Visual Strategies
- **CED-314** Creating Visuals to Brand Your Business
- **BUS-538** Marketing Your Business on the Internet
- **BUS-575** Social Media Strategies
- **BUS-546** Networking Works

For more information
Contact: 301-546-8233

BUS-548 From Vision to Marketplace: Branding & Visual Strategies
This course will assist you in bringing the vision in your head to reality. It will provide an overview on branding, creative strategies and visual concepts to effectively empower your vision/brand’s message. You can leave a lasting impression in the marketplace for your small business which is relevant to your entrepreneurial journey. Instructor: Latoya Benson. **1 session, $40**

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CED-314 Creating Visuals to Brand Your Business
This course is designed to help small business owners identify and explore the components and process used to create an image for your business. This interactive and interactive course will help small business owners understand branding strategies used to promote a business, extend a business brand, and build a business image. Instructor: Stacey Brown. **4 sessions, $126* (includes a $26 lab fee)**

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PGCC CERTIFICATE
SALES SERIES

Program Information
This program was developed to provide participants with an understanding of the fundamental concepts of the selling process, including how to grow your business with teaming arrangements, the different forms of teaming arrangements and how to set them up.

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

- **CED-305** Selling Made Simple
- **CED-306** Sustainable Sales Techniques
- **CED-319** Using LinkedIn to Develop Your Business
- **CED-318** Growing Your Business with Teaming Arrangements

For more information
Contact: 301-546-8233

BUS-575 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, $40**

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BUS-546 Networking Works!
Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood. **1 session, $40**

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CED-306 Sustainable Sales Techniques
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. Instructor: Katrina Briscoe. **3 sessions, $160* (includes a $60 lab fee)**

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CED-318 Growing Your Business with Teaming Arrangements
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, $113* (includes a $38 lab fee)**

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CED-319 Using LinkedIn to Develop Your Business
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. Instructor: Thomas Ellis. **4 sessions, $150* (includes a $50 lab fee)**

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CED-312 Virtual CFO 1.8 CEUs
This course provides local, small and minority business enterprises access or an increase in access to financial capital. The Virtual CFO combines financial management training with business support services that allow small business owners to implement financial management strategies, processes and procedures and make sound financial decisions that will help their businesses grow, expand and succeed. Instructor: Vernaic Jone-Seals. 6 sessions, $510* (includes a $316 lab fee)

24499 M 9/11-10/16 6-9 p.m. Largo

GOVERNMENT SERVICES
301-546-8233

BUS-326 Types of Government Contracts 0.5 CEU
This course provides an introduction to the various types of contracts used by the Federal Government to obtain goods and services. How to determine which type of contract to use and the types of benefit and risk associated with each contract type will be discussed. Instructor: Pamala Jenkins. 2 sessions, $70*

24520 W 9/13-10/20 6:30-9 p.m. Largo
24499 W 10/18-10/25 6:30-9 p.m. Largo

PGCC CERTIFICATE SMALLBIZ SAFETY

Program information
This program offers risk identification and employee safety training 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
Students who successfully complete the following courses will be eligible to receive the certificate
• Safety Round table Discussions (no charge; call 301-546-8233 to register)
• CST-300 SmallBiz Safety CEO
• CST-422 OSHA 10
• OCU-610 OSHA 30

For more information
Contact: 301-546-8233

CED-316 SmallBiz Safety CEO 0.6 CEU
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. 3 sessions, $260* (includes a $100 lab fee)

24493 Th 8/31-9/14 6-8 p.m. WTC

OCU-610 OSHA 30 3.0 CEUs
This 30-hour Construction Outreach Training Program is intended to provide a variety of basic safety training to workers. This course will emphasize hazard identification, avoidance, control, and prevention, not OSHA standards. 4 sessions, $345* (includes a $120 lab fee)

24495 MTWTh 10/9-10/12 9 a.m.-5 p.m. WTC

NON-PROFIT MANAGEMENT
301-546-8233

BUS-590 Best Practices for Nonprofits
When your message is not articulated clearly, it handicaps your organization’s ability to carry out your mission successfully. Discover the top practices that nonprofit leaders use to communicate well, build a strong reputation and maintain visibility among their target audiences. Instructor: Karen Cheeks. 1 session, $40

24504 T 9/26-9/26 6:30-9:30 p.m. Largo

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

21471 WF 9/13-11/13 online E260
21472 WF 10/18-12/8 online E260
21473 WS 11/8-12/29 online E260
21474 WS 12/15-2/2 online E260

MGT-730 Starting a Nonprofit 2.4 CEUs
Do you dream of starting and running your own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots. 12 sessions, $150* (includes a $65 lab fee)

21547 WF 9/13-2/2 online E260
21548 WF 10/18-12/8 online E260
21549 WS 11/8-12/29 online E260
21550 WS 12/15-2/2 online E260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
VOL-313 Writing Grant Proposals 0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization's capabilities and meet the needs of the funding organization. Instructor: Ivy Pendleton. 1 session, $70*

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 translate to the for-profit field. 12 sessions, $140* (includes a $65 lab fee)

VOL-334 Public Relations and Communications 0.6 CEU
This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsorships, soliciting volunteers and getting to know your audience. Answer the question, "Who am I marketing to?" Instructor: Ivy Pendleton. 1 session, $70*

VOL-335 Introduction to Nonprofit Organizations and Fundraising 0.6 CEU
This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. Instructor: Ivy Pendleton. 1 session, $70*

PROJECT MANAGEMENT 301-546-0029

NATIONAL CERTIFICATION PROJECT MANAGEMENT
Program information
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 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 a professional career, your project assignments, and success for your employer.

Coursework
Students who are new to project management can complete the following courses to prepare to sit for the Certified Associate in Project Management (CAPM)® exam:

- MGT-744 Project Management Basics
- MGT-745 CAPM certification Exam Prep

Students who meet the Project Management Institute’s guidelines can complete the following course to prepare to sit for the Project Management Professional (PMP)® exam:

- MGT-355 Project Management Professional Certification Exam Prep

For more information
Please see our contact information above, or visit www.pgcc.edu/go/pmp for course schedule and new course announcements.

MG-T-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 Project Management Professional (PMP® exam) application. 14 sessions, $2495* (includes a $1497 lab fee)

MG-T-744 Project Management Basics 1.2 CEUs
This 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 A Guide to the Project Management Body of Knowledge (PMBOK® Guide). This course is recommended prior to taking the Certified Associate in Project Management (CAPM)® Certification Exam Prep Course. 2 sessions, $475* (includes a $285 lab fee)

MG-T-745 CAPM Certification Exam Prep 1.8 CEUs
In this three-day classroom course, participants will review all required Certified Associate in Project Management (CAPM)® content per A Guide to the Project Management Body 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 MG-T-744. 3 sessions, $899* (includes a $540 lab fee)
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 help prepare you to take the Certified Associate in Project Management (CAPM)* and the Project Management Professional (PMP)* exams offered by the Project Management Institute (PMI®). 12 sessions, $140* (includes a $65 lab fee)

21340 WF 9/13-11/3 online E260
21398 WF 10/18-12/8 online E260
21399 WF 11/8-12/29 online E260
21400 WF 12/13-2/2 online E260

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

21401 WF 9/13-11/3 online E260
21402 WF 10/18-12/8 online E260
21415 WF 11/8-12/29 online E260
21416 WF 12/13-2/2 online E260

MGT-624 Project Management Professional Certification: Prep 2 2.4 CEUs
This online course will help experienced project managers familiar with the discipline, review and prepare for the Project Management Professional (PMP)* certification exam. Master chapters 7 through 13 of A Guide to the Project Management Body of Knowledge (PMBOK® Guide). Learn all about the 10 project management knowledge areas, five process groups, and 47 project management processes. Use proven learning techniques to help you review and absorb key terminology, concepts, and formulas. 12 sessions, $180* (includes a $85 lab fee)

21417 WF 9/13-11/3 online E260
21418 WF 10/18-12/8 online E260
21419 WF 11/8-12/29 online E260
21420 WF 12/13-2/2 online E260

MGT-722 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)

21421 WF 9/13-11/3 online E260
21422 WF 10/18-12/8 online E260
21423 WF 11/8-12/29 online E260
21424 WF 12/13-2/2 online E260

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

FINANCIAL SERVICES
301-546-8340 or 301-546-3019

FIN-367 Registered Tax Return Preparer Course
This course will give you a solid foundation in individual tax preparation, enabling you to complete all of the standard returns. This course focuses on the majority of tax forms needed to complete tax returns for yourself and the general public. In the course you should acquire the knowledge and skills necessary to complete federal income tax returns and research tax issues. Because “practice makes perfect”, the course will supply tax case scenarios to prepare. Prerequisite: basic knowledge of navigating the internet and familiarity with preparing individual and/or business taxes. 6 sessions, $275* (includes a $75 lab fee)

CASINO TRAINING
301-546-9050 or crossum@pgcc.edu

MGM-310 Blackjack 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*
24759 MTWTh 9/11-10/19 7-10 p.m. PGDS
24758 MTWTh 9/11-10/19 12:30-3:30 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. 16 sessions, $360*
24765 MTWTh 10/23-11/16 7-10 p.m. PGDS
24764 MTWTh 10/23-11/16 12:30-3:30 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. 16 sessions, $360*
24769 MTWTh 11/20-12/19 7-10 p.m. PGDS
24768 MTWTh 11/20-12/19 12:30-3:30 p.m. PGDS

MGM-313 Mini Baccarat Dealer 4.8 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 Mini Baccarat. 16 sessions, $240*
24767 MTWTh 9/18-10/12 7-10 p.m. PGDS
24766 MTWTh 9/18-10/12 12:30-3:30 p.m. PGDS

MGM-314 Roulette I 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, $265*
24761 MTWTh 10/23-11/16 7-10 p.m. PGDS
24760 MTWTh 10/23-11/16 12:30-3:30 p.m. PGDS

MGM-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 Blackjack and MGM-314 Roulette I. 16 sessions, $265*
24763 MTWTh 11/20-12/19 7-10 p.m. PGDS
24762 MTWTh 11/20-12/19 12:30-3:30 p.m. PGDS

MGM-316 Baccarat Dealer 6.8 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 Baccarat. 16 sessions, $280*
24767 MTWTh 9/18-10/12 7-10 p.m. PGDS
24766 MTWTh 9/18-10/12 12:30-3:30 p.m. PGDS

MGM-317 Blackjack 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*
24759 MTWTh 9/11-10/19 7-10 p.m. PGDS
24758 MTWTh 9/11-10/19 12:30-3:30 p.m. PGDS

MGM-318 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. 16 sessions, $360*
24769 MTWTh 11/20-12/19 7-10 p.m. PGDS
24768 MTWTh 11/20-12/19 12:30-3:30 p.m. PGDS

MGM-319 Mini Baccarat Dealer 4.8 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 Mini Baccarat. 16 sessions, $240*
24767 MTWTh 9/18-10/12 7-10 p.m. PGDS
24766 MTWTh 9/18-10/12 12:30-3:30 p.m. PGDS

MGM-320 Roulette I 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, $265*
24761 MTWTh 10/23-11/16 7-10 p.m. PGDS
24760 MTWTh 10/23-11/16 12:30-3:30 p.m. PGDS

MGM-321 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 Blackjack and MGM-314 Roulette I. 16 sessions, $265*
24763 MTWTh 11/20-12/19 7-10 p.m. PGDS
24762 MTWTh 11/20-12/19 12:30-3:30 p.m. PGDS

MGM-322 Baccarat Dealer 6.8 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 Baccarat. 16 sessions, $280*
24767 MTWTh 9/18-10/12 7-10 p.m. PGDS
24766 MTWTh 9/18-10/12 12:30-3:30 p.m. PGDS

MGM-323 Blackjack 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*
24759 MTWTh 9/11-10/19 7-10 p.m. PGDS
24758 MTWTh 9/11-10/19 12:30-3:30 p.m. PGDS

MGM-324 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. 16 sessions, $360*
24769 MTWTh 11/20-12/19 7-10 p.m. PGDS
24768 MTWTh 11/20-12/19 12:30-3:30 p.m. PGDS

MGM-325 Mini Baccarat Dealer 4.8 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 Mini Baccarat. 16 sessions, $240*
24767 MTWTh 9/18-10/12 7-10 p.m. PGDS
24766 MTWTh 9/18-10/12 12:30-3:30 p.m. PGDS

MGM-326 Roulette I 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, $265*
24761 MTWTh 10/23-11/16 7-10 p.m. PGDS
24760 MTWTh 10/23-11/16 12:30-3:30 p.m. PGDS

MGM-327 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 Blackjack and MGM-314 Roulette I. 16 sessions, $265*
24763 MTWTh 11/20-12/19 7-10 p.m. PGDS
24762 MTWTh 11/20-12/19 12:30-3:30 p.m. PGDS
CHILDREN WITH SPECIAL NEEDS
301-546-0519 or www.pgcc.edu/go/cdc

CHILDREN’S DEVELOPMENTAL CLINIC
(6 MONTHS - 12 YEARS OF AGE)
Program information
The Children’s Developmental Clinic is a community service program conducted by Prince George’s Community College and the University of Maryland’s School of Public Health. The clinic provides services to children who are experiencing various developmental difficulties, including motor delays, language delays, emotional issues or orthopedic challenges. Each Saturday, children participate in one-to-one, individualized motor development sessions. If additional assistance is needed, children can be enrolled in language, reading or social skills programs at the clinic.

Program locations
The program is offered at two locations: Prince George’s Community College’s Largo campus and the University of Maryland, College Park campus:
• 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 social skills program is offered only at our University of Maryland location.
• Language and reading services are offered at both locations.
A Parent Education Program runs in conjunction with the children’s sessions.

Program requirements
Participants must be between 6 months and 12 years of age.
To register their children for this program, parents/guardians must submit a completed application packet with payment to the Children’s Developmental Clinic office (301 Largo Rd., CE-123, Largo, MD 20774). Registration forms are available on our website (www.pgcc.edu/go/cdc), or you may contact us (above) to have a packet sent to you. Forms cannot be completed online; original signed copies are required for registration.

For more information or to register
Please see our contact information above.

PGCC CERTIFICATE WORKING WITH CHILDREN WITH SPECIAL NEEDS
Program information
Enrich your life and the life of a child! Earn community service hours by spending Saturday mornings working with children with developmental disabilities or delays in a fun and playful atmosphere. Enhance your resume by participating in a nationally-known children’s program. Explore career fields in the areas of motor development, speech/language development, physical therapy and reading; meet great people and gain insights from industry professionals. Experience all this at no cost for registration, and still be home in time for lunch!

Program locations
The program is offered at two locations: Prince George’s Community College, Largo campus, and the University of Maryland, College Park campus.

Coursework
Students who successfully complete the following courses will receive a PGCC certificate verifying 40.0 hours of volunteer training (community service hours) and 4.0 CEU’s:
• OCC-334 Children’s Developmental Clinic: Clinician Pre-clinic Training
• OCC-327 Children’s Developmental Clinic: Clinician Training

Program requirements
To register for this program, participants must:
• Be at least 16 years of age
• Have a valid driver’s license or government-issued identification
• Complete fingerprinting and pass a criminal background check during OCC-324 (a parent/legal guardian must be present to sign consent for any student under the age of 18)

For more information or to register
Please see our contact information above.

OCC-334 Children’s Developmental Clinic: Clinician Pre-clinic Training
Designed for students, parents, teachers, and interested individuals, this pre-clinic course introduces students to topics related to working with children with special needs. Topics will include the purpose, standards, and activities of the Children’s Developmental Clinic. 2 sessions
20244 S 9/9-9/16 8:30 a.m.-12:30 p.m. UMD
20243 S 9/9-9/16 8:30 a.m.-12:30 p.m. Largo

OCC-327 Children’s Developmental Clinic: Clinician Training 4.0 CEUs
A certificate course designed for those interested in developing skills working with children experiencing various developmental delays. Each clinician will be involved in a one-to-one training environment in the areas of motor language and reading development. Clinicians will be under the supervision of the clinic’s professional resource staff. Prerequisites: OCC-334, completed fingerprinting and background check. Saturdays. 9 sessions
20249 S 9/23-11/18 8:30 a.m.-12:30 p.m. UMD
20245 S 9/23-11/18 8:30 a.m.-12:30 p.m. Largo
COMMERCIAL DRIVER LICENSE
443-518-4172 or tdi@pgcc.edu

COMMERCIAL DRIVER LICENSE: CLASS A AND B (MD, DC OR VA)

Program Information:
Heavy and tractor-trailer truck drivers transport goods from one location to another. Most tractor-trailer drivers are long-haul drivers and operate trucks with a gross vehicle weight (GVW) capacity—that is, the combined weight of the vehicle, passengers, and cargo—exceeding 26,000 pounds. These drivers deliver goods over intercity routes, sometimes spanning several states. Bus drivers transport people between various places—including work, school, and shopping malls—across state or national borders. Some drive regular routes, and others transport passengers on chartered trips or sightseeing tours. Median annual wages for these professions in May 2016 were: tractor-trailer truck drivers, $41,340; school or special client bus drivers, $30,150; transit and intercity bus drivers, $39,790 (US Department of Labor, Occupational Outlook Handbook).

Coursework
We offer 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.

Program requirements
To register for the Class A program, participants must:
• be at least 21 years of age
• possess a valid non-provisional Driver’s License from Maryland, Washington DC or Virginia
• pass Department of Transportation physical and drug screens
• obtain a CDL Class A learner’s permit
To register for the Class B program, participants must:
• be at least 18 years of age (or 21 for the District of Columbia)
• possess a valid non-provisional driver’s license from Maryland, Virginia, or Washington, D.C.
• pass Department of Transportation physical and drug screens
• obtain a CDL Class B learner’s permit from the state in which they are currently licensed

Students 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, $100*

CDL-301 Commercial Driver License: Class B
4.5 CEUs
This course is for those looking to drive Commercial Class-B Trucks and Passenger or School Buses. Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver’s License (CDL). Upon obtaining the Class-B CDL, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available.
$1990* (includes a $1592 vehicle fee.) Note: please call 443-518-4172 for schedule dates and information.

CDL-316 Commercial Driver 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.
1431* (includes a $1288 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 own 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.

COMMUNICATION AND WRITING
301-546-8340

MGT-434 Business Writing Intensive 1.8 CEUs
Students will be instructed in a five step writing process that includes preparation, research, organization, writing a draft, and revision using real-world examples of correspondence, reports, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Required text: The Business Writer’s Handbook, (10th or latest edition). (St. Martin’s Press).
6 sessions, $255*
21183 Th 11/2-12/14 6:30-9:30 p.m. Largo

COM-508 Mastering Public Speaking 2.4 CEUs
You can become an effective public speaker! In these lessons, you’ll learn how to talk confidently and persuasively to both large audiences and small groups. You will master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview. 12 sessions, $140* (includes a $65 lab fee)
21497 WF 9/13-11/3 online E260
21498 WF 11/8-12/29 online E260

OFC-347 Grammar Refresher 2.4 CEUs
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice. 12 sessions, $140* (includes a $65 lab fee)
21639 WF 9/13-11/3 online E260
21640 WF 10/18-12/8 online E260
21641 WF 11/8-12/29 online E260
21675 WF 12/13-2/2 online E260

OFC-349 Keys to Effective Communication 2.4 CEUs
This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist.
12 sessions, $140* (includes a $65 lab fee)
21768 WF 9/13-11/3 online E260
21769 WF 10/18-12/8 online E260
21770 WF 11/8-12/29 online E260
21771 WF 12/13-2/2 online E260

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)
21635 WF 9/13-11/3 online E260
21636 WF 10/18-12/8 online E260
21637 WF 11/8-12/29 online E260
21638 WF 12/13-2/2 online E260

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)
21756 WF 9/13-11/3 online E260
21757 WF 10/18-12/8 online E260
21758 WF 11/8-12/29 online E260
21759 WF 12/13-2/2 online E260

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

KEYBOARDING

OFC-314 Introduction to Keyboarding  1.8 CEUs
Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. On the last night of class students will complete a diagnostic test that determines what their NWAM (Net Words a Minute) which will determine their overall proficiency.

6 sessions, $144* (includes a $60 lab fee)

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PGCC 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 program will help you gain computer skills that can help you find employment and sharpen your skills in Microsoft Office Suite programs, in a world in which 95% of all jobs require the use of computers.

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

- DPR-841 Introduction to Personal Computers OR Introduction to Windows
- DPR-833 Introduction to Microsoft Word: Level 1
- DPR-830 Introduction to Microsoft Excel: Level 1
- DPR-852 Introduction to Access
- DPR-831 Introduction to PowerPoint
- DPR-832 Advanced PowerPoint

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

Program requirements
Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

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)

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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.

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

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

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

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DPR-833 Introduction to Microsoft Word: Level 1  0.1 CEUs

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DPR-830 Introduction to Microsoft Excel: Level 1  0.1 CEUs

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DPR-852 Introduction to Access  0.1 CEUs

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DPR-831 Introduction to PowerPoint  0.1 CEUs

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DPR-832 Advanced PowerPoint  0.1 CEUs

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</table>
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.
3 sessions, $165* (includes a $55 lab fee)

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.
3 sessions, $194* (includes a $50 lab fee)

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.
3 sessions, $270* (includes a $95 lab fee)

DPR-790 Introduction to Microsoft Word 2013: Level 1 1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include how to create, edit, format and print a document using the basic features of Word.
3 sessions, $270* (includes a $95 lab fee)

DPR-787 Introduction to PowerPoint 2013 0.6 CEU
This class covers the introductory functions of the presentation software, Microsoft PowerPoint.
2 sessions, $110* (includes a $50 lab fee)

DPR-825 Introduction to Microsoft Outlook 2016 1.2 CEUs
This course is designed to provide training to students on using the 2016 version of Microsoft Outlook. Topics include customize command sets; set global options; perform advanced searches; apply filters to intercept mail and control spam; create rules to automate many management tasks; work with calendars and contacts; manage tasks; protect data with archiving and data files.
4 sessions, $195* (includes a $95 lab fee)

DPR-784 Advanced PowerPoint 2013 0.6 CEU
Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Introduction to PowerPoint 2013.
2 sessions, $110* (includes a $50 lab fee)
PGCC CERTIFICATE
ENTRY-LEVEL ADMINISTRATIVE ASSISTANT

Program information
This program is designed to recognize a student’s achievement in both Microsoft Office Suite 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 half a 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 courses will be eligible to receive the certificate. Courses may be taken in any order:
• DPR-778 Applied Office Skills
• DPR-833 Introduction to Microsoft Word: Level 1
• DPR-830 Introduction to Microsoft Excel: Level 1
• DPR-852 Introduction to Access
• DPR-831 Introduction to PowerPoint

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

Program Requirements
To register for these courses, participants should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to all class sessions.

For more information
Contact: 301-546-0873 or itcerts@pgcc.edu

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 preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. 3 sessions, $140* (includes a $20 lab fee)

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 will include how to create and modify documents, manipulating text, and printing your documents. Additional topics include creating and saving a document, file management, editing techniques, multiple page, and merging documents. 6 sessions, $270* (includes a $95 lab fee)

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, $270* (includes a $95 lab fee)

DPR-852 Introduction to MS Access 2016  1.8 CEUs
This course introduces the Microsoft Access 2016 database program. The program enables professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include how to calculate data with advanced formulas, organizing worksheets and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. 6 sessions, $270* (includes a $95 lab fee)

DPR-831 Intermediate Excel 2016, Level 2  1.8 CEUs
This is the second in the series of courses designed to provide instruction on the more advanced features of Microsoft Excel 2016. 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. 6 sessions, $270* (includes a $95 lab fee)

DPR-831 Intermediate to Microsoft PowerPoint 2016  0.6 CEU
This course is designed for students who use Microsoft Word or other Microsoft Office components in their daily jobs, but need to learn to use the basic features of PowerPoint 2016 in order to qualify for career advancement. Topics include presentations, formatting slides, using drawing objects, working with graphics, using tables and charts. 2 sessions, $110* (includes a $50 lab fee)
### DPR-832 Advanced Microsoft PowerPoint 2016 0.6 CEU
This course is designed for students who use the basic features of PowerPoint 2016 in their jobs, but need to master more advanced features in order to progress in their careers. Topics include customizing PowerPoint, using graphics and multimedia, customizing SmartArt graphics, tables and charts, distributing presentations and integrating Microsoft Office files.

2 sessions, $110* (includes a $50 lab fee)

<table>
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<th>20907</th>
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<th>10/7-10/14</th>
<th>9:30 a.m.-12:30 p.m.</th>
<th>CAT-105</th>
</tr>
</thead>
</table>

### DPR-857 Introduction to Microsoft Project 2016 1.8 CEUs
This continuing education course, designed for project managers, will focus on using Microsoft Project 2016. Topics include plan, implement and control projects; sequencing tasks; producing a baseline, and assigning resources and costs; tracking progress; analyzing variances and revising project plan.

6 sessions, $270* (includes a $95 lab fee)

<table>
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<tr>
<th>20906</th>
<th>TTh</th>
<th>10/31-11/6</th>
<th>6:30-9:30 p.m.</th>
<th>CAT-135</th>
</tr>
</thead>
</table>

### DPR-858 Advanced Microsoft Project 2016 1.2 CEUs
Students will be taught how to use the more advanced features of Microsoft Project 2016 to manage and customize project plans during the implementation stage of a project. Topics include tracking a project from start to finish, evaluating individual tasks and assigned schedules, analyzing project progress and overall project success.

6 sessions, $265* (includes a $95 lab fee)

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<tr>
<th>20907</th>
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<th>11/20-12/11</th>
<th>6:30-9:30 p.m.</th>
<th>Largo</th>
</tr>
</thead>
</table>

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

### PGCC CERTIFICATE
HELP DESK TECHNOLOGY

**Program information**
This program is designed to prepare you to support a client help desk, including performing basic help desk assessments and functions, productivity measurements, problem resolution, and asset management. Learn how support staff utilize these tools to maintain a competitive edge.

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

**DPR-535 Help Desk Technology: Part 1**

**DPR-536 Help Desk Technology: Part 2**

**DPR-846 Troubleshooting Microsoft Windows-10**

**DPR-810 Troubleshooting MS-Access for Help Desk**

**DPR-811 Troubleshooting MS-Excel: Help Desk**

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, the network environment and Windows (any version).

2 sessions, $110* (includes a $50 lab fee)

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</table>

### 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: basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version).

2 sessions, $110* (includes a $50 lab fee)

<table>
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</table>

### 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)

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</table>

### DPR-809 Troubleshooting MS-Word for Help Desk Technology 0.9 CEU
In this hands-on class, students will explore typical Windows and Microsoft Word error messages and see how to resolve them as well as other ways to keep the personal computer operating at its peak capacity.

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

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### DPR-810 Troubleshooting MS-Access for Help Desk 0.9 CEU
In this class, students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows and MS-Access.

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

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<th>20892</th>
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</table>

### DPR-811 Troubleshooting MS-Excel: Help Desk 0.9 CEU
In this nine-hour class, students will be shown typical MS-Excel software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience.

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

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</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-820 Introduction to Cloud Computing Technologies 1.6 CEUs
This introductory course provides the training and knowledge required to effectively evaluate and assess the business and technical benefits of cloud computing and analyze cloud application use for your organization. Cloud Computing provides a simple way to access servers, storage, databases and a broad set of application services over the internet.
4 sessions, $240* (includes a $80 lab fee)

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

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

NATIONAL CERTIFICATION
SQL FUNDAMENTALS
Program information
Learn the fundamentals of SQL using Oracle Database Technology. Earning the Oracle Database 11g: SQL Fundamentals 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 course will be prepared to take Oracle Database 11g: SQL Fundamentals exam.

Program requirements
To register for this course, students should be familiar with data processing. Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

For more information
Please see our contact information above.

DPR-732 Introduction to Database Management 7.5 CEUs
Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. Meets concurrently with credit course INT-2150. For the online version of this class visit www.pgcconline.com for details. Students must have an Owl Link account and a college e-mail address.
15 sessions, $500* (includes a $200 lab fee)

DPR-706 SQL Fundamentals 1.8 CEUs
This course introduces students to the fundamentals of SQL using Oracle Database Technology. Students learn concepts of relational databases, write queries against single and multiple tables, manipulate data in tables, and create database objects. This class will prepare you for the Oracle Database 11g: SQL Fundamentals Exam 1Z0-051.
6 sessions, $270* (includes a $95 lab fee)

DPR-767 Web Design: Part 1 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.
5 sessions, $240* (includes a $100 lab fee)
FALL 2017  CONTINUING EDUCATION

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.
5 sessions, $240* (includes a $100 lab fee)

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.
5 sessions, $240* (includes a $100 lab fee)

ILIFE

APP-432 iPad: The Basics 0.3 CEU
This course provides hands-on training in basic skills to efficiently operate an iPad for personal use. Students will discover how to properly care for their iPad, navigate the settings menu, and download apps onto their device. Basic device set ups will also be discussed.
1 session, $60

QUICK GUIDE USING MAC

APP-300 Quick Guide: Using the Mac: Part 1 0.6 CEU
Meet the Macintosh! Explore its operating system, desktop, spotlight, the Apple Menu, applications and time machine features. Learn how to send gorgeous e-mails with color, photos and more. 2 sessions, $80* (includes a $35 lab fee)

APP-301 Quick Guide: Using the Mac: Part 2 0.6 CEU
This class begins with a quick review of e-mail, iCal and iChat, including its use with videos, movies and stills. Then, create your own widget for Dashboard display, view Portable Document Format (PDF) files in the Safari browser, see how to use the Digital Video Disc (DVD) player and iTunes, and find out how to install Boot Camp. Recommended: completion of APP-300 or experience with topics from that class.
2 sessions, $80* (includes a $35 lab fee)

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

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

DPR-595 Advanced Computer Graphics Design 4.5 CEUs
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. A survey of modeling techniques and examples from a variety of industries will be provided. Students will also be expected to have an aptitude for learning a variety of software packages. Meets concurrently with credit course ART-2670 for the entire semester. Prerequisite: DPR-594: Elements of Computer Graphics Design OR students must possess advanced skills using Photoshop, Illustrator or 3-D software.
30 sessions, $420* (includes a $100 lab fee)

DPR-705 Digital Publishing With InDesign 3.0 CEUs
This course pulls together a wide range of essential information to help you maximize the versatility of InDesign for e-publishing. If you want to know how to build, deploy, and manage digital publications using InDesign, here’s your course to guide you through the process, from understanding the platforms and devices and how best to design for them to creating media-rich content for multiple formats using a variety of technologies. 5 sessions, $420* (includes a $100 lab fee)

DPR-808 Real World Graphic Design 1.8 CEUs
Real life, real-time graphic and web design projects using Adobe Photoshop and Adobe Illustrator. This course is a series of projects aimed at solving the “real world” problems ordinary people and graphic designers face in their day-to-day life as designers and business owners. The projects offer practical demonstrations of how to use Photoshop, Illustrator & InDesign software. These practical examples of the type of work one might encounter is also fun, are impressive examples of what you can achieve with this powerful software. Dive right in you’ll be creating graphics within 2 class sessions! 6 sessions, $270* (includes a $95 lab fee)

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

PEARSON VUE TESTING CENTER CERTIFICATION AND GED® TESTING

Program Information
PGCC’s two Pearson VUE testing centers offer our students and members of the community the opportunity to take certification exams for many of our programs in a secure, familiar environment, right on campus. Certification tests available at our centers include the GED® Test, CompTIA vendor-neutral certification tests (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:
- Our Largo campus (301 Largo Road in Largo), in the Center for Advanced Technology, Room 139
- Our University Town Center location (6505 Belcrest Road in Hyattsville), Room 136

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

For more information
Contact: 301-546-0873
or itcerts@pgcc.edu

SECURITY

DPR-704 Introduction to Cyber Security 1.5 CEUs
This course is a comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, explain the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security.
4 sessions, $200* (includes a $25 lab fee)

DPR-794 Ethical Hacking and Network Defense I 5.3 CEUs
This course provides in-depth understanding of how to effectively protect computer networks. Students will be shown the tools and penetration testing methodologies used by ethical hackers and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will practice footprinting, scanning, enumeration, exploitation, and post exploitation. This class meets concurrently with credit course INT-1680. Prerequisite: DPR-702 or Security+ at another institution.
30 sessions, $420* (includes a $150 lab fee)

DPR-795 Ethical Hacking and Network Defense II 5.3 CEUs
This course is the second of two courses that provides an understanding of how to effectively protect computer networks. Students will continue to learn the tools and penetration testing methodologies used by ethical hackers, practice post-exploitation, cryptography, hardening OSs, and wireless security, learn federal and state computer crime laws, and penalties for illegal computer hacking. This course is designed for those interested in systems and application security or who want to take the EC-Council’s Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: DPR-702 and DPR-794 or Security+ at another institution. Meets concurrently with credit course INT-2680.
15 sessions, $420* (includes a $150 lab fee)

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.
15 sessions, $420* (includes a $150 lab fee)

DPR-703 CISSP Preparation 4.5 CEUs
This course explores and reviews all eight domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISC2). Prerequisite: DPR-702: Computer Security, Security+. Meets concurrently with credit course INT-2690.
15 sessions, $420* (includes a $150 lab fee)
**FALL 2017 CONTINUING EDUCATION**

### NATIONAL CERTIFICATION NETWORKING

**Program information**

PGCC offers preparation national certifications in computer networking. Our choices include:

#### CompTIA Network+ Certification
- This vendor-neutral certification 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

#### Cisco Certified Network Associate (CCNA) Certification
- This certification validates a professional's ability to understand, configure, operate, and troubleshoot medium-level switched and routed networks; also includes 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 you to test for Cisco Certified Network Associate Routing and Switching (CCNA R&S) certification through the Cisco Networking Academy. Individuals holding this certification are qualified to design, operate, and maintain networking systems using switches and routers.
- Exam: CCNA Routing and Switching
- Visit http://www.cisco.com for more information

#### Cisco CCENT Certification
- This 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.
- Coursework: CCNA 1 and CCNA 2
- Exam: CCENT: Interconnecting Cisco Networking Devices Part 1 100-105 ICND1
- Visit http://www.cisco.com for more information

#### Program requirements

To register for these courses, students should have intermediate computer skills with experience in DOS, and networking experience. Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

#### For more information

Please see our contact information above

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### 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.

<table>
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<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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</table>

#### CNT-313 CCNA Security 4.9 CEUs

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

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<td>6:50-9:30 p.m.</td>
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</table>

#### CNT-445 CCNA 1: Introduction to Cisco Networking 6.0 CEUs

This is the first of a four-course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include OSI and TCP/IP models, Ethernet concepts and operation; TCP and UDP protocols and ports, network design using IPv4 and IPv6 subnets, router and switch configuration. Meets concurrently with credit course INT-1450.

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
CNT-446 CCNA 2: Routing and Switching Essentials  6.0 CEUs
This is the second of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include switch configuration and security, virtual LANs (VLANs) and trunking; single-area OSPF routing; static routes; access control lists; Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT). Students successfully completing this course should be prepared for Cisco CCENT certification. Meets concurrently with credit course INT-1460.
15 sessions, $660* (includes a $220 lab fee)

25999 M  8/28-12/31 online BLBD
25997 MW  8/28-10/18 6-9:40 p.m. CAT-107
25998 Th  8/29-12/14 1-2:35 p.m. (30 sessions) CAT-107

DPR-800 Linux Operating System I  5.3 CEUs
This is an introduction to the Linux operating system and is mapped to the CompTIA+ LX0-101 exam. This course covers command-line basics, managing software packages, configuring hardware, and file management concepts in a Linux environment. Prerequisite: programming experience in logic and design. 2 class/2 lab hours.
15 sessions, $420* (includes a $150 lab fee)

25999 M  8/28-12/31 online BLBD
25997 MW  8/28-10/18 6-9:40 p.m. CAT-107
25998 Th  8/29-12/14 1-2:35 p.m. (30 sessions) CAT-107

DPR-801 Linux Operating System II  5.3 CEUs
A continuation of INT-2721, mapped to the CompTIA Linux+ LX0-102 exam. This course covers system administration tasks such as X Windows configuration, basic network configuration, writing scripts to automate tasks, managing e-mail, database management, and security management. Prerequisite: Linux Operating System I.
15 sessions, $420* (includes a $150 lab fee)

26001 M  8/28-12/1 online BLBD
26000 W  10/23-12/13 6-9:40 p.m. Largo

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

25998 M  8/28-12/11 6-10 p.m. CAT-109
25985 MW  9/28-12/13 11 a.m.-2:40 p.m. (30 sessions) CAT-109

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

25998 MW  8/28-12/13  2-3:30 p.m. (30 sessions) Largo
25990 Th  8/31-12/14  6-9:40 p.m. Largo

CNT-330 CCNP1: IP Routing  5.6 CEUs
Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. This course prepares students to take the CCNP Implementing Cisco IP Routing (ROUTE) certification exam. Students must first pass the CCNA R&S certification before they can sit for any of the 3 exams that are required for the CCNP R&S Certification.
6 sessions, $660* (includes a $220 lab fee)

25995 S  9/9-10/14  9:30 a.m.-5 p.m. CAT-109

CNT-331 CCNP2: IP Switching  6.0 CEUs
Students will be shown how to plan, configure, and verify the implementation of complex enterprise switching solutions. This course also covers the secure integration of VLANs, WLANDS, voice, and video into networks. This course prepares students to take the CCNP Implementing Cisco IP Switched Networks (SWITCH) certification exam. Students must first pass the CCNA R&S certification before they can sit for any of the 3 exams that are required for the CCNP R&S Certification.
7 sessions, $660* (includes a $220 lab fee)

25996 S  10/21-12/9  9:30 a.m.-5 p.m. CAT-109
### COMPUTER HARDWARE

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

**DPR-320 Repair and Maintenance of Personal Computers**  
1.2 CEUs  
Learn how to differentiate between hardware and software-related problems. Topics will include basic safety tips and the care and feeding of the hard disk drive. Prerequisites: introductory-level knowledge of MS-DOS or Windows. Required textbook (and tool kit will be specified at first class).  
4 sessions, $210* (includes a $55 lab fee)  
2045 F 9/8-9/29 6-9 p.m. ANX C-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 will include extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information (provided at first class).  
4 sessions, $210* (includes a $55 lab fee)  
2046 F 10/6-10/3 6-9 p.m. ANX C-043

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### NATIONAL CERTIFICATION

**COMPTIA A+**

**Program information**  
A+ certification demonstrates 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.  

**Coursework**  
Students who successfully complete the following courses will gain the expertise needed to work as a computer service technician, troubleshooting and repairing PCs, and be prepared to sit for the CompTIA A+ 220-901 and 220-902 exam:  
- DPR-697 CompTIA A+ Certification Preparation: Part 1  
- DPR-698 CompTIA A+ Certification Preparation: Part 2

**CompTIA A+ Enhanced**

**Program information**  
Get prepared for today's job hunt by registering for our A+ enhanced program. Adding CAM-300 to our A+ certification will provide you with a career advantage, at no additional cost. Many employers need 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 all class sessions.  

**For more information**  
For A+ or A+ Enhanced, contact 301-546-0873 or itcerts@pgcc.edu.

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**DPR-697 CompTIA A+ Certification Preparation: Part 1**  
6.5 CEUs  
This course is the first of a two part series designed to train those who want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field.  
13 sessions, $670* (includes a $150 lab fee)  
2043 T 9/5-10/17 6:30-9:45 p.m. ANX C-043  
2043 S 9/6-10/19 9 a.m.-4 p.m. ANX C-043  
2041 MWTh 9/6-10/19 6:30-9:45 p.m. ANX C-043 (20 sessions)

**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, $670* (includes a $150 lab fee)  
21042 MWTh 10/23-12/11 6:30-9:45 p.m. ANX C-043  
21044 T 10/31-12/12 6:30-9:30 p.m. ANX C-043  
21044 S 12/17-12/23 9 a.m.-4 p.m. ANX C-043 (13 sessions)

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

#### COMPTIA IT FUNDAMENTALS

| Program information | This one-course program 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 certification can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA+.

| Coursework | Students who successfully complete DPR-859 will be prepared to sit for the CompTIA IT Fundamentals FC0-U51 Exam.

| Program requirements | To register for this program, participants must have intermediate computer skills with experience in DOS. Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

| For more information | Contact, 301-546-0873 or itcerts@pgcc.edu

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### ONLINE IT TRAINING

| Program information | PGCC partners with national training provider ed2go to offer a wide variety of IT courses online. Courses are designed 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 | To register for these courses, participants must have Internet access and an e-mail account.

| For more information | Contact, 301-546-0873 or itcerts@pgcc.edu

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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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| CAM-300 Introduction to Security Clearance and Background Checks | 1.5 CEUs

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

| 5 sessions |

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| DPR-859 IT Fundamentals Certification | 3.0 CEUs

This course is designed for individuals pursuing professional development training in information technology and provides instruction on the CompTIA IT Fundamentals Certification Exam. Topics include basic computer concepts, types of computers, hardware and software components, networking, network protocols, information security, maintaining, monitoring and troubleshooting computer systems, and future technologies.

| 10 sessions, $400* (includes a $125 lab fee) |
### 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-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-393 Designing Effective Websites 2.4 CEUs
Creating a Website is so easy almost anyone can do it. You need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

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

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

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

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

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

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

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

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### DPR-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 be taught 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-908 Introduction to Microsoft Outlook 2013 2.4 CEUs
In this course you will learn about sending, receiving, and managing your mail, calendar, tasks, and to-dos so you can manage your schedule. You will discover how Outlook can connect to your social networks, and discuss the pros and cons of making those connections. The course also shares secrets about how to get the most from Outlook.  
**12 sessions, $140* (includes a $65 lab fee)**  
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### DPR-819 Advanced CSS3 and HTML5 2.4 CEUs
This course will teach you how to take advantage of HTML5 “semantic” tags that make page design far more intuitive. Learn to use HTML5 to provide video that works in any environment, how to wield new CSS3 features essential for fast-loading, exciting, and interactive websites, especially mobile sites. You will create complex gradient blend backgrounds for pages and page elements, without using image files.  
**12 sessions, $140* (includes a $65 lab fee)**  
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### DPR-821 Responsive Web Design 2.4 CEUs
In this course you will be taught how to identify and address the following aspects of web design: scaling elements and adjusting page layout, adapting color schemes and implementing accessible forms design, building fully responsive websites optimized for smartphones, tablets, and laptop/desktop viewing environments. You will master how to use HTML5 linked to media queries in CSS3 to adapt content to fit your user's viewport, and see how jQuery Mobile can help you to mobile sites.  
**12 sessions, $140* (includes a $65 lab fee)**  
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### DPR-843 Introduction to Microsoft Word 2016 2.4 CEUs
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.  
**12 sessions, $170* (includes a $80 lab fee)**  
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### DPR-721 Mac, iPhone, and iPad Programming 2.4 CEUs
You will start with the basic steps to writing any program, then progress to using Xcode, the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C.  
**12 sessions, $140* (includes a $65 lab fee)**  
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DPR-836 Introduction to Microsoft Excel 2016  2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros.
12 sessions, $170* (includes a $80 lab fee)

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)

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)

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 using 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)

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

DPR-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 reformatted data with calculated fields and how to merge columns, create alternate names for columns, and convert data from multiple tables simultaneously using joins and sub queries. In addition, you'll learn how to manipulate data using the INSERT, UPDATE, and DELETE statements.
Prerequisite: DPR-462: Introduction to Database Development or equivalent experience.
12 sessions, $140* (includes a $65 lab fee)

DPR-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)
DPR-812 Introduction to Microsoft PowerPoint 2016 2.4 CEUs
Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you will learn how to use Microsoft PowerPoint 2016 or PowerPoint 365 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish. You will be taught 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)

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)

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)

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)

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

DPR-792 Introduction to Programming 2.4 CEUs
In this course, you will 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)
### DPR-435 Introduction to C# Programming 2.4 CEUs
See the fundamentals of computer programming with the C# programming language. Input/output operations, decision making, looping, and object oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your very own Graphical User Interface (GUI) application. Requirements: Microsoft-Visual C#, Net Standard 2003, Internet access and basic.

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

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

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

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

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

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

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

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

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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)
DPR-651 Intermediate Java Programming 2.4 CEUs
Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools.
12 sessions, $140* (includes a $65 lab fee)
22754 WF 9/13–11/13 online E260
22755 WF 10/18–12/8 online E260
22756 WF 11/8–12/29 online E260
22757 WF 12/13–2/2 online E260

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)
22741 WF 9/13–11/3 online E260
22742 WF 10/18–12/8 online E260
22743 WF 11/8–12/29 online E260
22744 WF 12/13–2/2 online E260

DPR-670 Introduction to PC Security 2.4 CEUs
This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You’ll be taught the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.
12 sessions, $140* (includes a $65 lab fee)
22742 WF 9/13–11/3 online E260
22743 WF 10/18–12/8 online E260
22744 WF 11/8–12/29 online E260
22745 WF 12/13–2/2 online E260

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)
22762 WF 9/13–11/3 online E260
22763 WF 10/18–12/8 online E260
22764 WF 11/8–12/29 online E260
22765 WF 12/13–2/2 online E260

DPR-741 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)
22767 WF 9/13–11/3 online E260
22768 WF 10/18–12/8 online E260
22769 WF 11/8–12/29 online E260
22770 WF 12/13–2/2 online E260

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)
22757 WF 9/13–11/3 online E260
22758 WF 10/18–12/8 online E260
22759 WF 11/8–12/29 online E260
22760 WF 12/13–2/2 online E260
CONSTRUCTION MANAGEMENT
301-546-0964 or westphalia@pgcc.edu

PGCC CERTIFICATE CONSTRUCTION MANAGEMENT
Program Information
This 7-course program was developed by the nationally-recognized Construction Education Committee to meet the needs of the construction industry. The Construction Management program acquaints students with management/business operations and knowledge of the practices and procedures related to construction technologies.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• CST-335  Construction Management 1
• CST-345  Print Reading
• CST-382  Methods and Materials
• CST-354  Planning and Scheduling
• CST-383  Estimating
• Two elective courses from the full list of Construction Management courses.
The first three may be taken in any order, then CST-354 before CST-383. Electives may be taken in any order.

Program requirements
To register for CST-383, participants must be competent in basic construction math, including a working understanding of basic computation skills using fractions, decimals, percentages, and conversions as they apply to the construction industry. For a math skills refresher, consider enrolling in CST-391, Construction Math (42 hours).

For more information
Please see our contact information above.

CONSTRUCTION SKILLED TRADES

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

NATIONAL CERTIFICATION APARTMENT MAINTENANCE TECHNICIAN
Program Information
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).

Coursework and credential requirements
Students who successfully complete OCU-611 and the following requirements will be eligible to earn the CAMT credential:
• Complete one year of apartment or rental housing maintenance experience
• Meet all examination requirements within 24 months of declaring candidacy for CAMT

For more information
Please see our contact information above. For information on certification, please visit http://stg.naahq.org/learn/education/certification-for-apartment-maintenance-technicians.

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

PGCC CERTIFICATE BUILDING MAINTENANCE ENGINEER
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 certificate:
• 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, $575* (includes a $25 lab fee)

24578  W  10/11-1/31  5-8 p.m.  STC
OCTU-402 Building Maintenance Engineer: Level 2 4.5 CEUs
Provides hands-on training to coincide with the knowledge training provided in OCTU-404. Should be taken concurrently with OCTU-404. Textbook: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $575* (includes a $25 lab fee)
24579  Th  10/12-2/1  6-8 p.m.  STC

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

CST-435 AutoCAD Revit Architecture and BIM 6.3 CEUs
Students will create integrated architectural project models and document their designs with linked two-dimensional drawings using Autodesk Revit Architecture. This course will introduce students to the concepts of BIM and the tools for parametric building design and documentation, using Revit to produce the schematic design, construction documentation, and design visualization. Meets concurrently with credit course ENT-1680.
15 sessions, $440* (includes a $140 lab fee)
26036  T  8/29-12/12  6-9:30 p.m.  CAT-313

CST-394 Introduction to Computer-Aided Drafting with AutoCAD 6.3 CEUs
This course covers the basic concepts of computer-aided drafting using AutoCAD 2014 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Textbook required. 15 sessions, $440* (includes a $140 lab fee)
26035  M  8/28-12/12  6-9:20 p.m.  CAT-313
26034  MW  8/28-12/12  12:30-3:30 p.m.  CAT-313
(30 sessions)

CST-395 Three-Dimensional CAD with AutoCAD 6.3 CEUs
This course covers the creation of three-dimensional AutoCAD drawings using wireframe models, surface models, and solid models. Meets concurrently with credit course ENT-1640. Prerequisite: CST-394: Introduction to Computer-Aided Drafting with AutoCAD.
15 sessions, $555* (includes a $140 lab fee)
26037  Th  8/31-12/14  6-9:40 p.m.  Largo

CONSTRUCTION CORE SKILLS
301-546-0894

CONSTRUCTION CORE SKILLS
Program Information
These courses are a prerequisite for all of our National Center for Construction Education and Research (NCCER) Level 1 training programs, including Carpenter, 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.

Coursework
Students who successfully complete either Option 1 or Option 2 will be eligible to register for our other NCCER programs (below). These course can also be taken concurrently with Level 1 NCCER courses.
Option 1:
• OCTU-410 Core: Introductory Craft Skills
Option 2:
• OCTU-408 Core: Introductory Craft Skills, Part 1
• OCTU-416 Core: Introductory Craft Skills, Part 2

For more information
Please see our contact information above.

OCTU-410 Introductory Craft Skills (Core) 7.3 CEUs
A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Required Textbook and calculator:
NCCER Core Curriculum (5th edition).
10 sessions, $995* (includes a $40 lab fee)
24942  S  9/9-11/11  8:30 a.m.-5 p.m.  STC

OCTU-408 CORE: Introductory Craft Skills: Part 1 3.9 CEUs
A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include basic safety, introduction to construction math, basic communication skills and employability skills. Textbook required: NCCER Core Curriculum (5th edition).
13 sessions, $520* (includes a $20 lab fee)
24939  Th  9/5-10/17  6-9 p.m.  STC
24922  MW  10/2-11/13  6-9 p.m.  STC

OCTU-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, $485* (includes a $20 lab fee)
24941  Th  10/31-12/12  6-9 p.m.  STC
24940  MW  11/27-1/17  6-9 p.m.  STC
CONSTRUCTION ELECTRICAL
301-546-0964 or westphalia@pgcc.edu

PGCC CERTIFICATE ELECTRICITY & ADVANCED ELECTRICAL

Program Information
This program provides the knowledge and hands-on training needed to prepare those interested in pursuing a career or building upon existing skills in the Electrical profession, using the National Center for Construction Education and Research (NCCER) curriculum. Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code* and state and local codes.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Construction Core Skills, Option 1 or Option 2 (above)
- ELC-301 Electrical: Level 1
- ELC-308 Residential Wiring 1: part 1
- ELC-311 Residential Wiring 1: part 2
- ELC-322 Residential Wiring 1: part 3
- ELC-312 Electrical: Level 2
- ELC-323 Construction Electricity: Level 2: Part 1
- ELC-323 Construction Electricity: 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
- 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
- ELC-321 Basic electronics and Motor Control
- ELC-330 Masters Electrical Exam Prep
- CST-437 NEC Update 2014

For more information
Please see our contact information above.

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ELC-301 Electrical: Level 1 2.7 CEUs
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. Topics will include an orientation to the trade, electrical safety, electrical circuits, and electrical theory. Textbook, calculator and a copy of the 2011 edition of the National Electric Code (NEC) are required at the first class.
8 sessions, $392* (includes a $50 lab fee)
20967 MW 9/6-10/2 6-9:30 p.m. WTC

ELC-308 Residential Wiring 1: Part 1 2.7 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 1 electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics include an introduction to the National Electric Code (NEC), device boxes, and hand bending. Prerequisite: ELC-301. Textbook and calculator required.
9 sessions, $434* (includes a $50 lab fee)
20968 MW 10/9-11/6 6-9:30 p.m. WTC

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

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

Program Information
Heating, Ventilation, and Air Conditioning (HVAC) systems are found in nearly all commercial, residential and industrial buildings. These systems require skilled technicians for installation, diagnostics, repair and maintenance. Our curriculum, provided by the National Center for Construction Education and Research (NCCR), is designed to prepare HVAC/R students for entry into and advancement in this growing industry.

Coursework
Students who successfully complete the following courses will be eligible to receive the HVAC/R System 1 certificate:
- Construction Core Skills, Option 1 or Option 2 (above)
- HVAC-332 HVAC/R Level 1 Part 1
- HVAC-331 HVAC/R Level 1 Part 2

Courses are held at the Skilled Trades Center (6400 Old Branch Ave., Temple Hills) and Westphalia Training Center (9109 Westphalia Rd., Upper Marlboro)

For more information
Please see our contact information above.

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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, $675* (includes a $25 lab fee)
24522 TTh 9/5-10/26 6-9:30 p.m. STC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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-330: Intro to HVAC/R, Level 1: Part 1. Textbook (required at first class): NCCER HVAC Level 1 (4th edition).
24 sessions, $945* (includes a $25 lab fee)
24576 MW 10/9-11/6 6–9:30 p.m.  STC

HVC-334 HVAC/R
Level 2: Part 1 5.2 CEUs
This course introduces the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include commercial airside systems, chimneys, vents and flues, hydronic systems, air quality equipment and leak detection, evacuation, recovery and charging. Prerequisites: HVC-331: Introduction to HVAC/R, Level 1, Part 2. Text (required at first class): NCCER HVAC Level 1 (4th edition).
15 sessions, $635* (includes a $25 lab fee)
24577 MW 11/3-1/17 6–9:30 p.m.  STC

HVC-342 HVAC/R
Level 2: Part 4 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 curriculum for HVAC/R students. Topics include basic installation and maintenance practices, sheet metal, fiberglass, and flexible duct systems. Prerequisite: HVC-336 Level 2, Part 3. Required textbook.
9 sessions, $375* (includes a $25 lab fee)
24576 MW 10/9-11/6 6–9:30 p.m.  STC

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

PGCC CERTIFICATE
GENERAL LOCKSMITHING
Program Information
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.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- KEY-300 Locksmithing 101
- KEY-301 Locksmithing 102
- KEY-305 Locksmithing 201
- KEY-304 Locksmithing 202

Courses are 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 will include a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, autolock, lock functions and finishes. Prerequisite: Locksmith Background Screening. Textbook required.
14 sessions, $686* (includes a $100 lab fee)
20969 MW 9/6-10/23 5:30-9 p.m.  WTC

KEY-301 Locksmithing 102 4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text required and tools second week. 14 sessions, $686* (includes a $100 lab fee)
20970 MW 10/25-12/13 5:30-9 p.m.  WTC

KEY-305 Locksmithing 201 4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required.
14 sessions, $686* (includes a $100 lab fee)
20971 TH 9/5-10/9 5:30-9 p.m.  WTC

KEY-304 Locksmithing 202 4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $686* (includes a $100 lab fee)
20972 TH 10/26-12/14 5:30-9 p.m.  WTC

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

PGCC CERTIFICATE
MASONRY
Program Information
This program provides the knowledge and hands-on training needed to prepare those interested in pursuing a career or building upon existing skills in the masonry profession, using the National Center for Construction Education and Research (NCCER) curriculum.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Construction Core Skills, Option 1 or Option 2 (above)
- OCU-413 Introductory to Masonry: Level 1, Part 1
- OCU-415 Introduction to Masonry: Level 1, Part 2
- OCU-415 Introduction to Masonry: Level 2, Part 1

For more information
Please see our contact information above.
PLUMBING
301-546-0894

PGCC CERTIFICATE
BASIC PLUMBING

Program Information
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). This program provides the basic skills and knowledge needed for entry-level employment and to launch a career in the plumbing profession.

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

- Construction Core Skills, Option 1 or Option 2 (above)
- 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

Courses are held at the Skilled Trades Center, 6400 Old Branch Ave., Temple Hills, MD.

For more information
Please see our contact information above.

OCU-411 Introduction to Plumbing
Level 1, Part: 1
This course is one of a series of courses designed to teach entry-level plumbing skills, using the National Center for Construction Education and Research (NCCER) level one curriculum for plumbing students. Topics will include an introduction to the plumbing profession, safety, tools, and fixtures and faucets. Text required. Prerequisite: OCU-410. Note: Due to scheduling, the required Core: Introductory Craft Skills course for level one students may be completed concurrently.
10 sessions, $500 (includes a $10 lab fee)
26445 M-Th 9/7-10/9 6-9:30 p.m. STC

RESIDENTIAL MAINTENANCE
301-546-0964 or westphalia@pgcc.edu

OCU-329 Electrical Repair:
Basic Skills 1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include safety, replacing switches and light fixtures, troubleshooting, electrical tool 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)
20265 T 10/3-10/24 6-9 p.m. STC

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)
20264 T 9/5-9/26 6-9 p.m. STC

OCU-331 Drywall Installation and Repair 1.5 CEUs
This hands-on course introduces the basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha.
5 sessions, $220* (includes a $30 lab fee)
20266 T 11/7-12/5 6-9 p.m. STC

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

OCU-359 Stationary Engineering I 4.2 CEUs
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer's (NIULPE) third and fourth class and the Maryland third and fourth class stationary engineer's certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: Low Pressure Boiler (3rd edition) and a calculator are required at the first class session. 13 sessions, $560*
20974 T 9/12-12/12 6-9 p.m. Largo

OCU-450 Welding Fundamentals Level 1, Part: 1 4.5 CEUs
This course covers the most commonly utilized welding processes along with other essential topics such as oxyacetylene welding (OAW), welding safety, welding terminology, oxyacetylene cutting (OFC-A), weld quality, shield metal arc welding (SMAW) processes, and the flat and horizontal positions on various joint details. All welds will meet the American Welding Society (AWS) qualification standards. 15 sessions, $930* (includes a $300 lab fee)
20978 TTh 8/29-10/17 6-9 p.m. WTC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
OCU-451 Welding Fundamentals  
**Level 1: Part 2**  
4.5 CEUs

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

**15 sessions, $930* (includes a $300 lab fee)**

2079 TTh 10/26-12/19 6-9 p.m. WTC

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**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)**

22441 MTWThF 9/5-9/16 8:45 a.m.-12 p.m. ANX-002
22437 MTWThF 9/5-9/16 6-9:15 p.m. LDS
22444 MTWThF 9/18-9/29 8:45 a.m.-12 p.m. LDS
22443 MTWThF 9/18-9/29 6-9:15 p.m. Largo
22447 MTWThF 10/2-10/13 6-9:15 p.m. LDS
22445 MTWThF 10/2-10/13 8:45 a.m.-12 p.m. Largo
22440 MTWThF 10/16-10/28 6-9:15 p.m. ANX-002
22448 MTWThF 10/16-10/27 8:45 a.m.-12 p.m. LDS
22453 MTWThF 10/30-11/10 6-9:15 p.m. LDS
22452 MTWThF 10/30-11/10 8:45 a.m.-12 p.m. Largo
22455 MTWThF 11/13-12/1 (12 sessions) 6-9:15 p.m. ANX-002
22454 MTWThF 11/13-12/1 (12 sessions) 8:45 a.m.-12 p.m. LDS
22522 MTWThF 12/4-12/15 8:45 a.m.-12 p.m. ANX-002
22519 MTWThF 12/4-12/15 6-9:15 p.m. LDS
22534 MTWThF 12/18-12/30 8:45 a.m.-12 p.m. LDS
22527 MTWThF 12/18-12/30 6-9:15 p.m. LDS

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**MARYLAND CLASS C DRIVER’S LICENSE**

**Program Information**

This 36 course-hour program is designed 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.

**Coursework**

Students who successfully complete SKB-600 will satisfy the Maryland Motor Vehicle Administration’s Driver Education requirements.

**Program requirements**

Students should have basic driving skills before taking the behind-the-wheel portion of the course. The Maryland 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.
EARLY CHILDHOOD EDUCATION
301-546-7545 or 301-546-0158
www.pgcc.edu/go/childcare

MARYLAND CERTIFICATION
CHILD CARE

Program Information
Our child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education’s Office of Child Care. Enroll in one of our certificate programs to earn the credentials you need to become a child care professional.

Coursework
We offer Lead Teacher certification in three different age group programs: Infant/Toddler (birth through age 2), Pre-school (ages 3-5) and School Age (ages 6-12, in a before/aftercare program). Students who successfully complete the courses below for each age group will be eligible to receive the certificate shown and qualify as a lead teacher in that child care setting:

90-Hour Pre-School Certification
  • DCR-303  Child Growth and Development
  • DCR-531  Pre-school Curriculum/Activities
  • DCR-573  Including All Children in and ADA
  • DCR-455  Communication Skills for Child Care Providers

90-Hour Infant/Toddler Certification
  • DCR-303  Child Growth and Development
  • DCR-315  Infant/Toddler Curriculum
  • DCR-573  Including All Children in and ADA
  • DCR-455  Communication Skills for Child Care Providers

90-Hour School-Aged Certification
  • DCR-303  Child Growth and Development
  • DCR-456  School-Age Curriculum
  • DCR-573  Including All Children in and ADA
  • DCR-455  Communication Skills for Child Care Providers

In addition to our lead teacher certification programs, Prince George’s Community College also offers the training needed to own and operate your own Family Child Care. If you are interested in opening a Family Child Care business, call the Office of Child Care at 301-333-6940 and attend their free online orientation session. We offer the certification course needed for family child care: DCR 510: 24 Hours of Family Child Care Modules.

Please see our full listing of continuing education courses below.

Online course information
Online classes require the same prerequisites as traditional course counterparts. All online classes have at least one mandatory campus visit. Once you have registered for an 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 information is available at www.pgccbookstore.com.

Program requirements
To register for this program, participants must:
  • speak, write, and understand standard American English at a functional level
  • provide a valid e-mail address
  • obtain a score of 45 or above on the college’s reading comprehension placement test OR demonstrate successful college coursework (with a C or better); pick up a free placement test referral form in Kent Hall Room 207 or Bladen Hall Room 126
  • purchase the required textbooks (available at the college bookstore, www.pgccbookstore.com, or online vendors) prior to class start date

For more information
Please see our contact information above. For 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 888-246-0016, or visit http://earlychildhood.marylandpublicschools.org/.
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. $220*

2062 MW 9/11-10/25 6:30-10 p.m. Largo
(13 sessions)

2057 M 9/11-10/22 online HYLAG
S 10/7-10/7 9 a.m.-12 p.m. LCC-205
(8 sessions)

2063 S 9/16-10/21 8:30 a.m.-4:30 p.m. Largo
(6 sessions)

2070 TTh 9/26-10/19 9 a.m.-3:30 p.m. UTC
(8 sessions)

2058 MW 10/9-11/5 online HYLCC
S 10/21-11/4 8:30 a.m.-4:30 p.m. LCC-205
(10 sessions)

DCR-531 Pre-School Curriculum/Activities 45 Hours 4.5 CEUs
Learn the principles of curriculum planning for programs serving children ages three through five. Activities and materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department of Education (MSDE) Office of Child Care. (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. $220*

2071 TTh 10/6-11/21 9 a.m.-3:30 p.m. UTC
(8 sessions)

2064 MW 10/25-11/11 6:30-10 p.m. Largo
(13 sessions)

2065 S 10/28-12/9 8:30 a.m.-4:30 p.m. Largo
(6 sessions)

2073 M 10/30-12/10 online HYLAG
S 11/18-11/28 10 a.m.-4 p.m. Largo

2072 M 10/30-12/10 online HYLAG
S 11/18-11/28 9 a.m.-12 p.m. Largo
(7 sessions)

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. $115*

2068 TThF 10/17-10/20 6:30-9:30 p.m. Largo
(3 sessions)

2070 MTh 11/3-12/7 online BLBD

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. $220*

2066 S 9/16-10/21 8:30 a.m.-4:30 p.m. Largo
(6 sessions)

26255 M 11/6-12/17 online HYLCC
S 12/2-12/2 9 a.m.-12 p.m. LCC-205
(7 sessions)

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

21067 S 10/28-12/9 8:30 a.m.-4:30 p.m. Largo
(6 sessions)

21060 MW 11/13-12/3 online HYLCC
S 11/18-12/2 8:30 a.m.-4:30 p.m. LCC-205
(8 sessions)
**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. **7 sessions, $220***  

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**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. **1 session, $30***  

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**DCR-510 Family Child Care Pre-Service**  
2.4 CEUs  
This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. **6 sessions, $220***  

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**DCR-550 Medication Administration**  
0.6 CEU  
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. HSN Health, Safety and Nutrition. **1 session, $90***  

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**DCR-328 Enhancing Language Development in Childhood**  
2.4 CEUs  
Content Area D: This is a user-friendly course for parents, teachers, and caregivers. Discover how children learn to process language and how they become proficient speakers and thinkers. Help to enrich your child’s life by stimulating their continued brain development, and characteristics of brain function. Topics highlighted will include Learning Styles vs. Thinking Styles, curriculum and resources for including children with Autism. All topics will be presented through audio-visual aids and discussions. **12 sessions, $140* (includes a $65 lab fee)**  

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**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 will include Learning Styles vs. Thinking Styles, brain development, and characteristics of Asperger’s. **1 session, $80***  

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

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**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)**  

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**SKB-483 Praxis Core Exam Preparation**  
2.4 CEUs  
Prepares prospective teachers for the new Praxis Core Exam by reviewing key concepts and strategies. Students will not only review test taking strategies, but will focusing in on the three areas of the new Praxis Core Exam: reading, writing and math through practice questions and testing tips. **4 sessions, $240***  

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SKB-484 Praxis Core: Math Preparation 2.4 CEUs
This course is designed for perspective teachers who need to pass the Praxis Core Exam to obtain teacher certification. Emphasis is placed on the math portion of the exam. Topics to include a review of math and geometry fundamentals, percentages, ratios and proportions, algebraic equations, statistics and probability, and test taking strategies.
2 sessions, $120*
21943 WF 10/15-11/3 online E260
21944 WF 11/8-12/29 online E260

SKB-461 Survival Kit for New Teachers 2.4 CEUs
This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom.
12 sessions, $140* (includes a $65 lab fee)
21941 WF 9/13-11/3 online E260
21942 WF 12/13-2/2 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)
21943 WF 9/15-11/3 online E260
21944 WF 11/8-12/29 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)
21970 WF 9/15-11/3 online E260
21971 WF 11/8-12/29 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)
21945 WF 9/15-11/3 online E260
21946 WF 11/8-12/29 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, step-six 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)
21947 WF 10/18-12/8 online E260
21948 WF 12/13-2/2 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)
21786 WF 9/15-11/3 online E260
21787 WF 11/8-12/29 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, to use SMART Notebook software to create attention-grabbing lessons blending text, video, and graphics. In addition, you will be taught the best ways to use SMART Board technology to deepen your content and make your lessons accessible to all learners. Finally, you will get some simple trouble-shooting tips that will come in handy if your SMART board is not acting as smart as it should.
12 sessions, $140* (includes a $65 lab fee)
21788 WF 10/18-12/8 online E260
21789 WF 12/13-2/2 online E260
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)

21783  WF  9/13-11/3  online  E260
21784  WF  11/8-12/29  online  E260

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)

21779  WF  9/13-11/3  online  E260
21780  WF  12/13-2/2  online  E260

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)

21792  WF  10/18-12/8  online  E260
21793  WF  12/18-2/2  online  E260

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

TRANSITION ESL
301-546-8350 or transitionesl@pgcc.edu

TRANSITION ESL
Program Information
Are you ready to take your English skills to the next level? Transition ESL is for you if:
• You are an intermediate or advanced level English Language Learner, and
• You want to improve your English for life or work, or
• You want to prepare for enrollment at the College, or
• You took the Michigan Test at the College and scored a 47 or below, or
• You are an au pair and need classes to meet your agency’s education requirements, or
• You are enrolled in Academic ESL and need additional support.

Classes are available at sites around Prince George’s County, including Hyattsville, Landover Hills, Greenbelt, Largo, Laurel, and Temple Hills.

The cost for these courses is:
• $25 registration fee
• $50-$175 tuition, depending on the course, but most courses are $80.
• $0-$50 per course for textbooks

Coursework
The Transition ESL program offers the following intermediate and advanced level courses:
• Pronunciation and Fluency
• Listening and Speaking
• Conversational English
• Essay Writing
• Reading and Writing
• Bridge to Academic ESL
• US Citizenship Test Preparation
  (this is an all-levels class)

Program requirements
To register for this program, participants must take a reading and writing screen at a scheduled registration.

For more information
Please see our contact information above.
Check our website at www.pgcc.edu/go/esl transitionesl for class schedules and registration dates.
With a career in the casino industry you can win big. The gaming industry offers exciting jobs as table games dealers. If you want flexibility, fun, and financial stability, a casino career could be for you.

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

https://www.pgcc.edu/dealerschool
Prince George’s Community College’s 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
**ESL Teacher Training**

301-546-8350 or greenbsd@pgcc.edu

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**PGCC Certificate**

**ESL Teacher Training**

**Program Information**

This new four-course certificate program is for people who are interested in teaching adult English Language Learners (ELLs), currently teaching adult ELLs and want to improve their skills and become more marketable, or for instructors from other content areas who would like to better serve the adult ELLs in their classes. You will be taught how to incorporate dynamic and interactive teaching methods into your lesson plans, how adults acquire a second or other language, the characteristics of English language learners in the U.S., and teaching best practices.

All four courses are blended and included face-to-face as well as online components. Each course may include classroom observations and practice teaching in an ESL class at PGCC.

**Coursework**

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

- ESL 392 Getting Started in ESL (must be taken first in the sequence)
- ESL 391 Second Language Acquisition
- ESL 628 Know Your English Language Learners
- ESL 629 Evidence-Based Best Practices for ESL

**For more information**

E-mail greenbsd@pgcc.edu, or visit www.pgcc.edu/go/eslteachertraining

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**ESL-392 Getting Started in ESL** 2.6 CEUs

This course will explore methods for teaching listening, speaking, reading and writing skills and adapting activities for the levels and needs of your English Language Learners. Learn the basics of preparing an engaging and effective lesson, and assessing learning on an ongoing basis. *Note: Class meets in person on 10/14, 10/28, 11/11, 11/18, 12/2, 12/16.

6 sessions, $195*

26277  S  10/14-12/16  9 a.m.-1:30 p.m.  UTC-164

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**ESL-391 Second Language Acquisition** 2.2 CEUs

Did you know that, despite some similarities, adults and children learn language differently? In this course, you will explore how adults acquire a second language, and how teachers have taught them in the last several decades. We will cover the fundamentals of English grammar and ways to help students increase their grasp of grammatical structures. *Note: Class meets in person on 9/9, 9/23, 10/7, 10/21, 11/4. 5 sessions, $195*

26276  S  9/9-11/4  9 a.m.-1:30 p.m.  UTC

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**ADULT EDUCATION ESL**

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

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**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
- develop your English language skills for employment, or
- 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, 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.

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

**Program Requirements**

To register for this program, participants must:

- be at least 18 years of age and a Maryland resident
- be officially withdrawn from high school
- take a placement test at a scheduled registration

**For more information**

Please see our contact information above.
ESL-375 Bridge to Academic ESL
This course prepares students for the Academic ESL program by teaching the reading, vocabulary, grammar, and writing skills needed to increase their scores on the Michigan Test of English Language Proficiency placement exam. Students who have taken the Michigan Test previously need to have scored between 41 and 47 to enroll.
24 sessions, $180

ESL-374 US Citizenship Test Preparation
Students study the questions and information covered on the U.S. Citizenship Test, practice completing the forms and answering possible interview questions. This is an open enrollment, all-levels class. $50

ESL-606 Intermediate Writing
Learn to write about your experiences easily and quickly. Writing focuses on job applications and writing for work situations. For intermediate students, or those who want a strong foundation for future writing.
20 sessions, $80

ESL-386 High-Intermediate Writing
Expand on your writing abilities to include more complex sentences. Learn how to write academic essays that use your life experiences to persuade your reader. 20 sessions, $80

ESL-605 High-Intermediate Listening and Speaking
Do you keep using the same words in English? Want to learn new vocabulary? Improve your English through listening and speaking about academic topics including sociology, nutritional science, psychology, marketing, and more.
20 sessions, $80

ESL-614 Advanced Listening and Speaking
This course is for high-level English speakers who want to expand their vocabulary. Improve your English through learning about anthropology, psychology, business, and other topics.
20 sessions, $80

ESL-356 Intermediate & Advanced Pronunciation and Fluency
You’ve studied English, but Americans often don’t understand you, and you have trouble understanding them. This course can help. Practice the (numerous!) vowel sounds of English, clean up your consonants, see what word stress can do to pronunciation, and learn to hit the right notes in “the music of English.” Betcha’ll be gladja did.
20 sessions, $80

ESL-399 High-Intermediate Reading and Writing
Want to read about interesting topics, learn new vocabulary, and improve your writing? This course is for any high-intermediate students who want to improve their reading and writing for life and work.
20 sessions, $80

EVENT PLANNING

BUS-578 Creative Design for Wedding Professionals
Use your ideas to create an experience instead of duplicating. Design a signature wedding, something unique that no one else has. Learn how to implement a wide range of elements into your design concept including flowers, furniture, lighting, branded accents, entertainment, technology and others. Identify opportunities for creating custom fabricated pieces that can be unique focal points for guests, within budget, which helps to set yourself apart from others. Topics include design principles, themes, color, draping, vision boards, 3D rendering software and more.
Instructor: Lilly Whittaker.
1 session, $45

BUS-593 Wedding Traditions and Customs
This course is designed for wedding professionals to beginners. Add this interactive class to your education portfolio. You will travel around the world to learn the significance behind treasured customs and traditions and how to blend them for the bride and groom’s perfectly culture-infused ceremony. Topics to include wedding history, planning, event design, themed layouts and more.
Instructor: Lilly Whittaker.
1 session, $45

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
BUS-422 Conference Planning Management 0.6 CEU
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger. C.M. 1 session, $75*
24700 S 10/21-10/21 9 a.m.-4 p.m. LCC-205

BUS-460 The Site Selection Process
Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. 1 session, $45
24701 Th 10/12-10/12 6:30-9:30 p.m. LCC-205

BUS-347 Working with Hotels
Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include writing a request for proposal (RFP), developing a meeting resume and preparing addend that will protect the organization. Instructor: Beverly Litsinger. 1 session, $45
24702 Th 10/26-10/26 6:30-9:30 p.m. LCC-205

BUS-410 Starting Your Meeting Planning Company 0.6 CEU
Have you ever thought of starting your own meeting management company but didn’t know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger. 1 session, $75*
24703 S 11/4-11/4 9 a.m.-4 p.m. LCC-205

BUS-371 Marketing Your Meetings and Exhibits
Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, identify and understand your competition and monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $45
24704 Th 11/2-11/2 6:30-9:30 p.m. LCC-205

BUS-471 Audiovisual Concepts for Meeting Planners
This seminar discusses audiovisual technology and its role in meetings and planning. Topics will include visual, sound, lighting options; the use of industry terminology; pricing; and value added audiovisual services. Instructor: Christopher Z. Richardson. 1 session, $45
24705 M 11/6-11/6 6:30-9 p.m. Largo

BUS-366 The Building Blocks of Retreat Planning 0.5 CEU
This fun, fast-paced course presents the building blocks of retreat planning. This session will focus on executive, church, marriage, and other retreats for both women and men. Topics will include site selection, on-site and financial management, logistics, publicity, and more. Instructor: Lillian Wright. 1 session, $65*
24706 S 11/11-11/11 10 a.m.-4 p.m. Largo

BUS-466 Crash Course in Event Planning
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Be ready to discuss an event on which you are currently working, such as a baby shower, birthday, conference, retreat etc. Let’s work together to make your event a success! Instructor: Lisa Byrd. 2 sessions, $60*
26329 Th 9/12-9/14 6:30-9:30 p.m. Largo

BUS-525 Table Etiquette for the Event Planner
A comparative look at ways of implementing traditional tabletop rules in our modern society. This course will cover the basics of table etiquette from linens to china, silver, crystal and table decor. This course will also give you a few etiquette points that may come in handy at your next dinner event. Instructor: Jennifer Saul. 1 session, $45
26326 T 9/26-9/26 6:30-9:30 p.m. Largo

BUS-576 Party Planning in a Pinch
If you need to plan a party but you don’t have a clue where to begin and you don’t have much time or a big budget, then this course is for you. Learn basic tips and tricks on how to put together birthday parties, retirement parties, anniversary parties, bridal and baby showers, receptions, sweet sixteens’ and family reunions. You can save time and money while executing a great event in a pinch. Instructor: Shakira Sturdivant. 1 session, $45
26328 Th 12/7-12/7 6:30-9:30 p.m. Largo

BUS-516 Parties for Every Occasion
This course demonstrates how to plan colorful and fun filled parties and highlights several party styles, touching on most walks of life. To guarantee planning success, “party time” is a guide on using proven best practices for children's parties, holiday gatherings, themed festivities, destination affairs, cocktail and dinner receptions and many other socials. Instructor: Jennifer Saul. 1 session, $45
26327 Th 10/5-10/5 6:30-9:30 p.m. Largo

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)
21151 WS 9/13-9/14 online E2GO
21152 WS 10/18-12/8 online E2GO
21153 WS 11/8-12/29 online E2GO
21154 WS 12/15-2/2 online E2GO
BUS-417 Fashion Show Production 0.6 CEU
This course is designed to help produce a fashion show. It will cover planning and organizing a mini trunk show or fashion show, selecting the venue, casting the models and behind the scenes - hair, make-up, clothing and assistants. Students will experience what goes on at New York Fashion Week.
Instructor: Jenine Jones. 2 session, $90*

BUS-573 Intro to Social Media for Event Planners
This course is meant to help you understand the fundamentals of cultivating an audience, get the needed marketing for your event, and start and maintain a positive marketing campaign on the internet. It will focus on what social media is, how to use social networking campaigns on the internet. It will focus on what start and maintain a positive marketing campaign on the internet. It will focus on what
Instructor: Bart Logan. 1 session, $45

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

INDUSTRY CREDENTIAL

FACILITY MANAGEMENT

Program Information
Prince George’s Community College partners with the Chesapeake Chapter of the International Facility Management Association to offer courses leading to the Facility Management Professional (FMP) credential. These courses help you earn the knowledge and skills demanded by today’s global FM employers, and prepare to earn the FMP credential. Chesapeake Chapter members receive discounted tuition.

Coursework
Students who successfully complete the following courses and exam will be eligible to receive the FMP credential (the 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

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# 20978 to get the discounted price; non-members must register for syn# 20978. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee).

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# 20979 to get the discounted price; non-members must register for syn# 20980. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee).

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 leader-ship to the entire organization. Note: Members of the IFMA Chesapeake Chapter must register for syn# 20981 to get the discounted price; non-members must register for syn# 20982. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee).
FORKLIFT AND HEAVY EQUIPMENT
301-546-0062 or tdi@pgcc.edu

INDUSTRY CERTIFICATION
OSHA FORKLIFT
Program Information:
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(l)(2)(ii). Operators must show competency to operate a powered industrial truck safely by successfully completing three components: classroom instruction, practical training, and an operator performance evaluation.

Coursework:
Students who successfully complete HEO-305 will be eligible to receive an Industrial Lift truck certificate and wallet card.

Program requirements:
To register for this program, participants must:
• be at least 18 years of age
• present a state-issued photo identification to the instructor at the first class

For more information:
Please see our contact information above.

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, $125* (includes a $85 lab fee)

22350 Th 8/21-8/22 8 a.m.-3 p.m. WTC
22351 Th 10/9-10/10 8 a.m.-3 p.m. WTC
22352 Th 12/14-12/14 8 a.m.-3 p.m. WTC

INDUSTRY CERTIFICATION
HEAVY EQUIPMENT
Program Information:
Employment of construction equipment operators is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Spending on infrastructure is expected to increase, resulting in many new positions over the next ten years. Workers who can operate multiple types of equipment should have the best job opportunities. The median annual wage for construction equipment operators was $45,040 in May 2016 (US Department of Labor, Occupational Outlook Handbook).

Coursework:
Students who successfully complete the following courses will be eligible to receive a training certificate and Industrial Lift Truck authorization card:
• HEO-307 Skid Steer Operator
• HEO-308 Backhoe Operator

Program requirements:
To register for this program, participants must:
• be at least 18 years of age
• present a state-issued photo identification to the instructor at the first class

For more information:
Contact, 301-546-0062 or tdi@pgcc.edu

HEO-307 Skid Steer Operator Certification
This course introduces students to the fundamentals of safely operating a skid steer loader vehicle. Topics include 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 digging. Note: Students must be 18 years or older and are required to wear steel toe shoes or boots. 2 sessions, $295* (includes a $220 lab fee)

22364 MT 12/11-12/12 8 a.m.-3 p.m. WTC

HEO-308 Backhoe Operator Certification 1.2 CEUs
This course introduces students to the fundamentals of safely operating a backhoe loader vehicle. Topics include 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: Students must be 18 years or older are required to wear steel toe shoes or boots. 2 sessions, $295* (includes a $220 lab fee)

22359 MT 12/4-12/5 8 a.m.-3 p.m. WTC

Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
GED®, HIGH SCHOOL DIPLOMA OPTIONS AND ADULT BASIC SKILLS

GED® AND HIGH SCHOOL DIPLOMA OPTIONS
Program Information
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.

Program requirements
To qualify for the GED® preparation program, participants must:
• be at least 18 years of age and a Maryland resident
• be officially withdrawn from high school
• take a placement test at a scheduled registration

For more information
Please contact us at 301-546-0891, 301-546-8350, ged@pgcc.edu, or visit us at www.pgcc.edu/go/ged

NEDP OPTION
The National External Diploma Program (NEDP) is an alternate Maryland state-approved path for adults to earn a high school diploma. 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. 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.

Program requirements
To qualify for the NEDP program, participants must:
• be at least 18 years of age and a Maryland resident
• be officially withdrawn from high school
• have a verifiable job skill, full-time or part-time, or have proof of volunteer activities
• have basic computer skills
• obtain qualifying scores on math and reading screening tests
• write a qualifying sample essay

For more information or to sign up for an orientation
Please contact us at 301-546-0891, 301-546-8350, or nedp@pgcc.edu, or visit us at www.pgcc.edu/go/nedp.

ADULT LITERACY AND BASIC SKILLS

ADULT LITERACY / BASIC SKILLS
Program Information
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.

Program requirements
To qualify, participants must:
• be at least 18 years of age and a Maryland resident
• be officially withdrawn from high school
• obtain qualifying scores on a diagnostic test

For more information
Please contact us at the number above or e-mail Jill Hall at halljf@pgcc.edu.

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

For more information
Please contact us at 301-546-8350 or e-mail Loreta Jordan at jordanlm@pgcc.edu.
HEALTH CARE

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

NATIONAL CERTIFICATION FIRST AID & CPR

Program Information
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.

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.

Coursework
We offer several options for certification; select the program that best suits your personal and professional needs. Students who successfully complete any one of the following courses will be eligible to receive a course completion card valid for two years.

- HES 573 Pediatric First Aid, CPR & AED
- HES 669 HeartCode BLS for the Healthcare Provider
- HES 344 CPR for Health Professionals
- HES 379 First Aid
- HES 574 National Safety Council CPR & AED
- HES 659 Spanish Heartsaver First Aid CPR AED
- HES 660 Spanish Heartsaver First Aid

CPR cards will be mailed to participants following proof of textbook and successful course completion.

Program requirements
Participants must:
- attend and be on time for 100% of class hours
- have the required textbook (available at the college bookstore) before, during and after the course, per American Heart Association rules
- wear appropriate (comfortable) clothing

For more information
Please see our contact information above.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>CEUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-659</td>
<td>Spanish Heartsaver First Aid CPR AED</td>
<td>0.7</td>
<td>This course is designed to train the public how to respond appropriately in emergencies. Topics will include injury prevention, victim assessment, shock treatment, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for two years. Required textbook: NSC First Aid CPR &amp; AED workbook. 1 session, $68* (includes a $10 lab fee)</td>
</tr>
<tr>
<td>HES-660</td>
<td>Spanish Heartsaver First Aid</td>
<td>0.4</td>
<td>This heart-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: BLS for Health Care Providers. Note: Students must bring text to class. 1 session, $90* (includes a $10 lab fee)</td>
</tr>
<tr>
<td>HES-669</td>
<td>HeartCode® BLS for the Healthcare Provider</td>
<td>0.4</td>
<td>This American Heart Association (AHA) course is designed to train the public in basic life support (BLS) skills for all ages. It also includes CPR for the lay rescuer, eSimulation technology, and a class and practice file. Successful completion earns an AHA card valid for two years. 1 session, $80* (includes a $10 lab fee)</td>
</tr>
<tr>
<td>HES-344</td>
<td>CPR for Health Professionals</td>
<td>0.7</td>
<td>This course is designed to train the public in basic life support (BLS) skills for all ages. It also includes CPR for the lay rescuer, eSimulation technology, and a class and practice file. Successful completion earns an AHA card valid for two years. 1 session, $90* (includes a $10 lab fee)</td>
</tr>
<tr>
<td>HES-379</td>
<td>First Aid</td>
<td>0.4</td>
<td>This course is designed to train the public how to respond appropriately in emergencies. Topics will include injury prevention, victim assessment, shock treatment, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for two years. Required textbook: NSC First Aid CPR &amp; AED workbook. 1 session, $68*</td>
</tr>
<tr>
<td>HES-574</td>
<td>National Safety Council CPR &amp; AED</td>
<td>3.5</td>
<td>This course is designed to train the public in basic life support (BLS) skills for all ages. It also includes CPR for the lay rescuer, eSimulation technology, and a class and practice file. Successful completion earns an AHA card valid for two years. Required textbook: BLS for Health Care Providers. Note: Students must bring text to class. 1 session, $44* (includes a $10 lab fee)</td>
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</table>

**MENTAL HEALTH FIRST AID**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>CEUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS-2103</td>
<td>301-546-0795</td>
<td></td>
<td>This 8-hour course is designed to prepare individuals to assist someone who is experiencing a mental health problem or crisis. Just as CPR training prepares the layperson to help an individual having a heart attack, Mental Health First Aid training helps individuals feel comfortable managing a crisis situation and builds mental health literacy—helping the public identify, understand and respond to signs of mental illness.</td>
</tr>
</tbody>
</table>

**MARYLAND CERTIFICATION MENTAL HEALTH FIRST AID**

**Program Information**

This 8-hour course is designed to prepare individuals to assist someone who is experiencing a mental health problem or crisis. Just as CPR training prepares the layperson to help an individual having a heart attack, Mental Health First Aid training helps individuals feel comfortable managing a crisis situation and builds mental health literacy—helping the public identify, understand and respond to signs of mental illness.

**Coursework**

Students who successfully complete HES 592 will be eligible to receive a course completion card valid for two years.

**For more information**

Please see our contact information above.
ASSISTED LIVING
301-546-0795 or
www.pgcc.edu/go/assistedliving

PGCC CERTIFICATE
ASSISTED LIVING MANAGER

Program Information
This 80 course-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene's Office of Health Care Quality for those who:
• want a competitive advantage when starting a new career or upgrading skills
• delegate nursing functions and teach medication administration in an assisted living setting
• are an Assisted Living Manager employed by an assisted living facility with five or more beds
• are a caregiver to a family member living at home

Coursework
Students who successfully complete HES-486, 487, 488, 489 and 490 (Assisted Living Manager Modules 1-5) will be eligible to receive the certificate.

Related courses
• HES-497 Assisted Living Manager Refresher: this course meets the Maryland Department of Health and Mental Hygiene's Office of Health Care Quality requirement for refresher training. Refresher training is required every two years following completion of the 80-hour program in order to maintain your certification
• HES-559 How to Start an Assisted Living Business: for those interested in starting a business

Program requirements
To complete this program, participants must have 100% attendance.

Scholarship information
For information on Professional Education Scholarships for students in Continuing Education Health Care programs, please visit our website (above).

For more information
Please see our contact information above.

HES-486 Assisted Living Manager Module 1: Introduction
0.6 CEU
This Introduction to the Assisted Living Manager Program focuses on the philosophy of assisted living and the impact of the aging process on adults and their families. This is the first of five modules in the 80-hour Assisted Living Manager Program and must be taken first. Topics include stages of the aging process intervention methods, and the resident’s bill of rights. Modules must be taken in order with an 80% average score. 100% attendance required.
1 session, $115* (includes a $35 lab fee)

HES-487 Assisted Living Manager Module 2: Assessing, Admitting and Feeding
2.4 CEUs
This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics will include the importance of nutrition, food safety, and how to develop individualized service plans.
4 sessions, $336* (includes a $126 lab fee)

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. Successful completion earns a MHFA certificate valid for three years. Textbook is included.
1 session, $60* (includes a $10 lab fee)
### HES-488 Assisted Living Manager Module 3: Clinical Management 2.0 CEUs

The third module focuses on the role of the delegating nurse, appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics will include patient safety, proper infection control procedures and appropriate staffing patterns. **3 sessions, $280* (includes a $100 lab fee)**

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<th>Time</th>
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<td>10/21-10/21</td>
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<td>CHS-2221</td>
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</table>

### HES-489 Assisted Living Manager Module 4: Mental and Behavior Management 1.6 CEUs

The fourth module focuses on mental illness and its symptoms. Topics will include the philosophy of dementia care, associated behaviors, stages of cognitive decline, common triggers for problems and potentially harmful behaviors and key interventions. **2 sessions, $225* (includes a $85 lab fee)**

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### HES-490 Assisted Living Manager Module 5: Management Emergency Planning 1.4 CEUs

This final module focuses on facility operations, emergency planning, quality assurance and survey processes. Topics will include procedures for fire and other disasters, a review of OSHA requirements, the role and functional responsibilities of the manager of an assisted living facility, recordkeeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes. **2 sessions, $225* (includes a $85 lab fee)**

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<th>Code</th>
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<th>Time</th>
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<td>11/18-11/18</td>
<td>9 a.m.-4:30 p.m.</td>
<td>CHS-2221</td>
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### 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, $190* (includes a $45 lab fee)**

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### 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. **3 sessions, $300* (includes a $100 lab fee)**

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<th>Code</th>
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<td>CHS-2221</td>
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</tbody>
</table>

### HES-570 Principles of Adult Education: Train the Trainer 1.6 CEUs

This course is designed for nurses and other healthcare providers who are responsible for certified nursing assistant training, patient and community education, in-service education, etc. This course meets the Maryland Board of Nursing requirement for instructors of the Certified Nursing Assistant course. Participants will be taught teaching strategies, adult learner characteristics, planning learning environments, lesson planning, writing behavioral objectives and facilitating learning. **4 sessions, $310* (includes a $15 lab fee)**

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<td>CHS-2215</td>
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</tbody>
</table>

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

**Program Information**
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 the 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.

**Coursework**
We offer the following courses: completion certificates are awarded for each course:

- **HES 571** Caring for Aging Parents
- **HES 588** Certificate in Stress Management
- **HES 589** Certificate in Meditation

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

#### HES-571 Caring for Aging Parents

This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life's transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered.

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

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<tr>
<th>Course</th>
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<th>Delivery</th>
<th>Location</th>
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<tr>
<td>HES-571</td>
<td>9/13-11/3</td>
<td>online</td>
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<td>HES-571</td>
<td>10/8-11/29</td>
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<td>HES-571</td>
<td>12/13-2/2</td>
<td>online</td>
<td>E2GO</td>
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</table>

#### HES-588 Certificate in Stress Management

Stress is at epidemic levels in the world today. In this course, you will explore the impact of stress and learn how to get stress under control. Discover how healthy living habits, and therapies can counteract, reduce, and help you manage its negative impact. The physiological; social and psychological impacts of stress; modalities to control stress; the relationship between stress and health; nutrition; physical activity; and how stress develops in the workplace will be covered.

9 sessions, $110* (includes a $61 lab fee)

<table>
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<td>12/13-2/2</td>
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<td>E2GO</td>
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</table>

#### HES-589 Certificate in Meditation

Explore the many meditation techniques that can be used to support the mind-body connection to reduce stress, deal with pain, or illness and support overall well-being. This course, designed for health professionals, nurses and general consumers will cover a number of meditation techniques, including Transcendental Meditation guided imagery and visualization, mindfulness, Vipassana walking, laughter, centering prayer and concentration meditation.

4 sessions, $90* (includes a $55 lab fee)

<table>
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<tr>
<th>Course</th>
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<th>Delivery</th>
<th>Location</th>
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### COMMUNITY HEALTH WORKERS

**PGCC CERTIFICATE COMMUNITY HEALTH WORKER**

**Program Information**
Join the healthcare team as a Community Health Worker! Community Health Workers (CHWs) are frontline health workers who understand the community they serve and act as an advocate and liaison among health agencies, social service agencies and the community. CHWs facilitate access to essential services to reduce health disparities by increasing health knowledge and self-sufficiency through outreach, community education, informal counseling, and social support.

This new program is offered in partnership with Access to Wholistic and Productive Living Institute Inc.

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

- **HES-696** Community Health Worker Part 1
- **HES-697** Community Health Worker Part 2

Student must take Parts 1 and 2 in the same semester.

**Program requirements**
To register for this program, participants must:

- have a high school diploma or equivalent
- obtain a score of 65 or above on the college’s reading placement test OR demonstrate completion of college English 101
- attend and be on time for 100% of class hours

**For more information**
Please see our contact information above.
HES-696 Community Health Worker, Part 1 6.0 CEUs
Build healthier communities as a Community Health Worker (CHW). This comprehensive program provides the skills needed to work in diverse areas including non-profit, social service organizations, health and clinical practices. Roles, outreach, community capacity-building, public health concepts, communication, care coordination, and navigation are covered.
20 sessions, $851* (includes a $553 lab fee)

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<th>Location</th>
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<td>HES-696</td>
<td>9/7-10/19</td>
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<td>9:30 a.m. - 12:30 p.m.</td>
<td>CHS-2103</td>
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<td>9/12-9/17</td>
<td>4-7 p.m.</td>
<td>CHS-2103</td>
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</table>

HES-697 Community Health Worker, Part 2 6.0 CEUs
This course is a continuation of the community health worker (CHW) program. Topics include cultural responsiveness and mediation, education for healthy behavioral change, integrative medicine, health-disease prevention and management, integration of behavioral health in medical settings, health and health care systems, client and community assessment, and motivational interviewing. A certificate of completion will be awarded for successful program completion.
12 sessions, $850* (includes a $552 lab fee)

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<th>Course</th>
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<td>10/29-11/18</td>
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<td>CHS-2103</td>
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<tr>
<td>T</td>
<td>10/31-11/21</td>
<td>4-7 p.m.</td>
<td>CHS-2103</td>
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</table>

DENTAL ASSISTING
301-546-0795 or www.pgcc.edu/go/dental

PGCC CERTIFICATE
DENTAL ASSISTING
Program Information
Make someone smile with a career as a dental assistant! According to the U.S Department of Labor's 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 annual earnings of $35,980.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• HES-690 Introduction to Dental Assisting: Part 1 OR equivalent; see below
• HES-519 Introduction to Dental Assisting: Part 2
• HES-344 CPR for Health Professionals

Program requirements
To register for HES-690, participants must:
• have a high school diploma or equivalent
• speak, read and understand standard American English
• purchase the required textbooks (available at the college bookstore, www.pgccbookstore.com), read chapters 1 and 2 and complete workbook assignments prior to the first class

To continue to HES-519, students must:
• be at least 18 years of age
• have successfully completed HES-690 and HES-344
• purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

To register for HES-519, students who have not completed HES-690 must:
• obtain a score of 65 or above on the college's reading placement test
• have a high school diploma or equivalent
• have a working knowledge of basic oral anatomy, basic infection control and basic dental terminology
• purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

For more information or to take the placement tests:
Please see our contact information above. Placement tests are free of charge. Pick up a Placement Test Referral Form in the Center for Health Studies, Room 2401, or at Bladen Hall, Room 126. Please contact us for uniform requirements.
### 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.

**15 sessions, $800* (includes a $275 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Dates</th>
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<td>5:30-9 p.m.</td>
<td>CHS-2103</td>
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</tbody>
</table>

### 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.

**11 sessions, $800* (includes a $275 lab fee)**

<table>
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</table>

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

**12 sessions, $485* (includes a $50 lab fee)**

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<td>5-8 p.m.</td>
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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.

**1 session, $150* **

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

PGCC CERTIFICATE
PHARMACY TECHNICIAN

Program Information
This program prepares participants to perform pharmacy technician duties in a variety of healthcare settings. The state of Maryland requires that pharmacy technicians be certified. This five-month training program and exam, approved by the Maryland Board of Pharmacy and VA-approved, includes in-class and online instruction and 160 hours of on-site pharmacy clinical training. The program also prepares students for the National Pharmacy Technician Certification Exam.

Coursework
Students who successfully complete the following courses and pass a background check will be eligible to register with the Maryland Board of Pharmacy (must be taken in this order):
• HES-332 Pharmacy Technician
• HES-529 Pharmacy Technician Clinical: Part 1
• HES-530 Pharmacy Technician Clinical: Part 2
The clinical coordinator will assist each student with placement.

Program requirements
To register for this program, participants must:
• be at least 18 years of age
• not have a criminal background
• have a high school diploma or equivalent
• have a valid social security number or passport
• have access to the Internet and a working e-mail address
• have a college Owl Link account (visit the Help Desk in Bladen Hall Room 106 or call 301-546-0637)
• obtain a score of 65 or above on the college's reading placement test OR demonstrate completion of college English 101
• obtain a score of 82 or above on the college's algebraic math placement test OR demonstrate earned college credits in math within the last two years OR demonstrate completion of HES-577, Medical Math, with a final grade of at least 75%
• purchase the required textbooks (available at the college bookstore, www.pgccbookstore.com), read chapters 1 and 2 and complete the exercises prior to the first class
• complete background check and drug screening ten days prior to starting the clinical class.

For more information or to take the placement test:
Please see our contact information above. Placement tests are free of charge. Pick up a Placement Test Referral Form in the Center for Health Studies, Room 2401, or at Bladen Hall, Room 126. For information on the National Pharmacy Technician Certification Exam, visit www.ptcb.org.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>HES-332</td>
<td>Pharmacy Technician</td>
<td>9.0 CEUs</td>
<td>The Pharmacy Technician program trains students for state and national certification. Approved by the Maryland Board of Pharmacy, the program includes classroom, online, and 160 hours of clinical practice. Topics include drug regulation and control, terminology, calculations, routes and formulations, compounding, inventory, aseptic techniques, and pharmacology. 30 sessions, $995* (includes a $250 lab fee)</td>
<td>$995*</td>
<td>2088</td>
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<tr>
<td>HES-529</td>
<td>Pharmacy Technician Clinical: Part 1 8.0 CEUs</td>
<td></td>
<td>This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Register for courses at the same time. 20 sessions, $137*</td>
<td>$137*</td>
<td>2089</td>
<td>MTWThF 8/2-2/16 TBA</td>
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</tr>
<tr>
<td>HES-530</td>
<td>Pharmacy Technician Clinical: Part 2 8.0 CEUs</td>
<td></td>
<td>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. 20 sessions, $137*</td>
<td>$137*</td>
<td>2090</td>
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</table>

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>5-6 p.m.</td>
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<td>ChS-2101</td>
</tr>
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</table>

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)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>5-6 p.m.</td>
<td>Largo</td>
<td>ChS-2101</td>
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</tbody>
</table>

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. **Note:** Students must achieve a passing score of 75% on the first attempt. **12 sessions, $140* (includes a $65 lab fee)**

<table>
<thead>
<tr>
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<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>online</td>
<td>E2GO</td>
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</table>

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. **3 sessions, $420* (includes a $60 lab fee)**

<table>
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</table>

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

MARYLAND CERTIFICATION + PGCC CERTIFICATE
CERTIFIED NURSING ASSISTANT / GERIATRIC NURSING ASSISTANT
Program Information
Prepare for a career as a nursing assistant. Work in a variety of health care settings. This 136 course-hour program is approved by the Maryland Board of Nursing. Complete quality CNA/GNA training in as little as 8 weeks and become eligible to sit for the Maryland GNA state exam. Part-time, day or evenings schedules are available. Choose from 3 locations for your convenience: Largo, Hyattsville, and Laurel.

Coursework
Students who successful complete the following courses will be eligible to receive the certificate and to sit for the Maryland Board of Nursing’s GNA exam:
- HES-544 Certified Nursing Assistant Theory
- HES-417 Certified Nursing Assistant Clinical

Program requirements
To register for this program, participants must:
- be at least 18 years of age
- obtain a score of 45 or above on the college’s reading comprehension placement test
- be computer literate and have access to the Internet
- be able to speak and understand standard American English at a functional level
- purchase the required textbook and workbook (available at the college bookstore, www.pgccbookstore.com)
Before attending the clinical portion of the class, individuals must also:
- obtain a criminal background check
- obtain CPR for Health Professionals certification (course HES-344 is available at PGCC)
- have a negative TB skin test (PPD) or chest x-ray
- present documentation of immunizations or titer tests (blood test for proof of immunizations)

For more information
Please see our contact information above.
HES-544 Certified Nursing Assistant: Theory
Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing assistant (GNA) examination. A test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the clinical portion.
21 sessions, $825* (includes a $50 lab fee)

HES-417 Certified Nursing Assistant: Clinical
This class will provide practical clinical experience conducted in Prince George’s County nursing homes. The 52 hours of clinical must be taken with HES-544 to complete the program. 6 sessions, $525*

HES-666 Medicine Aide Theory
This course is designed to provide upgrade training to geriatric nursing assistants to prepare them for Maryland State certification as Certified Medicine Aides. Topics include: medicine aide roles, drug administration and classification, rights of medication administration, parental and non-parenteral medications and disorders medications. 13 sessions, $580* (includes a $50 lab fee)

HES-667 Medicine Aide Clinical
This course is designed to provide practical clinical experience to Medicine Aide students in Prince George’s County nursing homes. This course must be taken with Medicine Aide Theory (HES-666) to complete the program. 4 sessions, $390*

HES-365 Nursing Home Medicine Aide Update
This course provides the continuing education update required by the State of Maryland for renewal of the medicine aide certificate. Students may only register up to two months before or one month after their birthday. Students must be listed on the Maryland Board of Nursing registry as “Active” and, when registering, must have a letter from the Director of Nursing which shows proof of 100 hours of employment as a Certified Medicine Aide (CMA) within the last two years, and eight hours as a Geriatric Nursing Assistant (GNA). 1 session, $105*

CERTIFIED MEDICINE AIDE
301-546-5215

MARYLAND CERTIFICATION + PGCC CERTIFICATE
CERTIFIED MEDICINE AIDE

Program Information
In this 80 hour course program, geriatric nursing assistants learn advanced skills to prepare for work as a Certified Medicine Aide in Maryland. Learn to recognize, prepare, administer and chart specific medications to clients in Maryland long-term care facilities. Complete quality CMA training in as little as 8 weeks. Part-time, day or evening schedules are available.

Coursework
Students who successful complete the following courses will be eligible to receive the certificate and be listed on the Maryland Board of Nursing’s registry as a CMA:

- HES-666 Medicine Aide Theory
- HES-667 Medicine Aide Clinical

Program requirements
To register for this program, participants must:

- present a letter of recommendation from current Director of Nursing (employment in an agency does not meet this requirement)
- be in good standing with Maryland Board of Nursing

Before attending the clinical portion of the class, individuals must also:

- obtain a criminal background check
- obtain CPR for Health Professionals certification (course HES-944 is available at PGCC)
- have a negative TB skin test (PPD) or chest x-ray
- present documentation of immunizations or titer tests (blood test for proof of immunizations)

Note: This program is not for Medication Technicians.

For more information
Please see our contact information above.
PATIENT CARE TECH
301-546-5215

NATIONAL CERTIFICATION + PGCC CERTIFICATE
PATIENT CARE TECHNICIAN

Program Information
Certified Nursing Assistants will learn advanced skills training and basic knowledge in the maintenance of the ill or long-term patient in this 88 course-hour program. Complete quality PCT training in as little as 12 weeks. Part-time, day or evening schedules are available. This program prepares students to work in a hospital setting.

Coursework
Students who successfully complete HES-584 will be eligible to receive the certificate and to sit for the National Healthcareer Association's PCT national exam.

Program requirements
To register for this program, participants must:
• be a Certified Nursing Assistant in good standing on the Maryland registry
• have worked or trained as a CNA in the last 2 years
• have valid CPR for Healthcare Providers certification
• purchase the required textbook and workbook (available at the college bookstore, www.pgccbookstore.com)
• be computer literate and have access to the Internet
• be at least 18 years of age
• obtain a score of 55 or above on the college's reading comprehension placement test

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. Prerequisite: HES-665.
22 sessions, $1150* (includes a $100 lab fee)

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

NATIONAL CERTIFICATION + PGCC CERTIFICATE
EKG FOR HEALTH PROFESSIONALS

Program information
Have you always wanted to work in a health care environment? Maybe the EKG technician program is for you. EKG techs perform diagnostic tests to help doctors identify and treat cardiovascular problems in patients. They attach electrodes to a patient's body, ensure the machine is attached properly and in working order and monitor the readings. This 50 course-hour program prepares students to work as an EKG technician in a healthcare setting. Complete quality EKG training in as little as 10 weeks. Weekend classes are available.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate and to sit for the National Healthcareer Association's EKG national exam:
• HES-663 EKG for Health Professionals
• HES-691 EKG for Health Professionals Part 2

Program requirements
To register for this program, participants must:
• have a high school diploma, GED certificate, or healthcare professional license
• obtain a score of 60 or above on the college's reading comprehension placement test
• hold active CPR certification
• speak and understand standard American English at a functional level
• purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

For more information
Please see our contact information above.
### HES-663 EKG for Health Professionals

**3.5 CEUs**

This course is designed to provide the knowledge and skills necessary to become an EKG technician. Topics include cardiac anatomy and physiology, patient preparation, lead placement, patient confidentiality, cardiac modalities, pharmacology, stress tests, Holter monitors, pacemakers, and identification of various arrhythmias and irregularities of the heart. Students must also take HES-691.

*7 sessions, $400* (includes a $50 lab fee)

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### HES-691 EKG for Health Professionals, Part 2

**1.5 CEUs**

This second part of the EKG for Health Professionals course provides extensive lab skills training. Topics include EKG waves, equipment, lead placement, and electrodes. Students must also take HES-663.

*3 sessions, $150* (includes a $100 lab fee)

<table>
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<tr>
<th>Course Code</th>
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<th>Hours</th>
<th>Days</th>
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</table>

### MEDICAL BILLING

**301-546-0878 or 301-546-0796**

### PGCC CERTIFICATE / NATIONAL CERTIFICATION

#### MEDICAL BILLING SPECIALIST

**Program Information**

This program includes an overview of 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.

**Coursework**

Students who successfully complete the following courses will be eligible to receive the certificate and to take the AACP Certified Professional Biller exam:

- 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

Courses should be taken in the order listed. HES-409 and HES-553 should be taken during the same semester. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

**Program requirements**

To register for this program, participants must:

- obtain a score of 65 or above on the college's reading comprehension placement test OR provide proof of proof of college credits and strong computer and word processing skills
- purchase the required textbook (available at the college bookstore, www.pgccbookstore.com) before the start of class

**For more information**

Please see our contact information above.

For information on a career in medical coding, contact the Academic Health Sciences office at 301-546-0733 to ask about the Health Information Management Medical Coder/Billing Specialist Program.

### HES-409 Introduction to Medical Billing

**1.5 CEUs**

This course provides an overview of medical billing and computerized patient accounting. Textbook (required at first class).

*5 sessions, $210* 

<table>
<thead>
<tr>
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### HES-553 Computerized Medical Billing

**4.2 CEUs**

This course is designed for physician's office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: successfully completion of HES-409 and strong computer and word processing skills. *13 sessions, $610* (includes a $20 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Hours</th>
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<td>CHS-1235</td>
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</table>
### 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, $440* (includes a $20 lab fee)

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### HES-684 Advanced Medical Billing 4.2 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also learn how to reconcile their daily work, accounts receivable processing, and the basics of financial reporting.

14 sessions, $610* (includes a $20 lab fee)

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### HES-533 ICD-10-CM/PCS Coding Principles and Application 4.8 CEUs
This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by an approved AHIMA ICD-10 trainer. A course proficiency exam will be administered upon completion of coursework. 16 sessions, $560*

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

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### 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, $335*

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

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### MEDICAL OFFICE ASSISTANT

**PGCC CERTIFICATE + NATIONAL CERTIFICATION MEDICAL OFFICE ASSISTANT**

**Program Information**
Want to work in a physician’s office? Learn the administrative and basic clinical duties performed in a physician’s office, clinic or similar health care setting. Gain the skills you need to sit for the National Healthcareer Association certification exam to become a certified Medical Administrative Assistant!

**Coursework**
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion, and to take the National Healthcareer Association Medical Administrative Assistant certification exam:
- HES-357 Basic Medical Terminology OR
- HES-354 Medical Terminology a Word Association Approach (online)
- HES-586 Professionalism in Healthcare
- HES-396 Medical Administrative Assistant
- HES-344 CPR for Health Professionals American Heart Association
- HES-322 Medical Office Assistant: Practical Applications

**Program requirements**
To register for this program, participants must:
- Obtain a score of 65 or above on the college’s reading placement test OR provide proof of college credits.

**For more information**
Please see our contact information above.
HES-586 Professionalism in Healthcare 2.0 CEUs
This course is designed for prospective or current professionals in the healthcare field and provides instruction on the key elements of professionalism. Professionalism in a healthcare setting is explored through discussions, activities, presentations, and assignments. Topics include HIPAA, work ethics and performance, written and verbal communication, personal traits and behaviors, accountability, and career development. **10 sessions, $300* (includes a $25 lab fee)**

HES-396 Medical Administrative Assistant 6.6 CEUs
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 65 or higher on the reading comprehension placement test (3) access to the Internet and an Owl Link account; and (4) strong computer skills. Please contact our Help Desk at 301-546-0637 for assistance setting up the account. Textbook (required at first class). **20 sessions, $1025* (includes a $105 lab fee)**

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, $530* (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-599 Explore a Career in Medical Transcription 2.4 CEUs
This course is designed for individuals pursuing entry-level career training in medical transcription and provides instruction on transcribing common medical records. Topics include a review of grammar, nine main report types, formatting requirements, how reports are used in the medical setting and hands-on exercises. **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)**

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

301-546-0878 or 301-546-0796

PGCC CERTIFICATE + NATIONAL CERTIFICATION
PHLEBOTOMY TECHNICIAN

Program Information
This 200 course-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 employment opportunities. Skills training will include using a practice arm and drawing on each other. Gain the skills you need to sit for the National Phlebotomy Association certification exam and become a certified Phlebotomy Technician.

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion, and to sit for the National Phlebotomy Association certification exam (for which there is a separate fee of $130):
- HES-418 Phlebotomy Technician
- HES-344 CPR for Health Professionals
- HES-469 Phlebotomy Technician Clinical Pt. 1
- HES-470 Phlebotomy Technician Clinical Pt. 2

Program requirements
To register for this program, participants must:
- be a healthcare professional or have permission from the program coordinator
- obtain a score of 65 or above on the college’s reading placement test OR provide proof of college credits
- CPR/AED certification card
- provide proof of immunizations prior to participating in clinical course

For more information
Please see our contact information above.

HES-418 Phlebotomy Technician

3.0 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. Textbook (required at first class).

26 sessions, $1120* (includes a $130 lab fee)

HES-469 Phlebotomy Technician Clinical: Part 1

6.0 CEUs
This course fulfills 60 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, health insurance, background check and drug screening. 15 sessions, $135*

HES-692 Electronic Health Records

3.0 CEUs
This course is designed to enable the student to learn the fundamental principles of electronic health records (EHR). Topics include the integration of technology into health care, clinical standard compliance, health data management concepts, and EHR challenges. 6 sessions, $455* (includes a $130 lab fee)

PHLEBOTOMY

0878 or 301-546-0796

PGCC CERTIFICATE + NATIONAL CERTIFICATION
PHLEBOTOMY TECHNICIAN

Program Information
This 200 course-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 employment opportunities. Skills training will include using a practice arm and drawing on each other. Gain the skills you need to sit for the National Phlebotomy Association certification exam and become a certified Phlebotomy Technician.

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion, and to sit for the National Phlebotomy Association certification exam (for which there is a separate fee of $130):
- HES-418 Phlebotomy Technician
- HES-344 CPR for Health Professionals
- HES-469 Phlebotomy Technician Clinical Pt. 1
- HES-470 Phlebotomy Technician Clinical Pt. 2

Program requirements
To register for this program, participants must:
- be a healthcare professional or have permission from the program coordinator
- obtain a score of 65 or above on the college’s reading placement test OR provide proof of college credits
- CPR/AED certification card
- provide proof of immunizations prior to participating in clinical course

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. Textbook (required at first class).

26 sessions, $1120* (includes a $130 lab fee)

HES-469 Phlebotomy Technician Clinical: Part 1

6.0 CEUs
This course fulfills 60 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, health insurance, background check and drug screening. 15 sessions, $135*

HES-692 Electronic Health Records

3.0 CEUs
This course is designed to enable the student to learn the fundamental principles of electronic health records (EHR). Topics include the integration of technology into health care, clinical standard compliance, health data management concepts, and EHR challenges. 6 sessions, $455* (includes a $130 lab fee)
### 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, health insurance, background check and drug screening.

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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 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, $450* (includes a $50 lab fee)

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### HTC-323 Bartending 101
4.5 CEUs
This is a 45 hour lecture-lab course in which different “standard” types of drinks are presented and demonstrated, using artificial colored water in the liquor bottle, brand specific to drink, by the instructor, practice labs follow the lecture and students become familiar with an actual bar. Lectures and practice occur daily, and there is a comprehensive exam given weekly. Each student must obtain a passing score of 70 in order to participate in the next week’s class. Special arrangements will be made for those students needing additional assistance. TIPS certification available to individuals upon successful completion of the Bartending 101. Note: the course is held at the Paradigm Club, 5010 Brown Station Road, Suite 145, Upper Marlboro, MD, 20772 10 sessions, $910* (includes a $350 lab fee)

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<td>10/23-11/3</td>
<td>9 a.m.-12 p.m.</td>
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### COM-349 Discover Sign Language
2.4 CEUs
This course will introduce students to the graceful, expressive language to communicate with deaf people. Students will learn to create the signs for numbers and the alphabet to finger spell proper names. Develop signing skills to sign phrases and expand to complete sentences. Topics include lip reading, baby signs, and the career of interpreting. 12 sessions, $140* (includes a $65 lab fee)

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**LANGUAGES**

### AMERICAN SIGN LANGUAGE

#### Program information

ASL is a complete, complex language that employs signs made by moving the hands combined with facial expressions and postures of the body. It is the primary language of many North Americans who are deaf and is one of several communication options used by people who are hearing-impaired.

PGCC has a robust ASL program, including levels 1-5 and beyond. Our courses are appropriate for a broad range of community applications, from personal interaction to public communication, and in the workplace. As diversity in our community grows, ASL skills are a great benefit in many settings, including education, health care, and faith-based organizations. PGCC is a great place to explore, expand or practice ASL skills - from beginners to those with advanced vocabularies and fluent ASL conversational skills.

#### Coursework

Students who successfully complete 60 hours of coursework in this area, including ASL or other language courses, will be eligible to receive a certificate.

#### For more information

Please see our contact information above.

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**HOSPITALITY**

### CULINARY ARTS
warewd@pgcc.edu

#### HTC-323 Bartending 101
4.5 CEUs

This is a 45 hour lecture-lab course in which different “standard” types of drinks are presented and demonstrated, using artificial colored water in the liquor bottle, brand specific to drink, by the instructor, practice labs follow the lecture and students become familiar with an actual bar. Lectures and practice occur daily, and there is a comprehensive exam given weekly. Each student must obtain a passing score of 70 in order to participate in the next week’s class. Special arrangements will be made for those students needing additional assistance. TIPS certification available to individuals upon successful completion of the Bartending 101. Note: the course is held at the Paradigm Club, 5010 Brown Station Road, Suite 145, Upper Marlboro, MD, 20772 10 sessions, $910* (includes a $350 lab fee)

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**Invest in a student’s future.**

Donate to one of these worthy Workforce Development and Continuing Education scholarship programs.

**No donation is too small!**

Thank you for helping to develop our workforce in the following areas:

- Health Care
- Information Technology and Business Services
- Construction, Energy and Transportation
- Hospitality
- Education
- CNA Program Fund

Make your check payable to:
PGCC Foundation, Inc.,
Mail to:
PGCC Foundation,
301 Largo Road,
Largo, Maryland 20774.

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### COM-325 Sign Language 1  2.4 CEUs
This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. Textbook (required at first class): *The American Sign Language Phrase Book* by B. Fant, B. Miller, L. Fant (McGraw Hill). 8 sessions, $196*

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### COM-341 Sign Language for the Family: Bring One Teach Two (Adult Section)
SPECIAL! Bring One, Teach Two! This course is an introduction to American Sign Language (ASL). It provides the opportunity for parents and children to work together comfortably in a learning environment. Topics include: finger spelling, sending and receiving signs, and background information on deafness to better support the entire family. Adults should register for this class; children ages 8-15 should enroll in YTH-466 below. Instructor: Laverne Stevens. 8 sessions, $160

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### YTH-466 Sign Language for the Family: Bring One Teach Two (Youth section)
This course offers an introduction to American Sign Language (ASL), including finger spelling, sending and receiving signs, and background information on deafness. In order to register for this section, students must be accompanied by a paying parent in the adult section and be at least 8 years of age. Given the special pricing for this family course, a paid adult must accompany no more than two youth. Instructor: Laverne Stevens. 8 sessions, $80

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### COM-331 Sign Language 4  2.4 CEUs
Building toward the advanced level, students will continue to expand the grammatical features of American Sign Language with its own rules for pronunciation, word order, and complex grammar. Emphasis will be placed on increasing vocabulary, conversational skills, and the nuances of interaction with the deaf community. 8 sessions, $196*

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### COM-378 ASL Vocabulary Building  2.4 CEUs
This course is designed for those who have a basic understanding of ASL grammar and structure but desire greater depth of vocabulary to use in conversation. Prerequisite: COM-330: Sign Language 2. Instructor: Raymont Anderson. 8 sessions, $196*

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### COM-527 Sign Language, Open Tutoring
This course is designed for students who need additional coaching and/or want more practice before developing their skills further: Students will continue to develop and practice skills in American Sign Language through finger spelling, sending and receiving signs, and expanding their vocabulary with a focus on building fluid conversation. Prerequisites: COM-330 or equivalent. 4 sessions, $98*

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### FOREIGN LANGUAGES

#### LGE-370 Introduction to Spanish: Part 1  2.0 CEUs
This introductory course covers the basics of Spanish for work and leisure. Topics will include pronunciation, vocabulary, dialogues and role-playing. Textbook required. 8 sessions, $196*

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#### LGE-382 Introduction to Spanish: Part 2  2.0 CEUs
Continuing students will focus on increasing their vocabulary and comprehension through dialogue and role-play. Prerequisite: LGE-370: Spanish 1. Textbook required. Instructor: Rolando Dealvarez. 8 sessions, $196*

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</table>

#### LGE-330 Intermediate Spanish Conversation  1.6 CEUs
Intended for those who already have a basic speaking knowledge of Spanish. This course focuses on the development of listening and speaking skills through vocabulary development, a variety of speaking activities and group and individual projects. The course includes reading, vocabulary acquisition, written work and conversation and comprehension activities. A variety of sources will be used in conjunction with the textbook. 6 sessions, $130*

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<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
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<tr>
<td>22550</td>
<td>S</td>
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<td>9:30 a.m.-12 p.m.</td>
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<td>10/12-11/16</td>
<td>6:30-9 p.m.</td>
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</tbody>
</table>

#### LGE-521 Speed Spanish  2.4 CEUs
Are you new to Spanish, but don’t want to stroll through the grammar and language structure of a traditional course? You want to learn Spanish pronto! This course covers 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 participate in the conversation. Qu Bueno! 12 sessions, $140* (includes a $65 lab fee)

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<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
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<td>21517</td>
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<td>10/18-12/8</td>
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<td>21519</td>
<td>WF</td>
<td>11/8-12/19</td>
<td>online</td>
<td>E260</td>
</tr>
</tbody>
</table>

#### LGE-532 Biblical Greek, a Primer
This is NOT a study of religion. It’s a language class to learn the fundamentals of Koine Greek, the language in which the Bible was originally written. While there are many translations, Greek has a richness of phrase, the context of history, and a culture that cannot otherwise be matched. It adds power to the message, confidence to faith, and depth to the arguments. Besides, why would you want to kiss the bride through a veil? 10 sessions, $120

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<tr>
<th>Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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<td>M</td>
<td>9/11-11/13</td>
<td>7-9 p.m.</td>
<td>LCC-205</td>
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</table>
MEDIATION
301-546-8340 or 301-546-3019

LAW-510 Basic Mediation Training 4.0 CEUs
This course provides the state-required 40 hours of coursework including both lecture and interactive simulated cases, exercises and role plays. Topics will include the theory, application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation and much more. Textbook: The Guided Method of Mediation: A Return to the Original Ideals of ADR. (2nd edition). by Mary K. Hope.
15 sessions, $475* (includes a $325 lab fee)

MOTORCYCLE
301-546-0650 or tdi@pgcc.edu

PGCC CERTIFICATE MOTORCYCLE MECHANICS AND REPAIR
Program Information
Our program 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.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• OCC-354 Basic Motorcycle Maintenance
• OCC-376 Motorcycle Mechanics and Repair

Program requirements
To register for this program, participants must be 16 years of age or older.

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. Note: Students should bring their motorcycle owner's manual to class. 2 sessions, $85*

22394 WTh 11/1-11/2 6-9 p.m. CE-124

OCC-376 Motorcycle Mechanics & Repair 2.4 CEUs
This is an entry level, motorcycle technician course designed to teach students the fundamentals of motorcycle maintenance and repair. Students will be shown how to inspect a motorcycle and conduct light repairs such as replacing head bearings, wheel bearings, chains and clutch. Also, lubrication and coolant system service, tire replacement and electrical diagnoses and repair. Required textbook: Modern Motorcycle Technology, (3rd edition). Edward Abdo ISBN-13: 978-1-305-49745-0 (See instructor on first day of class). 8 sessions, $340* (includes a $40 lab fee)

22400 MW 11/6-12/4 6-9 p.m. WTC

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
MOTORCYCLE SAFETY AND CLASS-M LICENSING

Program Information
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 and the Motorcycle Safety Foundation.

Coursework
Maryland licensed drivers who successfully complete either one of the following courses will receive an MVA certificate and completion card:
• OCC-361 Basic Rider Course OR
• OCC-419 Alternate Basic Rider Course
Maryland residents should take the certificate to the MVA to get the M Endorsement (MVA fees apply) in order to legally ride on public roads. D.C. residents will receive the MVA completion card and must pass the D.C. motorcycle knowledge exam to obtain the license.

Program requirements
To successfully complete the program, participants must:
• complete a Motorcycle Safety Foundation online course (information will be provided on the first day of class)
• provide a valid e-mail address at registration
• present state-issued photo identification to the instructor
• report to all classes on time. Failure to do so will result in dismissal from the program without refund.
• if under the age of 18, have completed a 36 hour Driver Education course (see SKB-600). Parental permission may be required.
Per college policy, no refunds are issued after a class starts. Those counseled out of the class who wish to re-take it may do so at a reduced fee.

Related Coursework
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.

For more information
Contact: 301-546-0650 or tdi@pgcc.edu

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. Note: Actual class time may vary. 3 sessions, $269* (includes a $35 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Campus</th>
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<td>8/28-8/28</td>
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<td>9/2-9/2</td>
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<td>12/3-12/3</td>
<td>7:45 a.m.-4 p.m.</td>
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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. Refer to the schedule of classes for additional information. Actual class time may vary. Note: Actual class time may vary. 1 session, $225* (includes a $35 lab fee)

22410 S 9/30-10/30 7:30 a.m.-3 p.m. CE-124
22413 S 10/28-10/28 7:30 a.m.-3 p.m. CE-124
22418 S 12/1-12/2 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. Note: Actual class time may vary. 1 session, $150* (includes a $20 lab fee)

22397 S 11/1-11/1 7:30 a.m.-3 p.m. CE-124

NOTARY PUBLIC
richejl@pgcc.edu

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

Program information
Today’s Notary Public is on the front line of defense against fraud. Notaries act as “trust agents” to affirm and acknowledge the authenticity of the many documents required for commercial or personal use before they can be used or officially recorded for legal effect. Consequently, Notaries must be solidly grounded in the education needed to understand their role, be able to perform both basic and challenging notarial duties, and learn new skills and certifications in preparation for new opportunities. Becoming a notary can enhance your job skills, add value to your resume, or allow you to open a mobile notary or notary signing agent business as an independent contractor, earning money by handling mortgage signings, notarizing trust documents and performing other tasks.

Coursework
Students who successfully complete the following core courses will be eligible to receive the certificate:
• GEN-307 Notary Public Procedures
• GEN-339 Applied Notary Practices and Procedures
• GEN-363 Advanced Notarial Procedures

Additional post-certificate courses are available to help build, market, and grow your notarial business. Classes fill quickly; please register for all 3 core courses early to guarantee a seat.

Program requirements
To qualify for this program, participants must:
• be at least 18 years of age
• live or work in Maryland
• be known to be of good character, integrity, and abilities

For more information
• Please see our contact information above.

GEN-307 Notary Public Procedures 0.5 CEU
CORE COURSE: For both prospective and present notaries, this course will demonstrate how to prevent fraud when documents are notarized properly and legally. Topics will also include how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructors: Elaine Wright and Frederick Harris. 1 session, $72*

21308 S 9/9-9/9 10 a.m.-4 p.m. Largo
21309 T 10/10-10/17 6:30-9:30 p.m. Largo

GEN-339 Applied Notary Practices and Procedures 0.5 CEU
CORE COURSE: 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. GEN-307 recommended. Instructor: Elaine Wright and Frederick Harris. 1 session, $72*

21310 S 9/9-9/9 10 a.m.-4 p.m. Largo
21311 T 11/7-11/14 6:30-9:30 p.m. Largo
(2 sessions)

GEN-363 Advanced Notarial Procedures 0.5 CEU
CORE COURSE: This course provides Notaries Public with advanced notarial procedures for handling challenging situations with confidence and ease. Learn to perform all notarial requests properly and accurately and how to respond to Apostille and Medallion Signature requests. GEN-339 recommended. Instructor: Elaine Wright Harris. 1 session, $72*

21312 S 10/7-10/7 10 a.m.-4 p.m. Largo
21307 TTh 12/5-12/14 online BLBD
(4 sessions)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
GEN-365 Annual Notary Public Day
For all Notaries, Notary Signing Agents, TIPICs, and guests: You don’t want to miss our sixth annual Notary Public Day for Maryland, Virginia and Washington DC! Attendance is FREE! Highlights of the 2017 National Notary Association Conference in Dallas, will be shared. You will hear from Maryland Secretary of State Notary Division Administrator, Michael P. Schlein, and other industry leaders. Workshops by expert presenters include Notarizing in the Health Care Industry, Identity Theft Protection, The Electronic Journal, Notary Public Procedures (MD, DC, VA), The 21st Century Notary, Signing Agent Techniques and Electronic Notarization. Coordinator: Elaine Wright Harris. 1 session, FREE 20617 S 11/11-11/11 9 a.m.-5:30 p.m. Largo

GEN-367 Refresher Course for Notaries Public
This course is designed to refresh the skills for all Notary Publics — seasoned or novice - who perform only a few or many notarizations per month. Topics are geared to improving notary consistency and accuracy and include responding to improper requests, recording journal entries, charging the proper fees, executing the 3 most common notarizations, and understanding the Apostille process for notarizing documents going out of the country. Instructor: Elaine Wright Harris online using Blackboard (10 days/24-hour access). 4 sessions, $61 24691 TTh 9/12-9/21 online BLBD

GEN-369 21st Century Notary: Information Technology 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 (NPPI) and how to synchronize data files and pictures across multiple devices. Instructor: Donnell Smith 1 session, $42 21314 S 10/14-10/14 10 a.m.-1 p.m. Largo

GEN-370 Guarantors of Trust: Safeguard Non-Public Personal
Notaries Public are entrusted with the responsibility to safeguard their client’s Non-Public Personal Information (NPPI) to which they have access or in their possession. This course teaches Notaries Public to assess and determine potential risks to NPPI 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 NPPI. Instructor: Wanda Moore. 1 session, $42 21315 S 11/4-11/4 10 a.m.-1 p.m. Largo

PERSONAL ENRICHMENT

CAREER & PERSONAL FINANCES
richejl@pgcc.edu

JCL-359 Resume Writing 2.4 CEUs
Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course includes the use of online resumes and Internet Resume Secrets. This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit. 12 sessions, $140* (includes a $65 lab fee) 21773 WF 9/13-11/3 online E250 21774 WF 10/18-12/8 online E250 21775 WF 11/8-12/29 online E250 21776 WF 12/13-2/2 online E250

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 to 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) 21507 WF 9/13-11/3 online E250 21508 WF 11/8-12/29 online E250

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) 21551 WF 9/13-11/3 online E250 21552 WF 10/18-12/8 online E250 21553 WF 11/8-12/29 online E250 21554 WF 12/13-2/2 online E250

JCL-363 Twelve Steps to a Successful Job Search 2.4 CEUs
Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You’ll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will be taught how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want. 12 sessions, $140* (includes a $65 lab fee) 21496 WF 9/13-11/3 online E250

RES-322 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) 21551 WF 9/13-11/3 online E250 21552 WF 10/18-12/8 online E250 21553 WF 11/8-12/29 online E250 21554 WF 12/13-2/2 online E250

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
FIN-347 Stocks, Bonds and Investing 2.4 CEUs
This class walks you through the fundamentals of investing and will make you capable to manage your personal finances, make wise investment decisions, and prepare adequately for your future. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. The instructor explains concepts in detail so you understand how and why things work in the investment world. You'll leave this course with a comprehensive and thorough education in personal finance and investment.
12 sessions, $140* (includes a $65 lab fee)
2512 WF 11/8-12/29 online E260

FIN-361 The Analysis and Valuation of Stock 2.4 CEUs
This comprehensive course is designed to show you how to research and value stocks. Topics covered in the course include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
12 sessions, $140* (includes a $65 lab fee)
2513 WF 12/13-2/2 online E260

JCL-366 The Student Millionaire
The “millionaire mindset” is an easily-learned approach to using your natural talents and enthusiasm to create something that will set you free. Financial freedom is exciting, but more important is the freedom that money provides to live your life passionately. While most cannot control life’s circumstances, simply by changing how you view, filter and process information, you have a powerful tool to reshape your life. Noted speaker/author, Rich Patenaude, connects the dots to show you how to adopt, develop and apply success (includes book). 1 session, $25
25663 S 9/9-9/9 10 a.m.-12 p.m. Largo
25664 S 9/16-9/16 12-2 p.m. Largo

FAMILY AND COMMUNITY
richejl@pgcc.edu

COM-353 Speaking to a Group, Part 1 0.4 CEU
Have some fun while adding finesse to your style. Part 1 focuses on understanding your audience and planning a clear, focused and well organized presentation specifically targeted to them. Lots of encouragement and in a friendly environment lets you practice short presentations and speeches and will help you become more confident and comfortable speaking to a crowd. Excellent training for those who want to add polish to everything from job interviews to boardroom presentations. 1 session, $72
24063 S 9/9-9/9 9 a.m.-1:30 p.m. Largo
24064 S 9/16-9/16 9 a.m.-1:30 p.m. Largo

COM-354 Speaking to a Group, Part 2 0.4 CEU
Having added finesse, this course gives you the sparkle and pizzazz. Part 2 continues building and refining the techniques to inform, persuade and entertain your audience. Whether speaking informally to friends or at a community-wide meeting, you’ll learn how to decrease distractions during your delivery and how to formulate impromptu remarks. Still in a friendly and relaxed style, Part 2 is packed with tips, practice exercises and inspiration without a demanding time commitment. 1 session, $64
24065 S 9/23-9/23 9 a.m.-1:30 p.m. Largo
24066 S 9/30-9/30 9 a.m.-1:30 p.m. Largo

ENR-542 Genealogy Basics 2.4 CEUs
Who will you discover? What new branch of your family will you find? If you’re a newcomer or an amateur genealogist, this course will help guide you to the most useful Websites where you can search for family names. Tracing your family’s history is a fascinating journey, as you will see through hands-on examples that help you dig deeper into your family’s past. The course explains in simple terms where to look, who to contact, and how to make your family history come alive.
12 sessions, $140* (includes a $65 lab fee)
28499 WF 11/8-12/29 online E260

GARDENING AND LANDSCAPING
richejl@pgcc.edu

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)
25802 WF 9/13-1/3 online E260

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, $140 (includes a $65 lab fee)
25500 WF 9/13-1/1 online E260
25501 WF 12/13-2/2 online E260

HOME INTERIORS
richejl@pgcc.edu

ENR-460 Interior Decorating Basics
Have you ever wanted to redecorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Charisse Holder. 1 session, $42
26309 W 10/25-10/25 6:30-9:30 p.m. LCC-205
26310 W 11/15-11/15 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
ENR-590 Expanding Decor Touches
Tap into your creativity, artistic flair, eye for design and let’s decorate! Move beyond “typical” accessories to more exciting, cutting edge designs without a massive budget. See how previous interior design eras helped to set today’s trends that will move with you into the future. Class demonstrations and even more hands-on projects will help you, not only to enhance your living space, but to re-imagine it! Instructor: Michele McCray. Note: Material fee $21 payable to the instructor at the first class. 3 sessions, $89

2602  Th  10/19-11/2  6:30-9:30 p.m.  Largo
2603  W  11/1-11/15  6:30-9:30 p.m.  Largo

ENR-541 Introduction to Interior Design  2.4 CEUs
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. You will delve into color theory, styles and trends, spatial arrangements, floor plans, "green" design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field. 12 sessions, $140* (includes a $65 lab fee)

2150  W  10/18-12/8 online  E260
2155  W  11/8-12/29 online  E260

ENR-578 Discovering the Styles of Decorating
Uncover the definition of a decorating style through a journey exploring nine styles and their characteristics: English Tudor, Early American, Chinese, Korean/Japanese, Georgian, Formal and French Country, American Southwest, Art Deco, and Contemporary. Discover your unique inclinations, at once, distinctively a part of your nature and ancient connections. Share how you would implement your personal style through materials, finishes, furnishings and color. Instructor: Bonnie Peet. 2 sessions, $72

2625  Th  11/9-11/16  6:30-9:30 p.m.  Largo

LIFESTYLES
richejl@pgcc.edu

ENR-465 The Family Newsletter
This workshop teaches the fundamentals of writing a family newsletter to share family information, post reunion news, and keep the lines of communication open between the generations. Topics will include using this document to share family history and genealogical finds, querying the family on genealogical road blocks, and corresponding via the internet in writing. Instructor: Nathania Branch-Miles. 1 session, $42

2637  W  10/4-10/4  6:30-9:30 p.m.  Largo
2639  Th  11/9-11/9  6:30-9:30 p.m.  Largo

ENR-533 Family Reunion
This family reunion and oral history workshop is designed to lay the groundwork for planning a family reunion and explore ways to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, create a budget, and arrange activities for all age groups. Also, discover ways to share family anecdotes and history through photographs and family bibles, and create a family tree. Instructor: Nathania Branch Miles. 1 session, $42

2637  W  10/11-10/11  6:30-9:30 p.m.  Largo
2639  Th  11/11-11/11  6:30-9:30 p.m.  Largo

ENR-375 Develop Your Psychic Intuition
Could this be just intuitive ability, or is it really a psychic phenomenon? Does it matter as long as it can be directed and further developed to improve your insight of the world and your place in it? Learn how messages are received and how divination tools can be used to stimulate and magnify your premonitions. Connect to a universal energy through the techniques of guided meditation and visualization. Relax and grow in your intuitive sensitivity. 1 session, $35

2670  Th  10/10-10/10  7-9 p.m.  LCC-205

ENR-427 Past Life Regression and Future Life Progression
Experience a firsthand review of your past lives and a peek into your soul’s future lives. Deepen your understanding of your current life. Instructor: Gena Wilson, LSCW, Hypnotherapies, Psychics, Angel Messenger and Animal Communicator. 1 session, $35

2630  Th  10/24-10/24  7-9 p.m.  LCC-205

ENR-362 Interpreting Your Dreams
This seminar will offer easy guidance into the world of dream interpretation. Dreams are powerful indicators that provide us with insight about our lives. Learn the five basics to unlocking the meaning of your dreams and find out how to utilize your dream life to receive answers from your higher self. Instructor: Gena Wilson LCSW. 1 session, $49

2625  T  10/17-10/17  7-9 p.m.  Largo

ENR-368 Creating Gift Basket Designs
See a live demonstration on how to produce beautiful gift baskets for special occasions. Learn the do’s and don’ts” of basket assembly and where to obtain material and supplies. If you like, bring your own gift basket creation to critique and evaluate. Instructor: Saundra Boulware. 1 session, $35

2616  Th  10/19-10/19  6-9 p.m.  Largo
2618  Th  12/7-12/7  6-9 p.m.  Largo

ENR-579 Extreme Saving with Couponing
Bring your friends, scissors, paper, pencil and store affinity cards and let Ms. Jamal Stennett show you how to use coupons to get the items you use for free! Using her simple system, you will save thousands of dollars a year at grocery and department stores, as well as at the gas pump. In less than two hours a week, you’ll be purchasing detergent for $.50, cheese for $1.00 and toothpaste for free. Have fun and save money! 2 sessions, $49

2567  $ 11/11-11/18  3-5 p.m.  LCC-205

ENR-588 Mindfulness of the Body
Of the four foundations of mindfulness, the first and foremost is mindfulness of the body. From infancy, you unconsciously learn to interpret everything that happens in your life as pleasant or unpleasant based on how it is experienced through your five senses. As you mature, the mind becomes the primary interpreter of experiences and overcomes the senses. Join instructor Jerry Hartman for a half day of meditation, short talks, and group discussions that will increase awareness of your body. 1 session, $59 (includes a $40 lab fee)

2568  $ 9/22-9/23  10 a.m.-2 p.m.  LCC-205
ENR-589 Using Meditation to Reduce Holiday Stress
Family reunions, outings with friends, parties, presents and food - the period between Thanksgiving to New Years is supposed to be the happiest time of the year. For all too many of us, the stress generated during the holidays makes it a time to dread rather than a time to eagerly anticipate. Explore stress, gratitude, generosity, and expectations and ways to create happiness and relief during the season.

1 session, $59 (includes a $40 lab fee)

ENR-591 Personal/Professional Balance
You’re an adult and well into your career, but you’re asking: “What do I want to do when I grow up?” Your long hours at work don’t satisfy you emotionally, and you’re totally drained at day’s end. You need a lifestyle coach to help realign the personal and professional aspects of your life. Exercises in life mapping, deconstructing your values, and committing to whole-body wellness will help you achieve better balance. Bring your positive attitude and change your life.

4 sessions, $80

TEST PREPARATION
richeji@pgcc.edu

SKB-357 GRE Preparation, Course 1: Verbal
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)

SKB-358 GRE Preparation, Course 2: Quantitative
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE). 12 sessions, $140* (includes a $65 lab fee)

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

SKB-362 Law School Admission Test Preparation: Course 2
Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed Course 2 of this two course series. Textbook (required at the first class): *Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests* (available from Amazon.com or LSAC.org). 12 sessions, $140* (includes a $65 lab fee)
PERSONAL TRAINING
301-546-0878

NATIONAL CERTIFICATION
PERSONAL TRAINER

Program Information
Come join this fun profession and be a part of what Fortune Magazine and ABC NEWS.com state is the 4th hottest job in the U.S. at a national average of $34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer.

This course is offered through a partnership with World Instructor Training Schools (W.I.T.S.), 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, Veterans Training and Education, and the International Association for Continuing Education and Training.

Coursework
Students who successfully complete HES-451 are eligible for level one and level two certification.

To earn a Level 1 Personal Trainer National Certificate (3.2 CEUs), students must:
• Attend at least eight of nine class sessions
• Hold active CPR/AED certification prior to taking the exams
• Pass written and practical 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 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
To register for this program, participants must:
• be at least 18 years of age
• obtain a score of 45 or above on the college’s reading comprehension placement test
• speak, read and understand standard American English
• purchase the required textbook (1-888-330-9487 or www.witseducation.com) and begin reading before the start of class

For more information
Please see our contact information above.

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

PGCC CERTIFICATE
DIGITAL PHOTOGRAPHY

Program information
This program is designed to cover the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building technical skills and enhancing your creativity.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• PHO-300 Digital Photography: The Basics
• PHO-346 and PHO-347 Adobe Photoshop Elements 15: Part 1 and Part 2 (PC users) OR
• PHO-343 and PHO-344 Introduction to Photoshop CC and Advanced Photoshop CC (MAC users)
• PHO-315 Light—the Essence of Photography
• PHO-316 Using Lighting to Create Spectacular Portraits
• PHO-317 Presentation and Display Techniques for Photographs

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements
Students should bring a USB compatible flash drive to all class sessions.

For more information
Please see our contact information above.

HES-451 Personal Trainer: National Certification 4.5 CEUs
This 62-hour course includes 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship. Topics include: biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills & knowledge.

9 sessions, $798* (includes a $499 lab fee)

21188 Su 9/17-11/12 9 a.m.-2 p.m. Largo
### CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. **Note:** Enroll early; class size limited to 16.

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### PHO-300 Digital Photography: the Basics 1.8 CEUs
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. **Note:** $20 fee for printed materials (payable to the instructor).

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

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### PHO-325 Mastering Your Digital SLR Camera 2.4 CEUs
In this course, you will be taught how to take control of your digital SLR camera. Learn about the many features, controls, and lenses for this kind of photography. You will also be taught about metering, exposure compensation, managing aperture, shutter speed and ISO 180.

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

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### PHO-346 Adobe Photoshop Elements 15, Part 1 1.5 CEUs
This is the first of a three-part series that provides an understanding of how to create extraordinary photos and share your memories in online albums or print unique 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. **Note:** $20 fee for printed materials (payable to the instructor at the first class).

**5 sessions, $240* (includes a $100 lab fee)**

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### PHO-347 Adobe Photoshop Elements 15, Part 2 1.5 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 15, 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. **Note:** $20 fee for printed materials (payable to the instructor at the first class).

**5 sessions, $240* (includes a $100 lab fee)**

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### PHO-348 Adobe Photoshop Elements 15, Part 3 1.5 CEUs
This is the third course in the three-part series on Adobe Photoshop Elements 15. This course will take your photography to the next level while creating results for your business. Get creative using tools such as color fills, gradients, patterns, and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of your image. **Note:** $20 fee for printed materials (payable to the instructor at the first class).

**5 sessions, $240* (includes a $100 lab fee)**

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### PHO-331 Introduction to Photoshop CS6 2.4 CEUs
Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills.

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

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### PHO-315 Light-The Essence of Photography 12 CEUs
Light establishes mood, defines character, and creates a setting. Discover how professional photographers manipulate natural and artificial light sources to enhance and strengthen an image. **Prerequisite:** PHO-300: Digital Photography: **Note:** the Basics. Textbook: $5 fee (payable to the instructor at first class).

**2 sessions, $160* (includes a $40 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
PHO-343 Introduction to Photoshop Creative Cloud  
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.
8 sessions, $325* (includes a $95 lab fee)
20921 TTh 9/26-10/19 6:30-9:30 p.m.  CAT-103

PHO-317 Presentation and Display Techniques for Photographs  
The presentation of printed digital images is critical to their appeal. Topics will include cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring original prints and artwork for matting, as well as ready-to-be framed prints or art work to both sessions.
2 sessions, $100* (includes a $40 lab fee)
20919 S 12/2-12/9 9 a.m.-12 p.m.  CAT-103

PHO-304 Introduction to Photoshop Creative Cloud  
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)
21840 WF 9/13-11/3 9 a.m.-12 p.m.  E2GO
21841 WF 10/18-12/8 9 a.m.-12 p.m.  E2GO
21842 WF 11/8-12/29 online E2GO
21843 WF 12/13-2/2 online E2GO

PHO-303 Intermediate Photoshop Creative Cloud  
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)
21828 WF 9/13-11/3 online E2GO
21829 WF 10/18-12/8 online E2GO
21830 WF 11/8-12/29 online E2GO
21831 WF 12/13-2/2 online E2GO

PHO-344 Advanced Photoshop Creative Cloud  
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, $325* (includes a $95 lab fee)
20922 TTh 10/31-11/28 6:30-9:30 p.m.  CAT-103

CRE-363 Secrets of Better Photography  
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)
22563 WF 9/13-11/3 online E2GO
22564 WF 10/18-12/8 online E2GO
22565 WF 11/8-12/29 online E2GO
22566 WF 12/13-2/2 online E2GO

PHO-316 Using Lighting to Create Spectacular Portraits  
Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-300: Digital Photography The Basics. Textbook required: a ($5 fee payable to the instructor.)
1 session, $100* (includes a $40 lab fee)
20918 S 11/4-11/4 9 a.m.-4 p.m.  CAT-103

PHO-328 Introduction to Lightroom 5  
Do you have a lot of images to manage? Lightroom 5 can help you prepare, edit, and organize your photos quickly and effectively, and apply changes to multiple images while developing an efficient image processing workflow. Organize, tag, and make collections, create customized slideshows and presentations, and fine-tune the overall color and lighting of your images. You can use Lightroom 5 as a companion to Photoshop, Photoshop Elements, or other digital photo editors, and you can export or print your work in exactly the size or format you need.
12 sessions, $140* (includes a $65 lab fee)
22567 WF 9/13-11/3 online E2GO
22568 WF 10/18-12/8 online E2GO
22569 WF 11/8-12/29 online E2GO
22570 WF 12/13-2/2 online E2GO

PHO-327 Introduction to Sports Photography  
Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semi-manual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of the Prince George's Community College Owls sports teams and a follow up critique.  
Note: Meets on Friday and Wednesday and will be photographing the men's soccer games (dates subject to change) 9/8, 9/13, 9/15 and 9/20
4 sessions, $180* (includes a $65 lab fee)
20913 WF 9/8-9/20 6-9 p.m.  CAT-103
PUBLIC SAFETY AND SECURITY
301-546-0175 or policeacademy@pgcc.edu

MARYLAND CERTIFICATION
POLICE ACADEMY

Program Information
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.

Program requirements
To be a candidate for this program, participants must:
• be at least 21 years old upon graduation from the academy
• be a U.S. citizen
• be a high school graduate or equivalent 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 $190 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 $4,675
• successfully complete all physical training requirements
• attend the academy program in its entirety

Financial aid
Financial aid may be available for qualified applicants. The academy is approved for veterans’ benefits.

PGCC CERTIFICATE
SECURITY OFFICER TRAINING

Program Information
This intensive 80 course-hour basic-entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas.

Program requirements
To register for this program, participants must:
• be at least 18 years of age
• authorize a criminal record check
• provide a copy of birth certificate or naturalization papers or Employment Authorization Card (as applicable)
• provide copies of Social Security Card and of photo ID

For more information
301-546-0175 or policeacademy@pgcc.edu

SEC-310 Security Officer: Level 1
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. Required textbook: Practical Security Strategies and Emerging Trends.

20 sessions, $353* (includes a $68 lab fee)

19722 MTWTh 9/18-10/19 5:30-9:30 p.m. CE-115
## REAL ESTATE AND INSURANCE

### INSURANCE

301-546-8340

#### INS-349 Property & Casualty Insurance

Property and casualty insurance is a diverse field requiring an approved course of study leading to a state licensing examination. This course is highly intensive and designed for students who study well on their own. It includes 20 hours of classroom instruction and 20 hours of home study. Topics to be covered include both general concepts and specific policy requirements. Text required.

3 sessions, $250* (includes a $25 lab fee)

21189  S  10/14-10/28  9 a.m.-5 p.m. Largo

#### INS-350 Life and Health Insurance Prelicensing

This 40-hour class, (20 classroom and 20 self-study hours) provides the knowledge to take and pass the Maryland State Insurance Exam to obtain a Life and Health Insurance License. This course is offered in partnership with 1st ABC Professionals/Bryant Langham, the Maryland Insurance Administration approved course provider. The license enables the individual to sell and service all types of life and health Insurance. 3 sessions, $250* (includes a $25 lab fee)

21190  S  11/4-11/18  9 a.m.-5 p.m. Largo

## REAL ESTATE Licensure

### 301-546-8340

#### RES-305 Real Estate Principles and Practices Sales

This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. Meets concurrently with credit course BRE-1030. Textbook (required at first class). 20 sessions, $615* (includes a $100 lab fee)

21165  S  9/9-12/9  9 a.m.-1:40 p.m. BH-204

21166  Th  9/9-12/21  6:30-9:30 p.m. CE-126

#### RES-373 Fair Housing

This course is designed to teach students how to recognize and avoid situations that violate fair housing laws. Topics will include fair housing statutes and advertising. Approved for 1.5 hours toward Real Estate License renewal. 1 session, $20

21156  S  9/16-9/16  10-11:30 a.m. Largo

21157  S  11/11-11/11  10-11:30 a.m. Largo

#### RES-359 2012-2014 Real Estate Legislative Update

This course meets the requirements of the Maryland Real Estate Commission for license renewal. Topics include relevant changes that have occurred in federal, state, and local laws during the preceding five years. Approved for 3.0 hours toward Real Estate License renewal. 1 session, $35

21158  S  9/16-9/16  12-3 p.m. Largo

### 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

21159  S  11/11-11/11  12-3 p.m. Largo

#### RES-458 Conduct of Real Estate Teams

Learn the details of real estate teams contained in regulation and recent legislation. A one and half hour course could ‘round out’ your 15-hour continuing education requirement. Approved for 1.5 continuing education hours. 1 session, $35

21163  S  11/14-11/14  9 a.m.-12 p.m. Largo

#### RES-454 MREC Agency-Residential

This course meets the new Maryland agency requirement. Approved for 3.0 hours for Real Estate Continuing Education Renewal. 1 session, $35

21161  S  10/14-10/14  9 a.m.-12 p.m. Largo

#### RES-457 Supervision

This course, developed by the Maryland Real Estate Commission (MREC) is the new required course for brokers, managers and team leaders effective with 2012 renewals. Approved for 3.0 continuing education hours. 1 session, $35

21162  S  11/18-11/18  2-5 p.m. Largo

#### RES-338 Real Estate Auction Basics

This course is intended to familiarize buyers, sellers, and real estate professionals with the auction sales method. Upon completion of this course, the student will be able to follow the auction process from start to finish. 1 session, $35

21160  S  10/14-10/14  1-4 p.m. Largo
SAGE
301-546-0923 or sage@pgcc.edu

SAGE SENIORS PROGRAM
Program information
SAGE is Seasoned Adults Growing Educationally, a tuition-free program of stimulating courses for Maryland residents aged 60 and older. Classes take place in over 24 convenient, community-based venues throughout Prince George’s County.

Courses
SAGE classes are designed to help you keep both mind and body active and engaged. Our creative, competent and caring faculty enrich your classroom experience and the camaraderie of like-minded peers is both stimulating and supportive. SAGE courses can include art, creative writing, literature, Tai Chi, yoga, aerobics, weights, ballroom dancing, American history, Spanish, Italian, American Sign Language, music appreciation, current issues, computers, design and production of crafts, therapeutic aquatic exercise and French.

The reasonable fee structure makes it financially possible to schedule the classes you desire; an $85 registration fee is charged per trimester for Maryland residents who are 60 and above. The registration fee covers an unlimited number of classes which are state-approved and have no time conflicts. Other fees, e.g. lab, computer and supplies are not covered by the registration fee.

Program requirements
Upon registration, tuition for SAGE courses is waived for Maryland residents who are 60 years old or older at the start of the credit semester. Prince George’s County residents under 60 years old and others who are not eligible for the tuition waiver may register for any SAGE class by paying the tuition, unless the class is held at a site with age restrictions.

To see our options and to register
Check out our current class schedule at www.pgcc.edu, or see our contact information above to request a hard copy of the schedule. To register, please visit us at www.pgcc.edu/sage.

SPORT AND LEISURE

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. Note: Bring $24 on the (first day of class), which covers your table fees for both sessions. Ladies are welcome. 2 sessions, $45

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<td>ENR-576</td>
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<td>10/7-10/14</td>
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<td>ENR-576</td>
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<td>11/4-11/11</td>
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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. Note: Bring $24 on the first day of class, which covers your table fees for both sessions. Ladies are welcome. 2 sessions, $45

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SWIMMING LIFEGUARD AND POOL MANAGEMENT

SWIMMING AND WATER AEROBICS
301-546-0979 or 301-546-0158

SWIMMING AND WATER AEROBICS
Swimming Classes
Our swim lesson program is operated as part of an agreement between Prince George's Community College and the Maryland-National Capital Park and Planning Commission (M-NCPPC). Together we hope to provide you with a wonderful American Red Cross swim lesson program.

Classes meet once a week for 8 weeks or twice a week for 4 weeks; the cost is $60 (plus registration fee). Our levels are:

Children 6–36 months:
- SWM-300 Bubblers

Children 3–5 years:
- SWM-301 Bobbers
- SWM-302 Floaters
- SWM-303 Strokers

Children 6–13 years:
- SWM-304 Youth Level 1: Introduction to Water Skills
- SWM-305 Youth Level 2: Fundamental Aquatic Skills
- SWM-306 Youth Level 3: Stroke Development
- SWM-307 Youth Level 4: Stroke Improvement
- SWM-308 Youth Level 5: Stroke Refinement
- SWM-313 Youth Level 6: Swimming and Skill Proficiency

Adults (ages 14 and above):
- SWM-309 Adult Beginner
- SWM-310 Adult Intermediate
- SWM-311 Adult Advanced

Program requirements
Participants must register for a class at their age and skill level. Individuals will not be allowed to participate in inappropriately-registered classes, nor will any refunds be issued or transfers made.

Water Aerobics Classes
We offer three types of water aerobics classes. Weekday and Saturday schedules are available.

Our classes are:
- SWM-316 Water Aerobics
- SWM-317 Deep Water Aerobics
- SWM-321 Power Deep Water Walking

For schedules and class descriptions, and to register:
Please visit www.pgcc.edu/swim, or see our contact information above. Flyers are also available at the Robert I. Bickford Natatorium on the PGCC Largo campus.
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, $75*

24712 T 10/31-11/7 7-10 p.m. GTSV

BUS-381 Grow Your Cruise Business 0.6 CEU
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople! Do you know the rewards for selling cruises? Are you prepared for the challenges? How far do you want to go with your cruise business? The course identifies the benefits of and obstacles to closing cruise sales, distinguishes selling points of the major cruise lines, identifies characteristics of a successful cruise seller, discusses viable selling goals, and gives an overview of the cruise industry's future. Instructor: Cynthia Taylor. 2 sessions, $75*

24713 T 11/28-12/5 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*

24714 T 12/12-12/19 7-10 p.m. GTSV

VETERINARY ASSISTING
301-546-0878 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE VETERINARY ASSISTANT
Program Information
If you love working with animals, take the next step towards a new career. This four-month program includes five courses and 50 hours of clinical training with live animals. This program will prepare you to work in an entry-level position in a veterinary hospital, zoo, etc. Our Veterinary Assistant training program has been reviewed and supported by the Maryland Veterinary Medical Association.

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion:
• VET 315 Basic Skills Veterinary Assistant Training
• VET-300 Veterinary Assistant I: Outpatient Care
• VET-301 Veterinary Assistant II: Diagnostics and Pharmacy
• VET-310 Veterinary Assistant III: Patient Care and Treatment
• VET-311 Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care
• VET-316 Veterinary Assistant Clinical

Program requirements
To register for this program, participants must:
• be 18 years of age before the start of the program
• obtain a score of 65 or above on the college reading comprehension placement test OR provide proof of college credits

Additional 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.

For more information
Please see our contact information above.

VET-316 Veterinary Assistant Clinical 5.0 CEUs
Students will gain experience at an on-site clinical setting at a local veterinary clinic, humane society or animal shelter. Each student will complete 50 hours of clinical experience. Students are required to wear scrubs to clinical. 10 sessions, $250*

26299 MTWThF 9/26-12/7 TBA

VET-300 Veterinary Assistant, Part 1: Outpatient Care 3.0 CEUs
This course includes an overview of the veterinary field, office procedures, client relations, history taking, and exam room procedures, anatomy and physiology. This course will include classroom competencies that must be successfully demonstrated prior to clinical placement. Prerequisites: Successful completion of VET-315. 7 sessions, $370* (includes a $75 lab fee)

24006 TTh 9/5-9/28 6:30-9:30 p.m. CE-104

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy 2.7 CEUs
This course is designed to provide veterinary assistants and those in entry level careers with an overview of laboratory procedures, pharmacy, radiology, and ultrasound imaging. Clinical hours and workbook are included. Prerequisite: VET-300. 5 sessions, $255* (includes a $75 lab fee)

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### VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment 3.0 CEUs
This course includes inpatient care and clinical procedures. Clinical hours and workbook included. Prerequisite: VET-301. 6 sessions, $325* (includes a $75 lab fee)

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### VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care 2.6 CEUs
This course includes anesthesia, surgery, emergency medicine, and critical care. Clinical hours and workbook included. Prerequisite: VET-310. 5 sessions, $270* (includes a $50 lab fee)

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### VIDEOGRAPHY

#### Video Production

#### 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.

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<td>20916</td>
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#### VID-309 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, $285* (includes a $75 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 for the Digital Age. (3rd edition). Asher & Edward Pincus.

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#### VID-336 Digital Storytelling 1.8 CEUs
This course provides hands-on training in basic skills for producing digital stories using photos, video, graphics, music and narration. Participants will explore innovative web tools and multimedia applications to create short three to five-minute digital stories for personal, organizational or educational use. The course includes an introduction to script writing, selecting and preparing images, audio and video recording, and using editing software to integrate images and audio. Participants will be e-mailed materials prior to the workshop to assist them in preparation, including suggestions about scripts, image selection and use of video clips.

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INDUSTRY CERTIFICATION
APPLE FINAL CUT PRO X

Program information
This one-course 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. Gain recognition for technical competency, build credibility with clients and employers, increase your visibility, and enhance your reputation in a competitive marketplace. Publicize your certification 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, up-to-date software, certification exams on site, and affordable classes. PGCC is the only community college in Maryland to offer an Apple Authorized Training Center.

Coursework
Students who successfully complete APP-351 will receive an Apple Certificate of Completion.

Program requirements
Students should bring a USB compatible flash drive to all class sessions.

For more information
301-546-0873 or itcerts@pgcc.edu

APP-351 Final Cut Pro X,
Advanced Editing 3.6 CEUs
This is a hands-on course that teaches advanced Final Cut Pro X editing and finishing techniques. Students will be taught how to create fantastic effects using filters creatively, color correct like a pro, and create complex audio mixes. This class also covers advanced workflows for managing media, including editing multicam clips for multiple camera video productions. This class is designed for anyone looking for advanced editing for professional quality videos. Prerequisites: APP-350: Final Cut Pro X or permission of the IT Coordinator.
12 sessions, $605* (includes a $150 lab fee)
25554  TTh  9/19-10/31  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)
20890  TTh  11/2-12/14  6:30-9:30 p.m.  CAT-137

DPR-722 Adobe Premiere Pro 3.6 CEUs
This course will discuss producing and editing video for multimedia or web productions. Adobe Premiere Pro is a timeline-based video editing software application. It is part of the Adobe Creative Cloud, which includes video editing, graphic design, and web development programs. This course Emphasizes capture, editing and outputting of video using a desktop digital workstation.
12 sessions, $605* (includes a $150 lab fee)
20888  W  9/20-12/13  6:30-9:30 p.m.  CAT-103
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:

2. Search for your desired course.
3. Click the “add to cart” button.
4. Choose the month you want to begin the course.

For more information

The eLearning Services department at Prince George’s Community College is here to 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 1 GB 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, 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 20984 for fall 2017 courses (courses beginning in Sept.-Dec. 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:
Take the "Browser Test" located at http://pgcconline.blackboard.com.

To Start Your Blackboard Course:
On the start date of your course, login at http://pgcconline.blackboard.com.

NOTE: There is no “www” in the Blackboard address.

TO REGISTER FOR PROTRAIN CLASSES:

To register for online courses that use ProTrain (courses with location PTRN in this schedule):

2. Select a program area and then a course.
   You’ll see a course description, hours and price.
3. Do not enroll or pay for the course at the ProTrain website.
4. Call us for enrollment and payment instructions:
   5. for Green and Renewable Energy courses call 301-546-8340
   6. for Tax Preparation courses call 301-546-0120
   7. After you have registered and paid at PGCC, you will receive login instructions by e-mail from ProTrain shortly before the course begins.

MORE ONLINE E2GO COURSES: FALL 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
Advanced Microsoft Excel 2007
Intermediate Microsoft Excel 2007
Intermediate QuickBooks 2013
Introduction to Crystal Reports
Introduction to Microsoft Excel 2007
Introduction to QuickBooks 2014
Performing Payroll in QuickBooks 2015
QuickBooks 2015 for Contractors

BUSINESS
A to Z Grant Writing II - Beyond the Basics
Advanced Grant Proposal Writing
Business and Marketing Writing
Effective Selling
Grammar Refresher II
Individual Excellence
Intermediate Microsoft Word 2007
Interpersonal Communication
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Publisher 2010
Managing Customer Service
Marketing Your Business on the Internet
Nonprofit Fundraising Essentials
Purchasing Fundamentals
Start a Pet Sitting Business
Start Your Own Online Business
Using Social Media in Business

COLLEGE READINESS
Human Anatomy and Physiology II
Introduction to Chemistry
SAT/ACT Prep Course - Part 1

COMPUTER APPLICATIONS
Intermediate InDesign CC
Introduction to Adobe Acrobat X
Introduction to InDesign CC
Photoshop CC for the Digital Photographer
Photoshop Elements 12 for the Digital Photographer II
What’s New in Microsoft Office 2013

DESIGN AND COMPOSITION
Photographing Nature with Your Digital Camera

HEALTHCARE AND MEDICAL
Explore a Career in Medical Coding
Legal Nurse Consulting

LANGUAGE AND ARTS
Advanced Fiction Writing
Conversational Japanese
Easy English 3
Introduction to Guitar
Practical Ideas for the Adult ESL/EFL Classroom
Romance Writing
Speed Spanish II
Teaching ESL/EFL Reading
Write Fiction Like a Pro

LAW AND LEGAL
Introduction to Criminal Law

PERSONAL DEVELOPMENT
Common Core Standards for English Language Arts K-5
Get Funny!
Listen to Your Heart, and Success Will Follow
Marriage and Relationships: Keys to Success
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Skills for Making Great Decisions

TEACHING AND EDUCATION
Creating Classroom Centers
Guided Reading and Writing: Strategies for Maximum Student Achievement
Microsoft PowerPoint 2013 in the Classroom
Teaching Science: Grades 4-6
The Differentiated Instruction and Response to Intervention Connection

TECHNOLOGY
Intermediate C# Programming
Intermediate Visual Basic
Introduction to Python 2.5 Programming
Introduction to XML
Understanding the Cloud

WRITING AND PUBLISHING
Fantasy Fiction Writing

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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 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:
- Sept. 2-4: Labor Day
- Oct. 24: College Enrichment Day (except LCC)
- Nov. 22-26: Thanksgiving Day
- Dec. 21 - Jan. 2/18: Winter Break

COLLEGE CLOSINGS

Students may receive direct notification of closures and other emergency information by text message or by e-mail by signing up for Owl Alert. This is a free service. Go to www.pgcc.edu/go/owlalert to subscribe.

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, please check the college’s website at www.pgcc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

In case of hazardous weather, classes at local public school locations will be canceled when the Prince George’s County Board of Education announces that the public schools will be closed. Other sites, such as the Laurel College Center, Skilled Trades Center, Westphalia Training Center and University Town Center will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at extension centers and sites will be canceled.

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30-10:45 a.m. class will be held. This policy applies to all on-campus 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. Sharps, Room 130, Kent Hall, 301-546-0170, coordinates the college’s program of nondiscrimination.

TITLE IX

Prince George’s Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. Indeed, the college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran’s status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to Alonia C. Sharps, chief of staff, Room 130, Kent Hall, 301-546-0170.

STUDENT RIGHT TO KNOW ACT

Relative to the Student Right to Know Act of 1990, Prince George’s Community College provides information regarding the graduation/persistence rates of designated student population groups in degree and/or certificate programs. This information may be viewed online at www.pgcc.edu. Scroll to the bottom of the page for Consumer Annual Information.

ANNUAL SECURITY REPORT

At Prince George’s Community College every effort is made to increase students’ awareness of issues involving their safety and security. While the college is located in an attractive suburban environment, it is within the proximity of two...
metropolitan areas and not isolated from safety issues of society in general.

Relative to the Campus Security Act of 1990, PGCC provides information regarding the safety and security of college community members. This information can be obtained from the College Police Substation located in Bladen Hall or on the Web at www.pgcc.edu scroll to the bottom of the page to College Police and Emergency Management, then select Annual Security Reports.

**FERPA**

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) affords you, the student, rights with respect to your education records. They are:

1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect.

   The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want 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 non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Directory information is information which may be released to a third party without your written consent. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, place of birth, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to anyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. You may refuse to permit such disclosure without your written consent by notifying the director of admissions and records in writing of your wish to be excluded from such a release of information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA is administered by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**DRUG AND ALCOHOL PREVENTION**

The college’s Drug and Alcohol Abuse Prevention Program is part of a nationwide effort to prevent the illegal use of drugs and alcohol and to keep drugs out of schools, campuses, neighborhoods, and the workplace. The program prohibits the illicit possession, use, or distribution of drugs and alcohol by employees and students on college property, or as a part of any college activity. In the event of any violation, the college will impose appropriate disciplinary sanctions on students, under the Code of Conduct, and on employees, under the Personnel Action Procedures, up to and including expulsion or dismissal, and referral to the appropriate criminal authorities for prosecution, and may require the completion of an appropriate rehabilitation program.

The college’s Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the use of illicit drugs and the abuse of alcohol, and informs employees and students students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-546-0845.

**ALUMNI ASSOCIATION**

The Prince George’s Community College Alumni Association is open to all persons who have attended Prince George’s Community College and attained 15 credit hours or completed four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discounted use of the Natatorium. Alumni Association members are welcome to use Career Services. Call 301-546-0858 for more information.

**DISABLED STUDENTS**

If you require special services (e.g., interpreters, recorded materials), you must register and pay for your course one month or more before the start of your class. Call 301-546-0838, (TTY/TDD) 301-546-0122 for more information. Disability documentation required.

**ACCESSIBLE TRANSPORTATION**

Accessible transportation will be provided to accommodate handicapped persons on all school-sponsored trips. Requests for accommodation must be made a minimum of 15 days prior to any trip.

**COMPLAINTS**

Individuals may file a complaint with the college via the Student Complaint Form link at the bottom of the college’s home page at www.pgcc.edu

**DISCLAIMER**

The provisions of this publication are not to be regarded as a contract between the student and Prince George’s Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
What careers are growing in the Washington D.C. metropolitan region?

Q: What degree do I need for the career I want?

A: Will employers be hiring in my field when I graduate?

How much do people make in various jobs?

CAREER COACH

www.pgcc.edu/go/careercoach

A self-guided Web tool to start your career search.

Prince George’s Community College offers Career Coach, a self-guided Web tool to start your career search. Go to www.pgcc.edu/go/careercoach and find the answers you seek.
Academic Advising  
301-546-0151  
Bladen Hall, Room 124  
Academic advising, placement test interpretation  
You must be present 30 minutes before closing for full service.

Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.:  8:30 a.m.–5 p.m.

Admissions  
301-546-7422  
Bladen Hall, Room 126  
Credit student applications.  
You must be in the office 15 minutes before closing to process your application.

Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.:  8:30 a.m.–5 p.m.

Bookstores  
The PGCC Bookstores offer textbooks for rent or purchase. Textbooks can also be purchased or rented online at www.pgccbookstore.com and can be picked up in store, shipped via FedEx, USPS, or sent via PGCC campus courier to University Town Center or Laurel College Center. The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express.

LARGO BOOKSTORE  
301-546-0912 or 301-546-0913  
Largo Student Center, 1st floor  
The Largo Bookstore offers textbooks for rent or purchase, and a wide selection of school supplies, electronics, collegiate merchandise, drinks, snacks and more.

Hours  
Largo store hours are subject to change and may be extended at the beginning and end of each credit semester. Current store hours are posted in-store and online. Normal hours are:

Mon.–Wed.  8:30 a.m.–7 p.m.  
Thurs.  8:30 a.m.–5 p.m.  
Fri.  8:30 a.m.–4 p.m.  
Sat.  10 a.m.–4 p.m.  
Sun.  Closed

UNIVERSITY TOWN CENTER (UTC)  
301-546-8150  
Lower Level, UTC  
The UTC Bookstore offers textbooks for rent or purchase for UTC courses only. The store also offers school supplies, electronics and collegiate merchandise.

Hours  
Visit www.pgccbookstore.com for UTC store hours.

Career/Job Services  
Marlboro Hall, Room 2102  
301-546-0136  
Career Advising and Job Placement  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.:  8:30 a.m.–5 p.m.

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.

Help Desk (Owl Link)  
301-546-0637  
Bladen Hall, Room 106  
Mon.–Fri.:  8 a.m.–8 p.m.  
Sat.:  10 a.m.–3 p.m.

Library  
301-546-0476  
Accokeek Hall  
Mon.–Thurs.:  8 a.m.–7 p.m.  
Fri.:  8 a.m.–4:30 p.m.  
Sat.–Sun.:  Closed

Lost and Found  
301-546-0853  
Largo Student Center, Room 149  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.:  8:30 a.m.–5 p.m.

Online Registration  
owllink.pgcc.edu  
Mon.–Sun.:  7 a.m.–midnight  
Also available weekends and holidays.

Police (College)  
301-546-0666  
Bladen Hall, Sub-station  
Available by phone 24 hours:  
7 days a week

Records/Registration  
301-546-7422  
Bladen Hall, Room 126  
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.
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 106.

**University Town Center**
6505 Belcrest Road, Suite 125  
Hyattsville, MD 20782  
301-546-8360  
For course listings, see page 108.

**Skilled Trades Center**
6400 Old Branch Avenue  
Camp Springs, MD 20748  
301-546-0894  
For course listings, see page 107. 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 109. 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

Get Ahead in Life.
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)
   College 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
    College 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
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.

Additional registration options for Laurel:
• You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–4:30 p.m.
• You also may use walk-in registration at PGCC Largo or at Howard Community College during their regular registration hours.

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. 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 Fall 2017 semester. To locate the class description and schedule, please see the index on page 1 of this schedule.

LIST OF LAUREL CLASSES

Fine & Graphic Arts, Page 6
ART-363 Abstract Collage
ENR-562 Dissecting Design

Music & Performance Arts, Page 7
COM-347 Voice-Overs: Now is Your Time

Makeup Artistry, Page 9
OCU-437 Advanced Professional Makeup
OCU-436 Bridal and Special Occasion Makeup

Small Business, Page 15
BUS-547 Entrepreneurship a Second Career
BUS-531 How to Find, Select, and Finance an Affordable Franchise
BUS-562 Making Money on the Internet: Lead Generation
BUS-427 Accounting and Record Keeping for Small Business
BUS-435 Basic Federal Tax Information for Small Businesses
BUS-440 Marketing Strategies for Today and Tomorrow

Commercial Driver License Class, Page 24
CDL-315 Commercial Driver License: Learner’s Permit Preparation

Keyboarding, Page 26
OFC-314 Introduction to Keyboarding

Database Design, Page 30
DPR-706 SQL Fundamentals

Childhood Education, Page 49
DCR-550 Medication Administration
**Event Planning, Page 57**
- BUS-422 Conference Planning Management
- BUS-460 The Site Selection Process
- BUS-347 Working with Hotels
- BUS-410 Starting Your Meeting Planning Company
- BUS-371 Marketing Your Meetings and Exhibits

**Nursing Assistant, Page 70**
- HES-544 Certified Nursing Assistant: Theory
- HES-417 Certified Nursing Assistant: Clinical

**American Sign Language (ASL), Page 77**
- COM-331 Sign Language 4

**Foreign Languages, Page 78**
- LGE-330 Intermediate Spanish Conversation

**Home Interior, Page 83**
- ENR-460 Interior Decorating Basics

**Lifestyle, Page 84**
- LGE-532 Biblical Greek, a Primer
- ENR-375 Develop Your Psychic Intuition
- ENR-427 Past Life Regression and Future Life Progression
- ENR-579 Extreme Saving with Couponing
- ENR-588 Mindfulness of the Body
- ENR-589 Using Meditation to Reduce Holiday Stress

**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 Maintenance, Page 43**
- OCU-404 Building Maintenance Engineer: Level 1
- OCU-402 Building Maintenance Engineer: Level 2

**Core Skills, Page 44**
- OCU-410 Introductory Craft Skills (Core)
- OCU-408 CORE: Introductory Craft Skills: Part 1

**HVAC, Page 45**
- HVC-332 HVAC/R Level 1 Part 1
- HVC-331 HVAC/R Level 1: Part 2
- HVC-334 HVAC/R Level 2: Part 1
- HVC-342 HVAC/R Level 2: Part 4

** Plumbing, Page 47**
- OCU-411 Introduction to Plumbing Level 1: Part 1

**Residential Maintenance, Page 47**
- OCU-329 Electrical Repair: Basic Skill
- OCU-330 Plumbing Repair: Basic Skills
- OCU-331 Drywall Installation and Repair
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.

**Music & Performance Arts, Page 7**
MUS-449 Sing Heartily: A Choral Ensemble

**Small Business, Page 15**
CED-314 Creating Visuals to Brand Your Business

**Sales Series, Page 18**
CED-305 Selling Made Simple
CED-306 Sustainable Sales Techniques
CED-318 Growing Your Business with Teaming Arrangements
CED-319 Using LinkedIn to Develop Your Business

**Microsoft Office, Page 27**
DPR-782 Introduction to Microsoft Excel 2013: Level 1
DPR-790 Introduction to Microsoft Word 2013: Level 1
DPR-787 Introduction to PowerPoint 2013
DPR-784 Advanced PowerPoint 2013

**Childhood Education, Page 49**
DCR-303 Child Growth and Development: 45 Hours
DCR-531 Pre-School Curriculum/Activities 45 Hours

**Transition ESL, Page 53**
ESL-392 Getting Started in ESL
ESL-391 Second Language Acquisition

**First Aid & CPR, Page 62**
HES-659 Spanish Heartsaver First Aid CPR AED
HES-660 Spanish Heartsaver First Aid
HES-669 HeartCode BLS for the Healthcare Provider
HES-344 CPR for Health Professionals

**Nursing Assistant, Page 70**
HES-544 Certified Nursing Assistant: Theory
HES-417 Certified Nursing Assistant: Clinical
HES-666 Medicine Aide Theory
HES-667 Medicine Aide Clinical
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 7
- 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 68
- OCC-316 Small Gas Engine

Braiding, Page 9
- OCU-430 Professional Braiding: Level 1
- OCU-431 Professional Braiding: Level 2
- OCU-432 Professional Braiding: Level 3
- OCU-433 Professional Braiding: Level 4

Makeup Artistry, Page 9
- OCU-422 Introduction to Makeup Artistry
- OCU-423 Advanced Makeup Artistry
- OCU-429 From Blah to Beautiful

Small Business, Page 15
- CED-316 SmallBiz Safety CEO
- CST-422 OSHA 10
- OCU-610 OSHA 30

Construction Electrical, Page 45
- ELC-301 Electrical: Level 1
- ELC-308 Residential Wiring: Part 1

Locksmithing, Page 46
- KEY-300 Locksmithing 101
- KEY-301 Locksmithing 102
- KEY-305 Locksmithing 201
- KEY-304 Locksmithing 202

Welding, Page 47
- OCU-450 Welding Fundamentals Level 1, Part 1
- OCU-451 Welding Fundamentals Level 1, Part 2

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.

Facility Management, Page 59
- 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 60
- HEO-305 OSHA Forklift Operator Certification
- HEO-307 Skid Steer Operator Certification
- HEO-308 Backhoe Operator Certification

Motorcycle Mechanics, Page 79
- 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)

16 week course
M-F • 9 a.m.-3:30 p.m.
301-546-0964
Shuttle available for students riding The Bus 20 and Metrobus J12.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
<table>
<thead>
<tr>
<th>Additional Class Locations</th>
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<tbody>
<tr>
<td><strong>1. AYTI—AYT Institute</strong></td>
</tr>
<tr>
<td>5700 Kirby Road</td>
</tr>
<tr>
<td>Clinton, MD 20735</td>
</tr>
<tr>
<td><strong>2. AYT3—AYT Auto Clinic</strong></td>
</tr>
<tr>
<td>15005 Marlboro Pike</td>
</tr>
<tr>
<td>Upper Marlboro MD 20772</td>
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<tr>
<td><strong>3. BLHS—Bladensburg High School</strong></td>
</tr>
<tr>
<td>4200 57th Ave.</td>
</tr>
<tr>
<td>Bladensburg, MD 20710</td>
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<tr>
<td><strong>4. CHCF—Cherry Hill Composting Facility</strong></td>
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<tr>
<td>9330 Cherry Hill Road</td>
</tr>
<tr>
<td>College Park, MD 20740</td>
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<tr>
<td><strong>5. CRHS—Crossland High School</strong></td>
</tr>
<tr>
<td>6901 Temple Hills Road</td>
</tr>
<tr>
<td>Temple Hills, MD 20748</td>
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<tr>
<td><strong>6. ECOF—ECO City Farms</strong></td>
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<tr>
<td>4913 Crittenden Street</td>
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<tr>
<td>Edmonston, MD 20781</td>
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<tr>
<td><strong>7. FTWM—Fort Washington Marina</strong></td>
</tr>
<tr>
<td>13600 King Charles Terrace</td>
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<tr>
<td>Ft. Washington, MD 20744</td>
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<td><strong>8. GTSV—Greenbelt Travel Services</strong></td>
</tr>
<tr>
<td>6411 Ivy Lane</td>
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<tr>
<td>Greenbelt, MD 20770</td>
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<tr>
<td><strong>9. JHES—John Eager Howard Elementary School</strong></td>
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<tr>
<td>4400 Shell Street</td>
</tr>
<tr>
<td>Capital Heights, MD 20743</td>
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<tr>
<td><strong>10. LCC—Laurel College Center</strong></td>
</tr>
<tr>
<td>312 Marshall Avenue</td>
</tr>
<tr>
<td>Laurel, MD 20707</td>
</tr>
<tr>
<td><strong>11. LDS—Linne Driving School</strong></td>
</tr>
<tr>
<td>1811 Bright Seat Road</td>
</tr>
<tr>
<td>Landover, MD 20785</td>
</tr>
<tr>
<td><strong>12. Northwestern High School</strong></td>
</tr>
<tr>
<td>7000 Adelphi Road</td>
</tr>
<tr>
<td>Hyattsville, MD 20782</td>
</tr>
<tr>
<td><strong>13. Paradigm Club</strong></td>
</tr>
<tr>
<td>5010 Brown Station Road</td>
</tr>
<tr>
<td>Suite 145</td>
</tr>
<tr>
<td>Upper Marlboro MD 20772</td>
</tr>
<tr>
<td><strong>14. QBL1—Q-Ball1</strong></td>
</tr>
<tr>
<td>7945 Central Avenue</td>
</tr>
<tr>
<td>Capital Heights, MD 20743</td>
</tr>
<tr>
<td><strong>15. SHS—Suitland High School</strong></td>
</tr>
<tr>
<td>5200 Silver Hill Road</td>
</tr>
<tr>
<td>District Heights, MD 20747</td>
</tr>
<tr>
<td><strong>16. STC—Skilled Trades Center</strong></td>
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<tr>
<td>(evenings only)</td>
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<tr>
<td>6400 Old Branch Avenue</td>
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<tr>
<td>Camp Springs, MD 20748</td>
</tr>
<tr>
<td><strong>17. UMD—School of Public Health</strong></td>
</tr>
<tr>
<td>Building 255</td>
</tr>
<tr>
<td>College Park, MD 20742</td>
</tr>
<tr>
<td><strong>18. UPHI—U-Photo</strong></td>
</tr>
<tr>
<td>5005 Garrett Avenue</td>
</tr>
<tr>
<td>Beltsville, MD 20705</td>
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<tr>
<td><strong>19. UTC—University Town Center</strong></td>
</tr>
<tr>
<td>6505 Belcrest Road</td>
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<tr>
<td>Hyattsville, MD 20782</td>
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<tr>
<td><strong>20. WTC—Westphalia Training Center</strong></td>
</tr>
<tr>
<td>9109 Westphalia Road</td>
</tr>
<tr>
<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:

<table>
<thead>
<tr>
<th>Season</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Spring</td>
<td>Jan. 1–Apr. 30</td>
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<tr>
<td>Summer</td>
<td>May 1–Aug. 27</td>
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<tr>
<td>Fall</td>
<td>Aug. 28–Dec. 31</td>
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</table>

Registration fees are nonrefundable. If, however, the college cancels all of the courses in which you are enrolled during a given term, the registration fee will be automatically refunded to you.

Note: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the $75 registration fee that term.

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

EMPLOYER-PAID TUITION/ PURCHASE ORDERS

If your employer is paying your tuition:

Step 1: Get a purchase order, tuition assistance form or letter of intent from your employer. The document must have your name, amount to be paid, billing address, purchase order number and the original signature of person(s) authorizing payment.

Step 2: Register in person at the Office of Admissions and Records in Bladen Hall, Room 120 between 9 a.m. and 7 p.m., Monday–Thursday or on Friday between 9 a.m. and 4 p.m. and present the purchase order (two copies), tuition assistance form or letter of intent at the time you pay your tuition to the Cashier’s Office.

RETURNED CHECKS

If the college receives final notice of a check being returned for any reason prior to the start of class, you will be dropped from all classes with no financial obligation other than the returned check fee and registration fee. All checks are deposited twice.

If the college receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition.

No certificates will be issued until the indebtedness has been paid.

DROPPING A COURSE/REFUNDS

Individuals who withdraw from a course up until the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date. Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash the refund will be sent by check to the student’s address of record. If payment was made by a third party the refund will go to that party. It may take up to 14 business days to process a refund.

If you choose to drop a course after the refund period, it must be done in person at the Office of Admissions and Records or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.
Advancing Local, Small and Minority Business Enterprises

A catalyst for the County’s growing economy, the Center for Entrepreneurial Development (CED) prepares local entrepreneurs to take full advantage of business opportunities in Prince George’s County and throughout the Washington Metropolitan region.

Take your business to the next level.

301-546-0964
ced@pgcc.edu | pgcc.edu/go/CED

Center for Entrepreneurial Development
Prince George’s Community College
University Town Center
6505 Belcrest Road • Hyattsville, Maryland • 20782
Workforce Development and Continuing Education
Continuing Education Student Registration

PLEASE PRINT CLEARLY

Student ID (if known) __ __ __ __ __ __ __ __ Date __ / __ / __

Semester Year: ___________ Fall Winter Spring Summer

Name Last: __________________________ First: __________________________ Middle Init.: __________

Address Zip: ________________ Number & Street: ________________________________

Telephone Home: ___________ ___________ Cell: ___________ ___________ Work: ___________ ___________

Date of Birth (required) __ / __ / __

Ethnicity/Gender Native American Black/African American White Multiple Male
Asian Hispanic Pacific Islander Other Female

Status If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the Payment Information section of this book.

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

Course Synonym # Start Date Course Name Tuition
(Letter) (Number) (Section) (mm) (dd) (Letter) (Number) (Section) (mm) (dd) (Letter) (Number) (Section) (mm) (dd) (Letter) (Number) (Section) (mm) (dd)

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<tr>
<th>Course</th>
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<th>Start Date</th>
<th>Course Name</th>
<th>Tuition</th>
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Subtotal $ __ __

Fees All standard students add a registration fee of $25.00 unless your course specifies that it is “Tuition Free” $ __ __

select only one, if it applies to you

- Out of county Maryland residents add $5.00 per course unless your course specifies that it is “Tuition Free” $ __ __
- Out of state residents add $10.00 per course unless your course specifies that it is “Tuition Free” $ __ __

Total $ __ __

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

Student Signature __________________________

E-mail __________________________ Date __________________________

OFFICE USE ONLY

Date __________________________

Processed by __________________________

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Do something COOL this Fall!
Your entry to coolness awaits at Prince George’s Community College. Find your inner sports star or dive into a do-it-yourself skill to rival your HGTV favorites.

The college offers more than 200 enrichment, continuing education and workforce development courses, all designed to boost your cool points.

REGISTER NOW!

Ongoing enrollment and varying start dates throughout the year.
301-546-PGCC (7422) • PGCC.edu

Take a class and make this the fall to remember!