



# 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.

pgcc.edu

click!

OWL LINK

click!

Workforce Dev. & Cont. Ed.

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

## 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

## 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



PRINCE GEORGE'S  
COMMUNITY COLLEGE

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## HOW TO USE THIS SCHEDULE

Area of study or career field	<b>HEALTH CARE SUPPORT</b>											
Program of study or specialization within a career field	<b>PHLEBOTOMY TECHNICIAN</b> 301-546-0878 or 301-546-0796	Contact information for this area										
Description of this program, including information on certificate or licensing options	This 200-hour program includes theory, skills training and 120 hours of clinical practice in a blood-drawing facility to meet certification requirements and to acquaint students with different employment opportunities. Skills training will include using a practice arm and drawing on each other. Students who successfully complete the program will be eligible to take the National Phlebotomy Association certification exam for which there is a separate fee of <b>\$130</b> .	Educational credentialing and professional licensing validate your level of expertise in a career field. Our programs can prepare you for professional licensing and certification exams, or lead to a Certificate of Completion, to validate your professional development and show that you have successfully completed a series of related courses.										
Prerequisites: requirements before you take this course	<p><b>Prerequisites</b> 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.</p> <p><b>Required Courses</b></p> <ul style="list-style-type: none"> <li>• HES-418 Phlebotomy Technician</li> <li>• HES-344 CPR for Health Professionals</li> <li>• HES-469 Phlebotomy Technician Clinical: Pt. 1</li> <li>• HES-470 Phlebotomy Technician Clinical: Pt. 2</li> </ul>											
Course number and course title	<b>HES-418 Phlebotomy Technician</b> 8.0 CEUs		Continuing Education Units offered									
Course description	This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations. Text required at first class. <b>26 sessions, \$880* (includes a \$160 lab fee)</b>											
Number of sessions, costs and fees.	<table border="1"> <tr> <td>89131</td> <td>MW</td> <td>1/26-4/29</td> <td>6:15-9:15 p.m.</td> <td>CHS-2229</td> </tr> <tr> <td>87009</td> <td>S</td> <td>1/31-5/2 (13 sessions)</td> <td>9 a.m.-4:10 p.m.</td> <td>CHS-2229</td> </tr> </table>	89131	MW	1/26-4/29	6:15-9:15 p.m.	CHS-2229	87009	S	1/31-5/2 (13 sessions)	9 a.m.-4:10 p.m.	CHS-2229	Your schedule choices. Each 5-digit SYN number shows an available section. The schedule and location are listed for each section.
89131	MW	1/26-4/29	6:15-9:15 p.m.	CHS-2229								
87009	S	1/31-5/2 (13 sessions)	9 a.m.-4:10 p.m.	CHS-2229								

## HOW TO GET STARTED

1. Choose the class you want to take from this schedule, or by searching for courses at [www.pgcc.edu](http://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](http://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.

**CLASS LOCATION ABBREVIATIONS (SEE CAMPUS MAP PAGE 113)**

THESE LOCATION CODES ARE USED IN THE CLASS DESCRIPTIONS IN THIS SCHEDULE. ADDRESSES FOR THESE LOCATIONS ARE AT THE BACK OF THIS SCHEDULE.

**LARGO CAMPUS**

- AH** ..... Accokeek Hall
- ANXC** ..... Annex C
- AB** ..... Auto Bay-Facilities Building
- BH** ..... Bladen Hall
- CAC** ..... Culinary Arts Center
- CAT** ..... Center for Advanced Technology  
(Formerly High Technology Center)
- CE** ..... Continuing Education Building
- CH** ..... Chesapeake Hall
- CHS** ..... Center for Health Studies
- LH** ..... Lanham Hall
- LSC** ..... Largo Student Center
- MH** ..... Marlboro Hall
- NAT** ..... Natatorium
- NH** ..... Novak Field House
- QA** ..... Queen Anne Fine Arts Building
- TBA** ..... To Be Arranged

**EXTENSION CENTERS**

- LCC** ..... Laurel College Center  
in Laurel
- LARL** ..... Laurel College Center  
in Laurel
- STC** ..... Skilled Trades Center
- UTC** ..... University Town Center  
in Hyattsville
- WTC** ..... Westphalia Training Center

**OFF CAMPUS**

- AYT1** ..... AYT1 Institute
- AYT3** ..... AYT3 Clinic
- BLHS** ..... Bladensburg High School
- CHCF** ..... Cherry Hill Composting Facility
- CKAR** ..... Community Development Corporation
- CRHS** ..... Crossland High School
- ECOF** ..... Eco City Farm

- GTSV** ..... Greenbelt Travel Services
- HVSV** ..... Hyattsville Vacuum Service
- LDS** ..... Linnel Driving School
- PGDS** ..... Prince George's Dealer School
- QBLL** ..... QuBall1
- SHS** ..... Suitland High School
- UMD** ..... University of Maryland
- UPHI** ..... U-Photo

**ONLINE COURSES AND HYBRID**

- Blackboard** ..... See page 106
- ed2go** ..... See page 106
- ProTrain** ..... See page 107
- HYLAG Largo** ..... See page 106
- HYLCC Laurel** ..... See page 106
- SKYP** ..... See page 106

**ACCOUNTING AND BOOKKEEPING**

301-546-0032 or 301-546-5216

**OFC-350 Accounting Fundamentals 1** 2.4 CEUs

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while gaining a marketable skill, this course is for you. The basics of double-entry bookkeeping, analyzing and recording financial transactions and preparing various financial reports will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the basics from writing checks to preparing an income statement and closing out accounts.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43567	W/F	1/16-3/8	online	E2GO
43570	W/F	2/13-4/5	online	E2GO
43571	W/F	3/13-5/3	online	E2GO
43579	W/F	4/17-6/7	online	E2GO

**OFC-354 Accounting Fundamentals: Part 2** 2.4 CEUs

This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You will analyze transactions and prepare various corporate financial reports. You'll gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43583	W/F	1/16-3/8	online	E2GO
43584	W/F	2/13-4/5	online	E2GO
43590	W/F	3/13-5/3	online	E2GO
43591	W/F	4/17-6/7	online	E2GO

**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\***

42678	T	1/22-2/19	6-8:50 p.m.	Largo
42679	S	1/26-2/23	9a.m.-12:15 p.m.	Largo





**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\***

42680 T 2/26-4/2 6-8:50 p.m. Largo

42681 S 3/2-4/6 9 a.m.-12:15 p.m. Largo

**OFC-343 Accounting for Managers: Part 3** 1.5 CEUs

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

**5 sessions, \$160\***

42682 T 4/9-5/7 6-8:50 p.m. Largo

42683 S 4/13-5/11 9 a.m.-12:15 p.m. Largo

**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\***

42684 F 1/25-3/1 6-8:30 p.m. Largo

**OFC-344 QuickBooks: Part 2** 1.5 CEUs

Students will establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks. Accounting background helpful but not required. Students must take QuickBooks: Part 2 to register for QuickBooks: Part 3. Prerequisite: OFC-326. Meets concurrently with credit course ACC-1090. Textbook required. **5 sessions, \$190\***

42686 W 2/27-4/3 6-8:50 p.m. Largo

**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\***

42749 W 2/27-4/3 6-8:50 p.m. Largo

**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\***

42685 W 1/23-2/20 6-8:50 p.m. Largo

**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; generate reports.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43673 W/F 1/16-3/8 online E2G0

43675 W/F 2/13-4/5 online E2G0

43678 W/F 3/13-5/3 online E2G0

43679 W/F 4/17-6/7 online E2G0

**DPR-818 Introduction to Quickbooks 2015** 2.4 CEUs

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

**12 sessions, \$150\* (includes a \$75 lab fee)**

43490 W/F 1/16-3/8 online E2G0

43491 W/F 2/13-4/5 online E2G0

43495 W/F 3/13-5/3 online E2G0

43501 W/F 4/17-6/7 online E2G0

**DPR-834 Introduction to Quickbooks 2016** 2.4 CEUs

This course is designed for individuals pursuing entry-level career training in bookkeeping and provides instruction on the basics of QuickBooks 2016. Topics include inputting business, customer and vendor information, managing checking and savings information, reconciling bank accounts, accounts payable, reports, customer invoicing, and tracking inventory and estimates.

**12 sessions, \$160\* (includes a \$75 lab fee)**

43504 W/F 1/16-3/8 online E2G0

43511 W/F 2/13-4/5 online E2G0

43513 W/F 3/13-5/3 online E2G0

43514 W/F 4/17-6/7 online E2G0

**DPR-848 Introduction to Quickbooks 2017** 2.4 CEUs

This continuing education course is designed for individuals pursuing entry-level career training in bookkeeping and provides instruction on the basics of QuickBooks 2017. Topics include inputting business, customer and vendor information, managing checking and savings information, reconciling bank accounts, accounts payable, reports, customer invoicing, and tracking inventory and estimates.

**12 sessions, \$160\* (includes a \$75 lab fee)**

43515	W/F	1/16-3/8	online	E2GO
43516	W/F	2/13-4/5	online	E2GO
43517	W/F	3/13-5/3	online	E2GO
43518	W/F	4/17-6/7	online	E2GO

**AGRICULTURE**

**AGR-319 Intensive Introduction to Urban Commercial Agriculture** 2.7 CEUs

In this intensive course, you will be taught strategies for planning and designing an ecologically-sound urban farm, based on your needs, goals, and resources. Starting with the basic principles of sustainable farming, this course will touch on crop and soil science, composting, resource management and farm business planning. In addition, you will be taught food safety regulations and strategies needed to know to prepare produce for sale.

**9 sessions, \$583\* (includes a \$466 lab fee)**

44338	W	1/16-3/13	6-9 p.m.	UTC
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**ARTS**

**CREATIVE WRITING**

**SKB-300 Introduction to Screenwriting** 2.4 CEUs

Technological breakthroughs mean more videos, more scripts, and a huge demand for people who write them. From micro-budget indies to Hollywood, this course starts with story fundamentals, audiences demand, characters with life-breathing dialogue and what works time after time. Finally, you'll look into the business of selling your script and building your career - agents, producers and scams. When your script is written, all you'll need to do is shout, "Action!"

**12 sessions, \$150\* (includes a \$75 lab fee)**

43317	W/F	1/16-3/8	online	E2GO
43318	W/F	2/13-4/5	online	E2GO
43319	W/F	3/13-5/3	online	E2GO
43320	W/F	4/17-6/7	online	E2GO

**SKB-492 Write Fiction Like a Pro** 2.4 CEUs

What's the single biggest difference between professional authors and novices? Professionals know how to structure novels and stories for maximum dramatic effect. This course helps you develop the same story structuring skills the pros use. You will understand how your passion, theme, premise, and characters help you create the structure of your story, and discover how viewpoint, dialogue, pacing, and other techniques are used to build scenes and move your story from beginning to end.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43372	W/F	1/16-3/8	online	E2GO
43373	W/F	2/13-4/5	online	E2GO
43374	W/F	3/13-5/3	online	E2GO
43375	W/F	4/17-6/7	online	E2GO



**SKB-307 The Craft of Magazine Writing** 2.4 CEUs

Turn your creativity into bylines as a magazine writer. It's fun and can generate extra income without a degree. You'll learn brainstorming techniques to originate ideas for consumer topics, informational pieces, question-and-answer formats, how-to articles and more. While there is a quick review of grammar and language, more importantly, you'll learn how to research topics, interview the experts, and self-edit your own work. That's the polish that turns OK writing into publishable words.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43321	W/F	1/16-3/8	online	E2GO
43322	W/F	2/13-4/5	online	E2GO
43323	W/F	3/13-5/3	online	E2GO
43324	W/F	4/17-6/7	online	E2GO

**SKB-367 Writing Your Life's Story** 2.4 CEUs

Has anyone ever told you that you have an incredible life? Do your family and friends really know your heritage and life-altering events that shaped you? This course walks you step-by-step through the process of writing your life story. You will have the opportunity to tell history your way, through your eyes. You may even find a lucrative market for your story. It's a story only you can tell!

**12 sessions, \$150\* (includes a \$75 lab fee)**

43325	W/F	1/16-3/8	online	E2GO
43326	W/F	2/13-4/5	online	E2GO
43327	W/F	3/13-5/3	online	E2GO
43328	W/F	3/13-5/3	online	E2GO



### SKB-403 Travel Writing 2.4 CEUs

Pack your sense of adventure and organize your determination. You're going on a trip, and you'll learn how to translate what you see, hear, taste, touch, and feel into a publishable piece! Not everyone has the time or resources to travel, but you can show it to them. Topics include popular types and trends in travel writing; refreshers on writing styles, skills and grammar; and you'll learn how to break into the publishers' world. **12 sessions, \$150\* (includes a \$75 lab fee)**

43342	W/F	1/16-3/8	online	E2GO
43343	W/F	2/13-4/5	online	E2GO
43344	W/F	3/13-5/3	online	E2GO
43345	W/F	4/17-6/7	online	E2GO

### SKB-393 Beginner's Guide to Getting Published 2.4 CEUs

Why are some manuscripts instantly rejected without being read? How do format and submit a manuscript to the right decision-maker? Do you know which markets best fit your style? Taught by a successful author, this course will give you instant access to information most writers don't discover for years. After this step-by-step course, no editor will ever surprise you with buzz words like "on spec" or "kill fee." You'll get published — again and again.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43333	W/F	1/16-3/8	online	E2GO
43334	W/F	2/13-4/5	online	E2GO
43335	W/F	3/13-5/3	online	E2GO
43336	W/F	4/17-6/7	online	E2GO

### SKB-382 Internet Writing Markets 2.4 CEUs

The Internet provides unlimited opportunities for writers. Whether fact or fiction, from DIY instructions to sharing experiences, the online market is much broader than traditional publishing. This class explores opportunities from paying publications to setting up a passive income earning stream. We'll go from the familiar, like online magazines, to the lesser known freelance market. By the end of the course, you'll have a publishing plan to launch your writing on the Internet!

**12 sessions, \$150\* (includes a \$75 lab fee)**

43329	W/F	1/16-3/8	online	E2GO
43330	W/F	2/13-4/5	online	E2GO
43331	W/F	3/13-5/3	online	E2GO
43332	W/F	4/17-6/7	online	E2GO

### SKB-465 Writing Young Adult Fiction 2.4 CEUs

Teens have discovered the excitement and passion of stories written just for them. Students will learn to master dialogue that resonates with this age group and how imagery makes your story sparkle. You'll learn about conflict and suspense to grab and hold your readers' attention. Finally get expert advice on publishing and marketing. You'll learn how to find an agent, write a synopsis, enter literary contests and discover why on-demand publishing is right for you.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43354	W/F	1/16-3/8	online	E2GO
43355	W/F	2/13-4/5	online	E2GO
43356	W/F	3/13-5/3	online	E2GO
43357	W/F	4/17-6/7	online	E2GO

### SKB-725 Publish and Sell Your eBooks 2.4 CEUs

You will learn step-by-step how to use free tools to turn your manuscript into a professionally published eBook ready for distribution. Or, if you don't consider yourself a "techie," this course will give you the information needed to select the right publishing services to help you as you convert your manuscript so you are ready to sell it as an eBook.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43380	W/F	1/16-3/8	online	E2GO
43381	W/F	2/13-4/5	online	E2GO
43382	W/F	3/13-5/3	online	E2GO
43383	W/F	4/17-6/7	online	E2GO

### SKB-463 Creativity Training for Writers 2.4 CEUs

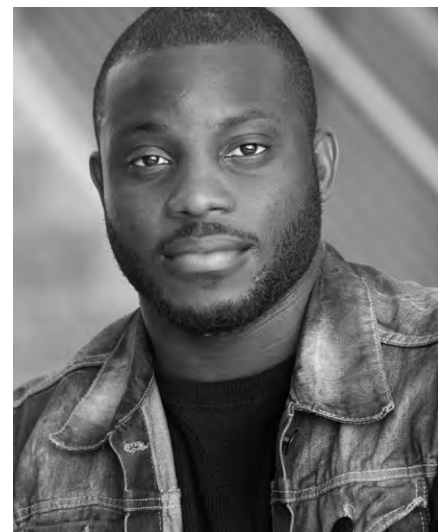
What writer doesn't fear the blank page?

Transform your vision into the written word and become writeriffic! Whether writing a novel or nonfiction, you'll learn lots of tricks from published writers: Finding the right time and place to write, how to overcome obstacles and build confidence, tips on evaluating, sharing and launching your work.

If you've ever dreamed of hearing your writer's voice on the printed page, this class will make it happen!

**12 sessions, \$150\* (includes a \$75 lab fee)**

43350	W/F	1/16-3/8	online	E2GO
43351	W/F	2/13-4/5	online	E2GO
43352	W/F	3/13-4/30	online	E2GO
43353	W/F	4/17-6/7	online	E2GO





**SKB-402 Writing for Children's Fiction** 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, \$150\* (includes a \$75 lab fee)**

43337	W/F	1/16-3/8	online	E2GO
43338	W/F	2/13-4/5	online	E2GO
43339	W/F	3/13-5/3	online	E2GO
43341	W/F	4/17-6/7	online	E2GO

**SKB-409 Advanced Fiction Writing** 2.4 CEUs

Do you have a story idea or manuscript you'd like to prepare for publication? Or are you a published author who wants to polish your writing skills? In this course, you'll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published. **12 sessions, \$150\* (includes a \$75 lab fee)**

43346	W/F	1/16-3/8	online	E2GO
43347	W/F	2/13-4/5	online	E2GO
43348	W/F	3/13-5/3	online	E2GO
43349	W/F	4/17-6/7	online	E2GO

**SKB-468 Romance Writing** 2.4 CEUs

Romance is the #1 selling genre in mass-market fiction, and readers are clamoring for more! Learn what makes the genre romance and why you fell in love with your favorites. You'll explore crafting three-dimensional characters and a plot that grabs interest from the first to the last page. Develop a mastery of your reader finish with that "Ahh" of satisfaction. **12 sessions, \$150 (includes a \$75 lab fee)**

43361	W/F	1/16-3/8	online	E2GO
43362	W/F	2/13-4/5	online	E2GO
43363	W/F	3/13-5/3	online	E2GO
43364	W/F	4/17-6/7	online	E2GO

**DPR-930 Blogging and Podcasting for Beginners** 2.4 CEUs

Do you have something to share on the Internet? Blogs (words) and podcasts (audio, video) are the new mode of creative expression. Through hands-on exercises, you'll plan content 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, \$150\* (includes a \$75 lab fee)**

43313	W/F	1/16-3/8	online	E2GO
43314	W/F	2/13-4/5	online	E2GO
43315	W/F	3/13-5/3	online	E2GO
43316	W/F	4/17-6/7	online	E2GO

**SKB-578 Introduction to Journaling** 2.4 CEUs

Get it off your chest, talk about it! While a diary is a record of events, a journal is a working tool to explore your thoughts, feelings, and values. It can ease the stress of unwanted change and support you as you develop true emotional well-being. You'll learn how to develop and focus your writing and ideas to customize and decorate your journal. It's an exciting way to express yourself and develop your creativity. **12 sessions, \$150\* (includes a \$75 lab fee)**

43376	W/F	1/16-3/8	online	E2GO
43377	W/F	2/13-4/5	online	E2GO
43378	W/F	3/13-5/3	online	E2GO
43379	W/F	4/17-6/7	online	E2GO

**SKB-486 Mystery Writing** 2.4 CEUs

From Dan Brown to Dennis Lehane, mysteries are hot on best-seller lists. Beginning with the structure of a mystery, this course will show you how to propel the action to a climax, use special techniques including crime scene description and red herrings. You'll also get a chance to experiment with viewpoints and see which one works best you. Then, a catharsis in which your readers feel the release of tension for a great finish. **12 sessions, \$150\* (includes a \$75 lab fee)**

43368	W/F	1/16-3/8	online	E2GO
43369	W/F	2/13-4/5	online	E2GO
43370	W/F	3/13-5/3	online	E2GO

# Invest in a student's future.

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

**No donation is too small!**

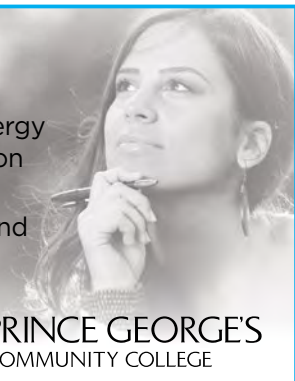
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- CNA Program Fund

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**PRINCE GEORGE'S**  
 COMMUNITY COLLEGE



**FINE & GRAPHIC ARTS****ART-414 Fine Arts 1,  
Basic Composition** 2.4 CEUs

This is where it begins: By developing an awareness of the visual experience and of the limitless possibilities for making things of beauty and delight. This course is designed for beginners with little or no experience. Drawing skills will be developed using simple tools; such as pencil, charcoal and ink. A series of studio problems are designed to sharpen perception and recognize a new kind of space through the interaction of form and light.

**8 sessions, \$296\* (includes a \$75 lab fee)**

43221 M/Th 1/7-2/7 6:30-9:30 p.m. Largo

**ART-415 Fine Arts 2,  
Introduction to Color** 2.4 CEUs

With light and shadow further defining composition, students next develop an intuition for color by using a limited palette to create the full spectrum. A wide array of studio media will be used to encompass personal interests, allowing room for exploration. The project scope will build observational skills to understand the interaction between complementary, split primary, and tertiary colors with a strong emphasis on color mixing and relationship to emphasize expressive, cultural and symbolic impact.

**8 sessions, \$296\* (includes a \$75 lab fee)**

43222 M/Th 2/25-3/29 6:30-9:30 p.m. Largo

**ART-416 Fine Arts 3,  
Media Techniques** 2.4 CEUs

With the conceptual foundation of composition, light, and color; the practice of technique now becomes the focus. Expression is expanded through the experimentation of materials, media practices and process progressions that best convey idea. Through mixed media layering techniques, students can achieve a profoundly intricate level of detail and luminosity. Through class critiques, students will learn how to evaluate their own work as well as that of their peers.

**8 sessions, \$296\* (includes a \$75 lab fee)**

43224 M/Th 4/8-5/2 6:30-9:30 p.m. Largo

**ART-418 Relief Printed T-Shirt**

Experience the community aspect of printmaking by experimenting with relief printmaking to create custom t-shirts. Select from a variety of uniquely carved images to create a one-of-a kind wearable, work of art. This takes your kids' camp project to a much higher level! Bring three white t-shirts to class (often on sale in packages at local craft stores).

**2 sessions, \$69 (includes a \$50 lab fee)**

46153 S 4/20-4/27 10 a.m.-12 p.m. LCC-205

**ART-345 Drawing for  
the Absolute Beginner** 2.4 CEUs

Are you interested in drawing, but don't know how to get started? Is a studio class too intimidating without having proven your talent? This introduction to art and illustration will give you a creative foundation while you learn about the many tools available to artists — paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, and volume. Get in touch with your creative right brain.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43387 W/F 1/16-3/8 online E2G0

43388 W/F 2/13-4/5 online E2G0

43389 W/F 3/13-5/3 online E2G0

43390 W/F 4/17-6/7 online E2G0

**ART-409 Creative  
Rubber Stamping** 1.2 CEUs

Rubber stamping is the process of transferring an image by pressing a form onto another media using inks and paints. Commercial rubber forms, sure; but in this class we're making our own! Shapes and textures on sponges, wood, carved potatoes (the media are unlimited) can transform the ordinary into something special! Cards and stationary to gift wrap and hand-printed fabrics; your imagination is the limit. New techniques using inexpensive materials will be introduced each week.

**4 sessions, \$98 (includes a \$49 lab fee)**

43227 Th 2/7-2/28 6:30-9:30 p.m. Largo

43228 Th 4/4-4/25 6:30-9:30 p.m. Largo

**ART-410 Introduction  
to Portraiture** 2.4 CEUs

Drawing is a fundamental part of the human experience, and what can be more expressive than the human face? Using a variety of traditional media — charcoal, graphite, paint - this class focuses on rendering human expression and figurative proportion to reveal thought, personality, and station. Students will develop both technical and perceptual skills through composition structure, color, light, texture, and media handling. In-class assignments and critiques will include life sources, photographs, and master drawings.

**8 sessions, \$269 (includes a \$25 lab fee)**

43226 S 1/5-3/9 9:30 a.m.-12:30 p.m. Largo  
(10 sessions)

**ART-411 Painting  
Acrylic Fantasies** 1.8 CEUs

It all begins in your mind, and the colors run into and out of your fingers. A mighty dragon raises its head, covered in shiny scales. It's so real you can almost touch it! Bring it to life on your canvas with acrylic paints. It's relatively inexpensive, water-soluble, quick-drying and comes in colors that defy the imagination. Emphasis will be form and composition, color and brushwork, and the detail that characterizes reality. No experience necessary.

**6 sessions, \$296 (includes a \$75 lab fee)**

43230 T 1/8-2/12 6:30-9:30 p.m. Largo

43231 T 4/9-5/14 6:30-9:30 p.m. Largo

**ART-417 Doll Making, Air Dry Sculpture**

Dolls aren't just toys for little girls. As an artistic expression or just to love, in this course you will create a human doll using air-dry clay. A wire armature is constructed for the body, limbs and head; then, hand sculpted details and a wig makes each doll a unique individual. The face and the body can be painted to add realistic detail with or without its costume.

**10 sessions, \$299 (includes a \$50 lab fee)**

42945 M 1/7-2/11 6:30-9:30 p.m. Largo

S 1/12-2/23 9:30 a.m.-12:30 p.m. Largo

42946 M 4/1-4/29 6:30-9 p.m. Largo

S 4/6-5/4 9:30 a.m.-12:30 p.m. Largo

**MUSIC & PERFORMANCE ARTS**

**MUS-353 Voice Acting, One-On-One Studio Session**

There's a niche for you in this industry. Start by exploring your personal objectives and identifying the career opportunities that best meet your needs. With a goal established, spend a second 60-minute session of directed script reading and coaching tailored specifically to you! Explore the different types of voiceover scripts that peak your interests and best suits your vocal strengths. Afterwards, you'll receive a professional voice evaluation. This special offer lets you both kick the tires and take the test drive!

**1 session, \$79 (includes a \$47 lab fee)**

43272 M/T/W/Th/F/S 1/2-4/30 online SKYP

**MUS-354 Entertainment Management**

As an entertainer, you may be on the stage, but you're not alone! Entertainment is a challenging business, but you can overcome the obstacles with passion, knowledge and an entertainment manager. This course shows you the ropes by covering the artist/manager relationship as talent coach, business manager and promoter. From building a fan base to maximizing the resources for venues, press and social media this is the partner you need to get into the spotlight. **2 sessions, \$132**

43255 T/Th 2/19-2/28 6:30-9:30 p.m. Largo

**COM-347 Voice-Overs: Now is Your Time**

Use YOUR voice for commercials, videos and more! Given today's exploding technology, you'll learn a unique way a lucrative career - Voice Acting! Running a business on your own time and with practically no overhead 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 ADDY Awards and nominations. Instructor: Dan Levine, Such a Voice.

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

43272 S 3/16-3/16 10 a.m.-12 p.m. LCC-205



**MUS-352 Breaking Into The Music Business** 0.6 CEU

With today's rocket growth of streaming and online music sharing, this is not your father's music business anymore! As the creative aspects of music change, grow and encompass new sound, video, and distribution technologies; you must know your rights and protect your entitlements as an artist. This course covers the seven essential aspects of music administration: creative structure, copyright laws, publishing industry sources, performance rights, songwriter agreements, and contract standards. Successful student testimonial online! **2 sessions, \$69**

43254 W 2/6-2/13 6:30-9:30 p.m. Largo

**MUS-339 Music Made Easy** 2.4 CEUs

If you enjoy music and would like to know more about what makes it work, this course starts with the fundamentals and builds from there. You'll learn how rhythm, melody, and harmony work together and understand the many significant contributions early music theorists made to our understanding of music today. By the time you complete this course, you'll be able to read, write, and even play simple musical pieces on a keyboard.

**12 sessions, \$150 (includes a \$75 lab fee)**

43391 W/F 1/16-3/8 online E2G0

43392 W/F 2/13-4/5 online E2G0

43393 W/F 3/13-5/3 online E2G0

43394 W/F 4/17-6/7 online E2G0

**AUTOMOTIVE**

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 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-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)**

42864 T 2/5-4/30 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)**

42862 M/W 2/11-3/4 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)**

42865 M/W 3/11-4/1 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)**

42867 M/W 4/8-4/22 6-9:30 p.m. WTC

**OCC-406 Auto Technician:  
Heating and Air Conditioning** 3.2 CEUs

Learn concepts and develop basic skills necessary to diagnose and repair automotive heating and air conditioning problems. Topics include heating and air conditioning principles, test equipment and how to interpret and analyze information. Major emphasis will be on diagnostic procedures. Course based on Auto Service Excellence (ASE) content area testing information. **Note:** located at *Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772.*

**8 sessions, \$390\* (includes a \$310 lab fee)**

43139 M/W 4/1-4/24 6-9:30 p.m. WTC

**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)**

42863 T/Th 4/30-5/30 6-9:30 p.m. WTC

**AUTO BODY REPAIR****OCC-408 I-Car Auto  
Collision - Non-Structural** 9.7 CEUs

This course utilizes the industry-wide accepted I-CAR Curriculum covering all of the areas of the Non-Structural Platinum Level 1 series of training. Topics covered are personal safety, collision theory, exterior part replacement, cosmetic straightening of steel, plastic repair, automotive foams, accessing OEM Repair Procedures, identifying areas of damage, disassembly and reassembly of basic vehicle parts, restoring factory corrosion protection, and an overview of the collision repair process.

**20 sessions, \$1275\* (includes a \$100 lab fee)**

45181 W 3/27-6/19 5-9 p.m. WTC

S 3/30-6/15 8:30 a.m.-4 p.m. WTC

**SMALL ENGINE****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)**

42866 M/W 4/29-5/20 6-9:30 p.m. WTC





**BRAIDING/MAKEUP**

301-546-0121 or barinodm1@pgcc.edu

**BRAIDING**

**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.

**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)**

43057 M 2/4-3/11 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: OCU432. **5 sessions, \$240\* (includes a \$80 lab fee)**

43058 M 4/1-4/29 6-9:30 p.m. WTC

**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)**

43059 S 1/26 10 a.m.-noon Largo



**MAKEUP ARTISTRY**

**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 Makeup 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.



### 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](http://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)**

43053 T 1/29-2/25 6-9 p.m. WTC

43054 T 3/5-4/2 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)**

43055 T 4/16-5/7 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)**

43056 Th 4/20-4/27 6-7 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-585 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-435 Basic Federal Tax Information for Small Businesses OR
- BUS-411 Financial Aspects of Your Business OR
- BUS-427 Accounting and Recordkeeping for Small Business

#### LEGAL (select one):

- BUS-414 Legal Issues for Business Owners (Insurance) OR
- BUS-511 Business Formation Basics

#### MARKETING (select either option):

- BUS-440 Marketing Strategies for Today and Tomorrow OR
- BUS-575 Social Media Strategy AND
- Any other Marketing course listed in the schedule

#### Program requirements

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

#### For more information

Please see our contact information above.

### BUSINESS SKILLS

301-546-8340 or [parknx@pgcc.edu](mailto:parknx@pgcc.edu)

### GENERAL BUSINESS

#### 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, \$150\* (includes a \$75 lab fee)**

43562 W/F 1/16-3/8 [online](#) E2G0

43564 W/F 2/13-4/5 [online](#) E2G0

43565 W/F 3/13-5/3 [online](#) E2G0

43566 W/F 4/17-6/7 [online](#) E2G0

#### 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, \$150\* (includes a \$75 lab fee)**

43550 W/F 1/16-3/8 [online](#) E2G0

43554 W/F 2/13-4/5 [online](#) E2G0

43556 W/F 3/13-5/3 [online](#) E2G0

43560 W/F 4/17-6/7 [online](#) E2G0



**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, \$150\* (includes a \$75 lab fee)**

43540	W/F	1/16-3/8	online	E2GO
43543	W/F	2/13-4/5	online	E2GO
43545	W/F	3/13-5/3	online	E2GO
43548	W/F	4/17-6/7	online	E2GO

**MANAGEMENT AND SUPERVISORY SKILLS**

301-546-8340 or [parknx@pgcc.edu](mailto:parknx@pgcc.edu)

**PGCC CERTIFICATE MANAGEMENT AND SUPERVISION**

**Program information**

This 60 course-hour program focuses on building leadership skills for a broad range of duties in virtually every economic sector. Taught by practicing professionals and training consultants who understand public-private sector business practices in the Washington metro area, these courses either alone or as a program will help build the skills you need as a new manager/supervisor, or to bolster your career at any level.

**Coursework**

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

- MGT-463 Developing Supervisory Skills
- MGT-464 Leadership Dynamics
- MGT-465 Managing Human Resources
- MGT-434 Business Writing Intensive
- COM-320 At Ease with Public Speaking OR
- MGT-412 Planning and Conducting Effective Meetings OR
- MGT-602 Grammar and Proofreading

**Program requirements**

To register for this program, participants must:

- List any requirements or qualifications here, or write 'None'

**For more information**

Please see our contact information above.

**PGCC CERTIFICATE ADVANCED MANAGEMENT AND SUPERVISION**

**Program information**

This 60 course-hour certificate is designed for experienced managers who have five or more years of work experience and would like to enhance their leadership skills, learn new techniques to effectively address staff needs and problems in today's workplace environment and update their knowledge on new and changing employment laws, policies and practices. Students will have the opportunity to review case studies of current issues in the management profession.

**Coursework**

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

- MGT-345 Advanced Supervisory Skills
- MGT-347 Advanced Managerial Leadership
- MGT-348 Advanced Human Resources
- 24 hours of additional elective coursework, which may include the following courses or other management courses taken within the past year:
  - MGT-591 Managerial Writing
  - MGT-346 Celebrating Diversity in the Workplace
  - LAW-520 Workplace Mediation and Conflict Resolution

**Program requirements**

To register for this program, participants must:

- List any requirements or qualifications here, or write 'None'

**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\***

43634	W	2/6-2/27	6:30-9:30 p.m.	Largo
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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. Course activities facilitate the students' practical and ethical application of the strategies needed to lead teams to success. An evidence-based capstone project is required. Suggested textbook: *The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations* by James M. Kouzes and Barry Z. Posner. (5th or 6th Edition). **4 sessions, \$180\***

43635 W 3/6-4/3 6:30-9:30 p.m. Largo

**MGT-465 Managing Human Resources**

1.2 CEUs

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

43636 W 4/10-5/1 6:30-9:30 p.m. Largo

**MGT-585 Introduction to Business**

4.5 CEUs

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

43637 T 1/22-5/7 6-9 p.m. Largo

**HUMAN RESOURCES**

301-546-0032 or konange@pgcc.edu

**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](http://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 email [certification@shrm.org](mailto: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.shrm.org/certification](http://www.shrm.org/certification).



**MGT-307 HR Management Certification Preparation for SHRM-CP and SHRM-SCP** 4.0 CEUs

This course prepares HR practitioners to take the SHRM-CP and SHRM-SCP Certification exams. SHRM's Competency Model, this course includes real-world case 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, \$1230\* (includes a \$530 lab fee)**

42805	Th	2/7-5/2	6-9:30 p.m.	Largo
42806	S	2/16-5/11	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, \$580\* (includes a \$260 lab fee)**

42807	M	4/1-5/6	6-9 p.m.	Largo
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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)**

42750	T	2/5-2/26	6-9 p.m.	Largo
42934	Th	2/14-3/7	6:30-9:30 p.m.	LARL-205
42751	T	3/12-4/9	6-9 p.m.	Largo

**MGT-731 Human Resource Law** 1.2 CEUs

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

**4 sessions, \$280\* (includes a \$45 lab fee)**

42935	T	2/19-3/12	6:30-9:30 p.m.	LARL-205
42752	M	2/25-3/25	6-9 p.m.	Largo

**MGT-668 Introduction to Employee Benefits** 1.2 CEUs

This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered, as well as non-statutory benefits, preferred compensation plans, qualified and non-qualified deferred compensation plans, and 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)**

42936	W	2/20-3/13	6:30-9:30 p.m.	LARL-205
42753	W	4/17-5/8	6-9 p.m.	Largo

**MGT-667 Introduction to Compensation** 1.2 CEUs

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

**4 sessions, \$280\* (includes a \$45 lab fee)**

42754	W	3/6-4/3	6-9 p.m.	Largo
42937	W	4/17-4/30	6:30-9:30 p.m.	LARL-205

**MGT-648 Successful Recruitment, Selection and Placement** 0.9 CEU

This course is a comprehensive overview of the recruitment function. Participants will study the fundamental principles of workforce development, develop a recruitment strategy review recruitment methods and identify alternative staffing options, develop and implement selection procedures, (including applicant tracking, interviewing and testing), develop employment offers and conduct negotiations, and evaluate retention strategies and practices.

**3 sessions, \$265\* (includes a \$45 lab fee)**

42755	Th	2/21-3/7	6-9 p.m.	Largo
42938	Th	4/2-4/16	6:30-9:30 p.m.	LARL-205



### **MGT-727 HR's Role in Organizational Development and Change Management** 0.9 CEU

This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change.

**3 sessions, \$265\* (includes a \$45 lab fee)**

42756 Th 4/4-4/18 6-9 p.m. Largo

42939 Th 4/25-5/9 6:30-9:30 p.m. LARL-205

### **MGT-647 Managing Employee Performance** 1.2 CEUs

This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management.

**4 sessions, \$280\* (includes a \$55 lab fee)**

42757 T 4/2-4/23 6-9 p.m. Largo

42940 T 4/23-5/14 6:30-9:30 p.m. LARL-205

### **MGT-338 Managing Conflict: A Professional Approach** 0.6 CEU

In this six-hour course, participants will start to appreciate the differences in opinions that your coworkers have without arguing about them. Discover how to have a healthy conflict without destroying your character, projecting the wrong image of the company, and losing your job. This training session is designed to teach you how to manage conflict effectively. Topics to be covered include how to turn the negatives into positives, how to identify your hot buttons and how to react professionally when conflict arises.

**1 session, \$260\* (includes a \$45 lab fee)**

42758 S 4/27-4/27 9 a.m.-4 p.m. Largo

### **MGT-564 Ethics in Human Resources** 0.6 CEU

This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers.

**1 session, \$260\* (includes a \$45 lab fee)**

42759 S 4/20-4/20 9 a.m.-4 p.m. Largo

### **MGT-735 Managing Generational Diversity in the 21st Century Workplace** 0.6 CEU

This course will cover ways for managers to understand roles and challenges associated with the unique values and characteristics of four generations of employees working side by side. Examine each generation based on its management needs and ability to attain organizational goals and objectives. Topics include strategies for talent maximization, the impact of generational differences on today's work environment, and communication essentials. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models.

**1 session, \$260\* (includes a \$45 lab fee)**

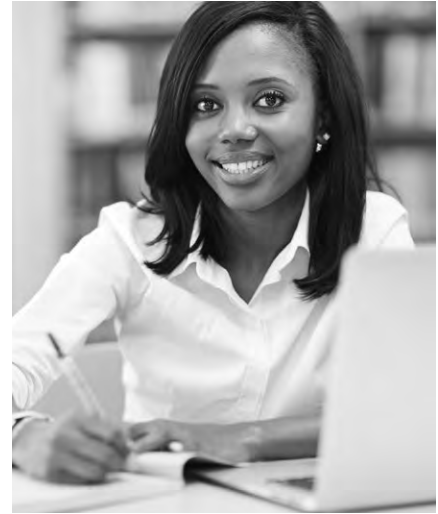
42760 S 4/13-4/13 9 a.m.-4 p.m. Largo

### **MGT-734 HR's Role in Creating a Positive Work Environment** 0.6 CEU

This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner.

**1 session, \$260\* (includes a \$45 lab fee)**

42761 S 4/6-4/6 9 a.m.-4 p.m. Largo



### **MGT-720 Creative Thinking and Innovation Techniques** 0.6 CEU

This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations, techniques to build and lead an innovation team, developing critical thinking, innovation and assertive communication methods and tools that can be applied to individual tasks and the entire organization, and methods to optimize every situation and bring out the best in others.

**1 session, \$260\* (includes a \$45 lab fee)**

42762 S 3/2-3/2 9 a.m.-4 p.m. Largo

### **MGT-423 Leadership** 2.4 CEUs

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43526 W/F 1/16-3/8 online E2G0

43528 W/F 2/13-4/5 online E2G0

43529 W/F 3/13-5/3 online E2G0

43530 W/F 4/17-6/7 online E2G0



**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, \$150\* (includes a \$75 lab fee)**

43531	W/F	1/16-3/8	online	E2GO
43532	W/F	2/13-4/5	online	E2GO
43537	W/F	3/13-5/3	online	E2GO
43538	W/F	4/17-6/7	online	E2GO

**MGT-635 PayTrain Level 1** 3.0 CEUs

The PayTrain Level 1 course teaches fundamental payroll calculations, completion of forms, and applications providing students with the essential knowledge, skills and abilities required to maintain payroll for your organization's compliance while preventing costly penalties. This course is ideal for new payroll professionals, who support the payroll industry, and are preparing for the FPC exam. PayTrain Level 1 is a prerequisite for the PayTrain Level 2 course.

**5 sessions, \$845\* (includes a \$400 lab fee)**

42457	S	1/19-2/16	9 a.m.-4 p.m.	Largo
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**MGT-694 PayTrain Level 2** 3.6 CEUs

The PayTrain Level 2 is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors responsible for their organization's compliance. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP exam preparation. Note that the PayTrain Level 1 course is a prerequisite. For success on the CPP exam, this course should be taken after completing PayTrain Level 1.

**6 sessions, \$910\* (includes a \$400 lab fee)**

42804	S	2/23-4/6	9 a.m.-4 p.m.	Largo
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**SMALL BUSINESS**

301-546-8233  
or sgorham56584@pgcc.edu

**PAYROLL**

301-546-0032 or konange@pgcc.edu

**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.

**BUS-432 Virtual**

**Assistant Business** 0.6 CEU

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\***

46187	S	2/16-2/16	9 a.m.-4 p.m.	Largo
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46188	S	4/27-4/27	9 a.m.-4 p.m.	Largo
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**BUSINESS SUCCESS BOSS**

301-546-8233 or sgorham56584@pgcc.edu

**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 Recordkeeping for Small Business
- BUS-414 Legal Issues that Face Business Owners: Your Business and the Law
- BUS-435 Basic Federal Tax Information for Small Business
- BUS-418 Business Plan: Developing the Blueprint for Success
- BUS-411 Financial Aspects of Your Business
- BUS-440 Marketing Strategies for Today and Tomorrow
- BUS-328 Is Entrepreneurship Really for You?
- BUS-592 Lets do This! Moving from Business Idea to Execution

**For more information**

Please see our contact information above.

**BUS-592 Let's Do This! Moving From Business Idea to Execution**

Jumpstart your business with an action-oriented workshop on strategic planning. Complete exercises that help you go through the steps required to go from an idea to execution from an entrepreneur who has been there and done it. Learn to make smart goals and action steps to accomplish those goals as well as discovering your internal assets, service refinement, understanding and implementing best practices and engaging in SWOT analysis. Instructor: Andrena Sawyer. **1 session, \$40**

46190	M	1/14-1/14	6:30-9:30 p.m.	Largo
46191	M	2/4-2/4	6:30-9:30 p.m.	Largo
46192	M	3/4-3/4	6:30-9:30 p.m.	Largo
46193	M	4/1-4/1	6:30-9:30 p.m.	Largo

**BUS-427 Accounting and Recordkeeping for Small Business**

0.6 CEU

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

46163	S	1/26-1/26	9 a.m.-4 p.m.	Largo
46164	S	3/30-3/30	9 a.m.-4 p.m.	Largo

**BUS-435 Basic Federal Tax Information for Small Businesses**

0.6 CEU

This course provides guidelines for new or prospective business owners on their rights and obligations under our nation's tax system. Topics 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: Thomas Scurlock.

**1 session, \$70\***

46165	S	2/23-2/23	9 a.m.-4 p.m.	Largo
46166	S	4/27-4/27	9 a.m.-4 p.m.	Largo

**BUS-440 Marketing Strategies for Today and Tomorrow**

0.6 CEU

Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood.

**1 session, \$70\***

46157	S	1/26-1/26	9 a.m.-4 p.m.	Largo
46158	S	2/23-2/23	9 a.m.-4 p.m.	Largo
46159	S	3/16-3/16	9 a.m.-4 p.m.	Largo
46160	S	4/27-4/27	9 a.m.-4 p.m.	Largo

**BRANDING AND MARKETING**

301-546-8233  
or sgorham56584@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 Market Place
- 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**

Please see our contact information above.

**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**

46161	Th	2/21-2/21	6:30-9:30 p.m.	Largo
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46162	Th	4/11-4/11	6:30-9:30 p.m.	Largo
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**PROJECT MANAGEMENT SERIES**

301-546-0029 or franciaw@pgcc.edu

**NATIONAL CERTIFICATION**

**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](http://www.pgcc.edu/go/pmp) for course schedule and new course announcements.

**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, \$150\* (includes a \$75 lab fee)**

43475	W/F	1/16-3/8	online	E2G0
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43476	W/F	2/13-4/5	online	E2G0
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43477	W/F	3/13-5/3	online	E2G0
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43478	W/F	4/17-6/7	online	E2G0
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**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)**

43499	W/F	1/16-3/8	online	E2G0
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43502	W/F	2/13-4/5	online	E2G0
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43503	W/F	3/13-5/3	online	E2G0
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43505	W/F	4/17-6/7	online	E2G0
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### 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)**

43507	W/F	1/16-3/8	online	E2GO
43508	W/F	2/13-4/5	online	E2GO
43509	W/F	3/13-5/3	online	E2GO
43510	W/F	4/17-6/7	online	E2GO

### MGT-711 Project Management Applications 2.4 CEUs

Learn the following critical topics from an experienced project management professional: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, project software, statistics, change management, project planning, and data analysis tools. This course will help prepare you for the Project Management Professional (PMP) exam offered by the Project Management Institute (PMI).

**12 sessions, \$150 (includes a \$75 lab fee)**

43484	W/F	1/16-3/8	online	E2GO
43485	W/F	2/13-4/5	online	E2GO
43487	W/F	3/13-5/3	online	E2GO
43488	W/F	4/17-6/7	online	E2GO



### PROPERTY MANAGEMENT 301-546-8340 or parknx@pgcc.edu

#### RES-318 Maintenance and Residential Property Management

This course is designed to prepare students to develop and implement maintenance systems for residential properties. Course topics include: the property manager's role in maintenance; conducting inspections; developing and scheduling maintenance programs, budgeting for maintenance, staffing and contracting, energy management, customer service; government codes and regulations, and safety and security. This course is known as BPM-1020 when taken as a credit course. Prerequisite: Introduction to Residential Property Management. Text required.

**30 sessions, \$525\* (includes a \$200 lab fee)**

43632	T/Th	1/22-5/9	6-7:30 p.m.	Largo
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### PARALEGAL 301-546-8340 or parknx@pgcc.edu

#### LAW-350 Paralegal, Part 1 2.4 CEUs

Prepare for a career as a paralegal by learning legal terminology, processes, ethics, and the basics of tort and contract law.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43558	W/F	1/16-3/8	online	E2GO
43559	W/F	2/20-4/3	online	E2GO
43561	W/F	3/27-5/2	online	E2GO
43563	W/F	4/24-6/30	online	E2GO

#### LAW-630 Workers' Compensation 2.4 CEUs

A workers' compensation case is one of the most common types of lawsuits in the United States. Paralegals are far more likely to be involved with workers' compensation than criminal cases, business disputes, or intellectual property cases. This course will introduce you to workers' compensation law and provide you with a skill set that will help you gain employment in this fast-growing legal field.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43520	W/F	1/16-3/8	online	E2GO
43521	W/F	2/13-4/5	online	E2GO
43522	W/F	3/13-5/3	online	E2GO
43525	W/F	4/17-6/7	online	E2GO

### CASINO TRAINING warewd@pgcc.edu

#### CASINO TRAINING

#### MGM-310 Blackjack 7.2 CEUs

One in a series of courses designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of dealing Blackjack. **24 sessions, \$380\***

44046	M/T/W/Th	1/7-2/14	7-10 p.m.	PGDS
44045	M/T/W/Th	1/7-2/14	12:30-3:30 p.m.	PGDS

#### MGM-317 Craps I 4.8 CEUs

This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamental of Craps I. **16 sessions, \$360\***

44070	M/T/W/Th	2/18-3/14	7-10 p.m.	PGDS
44069	M/T/W/Th	2/18-3/14	12:30-3:30 p.m.	PGDS

#### MGM-318 Craps II 4.8 CEUs

This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamental of Craps II. **16 sessions, \$360\***

44080	M/T/W/Th/F	3/25-4/18	12-3:30 p.m.	PGDS
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#### MGM-313 Mini Baccarat Dealer 4.8 CEUs

This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamental of Mini Baccarat **16 sessions, \$280\***

44079	M/T/W/Th	3/25-4/18	7-10 p.m.	PGDS
44077	M/T/W/Th	3/25-4/18	12:30-4:30 p.m.	PGDS

#### MGM-316 Poker 8.6 CEUs

This continuing education course is for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of poker dealing. **18 sessions, \$450\***

44083	M/T/Th	2/4-3/14	6-10 p.m.	PGDS
44084	M/T/Th	4/1-5/9	6-10 p.m.	PGDS



**MGM-314 Roulette I** 4.8 CEUs

This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Roulette I. **16 sessions, \$265\***

44066 M/T/W/Th 2/18-3/14 7-10 p.m. PGDS

44065 M/T/W/Th 2/18-3/14 12:30-3:30 p.m. PGDS

**MGM-315 Roulette 2** 4.8 CEUs

This continuation of roulette, part 1 is designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on roulette training. Prerequisites: MGM-310 Blackjack and MGM-314 Roulette I. **16 sessions, \$265\***

44068 M/T/W/Th 3/25-4/18 7-10 p.m. PGDS  
(15 sessions)

44067 M/T/W/Th 3/25-4/18 12-3:30 p.m. PGDS  
(15 sessions)



**CHILDREN WITH SPECIAL NEEDS**

301-546-0519 or [www.pgcc.edu/go/cdc](http://www.pgcc.edu/go/cdc)

**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.

**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](http://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.





### **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**

46112 S 2/2-2/9 8:30 a.m.-12:30 p.m. UMD

46111 S 2/2-2/9 8:30 a.m.-12:30 p.m. NOVK-100

### **OCC-327 Children's Developmental Clinic: Clinician Training** 4.0 CEUs

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

46114 S 2/16-4/27 8:30 a.m.-12:30 p.m. UMD

46113 S 2/16-4/20 8:30 a.m.-12:30 p.m. NOVK-100

## **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—and 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 in formation**

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\***

42859 W/F 2/20-2/22 6-9:30 p.m. LARL-205

46170 W/F 4/24-4/26 6-9:30 p.m. LARL-205



**COMMUNICATION/WRITING**

301-546-8340 or parknx@pgcc.edu

**OFC-384 Grammar Refresher 2** 2.4 CEUs

In this course, review the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics. Explore sentence structure, nouns and pronouns, and adjective and adverb use. See how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful. As you put your skills to work you explore different kinds of business writing, paragraph writing, and even formal essay writing.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43626	W/F	1/16-4/3	online	E2GO
43627	W/F	2/13-4/5	online	E2GO
43628	W/F	3/13-5/3	online	E2GO
43629	W/F	4/17-6/7	online	E2GO

**MGT-602 Grammar and Proofreading** 1.8 CEUs

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

**6 sessions, \$255\***

43633	Th	1/31-3/7	6:30-9:30 p.m.	Largo
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**COM-350 At Ease With Public Speaking : Part 2** 1.2 CEUs

This course is a continuation of At Ease with Public Speaking 1 and provides six weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews or boardroom presentations.

**5 sessions, \$145\***

43888	S	2/2-3/2	9-11 a.m.	Largo
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**MGT-434 Business Writing Intensive** 1.8 CEUs

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

**6 sessions, \$255\***

43641	Th	3/14-4/25	6:30-9:30 p.m.	Largo
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**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, \$150\* (includes a \$75 lab fee)**

43644	W/F	1/16-3/8	online	E2GO
43645	W/F	2/13-4/5	online	E2GO
43646	W/F	3/13-5/3	online	E2GO
43647	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43568	W/F	1/16-4/3	online	E2GO
43572	W/F	2/13-4/5	online	E2GO
43573	W/F	3/13-5/3	online	E2GO
43575	W/F	4/17-6/3	online	E2GO

**OFC-321 Effective Business Writing** 2.4 CEUs

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

**12 sessions, \$150\* (includes a \$75 lab fee)**

43576	W/F	1/16-4/3	online	E2GO
43577	W/F	2/13-4/5	online	E2GO
43578	W/F	3/13-5/3	online	E2GO
43580	W/F	4/17-6/7	online	E2GO

**OFC-358 Fundamentals of Technical Writing** 2.4 CEUs

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

**12 sessions, \$150\* (includes a \$75 lab fee)**

43588	W/F	1/16-4/3	online	E2GO
43619	W/F	2/13-4/5	online	E2GO
43620	W/F	3/13-5/3	online	E2GO
43621	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43622	W/F	1/16-4/3	online	E2GO
43623	W/F	2/13-4/5	online	E2GO
43624	W/F	3/13-5/3	online	E2GO
43625	W/F	4/17-6/7	online	E2GO

## COMPUTERS & INFORMATION TECHNOLOGY

301-546-0873 or [mccreabc@pgcc.edu](mailto:mccreabc@pgcc.edu)

### COMPUTER/BASIC

#### 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](http://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)**

42764 T/Th 1/22-1/31 6:30-9:30 p.m. LARL, 205

43092 M/W 2/4-2/13 6:30-9:30 p.m. CONT-113

43097 M/W 4/1-4/10 6:30-9:30 p.m. CONT-113

#### 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)**

43084 F 4/5-4/26 6-9 p.m. CAT-135

## MICROSOFT OFFICE

301-546-0873 or [mccreabc@pgcc.edu](mailto:mccreabc@pgcc.edu)

#### INDUSTRY CERTIFICATION MICROSOFT OFFICE APPLICATIONS

##### Program information

Advance your career by passing the Microsoft Office Specialist (MOS) exams. The MOS credential is recognized globally for individuals who are seeking to validate their knowledge and skills related to Microsoft Office applications. Certification exams can be taken on campus; the college is a private Certiport testing center, open to PGCC students, faculty and staff.

##### Coursework

Certiport offers multiple certifications. The courses listed below will help you prepare for the certification exams you are interested in. Your entry level of knowledge will determine the number of classes needed to be successful on the exam(s) you choose. We offer classes in Microsoft Office Suite versions 2013 and 2016.

##### Program requirements

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

##### For more information

Please see our contact information above. To learn more about MOS certification, go to [www.certiport.com](http://www.certiport.com).

#### DPR-890 Advanced Microsoft Project 2016 1.8 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 \$90 lab fee)**

43823 T/Th 3/5-3/28 6:30-9:30 p.m. Largo

**DPR-911 MOS and ICS Certification Testing**

This is the actual exam to take the Microsoft Office Specialist Exam (MOS) for word, excel or access or the Internet and Computing Core (IC3) exam. Students must purchase the voucher at certipoint.com before they come for the exam. Each registration is for one specialty exam. On the day of the exam, students must bring their voucher and a photo of identification. **1 session**

46014	Th	1/24-1/24	10-11 a.m.	CAT-139
46017	F	1/25-1/25	10-11 a.m.	CAT-139
46018	Th	2/21-2/21	10-11 a.m.	CAT-139
46019	F	2/22-2/22	10-11 a.m.	CAT-139
46020	Th	4/18-4/18	10-11 a.m.	CAT-139
46021	F	4/19-4/19	10-11 a.m.	CAT-139

**DPR-856 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)**

43141	F	2/8-3/1	6:30-9:30 p.m.	CAT-135
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**DPR-850 Introduction MS Office 2016** 3.6 CEUs

This course is designed to provide students with the fundamentals of the new interface and functionality of Microsoft Office 2016. Topics include using the navigation tools in Word, PowerPoint, and Excel; creating and sharing documents; creating presentations; and preparing charts. **6 sessions, \$500\* (includes a \$150 lab fee)**

46028	S	1/26-3/2	9 a.m.-4 p.m.	CONT-113
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**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)**

42921	T/Th	1/29-2/14	6:30-9:30 p.m.	CAT-105
42777	T/Th	2/12-2/28	6:30-9:30 p.m.	LARL-205
46026	S	3/30-4/13 (3 sessions)	9 a.m.-3:30 p.m.	UTC

**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)**

42920	T/Th	2/26-3/14	6:30-9 p.m.	CAT-105
42776	T/Th	3/26-4/11	6:30-9:30 p.m.	LARL-205
46023	S	4/27-5/11 (3 sessions)	9 a.m.-3:30 p.m.	UTC

**DPR-851 Intermediate Excel 2016, Level 2** 1.8 CEUs

This is the second in the series of courses designed to provide instruction on using 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)**

42923	T/Th	4/23-5/9	6:30-9:30 p.m.	CAT-105
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**DPR-852 Introduction to MS Access 2016** 1.8 CEUs

This course introduces the Microsoft Access 2016 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data. **6 sessions, \$270\* (includes a \$95 lab fee)**

42922	T/Th	3/26-4/11	6:30-9:30 p.m.	CAT-105
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**DPR-831 Introduction to Microsoft PowerPoint 2016** 0.6 CEU

This course is designed for students who use Microsoft Word or other Microsoft Office components in their daily jobs, but need to learn to use the basic features of PowerPoint 2016 in order to qualify for career advancement. Topics include presentations, formatting slides, using drawing objects, working with graphics, using tables and charts. **2 sessions, \$110\* (includes a \$50 lab fee)**

42918	S	2/9-2/16	9:30 a.m.-12:30 p.m.	CAT-105
46027	M	3/25-4/1	6:30-9:30 p.m.	UTC
42775	T/Th	4/23-4/25	6:30-9:30 p.m.	LARL-205

**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)**

42919	S	3/9-3/16	9:30 a.m.-12:30 p.m.	CAT-105
46022	M	4/22-4/29	6:30-9:30 p.m.	UTC

**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)**

43481	T/Th	2/12-2/28	6:30-9:30 p.m.	Largo
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**ENTRY-LEVEL ADMINISTRATIVE**

301-546-0873 or mcreabc@pgcc.edu

**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 classes. 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**

Please see our contact information above.

**DPR-778 Applied Office Skills 0.9 CEU**

Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by making daily routine plans, phone etiquette, filing systems, handling information requests, and performing clerical functions such as , receiving visitors, arranging conference calls, and scheduling meetings. **3 sessions, \$150\* (includes a \$30 lab fee)**

43094	M/W	3/4-3/11	6:30-9:30 p.m.	CONT-113
43098	M/W	4/29-5/6	6:30-9:30 p.m.	CONT-113
42765	T/Th	4/30-5/9 (4 sessions)	6:30-9:30 p.m.	LARL-205

**HELP DESK**

301-546-0873 or mcreabc@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 Windows
- DPR-809 Troubleshooting MS-Word
- DPR-810 Troubleshooting MS-Access
- DPR-811 Troubleshooting Excel: Help Desk

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 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**

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)**

43138 T/Th 1/29-1/31 6:30-9:30 p.m. CAT-135

42773 M/W 2/25-2/27 6:30-9:30 p.m. LARL-205

**DPR-536 Help Desk Technology: Part 2** 0.6 CEU

This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). **2 sessions, \$110\* (includes a \$50 lab fee)**

43134 T/Th 2/12-2/14 6:30-9:30 p.m. CAT-135

42771 M/W 3/11-3/13 6:30-9:30 p.m. LARL-205

**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)**

43125 T/Th 2/19-2/26 6:30-9:30 p.m. CAT-135

42767 M/W 3/25-4/1 6:30-9:30 p.m. LARL-205

**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)**

43137 T/Th 3/5-3/12 6:30-9:30 p.m. CAT-135

42772 M/W 4/8-4/15 6:30-9:30 p.m. LARL-205



**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)**

43131 T/Th 3/26-4/2 6:30-9:30 p.m. CAT-135

42769 M/W 4/29-5/6 6:30-9:30 p.m. LARL-205

**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)**

43128 T/Th 4/9-4/16 6:30-9:30 p.m. CAT-135

42768 M/W 4/17-4/24 6:30-9:30 p.m. LARL-205

**DATABASE DESIGN**  
301-546-0873 or mcreabc@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](http://www.pgccbookstore.com)).

**For more information**

Please see our contact information above.

**DPR-880 Oracle Database SQL 2.4 CEUs**

In this course you will learn the fundamentals of SQL using Oracle Database Technology. The course provides knowledge and skills in manipulating, restricting, and sorting data; using single, group and conversion functions; using set operators; using subqueries; controlling user access; managing schema objects; and many more. This course will prepare you for the Oracle Database SQL 1Z0-071 exam to earn Oracle Database SQL Certified Associate certification, which is a first step to other Oracle certifications.

**8 sessions, \$336\* (includes a \$100 lab fee)**

42774 M 1/28-4/1 6:30-9:30 p.m. LARL-205

**DPR-881 Oracle Database  
11g: Administration I** 1.8 CEUs

This course provides knowledge and skills on how to set up database environments and secure oracle instances in any network environment, understanding database backup and recovery, Oracle Database Architecture, as well as configuration of security instances. This course will prepare you for the Oracle Database 11g: Administration I 1Z0-052 exam. This is the final class needed to become an Oracle Certified Associate (OCA).  
**6 sessions, \$270\* (includes a \$95 lab fee)**

42766 M 4/8-5/13 6:30-9:30 p.m. LARL-205



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

**PGCC CERTIFICATE AND  
MANAGEMENT**

**Program information**

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

**Coursework**

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

- DPR-767 Web Design: Part 1
- DPR-768 Web Design: Part 2
- DPR-769 Web Design: Part 3
- 3 additional "DPR" and/or "VID" courses as listed in the schedule of classes (please note that not all courses are offered every term)

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**

To register for these courses, students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have at least an intermediate knowledge of the Internet. Students should bring a USB compatible flash drive to all class sessions. Required textbooks are available at the college bookstore ([www.pgccbookstore.com](http://www.pgccbookstore.com)).

**For more information**

Please see our contact information above.

**DPR-892 Responsive  
Web Design I** 1.5 CEUs

This first course in the series covers the latest in HTML, CSS and JavaScript techniques. Take your skills to the next level by learning to style and design beautiful mobile-responsive websites with the Bootstrap framework. Implement easy drag-and-drop techniques to create websites that scale to fit any mobile device screen for greater engagement with your target audience. Learn the basics of web layout without coding. Please bring a USB drive to the first class.

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

46152 M/W 2/4-2/20 6-9 p.m. CAT-135

**QUICK GUIDE USING MAC**

301-546-0873 or mcreabc@pgcc.edu

**APP-300 Quick Guide:  
Using the Mac: Part 1** 0.6 CEU

Explore the new features of the latest Mac OS to make routine tasks easier. In addition, you will discover functions of many desktop components, Control Panel, Dock, locate lost files, improve your file management style, connect to WIFI devices, and perform keyboard short cuts in any application and more. Includes discussions on online safety and security tips using any Apple device, and the importance of the Time Machine. Lastly, demonstration of ways Disk Utility's First Aid to resolve a few computer issues.

**2 sessions, \$80\* (includes a \$35 lab fee)**

43081 S 3/9-3/16 9:30 a.m.-12:30 p.m. CAT-103

**APP-301 Quick Guide:  
Using the Mac: Part 2** 0.6 CEU

This course is a continuation of using your Mac OS. Discover how to use built-in apps Mac bundle Contacts, Calendar, and Reminder to sync with your mobile devices. Discuss safer and more secure practices to use while surfing the web, including Incognito and Do Not Track. Learn iCloud keychain to securely store passwords. Understand how Cloud based applications work. Get tips on using the System Preferences and Disk Utilities to keep your computer running smoothly.

**2 sessions, \$80\* (includes a \$35 lab fee)**

43082 S 4/6-4/13 9:30 a.m.-12:30 p.m. CAT-103



**GRAPHIC ART/DESIGN**

301-546-0873 or mcreabc@pgcc.edu

**PGCC CERTIFICATE  
DIGITAL GRAPHICS SUITE**

**Program information**

Learn the design software programs that every pro needs to know: Adobe Photoshop, Illustrator, and InDesign. Discover techniques for creating digital images, illustrations, and layouts, and addressing fundamental concepts in color, typography, and composition. Digital graphic designers can work in your own environment, use your own creativity and art media and have many opportunities.

**Coursework**

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

- DPR-808 Real World Graphic Design
- DPR-705 Digital Publishing with InDesign

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**

To register for these courses, students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have at least an intermediate knowledge of the Internet. Students should bring a USB compatible flash drive to all class sessions. Required textbooks are available at the college bookstore ([www.pgccbookstore.com](http://www.pgccbookstore.com)).

**For more information**

Please see our contact information above.



**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)**

42917 Th 1/31-3/7 6-9 p.m. Largo

**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)**

42912 S 3/30-4/27 9 a.m.-3:30 p.m. CAT-135

**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](http://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](http://www.pearsonvue.com).

**For more information**

Please contact us at 301-546-0873 or [itcerts@pgcc.edu](mailto:itcerts@pgcc.edu)







## SECURITY

301-546-0873 or [itcerts@pgcc.edu](mailto:itcerts@pgcc.edu)

### NATIONAL CERTIFICATION EXAM PREPARATION INFORMATION SECURITY

#### Program information

PGCC offers preparation for 3 different national certifications in information security. Our choices include:

#### Certification: CompTIA Security+

- Vendor-neutral certification that employers require for entry-level employment. Prepares you for a job in IT security, including dealing with and securing network devices, network services and network traffic
- Coursework: DPR 702 Security+
- Exam: Computer Security/Security+ for Security+ certification
- Exam vouchers: registered students may purchase exam vouchers at a significant discount, and may sit for the certification exam at PGCC.
- Visit [comptia.org](http://comptia.org) for more information

#### Certification: EC-Council's Certified Ethical Hacker

- A Certified Ethical Hacker is a skilled professional who understands and knows how to look for weaknesses and vulnerabilities in target systems and uses the same knowledge and tools as a malicious hacker, but in a lawful and legitimate manner to assess the security posture of a target system(s).
- Coursework: Ethical Hacking and Networking Defense classes
- Exam: EC-Council's Certified Ethical Hacker (CEH) exam (312-50).
- Visit ([www.eccouncil.org](http://www.eccouncil.org)) for more information

#### Certification: Certified Information Systems Security Professional

- Coursework: CISSP Preparation classes
- Exam: CISSP exam or the Systems Security Certified Practitioner (SSCP) exam.
- Visit [www.isc2.org](http://www.isc2.org) for more information

#### Program requirements

For all programs, students should have intermediate computer skills with experience in DOS, Windows, Unix and Linux Operating systems, and familiarity with A+ operating systems technologies. Students should bring a USB compatible flash drive to store in-class work on to all class sessions.

#### For more information

Please see our contact information above.

### DPR-704 Introduction to Cyber Security 1.5 CEUs

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

42911 S 2/23-3/16 9 a.m.-1 p.m. CAT-135



**HARDWARE**

301-546-0873 or mcreabc@pgcc.edu

**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 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, please see our contact information above.

**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. A tool kit is included in the price of the course and will be specified at the first class.

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

42909 F 4/5-4/26 6-9 p.m. ANXC-043

**DPR-862 Build Your Own Computer**

1.2 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). A tool kit is included in the price of the course.

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

42910 F 2/22-3/15 6-9 p.m. ANXC-043



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

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



**NETWORKING**

301-546-0873 or mcreabc@pgcc.edu

**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](http://comptia.org) for more information

**Cisco Certified Network Associate (CCNA) Certification**

- This certificate 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](http://www.pgccbookstore.com)).

**For more information**

Please see our contact information above

**DPR-697 CompTIA A+ Certification****Preparation: Part 1** 6.0 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. A tool kit is included in the price of the course. **20 sessions, \$670\* (includes a \$150 lab fee)**

42907 M/W/Th 1/28-3/14 6:30-9:45 p.m. ANXC-043

**DPR-698 CompTIA A+ Certification****Preparation: Part 2** 6.0 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. A tool kit is included in the price of the course. **20 sessions, \$670\* (includes a \$150 lab fee)**

42908 M/W/Th 3/25-5/8 6:30-9:45 p.m. ANXC-043

**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)**

42778 M/Th 3/25-4/25 6-9 p.m. LARL-205

**ONLINE TRAINING**

301-546-0873 or mcreabc@pgcc.edu

**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 PC's, 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 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, please see our contact information above.



**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**

Please see our contact information above.

**DPR-544 Introduction to Visual Basic.Net 2.4 CEUs**

Visual Basic .NET is most widely used programming language and development tool for creating Windows applications. The Visual Basic .NET programming language is very easy to learn, and the Visual Basic .NET development environment enables you to rapidly build Windows applications with little more than a few clicks of your mouse. By the end of this course, you will be writing your own sophisticated Windows applications. You'll also understand event-driven and object-oriented programming concepts that will help you master both Visual Basic .NET and other programming languages. Requirements: Visual Basic .NET (Standard or Professional Edition), Microsoft Windows, Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser. **12 sessions, \$150\* (includes a \$75 lab fee)**

43820	W/F	1/16-3/8	online	E2G0
43826	W/F	2/13-4/5	online	E2G0
43831	W/F	3/13-5/3	online	E2G0
43839	W/F	4/17-6/7	online	E2G0



**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, \$150\* (includes a \$75 lab fee)**

43909	W/F	1/16-3/8	online	E2GO
43913	W/F	2/13-4/5	online	E2GO
43918	W/F	3/13-5/3	online	E2GO
43923	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43719	W/F	1/16-3/8	online	E2GO
43720	W/F	2/13-4/5	online	E2GO
43721	W/F	3/13-5/3	online	E2GO
43722	W/F	4/17-6/7	online	E2GO

**DPR-431 Introduction to Networking** 2.4 CEUs

This course is for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: basic knowledge of the PC and Windows. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from [www.adobe.com/downloads](http://www.adobe.com/downloads) (click on "Get Adobe Flash Player" and "Get Adobe Reader"), Microsoft-Windows '95 or higher.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43728	W/F	1/16-3/8	online	E2GO
43729	W/F	2/13-4/5	online	E2GO
43730	W/F	3/13-5/3	online	E2GO
43731	W/F	4/17-6/7	online	E2GO

**DPR-591 Intermediate Networking** 2.4 CEUs

Topics include virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from [www.adobe.com/downloads](http://www.adobe.com/downloads) (click on "Get Adobe Flash Player" and "Get Adobe Reader"), Microsoft-Windows '95 or higher and completion of Introduction to Networking.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43840	W/F	1/16-3/8	online	E2GO
43841	W/F	2/13-4/5	online	E2GO
43843	W/F	3/13-5/3	online	E2GO
43844	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

46198	W/F	1/16-3/8	online	E2GO
46199	W/F	2/13-4/5	online	E2GO
46200	W/F	3/13-5/3	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

46049	W/F	1/16-3/8	online	E2GO
46052	W/F	2/13-4/5	online	E2GO
46061	W/F	3/13-5/3	online	E2GO
46062	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43736	W/F	1/16-3/8	online	E2GO
43738	W/F	2/13-4/5	online	E2GO
43739	W/F	3/13-5/3	online	E2GO
43740	W/F	4/17-6/7	online	E2GO



**DPR-394 Introduction to Buying and Selling on eBay** 2.4 CEUs

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, you'll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. **12 sessions, \$150\* (includes a \$75 lab fee)**

43723	W/F	1/16-3/8	online	E2GO
43724	W/F	2/13-4/5	online	E2GO
43725	W/F	3/13-5/3	online	E2GO
43726	W/F	4/17-6/7	online	E2GO

**DPR-771 Mac, iPhone, and iPad Programming** 2.4 CEUs

You will start with the basic steps to writing any program, then progress to using Xcode, the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. **12 sessions, \$150\* (includes a \$75 lab fee)**

44218	W/F	1/16-3/8	online	E2GO
44219	W/F	2/13-4/5	online	E2GO
44221	W/F	3/13-5/3	online	E2GO
44223	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

44257	W/F	1/16-3/8	online	E2GO
44403	W/F	2/13-4/5	online	E2GO
44404	W/F	3/13-5/3	online	E2GO
44405	W/F	4/17-6/7	online	E2GO



**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, \$150\* (includes a \$75 lab fee)**

44719	W/F	1/16-3/8	online	E2GO
44720	W/F	2/13-4/5	online	E2GO
44721	W/F	3/13-5/3	online	E2GO
44722	W/F	4/17-6/7	online	E2GO

**DPR-709 Introduction to Microsoft Excel 2013** 2.4 CEUs

These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. **12 sessions, \$150\* (includes a \$75 lab fee)**

44061	W/F	1/16-3/8	online	E2GO
44071	W/F	2/13-4/5	online	E2GO
44072	W/F	3/13-5/3	online	E2GO
44073	W/F	4/17-6/7	online	E2GO

**DPR-836 Introduction to Microsoft Excel 2016** 2.4 CEUs

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

46167	W/F	1/16-3/8	online	E2GO
46168	W/F	2/13-4/5	online	E2GO
46169	W/F	3/13-5/3	online	E2GO
46171	W/F	4/17-6/7	online	E2GO

**DPR-723 How to Get Started in Game Development** 2.4 CEUs

Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. **12 sessions, \$150\* (includes a \$75 lab fee)**

44128	W/F	1/16-3/8	online	E2GO
44129	W/F	2/13-4/5	online	E2GO
44130	W/F	3/13-5/3	online	E2GO
44134	W/F	4/17-6/7	online	E2GO

**DPR-708 Introduction to Microsoft Access 2013** 2.4 CEUs

This course will help you master Access and put it to creative and confident use and take control of your data! You will be shown how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records. You will develop not only strong Access skills, but a solid understanding of good database design concepts. **12 sessions, \$150\* (includes a \$75 lab fee)**

43946	W/F	1/16-3/8	online	E2GO
44049	W/F	2/13-4/5	online	E2GO
44051	W/F	3/13-5/3	online	E2GO
44055	W/F	4/17-6/7	online	E2GO

**DPR-838 Introduction to Microsoft Access 2016** 2.4 CEUs

This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on Microsoft Access 2016. Topics include constructing a database, creating and customizing tables, building queries for customized reports and creating customized reports that can perform calculations from data.

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

46186 W/F 1/16-3/8 [online](#) E2GO

46189 W/F 2/13-4/5 [online](#) E2GO

46194 W/F 3/13-5/3 [online](#) E2GO

46197 W/F 4/17-6/7 [online](#) E2GO

**DPR-822 Introduction to Microsoft Publisher 2013** 2.4 CEUs

This course is perfect for beginners who want to learn how to produce professional-quality newsletters, 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, \$150\* (includes a \$75 lab fee)**

44868 W/F 1/16-3/8 [online](#) E2GO

44869 W/F 2/13-4/5 [online](#) E2GO

44870 W/F 3/13-5/3 [online](#) E2GO

44871 W/F 4/17-6/7 [online](#) E2GO

**DPR-462 Introduction to Database Development** 2.4 CEUs

An experienced database software user will show, through a structured approach, database design and development. Prerequisites: thorough understanding of the Internet, Windows, and Microsoft Access.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43741 W/F 1/16-3/8 [online](#) E2GO

43742 W/F 2/13-4/5 [online](#) E2GO

43743 W/F 3/13-5/3 [online](#) E2GO

43744 W/F 4/17-6/7 [online](#) E2GO

**DPR-463 Introduction to SQL** 2.4 CEUs

Topics include how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data, to reformat retrieved data with calculated fields and how to merge columns, create alternate names for columns, extracting data from multiple tables simultaneously using joins and sub queries. In addition, you'll learn how to manipulate data using the INSERT, UPDATE, and DELETE statements. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43747 W/F 1/16-3/8 [online](#) E2GO

43748 W/F 2/13-4/5 [online](#) E2GO

43749 W/F 3/13-5/3 [online](#) E2GO

43750 W/F 4/17-6/7 [online](#) E2GO

**DPR-759 Intermediate SQL** 2.4 CEUs

IN this course, you will learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data YOU WILL explore how to write and implement complex queries on multiple tables simultaneously, and discover advanced filtering, update, and insertion techniques. AND create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course.

**12 sessions, \$150\* (includes a \$75 lab fee)**

44147 W/F 1/16-3/8 [online](#) E2GO

44149 W/F 2/13-4/5 [online](#) E2GO

44150 W/F 3/13-5/3 [online](#) E2GO

44151 W/F 4/17-6/7 [online](#) E2GO

**DPR-812 Introduction to Microsoft PowerPoint 2013** 2.4 CEUs

Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you will learn how to use Microsoft PowerPoint 2013 or PowerPoint 365 to create professional-quality slide presentations that grab and hold your audience's attention from start to finish. You will 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, \$150\* (includes a \$75 lab fee)**

44251 W/F 1/16-3/8 [online](#) E2GO

44252 W/F 2/13-4/5 [online](#) E2GO

44255 W/F 3/13-5/3 [online](#) E2GO

44256 W/F 4/17-6/7 [online](#) E2GO

**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)**

46063 W/F 1/16-3/8 [online](#) E2GO

46073 W/F 2/13-4/5 [online](#) E2GO

46076 W/F 3/13-5/3 [online](#) E2GO

46149 W/F 4/17-6/7 [online](#) E2GO

**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, \$150\* (includes a \$75 lab fee)**

44244	W/F	1/16-3/8	online	E2GO
44247	W/F	2/13-4/5	online	E2GO
44248	W/F	3/13-5/3	online	E2GO
44249	W/F	4/17-6/7	online	E2GO

**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)**

46172	W/F	1/16-3/8	online	E2GO
46173	W/F	2/13-4/5	online	E2GO
46176	W/F	3/13-5/3	online	E2GO
46177	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43785	W/F	1/16-3/8	online	E2GO
43787	W/F	2/13-4/5	online	E2GO
43789	W/F	3/13-5/3	online	E2GO
43791	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

44237	W/F	1/16-3/8	online	E2GO
44238	W/F	2/13-4/5	online	E2GO
44242	W/F	3/13-5/3	online	E2GO
44243	W/F	4/17-6/7	online	E2GO

**DPR-435 Introduction to C# Programming** 2.4 CEUs

See the fundamentals of computer programming with the C# programming language. Input/output operations, decision making, looping, and object oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your very own Graphical User Interface (GUI) application. Requirements: Microsoft-Visual C#, Net Standard 2003, Internet access and basic Personal Computers knowledge.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43732	W/F	1/16-3/8	online	E2GO
43733	W/F	2/13-4/5	online	E2GO
43734	W/F	3/13-5/3	online	E2GO
43735	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43793	W/F	1/16-3/8	online	E2GO
43796	W/F	2/13-4/5	online	E2GO
43801	W/F	3/13-5/3	online	E2GO
43805	W/F	4/17-6/7	online	E2GO

# MILITARY STRONG

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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, \$150\* (includes a \$75 lab fee)**

44152	W/F	1/16-3/8	online	E2GO
44154	W/F	2/13-4/5	online	E2GO
44155	W/F	3/13-5/3	online	E2GO
44156	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

44138	W/F	1/16-3/8	online	E2GO
44139	W/F	2/13-4/5	online	E2GO
44140	W/F	3/13-5/3	online	E2GO
44141	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

44074	W/F	1/16-3/8	online	E2GO
44076	W/F	2/13-4/5	online	E2GO
44078	W/F	3/13-5/3	online	E2GO
44082	W/F	4/17-6/7	online	E2GO

**DPR-781 Introduction to JavaScript** 2.4 CEUs

The course begins with the basics of and moves on to more advanced topics. You will be taught how to define what happens when a user clicks a button or presses a key and see how JavaScript enables your pages to make "if . . . then . . . else" decisions. Try out loops and timers to create animation effects. You'll get plenty of hands-on practice. And since no JavaScript course would be complete without a discussion of jQuery, we cover it as well.

This course assumes students already know HTML and CSS (JavaScript is always used with these, not as an alternative to them.)

**12 sessions, \$150\* (includes a \$75 lab fee)**

44229	W/F	1/16-3/8	online	E2GO
44230	W/F	2/13-4/5	online	E2GO
44232	W/F	3/13-5/3	online	E2GO
44234	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43713	W/F	1/16-3/8	online	E2GO
43714	W/F	2/13-4/5	online	E2GO
43715	W/F	3/13-5/3	online	E2GO
43716	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43863	W/F	1/16-3/8	online	E2GO
43866	W/F	2/13-4/5	online	E2GO
43868	W/F	3/13-5/3	online	E2GO
43870	W/F	4/17-6/7	online	E2GO

**DPR-540 Introduction to PHP and MySQL** 2.4 CEUs

See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site's visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43807	W/F	1/16-3/8	online	E2GO
43811	W/F	2/13-4/5	online	E2GO
43817	W/F	3/13-5/3	online	E2GO
43819	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43871	W/F	1/16-3/8	online	E2GO
43872	W/F	2/13-4/5	online	E2GO
43874	W/F	3/13-5/3	online	E2GO
43893	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

43895	W/F	1/16-3/8	online	E2GO
43898	W/F	2/13-4/5	online	E2GO
43903	W/F	3/13-5/3	online	E2GO
43906	W/F	4/17-6/7	online	E2GO

**DPR-636 Intermediate C# Programming** 2.4 CEUs

This 6-week course covers application design and implementation using real-world examples. Topics will include: common GUI controls: buttons, labels, text boxes, check boxes and radio buttons; add menus and toolbars to programs and program interaction with sequential files, random access files and databases. Requirements: introductory experience with C# programming, MS-Visual C# 2008 Express Edition, Windows XP or higher. See [www.adobe.com/downloads](http://www.adobe.com/downloads) for Adobe Flash and PDF plug-ins. No text required.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43847	W/F	1/16-3/8	online	E2GO
43851	W/F	2/13-4/5	online	E2GO
43853	W/F	3/13-5/3	online	E2GO
43859	W/F	4/17-6/7	online	E2GO

**DPR-741 Introduction to Creating WordPress Websites** 2.4 CEUs

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

**12 sessions, \$150\* (includes a \$75 lab fee)**

44142	W/F	1/16-3/8	online	E2GO
44144	W/F	2/13-4/5	online	E2GO
44145	W/F	3/13-5/3	online	E2GO
44146	W/F	4/17-6/7	online	E2GO



**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, \$150\* (includes a \$75 lab fee)**

44208	W/F	1/16-3/8	online	E2GO
44211	W/F	2/13-4/5	online	E2GO
44212	W/F	3/13-5/3	online	E2GO
44216	W/F	4/17-6/7	online	E2GO

**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, \$150\* (includes a \$75 lab fee)**

44157	W/F	1/16-3/8	online	E2GO
44158	W/F	2/13-4/5	online	E2GO
44159	W/F	3/13-5/3	online	E2GO
44163	W/F	4/17-6/7	online	E2GO

**DPR-707 Introduction to InDesign CC** 2.4 CEUs

The course is applicable to any version of InDesign CS4 or newer. In each lesson an important aspect of InDesign CC is covered as you prepare a range of print and online products for a fictional company. You will discover how the program features relate to producing actual usable documents and explore the best ways to create different types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43942	W/F	1/16-3/8	online	E2GO
43943	W/F	2/13-4/5	online	E2GO
43944	W/F	3/13-5/3	online	E2GO
43945	W/F	4/17-6/7	online	E2GO

**DPR-780 Introduction to InDesign CS6** 2.4 CEUs

Have you ever seen a terrific-looking brochure or newsletter, and wondered how it was made? Chances are the designer used Adobe InDesign CS6, the industry-standard desktop publishing software. And here's the great news: You can produce amazing documents in InDesign yourself, even if you're a beginner. In this class, you will get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more.

**12 sessions, \$150\* (includes a \$75 lab fee)**

44224	W/F	1/16-3/8	online	E2GO
44226	W/F	2/13-4/5	online	E2GO
44227	W/F	3/13-5/3	online	E2GO
44228	W/F	4/17-6/7	online	E2GO



## 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>.

### OCU-611 Apartment Maintenance Technician Program

9.0 CEUs

This 90-hour course provides the knowledge and hands-on training for building and apartment maintenance careers. Topics will include interior and exterior maintenance and repair, electrical maintenance and repair, plumbing maintenance and repair, heating, ventilation, and air conditioning maintenance and repair, and appliance maintenance and repair.

**26 sessions, \$995\* (includes a \$275 lab fee)**

42820	T/Th	2/5-4/11	4:30-9:30 p.m.	WTC
(18 sessions)				

## 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*.

**15 sessions, \$575\* (includes a \$25 lab fee)**

43048	S	3/16-6/22	8:30-11:30 a.m.	STC
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### OCU-402 Building Maintenance

**Engineer: Level 2** 4.5 CEUs

Provides hands-on training to coincide with the knowledge training provided in OCU-404. Should be taken concurrently with OCU-404. Textbook: *Readers Digest New Fix it Yourself Manual*.

**15 sessions, \$575\* (includes a \$25 lab fee)**

43049	S	3/16-6/22	12-3 p.m.	STC
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**CONSTRUCTION CORE SKILLS**  
301-546-0964 or westphalia@pgcc.edu

**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 Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing. Topics covered include introduction to construction safety, math, hand and power tools, construction drawings, basic rigging, materials handling, employability and communication skills.

**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:

- OCU-410 Core: Introductory Craft Skills

Option 2:

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

**For more information**

Please see our contact information above.

**OCU-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 employ ability skills. Required textbook and calculator: *NCCER Core Curriculum* (5th edition).  
**10 sessions, \$985\* (includes a \$30 lab fee)**

46156 S 4/20-6/29 8:30 a.m.-5 p.m. STC

**OCU-408 CORE: Introductory Craft Skills: Part 1** 3.9 CEUs

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

**13 sessions, \$520\* (includes a \$20 lab fee)**

46154 M/W 2/4-3/27 6-9 p.m. STC

**OCU-416 CORE: Introductory Craft Skills: Part 2** 3.6 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)**

46155 M/W 4/8-5/15 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.



**Show your team spirit by attending one of our many athletic activities.**

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



**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)**

42818 M/W 1/23-2/20 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 Electrical Code (NEC), device boxes, and hand bending. Prerequisite: ELC-301. Textbook and calculator required.

**9 sessions, \$434\* (includes a \$50 lab fee)**

42819 M/W 2/27-4/3 6-9:30 p.m. WTC

**CST-376 National Electric Code: Journeyman Preparation** 4.2 CEUs

This course prepares students for the journeyman electrician examination. Prerequisite: Basic knowledge of the National Electric Code and trade experience. Textbook required at first session and 2011 *National Electric Code (NEC)*.

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

42844 T/Th 1/29-3/14 6-9 p.m. WTC  
(14 sessions)

**CST-437 NEC Update 2014** 1.0 CEU

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

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

42821 F 2/8-2/8 5-9 p.m. WTC

S 2/9-2/9 9 a.m.-4 p.m. WTC

42822 F 4/5-4/5 5-9 p.m. WTC

S 4/6-4/6 9 a.m.-4 p.m. WTC

**HVAC/R**

301-546-0964 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 (NCCER), 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)
- HVC 332 HVAC/R Level 1 Part 1
- HVC 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.

**HVC-340 CFC Preparation and Certification**

This course is designed to review the requirements of the Environmental Protection Agency (EPA) under section 608 of the Clean Air Act for those who service, maintain, repair or dispose of air conditioning and refrigeration equipment according to 40 CFR Part 82, subpart F. Information for Type 1, 2 and 3 (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Required textbook: *EPA certification Exam Prep Manual* (7th edition) Esco Institute. Students must study the entire study guide (prior to the first class).

**2 sessions, \$270\* (includes a \$40 lab fee)**

43044 M/F 4/5-4/8 6-9:30 p.m. STC

**HVC-332 HVAC/R Level 1 Part 1** 4.5 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)**

42836 T/Th 1/22-3/12 6-9 p.m. WTC

43041 T/Th 3/5-4/30 6-9:30 p.m. STC



**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-332: Intro to HVAC/R Level 1: Part 1. Textbook (required at first class): *NCCER HVAC Level 1* (4th edition).  
**25 sessions, \$945\* (includes a \$25 lab fee)**

42837 T/Th 3/26-6/18 6-9:30 p.m. WTC

**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 2* (4th edition).  
**15 sessions, \$635\* (includes a \$25 lab fee)**

43042 M/W 4/15-6/3 6-9:30 p.m. STC  
(14 sessions)

**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)**

43214 M/W 2/11-3/13 6-9 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.

**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)**

46082 M/W 1/14-3/6 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)**

46083 M/W 3/11-5/1 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)**

46084 T/Th 1/15-2/28 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)**

46085 T/Th 3/5-4/25 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**

301-546-0964 or westphalia@pgcc.edu

**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** 3.8 CEUs

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

43159	M/W	2/4-3/13	6-9:30 p.m.	STC
(11 sessions)				

**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, \$200\* (includes a \$25 lab fee)**

41436	T	2/5-2/26	6-9 p.m.	STC
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**OCU-331 Drywall****Installation and Repair** 1.2 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)**

43047	T	3/5-4/9	6-9 p.m.	STC
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**OCU-409 Ceramic Tile****Installation and Repair** 1.2 CEUs

This hands-on course introduces the basic skills and techniques needed to install, remove, and replace ceramic wall and floor tile. Topics include safety, site preparation; application of thinset, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Textbook: *SmartGuide-Tile Step by Step*. Instructor: Janaina Rocha.

**4 sessions, \$210\* (includes a \$20 lab fee)**

43046	T	4/9-4/30	6-9 p.m.	STC
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**STATIONARY ENGINEERING**

301-546-0964 or westphalia@pgcc.edu

**OCU-359 Stationary Engineering I**

4.0 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\***

42827	T	1/22-4/23	6-9 p.m.	Largo
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**WELDING**

301-546-0964 or westphalia@pgcc.edu

**WLD-300 Basic Arc Welding** 6.0 CEUs

This course is designed to provide the student with introductory knowledge and skills in welding. Topics to be covered include an occupational orientation to welding; safety and health of welders; drawing and welding symbol interpretation; shielded metal arc welding; thermal cutting process; welding prep procedures and flat, vertical and overhead techniques.

**15 sessions, \$1190\* (includes a \$350 lab fee)**

42828	Th	1/10-3/14	9 a.m.-3:30 p.m.	WTC
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**WLD-301 Advanced****Arc Welding** 6.0 CEUs

This course is designed to provide the student with advanced knowledge and skills in welding. Topics to be covered include welding safety, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), plasma arc cutting (PAC), air carbon arc cutting and gouging (CAC-A) welding and cutting processes. Welds will be performed in the flat, horizontal, vertical, and overhead positions. Additional topics are base metal, shielded metal arc welding electrodes, joint fit-up and alignment, groove welds with backing, and open V-groove welds.

**15 sessions, \$1190\* (includes a \$350 lab fee)**

42829	Th	3/26-5/30	9 a.m.-3:30 p.m.	WTC
(10 sessions)				

**WLD-320 Welding Skills Building**

2.1 CEUs

This class is for students who already have a firm grasp of the basic principles of welding and would like to hone and expand existing skills and/or prepare to take an AWS welding certification test. This class is an advanced course on welding for students who are seeking practice time prior to taking a welding certification test or for the student seeking to improve current welding skills through additional lab time.

**3 sessions, \$425\* (includes a \$150 lab fee)**

42830	S	2/9-3/9	8 a.m.-4 p.m.	WTC
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**DRIVER EDUCATION**

301-546-0650 or tdi@pgcc.edu

**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.

**SKB-600 Driver Education**

**NEW** Courses taught at UTC Campus in Spanish/English. 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) and Mr. George's Driving School (Spanish, UTC Campus) an MVA Certified provider that utilizes the college as a branch location. Linnel and Mr. George's Driving Schools will forward completion information and other records to the MVA as required by Maryland statute. Flexible day or evening classes.

**10 sessions, \$350\* (includes a \$288 lab fee)**

43154	M/T/W/Th/F	1/7-1/18	6-9:15 p.m.	LDS
43153	M/T/W/Th/F	1/7-1/18	8:45 a.m.-12 p.m.	LDS
43143	M/T/W/Th/F	1/7-1/18	8:30-11:45 a.m.	UTC-249
43142	M/T/W/Th/F	1/7-1/18	2:30-5:45 p.m.	UTC-249
43140	M/T/W/Th/F	1/7-1/18	6-9:15 p.m.	UTC-249
43168	M/T/W/Th/F/S/1/22-2/2		6-9:15 p.m.	LDS
43157	M/T/W/Th/F/S/1/22-2/2		8:45 a.m.-12 p.m.	ANXC-002
43172	M/T/W/Th/F	2/4-2/15	6-9:15 p.m.	ANXC-002
43170	M/T/W/Th/F	2/4-2/15	8:45 a.m.-12 p.m.	LDS
43146	M/T/W/Th/F	2/4-2/15	8:30-11:45 a.m.	UTC-249

43145	M/T/W/Th/F	2/4-2/15	2:30-5:45 p.m.	UTC-249
43144	M/T/W/Th/F	2/4-2/15	6:30-9:15 p.m.	UTC-249
43175	M/T/W/Th/F	2/19-3/2	6-9:15 p.m.	LDS
43173	M/T/W/Th/F	2/19-3/2	8:45 a.m.-12 p.m.	ANXC-002
	S	2/23-2/23	8:45 a.m.-12 p.m.	ANXC-002
43180	M/T/W/Th/F	3/4-3/15	6-9:15 p.m.	ANXC-002
43177	M/T/W/Th/F	3/4-3/15	8:45 a.m.-12 p.m.	LDS
43149	M/T/W/Th/F	3/4-3/15	8:30-11:45 a.m.	UTC-249
43148	M/T/W/Th/F	3/4-3/15	2:30-5:45 p.m.	UT-249
43147	M/T/W/Th/F	3/4-3/15	6-9:15 p.m.	UTC-249
43192	M/T/W/Th/F	3/18-3/29	6-9:15 p.m.	LDS
43191	M/T/W/Th/F	3/18-3/29	8:45 a.m.-12 p.m.	LDS
43194	M/T/W/Th/F	4/1-4/12	6-9:15 p.m.	LDS
43193	M/T/W/Th/F/4/1-4/12		8:45 a.m.-12 p.m.	ANXC-002
43152	M/T/W/Th/F	4/1-4/12	8:30-11:45 a.m.	UTC-249
43151	M/T/W/Th/F	4/1-4/12	2:30-5:45 p.m.	UTC-249
43150	M/T/W/Th/F	4/1-4/12	6-9:15 p.m.	UTC-249
43197	M/T/W/Th/F	4/15-4/26	6-9:15 p.m.	ANXC-002
43195	M/T/W/Th/F	4/15-4/26	8:45 a.m.-12 p.m.	LDS
43199	M/T/W/Th/F	4/29-5/10	6-9:15 p.m.	LDS
43198	M/T/W/Th/F	4/29-5/10	8:45 a.m.-12 p.m.	ANXC-002





## EARLY CHILDHOOD EDUCATION

301-546-7545 or

[www.pgcc.edu/go/childcare](http://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.

#### 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](http://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 program licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: students must pass the reading comprehension placement test. **\$220\***

43072	S	2/9-3/16 (6 sessions)	8:30 a.m.-4:30 p.m.	Largo
43080	M	2/11-3/24 <b>online</b>		BLBD
	S	3/2-3/2 (7 sessions)	9 a.m.-noon	LCC-205
43073	M/W	2/20-4/10 (13 sessions)	6:30-10 p.m.	Largo
43067	S	2/23-4/6 (6 sessions)	8:30 a.m.-4:30 p.m.	UTC
43086	M	3/4-3/31 <b>online</b>		BLBD
	S	3/9-3/9 (5 sessions)	8:30 a.m.-4:30 p.m.	LCC-205

**DCR-531 Pre-School Curriculum/Activities** 4.5 CEUs  
**45 Hours**

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. **13 sessions, \$220\***

43074	S	3/30-5/4 (6 sessions)	8:30 a.m.-4:30 p.m.	Largo
43087	M	4/1-5/12 <b>online</b>		BLBD
	S	4/20-4/20	9 a.m.-noon	LCC-205
43070	S	4/13-5/18 (6 sessions)	8:30 a.m.-4:30 p.m.	UTC
43075	M/W	4/15-5/29	6:30-10 p.m.	Largo

**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\***

43078	T/Th/F	4/2-4/5 (3 sessions)	6:30-9:30 p.m.	Largo
43095	M/Th	4/15-4/28 (4 sessions)	<b>online</b>	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\***

43076	S	2/9-3/16 (6 sessions)	8:30 a.m.-4:30 p.m.	Largo
43088	M	4/1-5/12 <b>online</b>		BLBD
	S	4/20-4/20 (7 sessions)	9 a.m.-noon	LCC-205

**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. **\$220\***

43077	S	3/30-5/4 (6 sessions)	8:30 a.m.-4:30 p.m.	Largo
43090	M	4/1-4/28 <b>online</b>		BLBD
	S	4/6-4/6 (5 sessions)	8:30 a.m.-4:30 p.m.	LCC-205

**DCR-466 Child Care****Administration for Directors** 4.5 CEUs

Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and book-keeping, 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\***

43089	M	4/8-5/19	online	BLBD
	S	4/27-4/27	9 a.m.-noon	LCC-205

**DCR-573 Including All Children and the ADA**

0.3 CEU

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

**1 session, \$40\***

43091	M	2/25-3/3	online	BLBD
43093	M	4/15-4/21	online	BLBD

**DCR-571 Conflict Resolution** 0.6 CEU

This course is designed to provide child care professionals insight on conflict resolution techniques, and the important role clear communication plays in the child care setting. Topics to include using children's literature as a tool teaching conflict resolution, importance of clear communication between staff and children, strategies evaluating teaching and learning materials for cooperative values.

**1 session, \$85\***

43079	S	5/4-5/4	9 a.m.-3:30 p.m.	Largo
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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\***

43096	M/Th	3/11-3/31	online	BLBD
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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, \$100\* (includes a \$55 lab fee)**

43065	S	4/20-4/20	9 a.m.-3:30 p.m.	LCC-205
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**ESL TEACHER TRAINING****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), are 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 include face-to-face as well as online components. You should plan to spend approximately 6 hours per week on assignments. Each course's assignments may include readings, research, essays, group projects, 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 Teaching ESL

**Program requirements**

Bachelor's degree recommended.

**For more information**

Please contact us at [mcdonosv@pgcc.edu](mailto:mcdonosv@pgcc.edu)

**ADULT EDUCATION ESL**

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

**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.

**REFUGEE TRAINING PROGRAM**

**REFUGEE AND ASYLEE  
ESL PROGRAM**

**Program information**

The Refugee and Asylee ESL Program is for you if:

- You’ve been granted refugee, asylee, or SIV status within the last 5 years, and
- You need to develop your English language skills for employment

**Coursework**

- We offer literacy, beginning, low-intermediate, high-intermediate, and advanced English classes
- Classes include instruction and practice in speaking and understanding workplace English

Classes are available in Hyattsville and Largo. Classes are free; textbooks and class supplies are provided.

**Program requirements**

To register for this program, participants must:

- Have been granted refugee, asylee, or SIV status within the last 5 years.
- To register, you must bring your passport, I-94, or proof of status, and a proof of residency, i.e. a utility bill or your lease agreement to a scheduled registration.

**For more information**

Call 301-546-8350, email marsdr@pgcc.edu, or visit www.pgcc.edu/go/refugeeprogram for registration dates.



**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-631 Operations and Maintenance for FMP 1.5 CEUs**

This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Please contact 301-546-8514 to register for this course.

**2 sessions, \$642\* (includes a \$300 lab fee)**

42823 F/S 1/11-1/12 8:30 a.m.-5 p.m. WTC



**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. Please contact 301-546-8514 to register for this course.

**2 sessions, \$642\* (includes a \$300 lab fee)**

42824 F/S 2/8-2/9 8:30 a.m.-5 p.m. WTC

**MGT-633 Finance and Business Essentials for FMP** 1.6 CEUs

This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and contracts in the facility organization. Please contact 301-546-8514 to register for this course.

**2 sessions, \$642\* (includes a \$300 lab fee)**

42825 F/S 3/8-3/9 8:30 a.m.-5 p.m. WTC

**MGT-634 Leadership and Strategy Essentials for FMP** 1.6 CEUs

This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leadership to the entire organization. Please contact 301-546-8514 to register for this course.

**2 sessions, \$642\* (includes a \$300 lab fee)**

42826 F/S 4/5-4/6 8:30 a.m.-5 p.m. WTC

**FORKLIFT/HEAVY EQUIPMENT**

301-546-0650 or [tdi@pgcc.edu](mailto: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(1)(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 in formation**

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, 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)**

42868 Th 2/21-2/21 8 a.m.-3 p.m. WTC

42869 Th 4/25-4/25 8 a.m.-3 p.m. WTC



## GED®, HIGH SCHOOL DIPLOMA 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](http://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](mailto:ged@pgcc.edu), or visit us at [www.pgcc.edu/go/ged](http://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, 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](mailto:nedp@pgcc.edu), or visit us at [www.pgcc.edu/go/nedp](http://www.pgcc.edu/go/nedp).



### 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](mailto: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 Loretta Jordan at [jordanlm@pgcc.edu](mailto:jordanlm@pgcc.edu).

## HEALTH CARE SUPPORT

### FIRST AID & CPR

301-546-0796 or barkerdm@pgcc.edu

#### 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.

### HES-573 Pediatric First Aid, CPR & AED 0.7 CEU

This National Safety Council (NSC) Pediatric First Aid, CPR & AED program, for child care workers, teachers, camp counselors, coaches and others responsible for children, meets first aid and CPR requirements in all 50 states. Treatment for airway obstructions, rescue breathing, basic life support, bleeding, wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies are covered.

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

43395	S	2/9-2/9	9 a.m.-4:30 p.m.	CHS-2103
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### HES-344 CPR for Health Professionals 0.7 CEU

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

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

43396	S	1/12-1/12	9 a.m.-3:30 p.m.	CHS-2103
43165	S	1/19-1/19	9 a.m.-3:30 p.m.	UTC-258
43397	S	1/26-1/26	9 a.m.-3:30 p.m.	CHS-2103
43431	S	2/2-2/2	9 a.m.-3:30 p.m.	CHS-2103
43166	S	2/16-2/16	9 a.m.-3:30 p.m.	UTC-258
43432	S	2/23-2/23	9 a.m.-3:30 p.m.	CHS-2103
43435	S	3/9-3/9	9 a.m.-3:30 p.m.	CHS-2103
43167	S	3/16-3/16	9 a.m.-3:30 p.m.	UTC-258
43169	S	4/20-4/20	9 a.m.-3:30 p.m.	UTC-258
43438	S	4/27-4/27	9 a.m.-3:30 p.m.	CHS-2103
43441	S	5/4-5/4	9 a.m.-3:30 p.m.	CHS-2103

### HES-367 CPR Instructor Training

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

43449	M/W	3/25-3/27	6:30-10 p.m.	CHS-2101
	S	3/30-4/6	9 a.m.-4 p.m.	CHS-2103





**HES-379 First Aid** 0.4 CEU

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. Textbook (required at first class): *NSC First Aid CPR & AED workbook*.

**1 session, \$68\***

43171 S 4/13-4/13 1-4:45 p.m. CHS-2103

**HES-574 National Safety Council CPR & AED** 3.5 CEUs

This life-saving course teaches how to respond in 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.

**1 session, \$44\* (includes a \$10 lab fee)**

43174 S 4/13-4/13 9 a.m.-12:45 p.m. CHS-2103

**HES-350 CPR Renewal**

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

**1 session, \$75\* (includes a \$5 lab fee)**

43164 S 2/23-2/23 9 a.m.-1 p.m. UTC-258

43446 S 3/2-3/2 9 a.m.-1 p.m. CHS-2103

**ASSISTED LIVING**  
301-546-0796 or barkerdm@pgcc.edu

**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. 100% program attendance required. Modules must be taken in order with an 80% average score.

**1 session, \$115\* (includes a \$35 lab fee)**

43176 S 2/9-2/9 9 a.m.-4 p.m. CHS-2101

**HES-487 Assisted Living Manager Module 2: Assessing, Admitting and Feeding** 2.4 CEUs

This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics will include the importance of nutrition, food safety, and how to develop individualized service plans.

**4 sessions, \$336\* (includes a \$126 lab fee)**

43178 F/S 2/22-3/2 9 a.m.-4 p.m. CHS-2101

**HES-488 Assisted Living Manager Module 3: Clinical Management** 2.0 CEUs

The third module focuses on the role of the delegating nurse, appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics will include patient safety, proper infection control procedures and appropriate staffing patterns.

**3 sessions, \$280\* (includes a \$100 lab fee)**

43179 Th/F/S 3/14-3/16 9 a.m.-4:30 p.m. CHS-2101

**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)**

43181 F/S 3/29-3/30 9 a.m.-5:30 p.m. CHS-2101





**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)**

43183 F/S 4/12-4/13 9 a.m.-4:30 p.m. CHS-2101

**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)**

43186 S 5/4-5/11 9 a.m.-3 p.m. CHS-1203

**REGISTERED NURSING TRAINING**  
301-546-5215 or hammonvj@pgcc.edu

**PGCC CERTIFICATE REGISTERED NURSING IN ASSISTED LIVING**

**Program Information**

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

**Coursework**

Students who successfully complete HES-326 will be eligible to receive the certificate; successful completion will be certified to the Maryland Board of Nursing.

**Program requirements**

To register for this program, participants must hold a current active Maryland RN license in good standing.

**For more information**

Please see our contact information above.

**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)**

43184 Th/F/S 4/25-4/27 9 a.m.-3 p.m. CHS-2101

**HES-703 How to Start a Residential Service Care Business** 1.0 CEU

Residential Home Care businesses provide support services to sick or disabled persons who need assistance in their home. Services provided can range from activities of daily living and housekeeping, to skilled nursing services and medical equipment. This 2-day course will cover step-by-step instructions for start-up, business planning, the licensing and application process, regulations, fees, staffing, insurance, and networking and marketing. Instructional materials will be provided. **2 sessions, \$190\* (includes a \$45 lab fee)**

43187 S 2/2-2/9 9 a.m.-3 p.m. CHS-1203

**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)**

43386 W 4/17-4/24 4-8 p.m. CHS-2215

S 4/20-4/27 9 a.m.-1 p.m. CHS-2215



**COMMUNITY HEALTH WORKERS**

301-546-0031 or millermm@pgcc.edu

**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. Prerequisites: HS diploma /GED, background check, reading score of 65+, computer skills, and assessment. Student must register for Parts 1 & 2 simultaneously. 100 % attendance required.

**21 sessions, \$851\* (includes a \$553 lab fee)**

46179	T	2/19-4/9	4-7 p.m.	Largo
	Th	2/21-4/11	9:30 a.m.-12:30 p.m.	Largo
	S	2/23-4/6	9:30 a.m.-12:30 p.m.	Largo

**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.

**15 sessions, \$850\* (includes a \$552 lab fee)**

46180	T	4/16-5/7	4-7 p.m.	Largo
	Th	4/18-5/9	9:30 a.m.-4 p.m.	Largo
	S	4/13-5/9	9:30 a.m.-4 p.m.	Largo



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

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



**DENTAL ASSISTING**

301-546-0795 or crowellam@pgcc.edu

**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](http://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](http://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
- Per state requirements, have 3 months (300 hours) full-time employment in a clinical setting in a dental office (Pathway 1) OR
- be employed in a dental office for direct clinical supervision (Pathway 2)
- provide an Employer Work Experience Statement signed by the employing dentist verifying employment and a commitment to your direct clinical supervision
- provide proof of completion of a basic dental assisting course
- 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](http://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 impressions and model trimmings and more. Lab practice conducted onsite.

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

46181	M/W	1/14-3/13	10 a.m.-1 p.m.	CHS-2103
43498	T/Th	1/22-3/14	5:30-8:30 p.m.	CHS-2103
43489	M/W	1/28-4/1	5:30-8:30 p.m.	CHS-2103





**HES-519 Introduction to Dental Assisting: Part 2 Radiology**

This course provides the knowledge and skills necessary to perform a variety of dental radiologic procedures. Students will be taught to apply these principles to clinical radiography in preparation 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. Prerequisites: HES-344 CPR/AED. Textbook and Radiation badge required. **12 sessions, \$850\* (includes a \$325 lab fee)**

46182	M/W	3/25-5/1	10 a.m.-1 p.m.	CHS-2103
43506	T/Th	3/26-5/2	5:30-8:30 p.m.	CHS-2103
43512	M/W	4/8-5/15	5:30-8:30 p.m.	CHS-2103

**HES-704 Dental Radiation Health and Safety Certification Exam Prep** 1.0 CEU

This 10-hour review is designed to increase your confidence and success, by preparing you to take the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) examination for national certification. The course focuses on testing techniques for online and paper-based assessments and reviews the four essential knowledge domains outlined by DANB for the RHS exam: Expose and evaluate, quality assurance and radiology regulations, radiation safety for patients and operators and infection control. Additional references and study guides will be provided. **2 sessions, \$140\***

44231	S	1/12-1/19	9 a.m.-3 p.m.	CHS-2101
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**PHARMACY TECHNICIAN**

301-546-0795 or crowellam@pgcc.edu

**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.

**HES-332 Pharmacy Technician** 9.0 CEUs

The Pharmacy Technician program trains students for state and national certification. Approved by the Maryland Board of Pharmacy, the program includes classroom, online, and 160 hours of clinical practice. Topics include drug regulation and control, terminology, calculations.

**30 sessions, \$1045\* (includes a \$300 lab fee)**

43160	T/Th	2/12-5/30	6:30-9:30 p.m.	CHS-2101
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**HES-529 Pharmacy Technician Clinical: Part 1** 8.0 CEUs

This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Register for courses at the same time. **20 sessions, \$137\***

43161	M/T/W/Th/F/S	1/7-2/18	TBA
37584	M/T/W/Th/F/S	1/7-2/15	TBA





### HES-530 Pharmacy Technician Clinical: Part 2 8.0 CEUs

Continuation of Pharmacy Technician Clinical Part 1. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification.

**20 sessions, \$137\***

43162	M/T/W/Th/F/S	1/7-2/18	TBA
37585	M/T/W/Th/F/S	1/7-2/15	TBA

### HES-543 Pharmacy Technician Orientation

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

43163	M	1/14-1/14	5-6 p.m.	Largo
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### 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. (students taking this course as a prerequisite for the Pharmacy Technician program must provide a copy of their certificate before registering).

**12 sessions, \$150\* (includes a \$75 lab fee)**

43471	W/F	1/16-3/8	online	E2G0
43472	W/F	2/13-4/5	online	E2G0
43473	W/F	3/13-5/3	online	E2G0
43474	W/F	4/17-6/7	online	E2G0

## PHYSICAL THERAPY

301-546-0795 or crowellam@pgcc.edu

### HES-492 Become a Physical Therapy Aide 2.4 CEUs

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

**12 sessions, \$150\* (includes a \$75 lab fee)**

43189	W/F	1/16-3/8	online	E2G0
43190	W/F	2/13-4/5	online	E2G0
46195	W/F	3/13-5/3	online	E2G0

### 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%, (Pre/Post test Prep Available), current CPR Healthcare Provider card, 18 years old, HS diploma or GED.

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

43384	T/Th	3/26-4/2	6-9 p.m.	CHS-1214
	M/T/W/Th/F/S	4/8-5/20	6-9 p.m.	CHS-1214
43385	T/Th	4/16-4/23	6-9 p.m.	CHS-1214
	M/T/W/Th/F/S	4/29-6/10	6-9 p.m.	CHS-1214
46196	T/Th	5/14-5/21	6-9 p.m.	CHS-1214
	M/T/W/Th/F/S	5/23-7/8	6-9 p.m.	CHS-1214

## NURSING ASSISTANT

301-546-5215 or hammonvj@pgcc.edu

### 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 successfully 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](http://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** 8.4 CEUs

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, \$900\* (includes a \$50 lab fee)**

42850	M/W/F	1/23-3/13	5:30-9:30 p.m.	CHS-2215
42846	T/Th	1/24-3/12 (14 sessions)	9 a.m.-4 p.m.	CHS-2215
42847	M/W	1/28-3/13	9 a.m.-4 p.m.	UTC-257
	T	2/19-2/19 (14 sessions)	9 a.m.-4 p.m.	UTC-257
42848	T/Th	1/29-4/16	5-9 p.m.	LARL-205
42849	T/Th	2/5-4/23	5:30-9:30 p.m.	UTC-257

**HES-417 Certified Nursing Assistant: Clinical** 4.9 CEUs

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, \$600\***

43037	S/Su	2/16-3/10	7 a.m.-3:30 p.m.
43033	M/T/W/Th/F	3/15-3/22	7 a.m.-3:30 p.m.
43038	S/Su	3/16-4/14	7 a.m.-3:30 p.m.
43040	S/Su	4/6-4/28	7 a.m.-3:30 p.m.



**HES-365 Nursing Home Medicine Aide Update** 0.8 CEU

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

42833	S	1/19-1/19 (3 sessions)	8:30 a.m.-5 p.m.	Largo
42896	S	2/16-2/16	8:30 a.m.-5 p.m.	Largo
42891	S	3/16-3/16	8:30 a.m.-5 p.m.	Largo



**PATIENT CARE TECHNICIAN**  
301-546-5215 or hammonvj@pgcc.edu

**MARYLAND CERTIFICATION + PGCC CERTIFICATE CERTIFIED MEDICINE AIDE**

**Program Information**

In this 80 course-hour 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-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)

**Note:** This program is not for Medication Technicians.

**For more information**

Please see our contact information above.



### 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](http://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. Students must have an active CNA certification on the Maryland Board of Nursing's registry to take this program.

**22 sessions, \$1150\* (includes a \$100 lab fee)**

42857 T 1/22-4/23 9 a.m.-4:30 p.m. CHS-2211  
(13 sessions)

42858 T/Th 2/5-4/25 5:30-9:30 p.m. CHS-2211

42894 T 5/14-8/13 9 a.m.-4:15 p.m. CHS-2211  
(14 sessions)

### EKG

301-546-5215 or [hammonvj@pgcc.edu](mailto:hammonvj@pgcc.edu)

### 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.

**7 sessions, \$500\* (includes a \$100 lab fee)**

42831 S 2/2-3/16 8:30 a.m.-2 p.m. CHS-2215

### 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.

**3 sessions, \$200\* (includes a \$50 lab fee)**

42832 S 3/30-4/13 8:30 a.m.-2 p.m. CHS-2215

### 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](http://www.pgccbookstore.com))

#### For more information

Please see our contact information above.



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

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



**MEDICAL BILLING**

301-546-0796 or barkerdm@pgcc.edu

**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 AAPC 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-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. 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. **14 sessions, \$440\* (includes a \$20 lab fee)**

42842 M/Th 1/24-3/14 5:30-8:30 p.m. CHS-1229

**HES-684 Advanced Medical Billing**

4.2 CEUs

This course is designed to introduce the billing and accounting process of the medical office. Topics include key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also learn how to reconcile their daily work, accounts receivable processing, and the basics of financial reporting. **14 sessions, \$610\* (includes a \$20 lab fee)**

42834 M/W 3/25-5/8 6:30-9:30 p.m. CHS-1233

42835 T/Th 3/26-5/9 9 a.m.-12 p.m. CHS-1233

**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\***

42838 M/W 1/23-2/6 6:30-9:30 p.m. CHS-1233

42839 T/TH 1/22-2/5 9 a.m.-12 p.m. CHS-1233

**HES-553 Computerized Medical Billing**

4.2 CEUs

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

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

42841 T/Th 2/7-4/4 9 a.m.-12 p.m. CHS-1233

42840 M/W 2/11-4/8 6:30-9:30 p.m. CHS-1233





### MEDICAL OFFICE ASSISTANT

301-546-0796 or [barkerdm@pgcc.edu](mailto:barkerdm@pgcc.edu)

#### 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\***

42855 Th 1/24-4/4 3:30-5:30 p.m. Largo

### HES-396 Medical Administrative Assistant 6.6 CEUs

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

**22 sessions, \$1025\* (includes a \$105 lab fee)**

42856 Th 1/24-4/11 6-9 p.m. CHS-1233

T 1/29-4/16 12:02-12:02 a.m. BLBD-1

### 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)**

42854 T/Th 4/23-5/30 6-9 p.m. CHS-2229

### ELECTRONIC HEALTH RECORDS

301-546-0796 or [barkerdm@pgcc.edu](mailto:barkerdm@pgcc.edu)

#### NATIONAL CERTIFICATION ELECTRONIC HEALTH RECORDS

##### Program Information

This program is for healthcare professionals (Medical Office Assistant or Medical Assistant) who are interested in increasing their proficiency with electronic health records. Students learn the components of an electronic health record, laws and regulations, and meaningful use standards. This is a hands-on electronic health records software.

##### Coursework

Students who successfully complete this training are prepared for the National Healthcareer Association's Electronic Health Records Specialist Certification exam, with the potential to earn the Certified Electronic Health Records Specialist (CEHRS™) credential.

- HES 692 Electronic Health Records
- 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 and strong computer and word processing skills
- have successfully completed a Medical Office Assistant program OR have a minimum of one year work experience in a healthcare setting and approval from the program coordinator
- purchase the required textbook (available at the college bookstore, [www.pgccbookstore.com](http://www.pgccbookstore.com))
- have access to a computer and a 4G flash drive

##### For more information

Please see our contact information above.



**PHLEBOTOMY**

301-546-0796 or barkerdm@pgcc.edu

**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 Technologist.

**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 health care 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. Prerequisites: must be a health care professional. Textbook (required at first class). **26 sessions, \$1120\* (includes a \$160 lab fee)**

42843 M/W 11/22-4/25 6:30-9:30 p.m. CHS-2229

**HES-469 Phlebotomy**

**Technician Clinical: Part 1** 6.0 CEUs

This course fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. **15 sessions, \$135\***

42852 M/T/W/Th/F 1/22-5/31 TBA

**HES-470 Phlebotomy**

**Technician Clinical: Part 2** 6.0 CEUs

Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: successful completion of HES-418, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. **15 sessions, \$135\***

42851 M/T/W/Th/F 1/22-5/31 TBA

**HES-468 Phlebotomy Technician Refresher**

This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and for those who have taken a structured phlebotomy course but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical. **10 sessions, \$450\* (includes a \$50 lab fee)**

42853 M/W 2/27-4/8 6:30-9:30 p.m. CHS-2229

**HOSPITALITY**

301-546-7596 or warewd@pgcc.edu

**CULINARY ARTS****CUL-305 Kitchen Cook Certification** 2.0 CEUs

This certification recognizes the skills and knowledge needed to succeed as a food preparation professional. Students will receive fundamental cooking knowledge.

**5 sessions, \$200\* (includes a \$50 lab fee)**

44169	M/T/W/Th	2/4-2/7	9 a.m.-2:15 p.m.	Largo
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44173	M/T/W/Th/F	3/11-3/15	5:30-9:45 p.m.	Largo
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44178	M/T/W/Th	4/22-4/25 (4 sessions)	9 a.m.-2:15 p.m.	Largo
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**CUL-306 Grilling Basics** 1.0 CEU

Grilling basics for the master griller in you. This fundamental course outlines the proper way of grilling various meats and seafood. Basic grilling sauces do's and don'ts will be discussed.

**2 sessions, \$140 (includes a \$45 lab fee)**

44174	S/Su	3/30-3/31	9 a.m.-2:15 p.m.	Largo
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44177	S/Su	4/6-4/7	9 a.m.-2:15 p.m.	Largo
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**CUL-307 Desserts, Desserts and Dessert** 0.4 CEU

Students will be introduced to making some American favorites. Cobblers, Crips, Short-cakes, and Pies.

**2 sessions, \$200 (includes a \$50 lab fee)**

44179	S	3/30-4/6	11 a.m.-1 p.m.	Largo
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**CUL-309 Jerk, Jerk, and More Jerk**

This course will showcase the proper way of using Jerk flavoring in your meats. If you are interested in cooking and flavoring your meals with jerk seasoning this class is for you.

**1 session, \$125 (includes a \$25 lab fee)**

44181	S	4/20-4/20	10 a.m.-1 p.m.	Largo
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**CUL-310 Cooking and Single**

This course is geared to get the single person in the kitchen. Learn quick meals, portion control, learn what to do with leftovers and so much more to stop you from ordering take out.

**1 session, \$125 (includes a \$40 lab fee)**

44180	Th	4/11-4/11	6:30-9:30 p.m.	Largo
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**HSM-655 ServSafe**

This course provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Meets concurrently with credit course HSM-1550. Required textbook: *ServSafe Essentials* (7th edition) with exam, English. Please call Prince George's Community College bookstore at 301-546-0912 for more information.

**2 sessions, \$150\***

44120	S	1/19-1/26	8:30 a.m.-5 p.m.	CAC-104
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44121	S	2/16-2/23	8:30 a.m.-5 p.m.	CAC-104
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44122	S	3/9-3/16	8:30 a.m.-5 p.m.	CAC-104
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44123	S	4/20-4/27	8:30 a.m.-5 p.m.	CAC-104
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**EVENT PLANNING****WPC-300 Wedding Planner Certification** 3.6 CEUs

This course is designed for individuals that love planning weddings. Conducted under the guidance of instructor and master wedding planner Shelby Tucker-Horton. Topics will cover how to select wedding vendors, connecting with suppliers and vendors. Outlining a wedding budget and design.

**12 sessions, \$300\* (includes a \$50 lab fee)**

44172	W	2/20-5/18	6:30-9:30 p.m.	Largo
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**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\***

44119	S	4/27-4/27	9 a.m.-4 p.m.	LCC-205
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**BUS-460 Site Selection/Unique Venues**

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**

44115	Th	3/28-3/28	6:30-9:30 p.m.	LCC-205
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**BUS-596 I'm an Event Planner, Now What?**

This course is for beginner and mid-level Event Planners. Learn how to build a portfolio, conduct interviews with potential clients and create basic event contracts for service, Come ready to do interactive activities, have class discussions and plenty of fun while building skills for your new profession. Please bring any of your event photos, flyers, invitations or any small item you have created for an occasion to share and apply to the lessons. Instructor: Shakira Sturdivant. **1 session, \$45**

44105	S	3/30-3/30	10 a.m.-1 p.m.	Largo
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**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\***

44112	S	3/9-3/9	9 a.m.-4 p.m.	LCC-205
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**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**

44117	Th	4/11-4/11	6:30-9:30 p.m.	LCC-205
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**BUS-471 Audio visual Concepts for Meeting Planners/Staging and Lighting**

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**

44106 M 4/8-4/8 6:30-9:30 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, \$75\***

44107 S 4/13-4/13 10 a.m.-4 p.m. Largo

**BUS-467 Creating an RFP (Request for Proposal)** 0.6 CEU

A Request for Proposal (referred to an RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information, the company history and the company's offer, including the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. **1 session, \$75\***

44114 S 3/16-3/16 9 a.m.-4 p.m. LCC-205

**BUS-466 Crash Course in Event Planning** 0.5 CEU

Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Be ready to discuss an event on which you are currently working, such as a baby shower, birthday, conference, retreat etc. Let's work together to make your event a success! Instructor: Lisa Byrd. **2 sessions, \$75\***

44099 T/Th 2/26-2/28 6:30-9:30 p.m. Largo

44110 T/Th 4/30-5/2 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**

44109 W 4/24-4/24 6:30-9:30 p.m. Largo

**BUS-525 Etiquette Do's and Dont's for 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**

44103 Th 3/14-3/14 6:30-9:30 p.m. Largo

**BUS-569 Food and Beverage/Wowing Your Guest**

Is it the taste or the cost that matters? It's both! Food and beverage is the most important part of any event. Not knowing how to select the right combination can affect your event. You will be taught how to create and stay within a realistic budget. Instructor: Renee Maxwell. **1 session, \$45**

44104 W 3/27-3/27 6:30-9:30 p.m. Largo

**BUS-573 Intro to Social Media for Event Planners**

This course is meant to help you understand the fundamentals of cultivating an audience, get the needed marketing for your event, and start and maintain a positive marketing campaign on the internet. It will focus on what social media is, how to use social networking sites, and what tools to use to keep abreast of it all. Learn the tricks of the trade and other professional marketing tools. Instructor: Bart Logan. **1 session, \$45**

44102 M 3/11-3/11 6:30-9:30 p.m. Largo



**BUS-579 Cutting Edge Tricks & Technologies for Successful Event Businesses**

Want to work smarter and avoid costly planning/design mistakes. This practical and exciting session will unleash your creativity and show you tried and true tricks to grow your business. Improve the quality of your work by introducing strategies used by industry event professionals. Topics will include logistics, time management, inventory, delegation, recycling to get organized, and technology's "latest tools and gadgets". Instructor: Lilly Whittaker. **1 session, \$45**

44108 W 4/17-4/17 6:30-9:30 p.m. Largo

**BUS-597 Legal Issues That Face Meeting Managers**

This course will review legal issues from the perspective of a meeting manager, but not meant as legal advice. The problem topics to be discussed include music performance licensing fees, attrition, cancellation clauses, force majeure, union issues, ADA requirements and other pitfalls to avoid. Remember to always consult an attorney with legal questions. Instructor: Beverly Litsinger. **1 session, \$45**

44116 Th 4/4-4/4 6:30-9:30 p.m. LCC-205

**BUS-598 Beginner's Backdrops - Pipe and Drape**

This course will teach you the necessary Backdrop - Pipe and Drape techniques to start or expand your business in the event decorating industry. You will develop a keen eye for detail and spot flaws and get better at utilizing spaces with the best decoration techniques. With over 15 years of experience in the events field, Lily Whittaker will help you achieve the "upscale" look for a great event. Have fun transforming event venues into beautiful spaces. \$25 materials fee payable to the instructor: Benjamin Bachdrops and Lilly Whittaker. **1 session, \$45**

44101 S 3/2-3/2 10 a.m.-1 p.m. Largo



## LANGUAGES

richeljl@pgcc.edu

PGCC CERTIFICATE  
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 program in American Sign Language, 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 start exploring, expanding or practicing ASL skills – from beginners with no exposure 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.

COM-528 ASL for the  
Faith-Based Community

For millions of people worldwide, sign language is their first language. The specialized language used in worship, prayer, and song has grown dynamically through sharing; and now — with the growth of communication technologies - is being standardized. This class is designed for spiritual leaders, educators, and congregation members — both deaf and hearing - to build proficiency in signing the language of Christianity and the opportunity for personal involvement with the deaf community. **4 sessions, \$120**

43244 T 2/12-3/5 6:30-9:30 p.m. Largo

43247 Th 4/4-4/25 6:30-9:30 p.m. Largo

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, \$150\* (includes a \$75 lab fee)**

43301 W/F 1/16-3/8 online E2G0

43302 W/F 2/13-4/5 online E2G0

43303 W/F 3/13-5/3 online E2G0

43304 W/F 4/17-6/7 online E2G0

## 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. **8 sessions, \$196\***

43239 S 1/5-3/9 9:30 a.m.-12:30 p.m. Largo

43233 S 1/5-3/9 9:30 a.m.-12:30 p.m. Largo

43240 M 1/7-3/11 6:30-9:30 p.m. Largo

43234 M 1/7-3/11 6:30-9:30 p.m. Largo

43235 W 1/9-2/27 6:30-9:30 p.m. Largo

42941 W 1/16-3/6 6:30-9:30 p.m. LCC-205

42942 Th 2/7-4/4 6:30-9:30 p.m. LCC-205

## COM-330 Sign Language 2 2.4 CEUs

This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. **8 sessions, \$196\***

43238 W 3/13-5/8 6:30-9:30 p.m. Largo

43237 M 3/25-5/13 6:30-9:30 p.m. Largo

42961 W 3/27-5/15 6:30-9:30 p.m. LCC-205

43236 S 3/30-5/18 9:30 a.m.-12:30 p.m. Largo

42962 Th 4/18-6/6 6:30-9:30 p.m. LCC-205

## COM-326 Sign Language 3 2.4 CEUs

The course emphasizes conversation with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48 hours of previous instruction. **8 sessions, \$196\***

43842 T 1/29-3/26 6:30-9:30 p.m. LCC-205

## 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\***

43246 M 4/1-5/20 6:30-9:30 p.m. Largo

## COM-348 ASL Skill Building 2.4 CEUs

This course will assist student's continued development of American Sign Language (ASL) skills. It will focus on refining the use of pronouns, classifiers, spatial referencing, plurals and non-manual markers. Students will refine the routine communicative functions of the language such as asking for directions. Information about the deaf community and culture will be included. **8 sessions, \$150\***

43241 M 1/7-3/11 6:30-9:30 p.m. Largo

## COM-382 ASL Conversation 2 2.4 CEUs

This course will further develop intermediate conversational fluency and spontaneity that will allow regular interaction with native speakers without strain on either party. Students will be able to explain multifaceted viewpoints on both concrete and abstract concepts with only minimal pauses so that others can easily comprehend even in full immersion settings. Comprehension and grammatical correctness will be an integral component of class and homework assignments. **8 sessions, \$196\***

43245 M 3/25-5/13 6:30-9:30 p.m. Largo



**COM-379 ASL Conversation 1**

Conversational courses serve the purpose of applying knowledge of American Sign Language (ASL) grammar and vocabulary as learned in Levels 1 – 4, to the description of increasingly complex constructs, processes and situations. Students incorporate multiple character role shifting into medium-length stories, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This is an excellent course for anyone seeking to take “the American Sign Language Proficiency Interview (ASLPI).” **8 sessions, \$165**

43242	M	1/7-3/11	6:30-9:30 p.m.	Largo
43243	S	2/2-4/13	3-6 p.m.	Largo

**SPANISH LANGUAGE**  
301-546-0159

**PGCC CERTIFICATE CONVERSATIONAL LANGUAGES**

**Program information**

*I speak English, why should I learn another language?* Well over four-fifths of the world’s population does NOT speak English. As globalization, mobility and communication technologies are bringing world citizens closer together, there is growing urgency for Americans to become multi-lingual. Whether you want to learn a language for a vacation trip, to do business or to serve in another country, knowing a foreign language gives you a direct access to great thoughts, experiences, and cultures that would otherwise be out of reach. If you’re interested in a fully enriching language experience and in truly learning about the life and culture of other peoples, PGCC has courses into which you can dip a toe or jump full-force.

Our language courses are geared to the beginner, with little or no previous knowledge of the language. Classes are often taught by native speakers and emphasize speaking, vocabulary acquisition, and cultural understanding. Reading, writing and grammar are used as a vehicle for verbal skills. All you need is a passion for the full benefit of diversity through language!

**Coursework**

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

**For more information**

Please see our contact information above.

**SPN-302 Spanish, Level 3** 2.4 CEUs

In this third course in the series, students will learn further language structures, vocabulary, and idioms to help increase comprehension and speaking ability. While students are still likely to have to “translate” internally and will make errors in grammar and word choice, they will be able to conduct a structured exchange on a range of subjects. Through continued practice, students will be able to produce simple connected text on topics that describe events and experiences and give brief explanations for opinions and plans. **8 sessions, \$196\* (includes a \$98 lab fee)**

42958	T	1/8-2/26	6:30-9:30 p.m.	LARL-205
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**SPN-301 Spanish, Level 2** 2.4 CEUs

This level focuses on increasing Spanish vocabulary and comprehension through interactive dialogue and role-play. Students that finish this level will be able to understand sentences and frequently used expressions, such as basic personal and family information, shopping, local geography and employment. They will be able to communicate through direct exchange of information on routine matters using simple terms and to describe matters of immediate need. **8 sessions, \$196\***

43552	M	3/25-5/13	6:30-9:30 p.m.	Largo
43553	T	3/26-5/14	6:30-9:30 p.m.	Largo
42957	Th	3/28-5/16	6:30-9:30 p.m.	LARL-205
43547	S	3/30-5/18	6:30-9:30 p.m.	Largo

**SPN-300 Spanish, Level 1** 2.4 CEUs

Upon completion of this introductory level, students will be able to understand and use familiar everyday expressions and very basic phrases aimed at concrete topics and needs. They will have the tools to introduce themselves and others and to ask and answer questions about personal details; such as where one lives, people they know and things they do. **8 sessions, \$196\***

43539	S	1/5-3/9	9:30 a.m.-12:30 p.m.	Largo
43549	M	1/7-3/11	6:30-9:30 p.m.	Largo
43551	M	1/15-3/5	6:30-9:30 p.m.	Largo
42956	Th	1/17-3/7	6:30-9:30 p.m.	LARL-205

**LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary**

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

43271	S	1/5-1/5	10 a.m.-4 p.m.	Largo
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### LGE-531 Spanish Skill Building and Vocabulary 2.4 CEUs

This course will provide continued development of Spanish skills and vocabulary. It will focus on refining the use of language flexibly and effectively for social, academic and professional purposes. At the conclusion, students will be able to produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices. Students who finish this level can understand a wide range of demanding, longer texts, and recognize implicit meaning. **8 sessions, \$196\***

43527	W	2/6-4/2	6:30-9:30 p.m.	LCC-205
(7 sessions)				

### LGE-521 Group "Speed" Spanish 1 2.4 CEUs

If you're in a hurry to learn Spanish, this course gets results pronto. You'll focus on the vocabulary you need in real life - while traveling, at restaurants, on the phone, in emergencies. Then, you'll learn six easy recipes for gluing Spanish words together to form basic sentences. In no time at all, you'll be able to go into any Spanish speaking situation and communicate! Qué Bueno! Starts each month upon request. **12 sessions, \$150\* (includes a \$75 lab fee)**

43433	W/F	1/16-3/8	online	E2G0
43434	W/F	2/13-4/5	online	E2G0
43436	W/F	3/13-5/3	online	E2G0
43437	W/F	4/17-6/7	online	E2G0

### LGE-522 Speed Spanish 2 2.4 CEUs

Would you like to be able to have an actual adult conversation Spanish-speaking people? You will expand your vocabulary by hearing new words pronounced properly and have opportunities to practice your own pronunciation. You'll learn new recipes to help you glue words together into sentences, complete thoughts, and finally into a whole conversation. You'll see an immediate improvement in fluency from the very first lesson. **12 sessions, \$150\* (includes a \$75 lab fee)**

43439	W/F	1/16-3/8	online	E2G0
43440	W/F	2/13-4/5	online	E2G0
43442	W/F	3/13-5/3	online	E2G0
43443	W/F	4/17-6/7	online	E2G0

### LGE-523 Speed Spanish 3 2.4 CEUs

Master your ability to speak, understand, and read Spanish by taking the final installment in this series. In this advanced-level course, you'll learn the final recipes that serve as templates to create almost any sentence. Guided practice will include new vocabulary, pronunciation, grammar, and speed drills. This series has not just taught you how to speak Spanish, but to speak Spanish spontaneously! **12 sessions, \$150\* (includes a \$75 lab fee)**

43444	W/F	1/16-3/8	online	E2G0
43445	W/F	2/13-4/5	online	E2G0
43447	W/F	3/13-5/3	online	E2G0
43448	W/F	4/17-6/7	online	E2G0

## OTHER LANGUAGES

301-546-0159

### LGE-517 Discover Japanese 2.4 CEUs

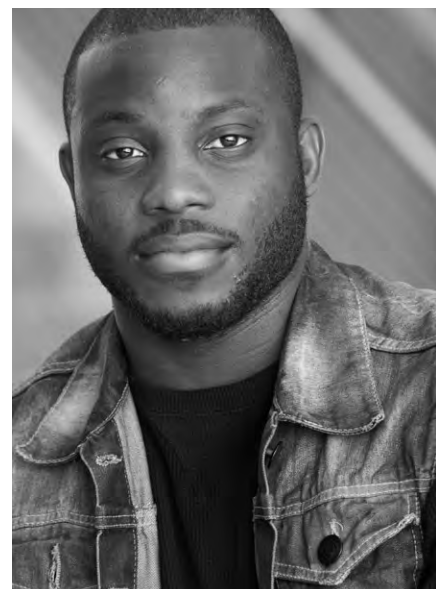
Whether you want to learn conversational Japanese for travel or just for fun, you will find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. You will practice drills, interactive exercises, and conversational phrases to a specific area of travel. By the end of this course, you will have acquired basic conversational skills that enable you to travel around the country easily. **12 sessions, \$150\* (includes a \$75 lab fee)**

43398	W/F	1/16-3/8	online	E2G0
43399	W/F	2/13-4/5	online	E2G0
43400	W/F	3/13-5/3	online	E2G0
43401	W/F	4/17-6/7	online	E2G0

### LGE-307 Discover French

Parlez Français! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Textbook required. **12 sessions, \$150\* (includes a \$75 lab fee)**

43403	W/F	1/16-3/8	online	E2G0
43404	W/F	2/13-4/5	online	E2G0
43405	W/F	3/13-5/3	online	E2G0
43406	W/F	4/17-6/7	online	E2G0







**LGE-519 Discover Italian** 2.4 CEUs

This dynamic course makes learning Italian fun and surprisingly easy. You will learn how to ask directions, book a room, order a meal, and much more in Italian! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and it promises to enrich your experiences while traveling in Italy. Benissimo!

**12 sessions, \$150\* (includes a \$75 lab fee)**

43407	W/F	1/16-3/8	online	E2GO
43408	W/F	2/13-4/5	online	E2GO
43409	W/F	3/13-5/3	online	E2GO
43410	W/F	4/17-6/7	online	E2GO

**MEDIATION**

301-546-8340 or parknx@pgcc.edu

**PGCC CERTIFICATE BASIC MEDIATION**

**Program Information**

Start a new career or enhance the one you have; become a professional mediator and help disputing parties resolve personal/business/legal arguments. If you are a counselor, coach, attorney, or business professional seeking to increase your ability to lead others to settlement, this program is for you. Mediation skills are taught through lectures, role plays, videos, and group discussions; a balance of theory and practice is designed to give participants a thorough understanding of the mediator's role and the ability to implement a five-step mediation process. This program meets the State of Maryland's requirement to practice as a mediator.

**Coursework**

Students who successfully complete LAW-510, Basic Mediation Training, will be eligible to receive the certificate.

**Program requirements**

To register for this program, participants must be confident in their ability to speak, understand and read English.

**For more information**

Please see our contact information above.

**LAW-510 Basic**

**Mediation Training** 4.0 CEUs

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

**14 sessions, \$475\* (includes a \$325 lab fee)**

43642	F	2/22-4/13	6-10 p.m.	Largo
	S	2/22-4/13	9 a.m.-4:30 p.m.	Largo

**LAW-512 Divorce**

**Mediation Training** 2.0 CEUs

This 20-hour course will cover conflict resolution; identifying and screening for domestic violence; property and financial issues; asset and debt distribution; insurance; spousal support; tax consequences; and business valuations. The class includes lectures, videos, and role plays. Prerequisite: successful completion of LAW-510, Basic Mediation, is required before taking this training.

**4 sessions, \$450\* (includes a \$200 lab fee)**

43643	M	4/1-4/22	6-10 p.m.	Largo
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**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. Students should bring their motorcycle owner's manual to class. **2 sessions, \$85\***

42870 W/Th 3/27-3/28 6-9 p.m. Largo

### **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)**

42861 T/Th 4/2-4/25 6-9 p.m. WTC

## **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**

Please see our contact information above.

### **OCC-361 Basic Rider Course (BRC)**

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

**3 sessions, \$275\* (includes a \$35 lab fee)**

43201 M 3/4-3/4 6-9 p.m. CONT-124

S/Su 3/9-3/10 7:45 a.m.-4 p.m. CONT-124

43203 M 3/11-3/11 6-9 p.m. CONT-124

S/Su 3/16-3/17 7:45 a.m.-4 p.m. CONT-124

43204 M 3/25-3/25 6-9 p.m. CONT-124

S/Su 3/30-3/31 7:45 a.m.-4 p.m. CONT-124

43206 M 4/1-4/1 6-9 p.m. CONT-124

S/Su 4/6-4/7 7:45 a.m.-4 p.m. CONT-124

43207 M 4/8-4/8 6-9 p.m. CONT-124

S/Su 4/13-4/14 7:45 a.m.-4 p.m. CONT-124

43208 M 4/15-4/15 6-9 p.m. CONT-124

S/Su 4/20-4/21 7:45 a.m.-4 p.m. CONT-124

43210 M 4/22-4/22 6-9 p.m. CONT-124

S/Su 4/27-4/28 7:45 a.m.-4 p.m. CONT-124

43211 M 4/29-4/29 6-9 p.m. CONT-124

S/Su 5/4-5/5 7:45 a.m.-4 p.m. CONT-124

**OCC-419 Motorcycle**

**Alternate Basic Rider Course 0.7 CEU**

**NEW** Riders must complete an MVA required e-Course and pass the riding and knowledge test. E-Course information will be given on first night of class. Riders “must” also provide their own, legally transported motorcycle for this course. 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. Actual class time may vary.

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

44162 S 4/6-4/6 7:30 a.m.-3 p.m. CONT-124

44164 S 5/4-5/4 7:30 a.m.-3 p.m. CONT-124

**OCC-365 Experienced Rider Course (BRC2-SP)**

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 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. Actual class time may vary.

**1 session, \$150\* (includes a \$20 lab fee)**

43470 S 4/27-4/27 7:30 a.m.-3 p.m. CONT-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 authentication of the many documents required for commercial and/or personal use before they can be used or officially recorded for any legal effect. Consequently, Notaries Public 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 and 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 many 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 own 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-374 Website Design for Notaries Public 0.3 CEU**

To successfully grow a notary business in today’s market, a web presence on the Internet is essential. Fast, secure, reliable hosting can make a significant impact on your bottom line! This course, designed specifically for notaries public, will introduce you to a website builder application that’s both easy and reliable. Traditional marketing is fine, but a website will vastly expand your market outreach lightning-fast. Please bring your laptop to class. **1 session, \$42**

43459 W 1/30-1/30 6:30-9:30 p.m. Largo

43463 T 3/5-3/5 6:30-9:30 p.m. Largo

**GEN-375 Website Development for Notaries Public 0.3 CEU**

This hands-on course takes Notaries Public step-by-step through a website builder application to create your own web page. No technical expertise or coding skills are required. Simply select the web design, add text, drag and drop images; and you’re ready to launch your own website that will make a lasting impression on customers. Marketing your notarial services suddenly becomes faster, easier, and more professional for as little as \$10 a month. Prerequisite GEN-374. Offered in a computer-lab, but feel free to bring your own laptop. **1 session, \$42**

43468 W 4/24-4/24 6:30-9:30 p.m. Largo

**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. **1 session, \$72\***

43462 S 2/23-2/23 10 a.m.-4 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. **1 session, \$72\***

43464 S 3/9-3/9 10 a.m.-4 p.m. Largo

**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. **1 session, \$72\***

43467 S 4/13-4/13 10 a.m.-4 p.m. Largo

**GEN-345 Marketing Your Notarial Services**

Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all notaries, notary signing agents, and licensed Maryland title insurance producers can increase their businesses by using creative marketing techniques to capture their markets. Instructor: Elaine Wright Harris. Classroom delivery, 1 session, 3 hours **4 sessions, \$42**

43465 W 3/27-3/27 6:30-9:30 p.m. Largo

**GEN-367 Refresher 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. (10 days/24-hour access). **4 sessions, \$42**

43469 T/Th 1/22-1/31 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. Classroom delivery, 1 session, 3 hours. **1 session, \$42**

43460 S 2/9-2/9 10 a.m.-1 p.m. Largo

**GEN-371 Notaries Public Protect Client Info (NPPI)** 0.3 CEU

Notaries Public can avoid potential penalties by protecting their client's Non-Public Personal Information (NPPI). Penalties may include commission suspension, fines, or criminal charges. Learn how to assess risks and determine preventative measures. Develop a plan to protect NPPI and effectively execute notarial duties in accordance with legal and professional requirements and standards. Instructor: Wanda Moore (1 session, 3 hours) **1 session, \$42**

43466 S 4/6-4/6 10 a.m.-1 p.m. Largo

**GEN-517 Notary Enrichment Day**

As each year begins, Notary professionals should look back and analyze the year — how their businesses have grown and been enhanced, what works, what doesn't. More importantly, they should plan steps that can be taken now to ensure continuing growth! In this open forum, workshops are presented on notarization tips, tracking and mobile notary software applications, and best practices in evolving businesses - including working smarter through improved time management. Classroom delivery, 1 session, 4 hours

**1 session**

43458 S 1/12-1/12 9:30 a.m.-3:30 p.m. Largo

**GEN-372 Notary Electronic Journaling Simplified**

Today's technology now provides "electronic" journaling through the app, NotaryAct, which runs on computers and most smart devices. NotaryAct affords Notaries Public with legal protection while safeguarding the public's trust that important documents are executed properly. Notarizations are performed in a legally compliant and secure manner by quickly capturing critical evidence of each transaction. NotaryAct is affordable. It includes features of the paper journal, while providing expanded and quicker data entry and retrieval. Instructor: Elaine Wright Harris. Classroom delivery, 1 session, 3 hours **1 session, \$42**

43461 W 2/13-2/13 6:30-9:30 p.m. Largo



**PERSONAL ENRICHMENT**

301-546-0159

**CAREER & PERSONAL FINANCES**

**JCL-378 Myers-Briggs: You in Depth** 1.2 CEUs

Assessing your personality through the Myers-Briggs Type II Indicator, can help you plan your career at every stage: from your choice of subjects in school to choosing your first career, advancing in your organization or retooling for a changing career later in life. Personality typing uses a simple, practical questionnaire to investigate what environments, tasks, and interactions work best for you. Knowing that, you can define an individual development plan to layout your future goals.

**4 sessions, \$156 (includes a \$50 lab fee)**

43717 W 1/9-1/30 6:30-9:30 p.m. Largo

**JCL-366 The Millionaire Mindset**

In the world of achievement, mindset is everything! WHAT we think about and HOW we think about it determines where we go and what we do in life. While we cannot control life's circumstances, we can control the way we THINK! Noted speaker and author of "The Student Millionaire," Rich Patenaude shares the 10 key elements of the mindset to guarantee both success and wealth.

**1 session, \$25**

43260 S 2/9-2/9 10 a.m.-12 p.m. Largo

**JCL-378 Myers-Briggs: You in Depth** 1.2 CEUs

Assessing your personality through the Myers-Briggs Type II Indicator, can help you plan your career at every stage: from your choice of subjects in school to choosing your first career, advancing in your organization or retooling for a changing career later in life. Personality typing uses a simple, practical questionnaire to investigate what environments, tasks, and interactions work best for you. Knowing that, you can define an individual development plan to layout your future goals.

**4 sessions, \$156 (includes a \$50 lab fee)**

43718 Th 4/4-4/25 6:30-9:30 p.m. Largo

**JCL-366 The Millionaire Mindset**

In the world of achievement, mindset is everything! WHAT we think about and HOW we think about it determines where we go and what we do in life. While we cannot control life's circumstances, we can control the way we THINK! Noted speaker and author of "The Student Millionaire," Rich Patenaude shares the 10 key elements of the mindset to guarantee both success and wealth.

**1 session, \$25**

43262 S 4/27-4/27 10 a.m.-12 p.m. Largo

**FIN-377 Be Your Own Money Manager** 1.8 CEUs

Do you have a steady job and still don't have any money? Do you have a savings plan that evaporates every month? Are you on nickels and dimes from one financial crisis to the next? These are serious, life-defining questions - often too intimidating to ask just anyone. No matter where you are in life, you need a trusty advisor, a safe a place to begin, recharge, restore. Start here!

**6 sessions, \$119\* (includes a \$60 lab fee)**

43256 M/Th 1/7-1/28 6:30-9:30 p.m. Largo

43257 M/Th 2/25-3/14 6:30-9:30 p.m. Largo

43258 M/Th 3/7-4/1 6:30-9:30 p.m. Largo

43259 M/Th 4/22-5/9 6:30-9:30 p.m. Largo

**JCL-359 Resume Writing** 2.4 CEUs

Create an effective resume or transform the one you have into a powerful tool to market YOU. Topics include resume formats on paper and online, employment objectives, maximizing your work experience, what to (and what not to) reveal, overcoming work history gaps and age discrimination, how to use references. With skills like these, you might decide to write resumes for profit.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43309 W/F 1/16-3/8 online E2G0

43310 W/F 2/13-4/5 online E2G0

43311 W/F 3/13-5/3 online E2G0

43312 W/F 4/17-6/7 online E2G0

**JCL-363 Twelve Steps to a Successful Job Search** 2.4 CEUs

Get the job you want that best meets your needs — regardless of your expertise or economy. Get complete step-by-step instructions on how to build rapport with the interviewer, while mastering the six phases of a successful interview. This motivational course will increase your confidence, and provide the foundation you need to get the job you want.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43305 W/F 1/16-3/8 online E2G0

43306 W/F 2/13-4/5 online E2G0

43307 W/F 3/13-5/3 online E2G0

43308 W/F 4/17-6/7 online E2G0

**FIN-340 Key to Successful Money Management** 2.4 CEUs

If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed.

**12 sessions, \$150 (includes a \$75 lab fee)**

43411 W/F 1/16-3/8 online E2G0

43412 W/F 2/13-4/5 online E2G0

43413 W/F 3/13-5/3 online E2G0

43414 W/F 4/17-6/7 online E2G0





### FIN-348 Investing in Real Estate 2.4 CEUs

In today's dynamic economic climate, investing/divesting in real estate might be financially wise. How do you know, and where do you start? In this course, you'll explore how to identify, finance and negotiate a deal and how to take advantage of lease options, foreclosures, quick flips, rehabs and mobile homes. You need a specific game plan, tailored to your individual goals to find your next investment.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43427	W/F	1/16-3/8	online	E2GO
43428	W/F	2/13-4/5	online	E2GO
43429	W/F	3/13-5/3	online	E2GO
43430	W/F	4/17-6/7	online	E2GO

### FIN-345 Introduction to Stock Options 2.4 CEUs

This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43415	W/F	1/16-3/8	online	E2GO
43416	W/F	2/13-4/5	online	E2GO
43417	W/F	3/13-5/3	online	E2GO
43418	W/F	4/17-6/7	online	E2GO

### 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, \$150\* (includes a \$75 lab fee)**

43423	W/F	1/16-3/8	online	E2GO
43424	W/F	2/13-4/5	online	E2GO
43425	W/F	3/13-5/3	online	E2GO
43426	W/F	4/17-6/7	online	E2GO



### FIN-347 Stocks, Bonds and Investing 2.4 CEUs

Beginning with the fundamentals, this course will walk you through the stock market, 401k plans, retirement planning, and the personal financial issues that are often ignored, but absolutely essential to your success. Concepts will be explained in detail so you will understand how and why investments work now and what to expect in the future. Increase your independence and confidence so you can make your own investment decisions.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43419	W/F	1/16-3/8	online	E2GO
43420	W/F	2/13-4/5	online	E2GO
43421	W/F	3/13-5/3	online	E2GO
43422	W/F	4/17-6/7	online	E2GO

## FAMILY COMMUNITY

301-546-0159

### FAM-391 Handling Medical Emergencies

Do you know exactly what to do in a medical emergency? Early recognition and intervention can make the difference between life and death. Learn to identify common medical emergencies and how you should react to them. For adults, you will learn about heart attack, stroke, diabetic problems, seizures, breathing difficulty, and allergic reactions. For children, you will also learn about poisoning, childhood illnesses, injuries, and the signs of abuse. Be prepared when every second counts.

**12 sessions, \$150 (includes a \$75 lab fee)**

43285	W/F	1/16-3/8	online	E2GO
43286	W/F	2/13-4/5	online	E2GO
43287	W/F	3/13-5/3	online	E2GO
43288	W/F	4/17-6/7	online	E2GO

### FAM-392 Marriage and Relationships 2.4 CEUs

Meeting the right person is important; knowing how to stay in love matters even more. Every relationship goes through stages, and it's important to balance the needs of both individuals and the couple at every stage. Develop insights into the problems many couples encounter — disagreements over money, children, and relationship triangles. Explore the tools needed to identify problems and work toward resolution or even to decide it's time for the end.

**12 sessions, \$150 (includes a \$75 lab fee)**

43281	W/F	1/16-3/8	online	E2GO
43282	W/F	2/13-4/5	online	E2GO
43283	W/F	3/13-5/3	online	E2GO
43284	W/F	4/17-6/7	online	E2GO

### FAM-393 Success With Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

**12 sessions, \$150 (includes a \$75 lab fee)**

43289	W/F	1/16-3/8	online	E2GO
43290	W/F	2/13-4/5	online	E2GO
43291	W/F	3/13-5/3	online	E2GO
43292	W/F	4/17-6/7	online	E2GO

**FAM-394 Be Assertive!**

Tired of being intimidated and manipulated? Don't get angry, get tough! Learn specific techniques to become more assertive in all aspects of your life. Understand passive, aggressive, and assertive behaviors and how it affects your interactions with others. Use facial expressions and body language to reinforce a more self-assured stance. Stand firm in the face of resistance and be more confident with family and friends, in the workplace and the community. It's your turn to speak up!  
**12 sessions, \$150 (includes a \$75 lab fee)**

43293	W/F	1/16-3/8	online	E2GO
43294	W/F	2/13-4/5	online	E2GO
43295	W/F	3/13-5/3	online	E2GO
43296	W/F	4/17-6/7	online	E2GO

**FAM-390 Caring for Aging Parents**

Growing older is a part of life - whether it's your parents or another. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. Topics include the impact of retirement, choosing a nursing home, financial and legal considerations, special communication and observation methods, and coping mechanisms to ease the burden for everyone.  
**12 sessions, \$150 (includes a \$75 lab fee)**

43297	W/F	1/16-3/8	online	E2GO
43298	W/F	2/13-4/5	online	E2GO
43299	W/F	3/13-5/3	online	E2GO
43300	W/F	4/17-6/7	online	E2GO



**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, \$150\* (includes a \$75 lab fee)**

43277	W/F	1/16-3/8	online	E2GO
43278	W/F	2/13-4/5	online	E2GO
43279	W/F	3/13-5/3	online	E2GO
43280	W/F	4/17-6/7	online	E2GO

**GARDENING**  
 301-546-0159

**ENR-610 Interior Decorating Professional License** 2.4 CEUs

Your home is your most important investment. You want to keep it safe and environmentally friendly, functional in meeting the needs of your family, and beautiful to suit your sense of style! Learn how to combine creativity with practical solutions to create powerfully designed spaces for you and others to enjoy. Whether interested in interior decorating to enhance your own spaces or seeking professional certification to start a business, this program offers both!  
**8 sessions, \$846 (includes a \$500 lab fee)**

43029	M	4/1-5/20	6:30-9:30 p.m.	Largo
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**ENR-609 Interior Decorating Certificate**

Your home is your most important investment. You want to keep it safe and environmentally friendly, functional in meeting the needs of your family, and beautiful to suit your sense of style! Learn how to combine creativity with practical solutions to create powerfully designed spaces for you and others to enjoy. Whether interested in interior decorating to enhance your own spaces or seeking professional certification to start a business, this program offers both!  
**8 sessions, \$446 (includes a \$200 lab fee)**

43028	M	4/1-5/20	6:30-9:30 p.m.	Largo
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**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, \$150 (includes a \$75 lab fee)**

43454	W/F	1/16-3/8	online	E2GO
43455	W/F	2/13-4/5	online	E2GO
43456	W/F	3/13-5/3	online	E2GO
43457	W/F	4/17-6/7	online	E2GO

**CST-362 Growing Plants for Fun and Profit**

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

43450	W/F	1/16-3/8	online	E2GO
43451	W/F	2/13-4/5	online	E2GO
43452	W/F	3/13-5/3	online	E2GO
43453	W/F	4/17-6/7	online	E2GO

**FLORAL**

301-546-0159

**ENR-599 Intermediate Floral Design**

1.6 CEUs

Take the next step in the fundamentals of fresh floral design by creating advanced arrangements that you can take home. Current trends will be used to keep the class fresh and up-to-date while building skills in creative and artistic interpretation using color, texture, proportion, balance, and unity. **8 sessions, \$475 (includes a \$300 lab fee)**

43248 T 1/8-2/26 6:30-8:30 p.m. Largo

**ENR-604 Advanced Floral, Wedding Designs**

1.6 CEUs

Bridal and related designs considering family preferences for color, flowers, lifestyle, and budget; including bouquets for the bride and wedding party, corsages and boutonnieres, and standing and table arrangements as well as decoration for the ceremony, receiving galleries, and reception halls. **8 sessions, \$475 (includes a \$300 lab fee)**

43249 T 3/26-5/14 6:30-8:30 p.m. Largo

**ENR-607 DIY Floral Gifts**

Do you have a creative sense and enjoy crafting? Let our floral professional help you expand your range with four projects to give or keep! In one evening, you'll get full instruction and ALL MATERIALS to make an extraordinary gift, plus expert tips on creating future projects with your own up- or down-scale supplies. It could become a home business! Choose: Live Dish Garden (42075), Silk Arrangement (42076), Gourmet Basket, (42077) Seasonal Wreath (42078). 1 session, \$79 each (includes a \$35 lab fee) OR choose all 4 with a \$20 discount (register for ENR-608 42079, \$296 (includes a \$140 lab fee). **1 session, \$79 (includes a \$35 lab fee)**

43250 W 2/6-2/6 6:30-8:30 p.m. Largo

43251 W 3/6-3/6 6:30-8:30 p.m. Largo

43252 W 4/3-4/3 6:30-8:30 p.m. Largo

**ENR-608 DIY Floral Gifts, Discounted 4-pack**

Do you have a creative sense and enjoy crafting? Let our floral professional help you expand your range with four projects to give or keep! In one evening, you'll get full instruction and ALL MATERIALS to make an extraordinary gift, plus expert tips on creating future projects with your own up- or down-scale supplies. It could become a home business! OR choose all 4 with a \$20 discount. **4 sessions, \$296 (includes a \$140 lab fee)**

43253 W 2/6-5/1 6:30-8:30 p.m. Largo

**HOME INTERIOR**

301-546-0159

**ENR-541 Introduction to Interior Design**

2.4 CEUs

Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. Interior decorating and design takes training as well as talent. You'll delve into color theory, industry trends, spatial arrangements, floor plans and traditional and modern interior design ideas so you can explore a range of careers. **12 sessions, \$150\* (includes a \$75 lab fee)**

43273 W/F 1/16-3/8 online E2G0

43274 W/F 2/13-4/5 online E2G0

43275 W/F 3/13-5/3 online E2G0

43276 W/F 4/17-6/7 online E2G0

**LIFESTYLE**

301-546-0159

**ENR-571 Introduction Mindfulness Meditation**

Mindful meditation works by helping achieve a better understanding of what is happening right now — positive, negative or neutral — not what one wants or thinks should be happening! Unconscious thoughts, feelings and behaviors can undermine emotional, physical and spiritual health. Learn techniques to reduce stress and stress-related disorders. The class will include of a presentation by a topic expert, participation in guided meditation and time for discussion afterwards. **1 session, \$59 (includes a \$40 lab fee)**

46178 S 3/16-3/16 10 a.m.-2 p.m. LCC, 205



**PERSONAL TRAINER**

301-546-0796

**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.

**HES-451 Certified  
Personal Trainer**

3.6 CEUs

This 30-hour course includes 15 hours of lecture, 15 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.

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

42322	Su	2/10-3/24	9 a.m.-12 p.m.	CONT-104
	Su	2/10-3/24	1-4 p.m.	Largo



**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.

**PHO-329 Light-Essence  
of Photography**

0.6 CEU

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

**2 sessions, \$100\* (includes a \$40 lab fee)**

44148	S	2/23-3/2	9 a.m.-12 p.m.	CAT-103
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### CRE-383 Digital Camera Basics Workshop

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

**1 session, \$100\* (includes a \$15 lab fee)**

43219 S 3/2-3/2 9:30 a.m.-3:30 p.m. CAT-105

43574 S 4/13-4/13 9:30 a.m.-3:30 p.m. CAT-105

### PHO-300 Digital Photography: the Basics 1.8 CEUs

In this class students will be shown how to use a digital camera. Topics 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. \$20 fee for printed materials (payable to the instructor).

**6 sessions, \$270\* (includes a \$135 lab fee)**

43205 T/Th 1/29-2/14 6:30-9:30 p.m. CAT-103

43218 M/W 4/8-4/24 6:30-9:30 p.m. CAT-105

### PHO-326 Digital Photography: Beyond the Basics 1.8 CEUs

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

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

43229 M/W 4/29-5/15 6:30-9:30 p.m. CAT-105

### 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. \$20 fee for printed materials (payable to the instructor at the first class).

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

43225 M/W 2/20-3/6 6:30-9:30 p.m. CAT-105

### 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. \$20 fee for printed materials (payable to the instructor at the first class).

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

43232 M/W 3/11-4/1 6:30-9:30 p.m. CAT-105

### PHO-343 Introduction to Photoshop Creative Cloud 2.4 CEUs

This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.

**8 sessions, \$325\* (includes a \$135 lab fee)**

43209 T/Th 2/26-3/28 6:30-9:30 p.m. CAT-103

### PHO-344 Advanced Photoshop Creative Cloud 2.4 CEUs

This is the second of a two-part series on Adobe Photoshop Creative Cloud using the format MAC, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools, and the Save-for-Web tool.

**8 sessions, \$325\* (includes a \$135 lab fee)**

43212 T/Th 4/2-4/25 6:30-9:30 p.m. CAT-103



### PHO-316 Using Lighting to Create Spectacular Portraits 0.6 CEU

Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-300: Digital Photography The Basics. Textbook required: a (\$5 fee payable to the instructor.)

**1 session, \$100\* (includes a \$40 lab fee)**

43196 S 3/30-3/30 9 a.m.-4 p.m. CAT-103

### PHO-317 Presentation and Display Techniques for Photographs 0.6 CEU

The presentation of printed digital images is critical to their appeal. Topics will include cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring original prints and artwork for matting, as well as ready-to-be framed prints or art work to both sessions.

**2 sessions, \$100\* (includes a \$40 lab fee)**

43200 S 4/20-4/27 9 a.m.-12 p.m. CAT-103

### PHO-327 Introduction to Sports Photography 1.2 CEUs

Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semi-manual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of the Prince George's Community College Owls sports teams and a follow up critique. Meets on Friday and Wednesday and will be photographing the men's soccer games (dates subject to change) 9/14, 9/17, 9/21 and 9/24)

**4 sessions, \$180\* (includes a \$65 lab fee)**

43223 W/F 1/16-1/25 6-9 p.m. CAT-105

**CRE-349 Exploring Digital Photography: An Online Class** 2.4 CEUs

This course provides an introduction to the technology that revolutionized the photographic world. Topics will include the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. 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](http://www.pgcc.edu) and also completes the online course orientation/registration at [www.ed2go.com/pgcc](http://www.ed2go.com/pgcc).

**12 sessions, \$150\* (includes a \$75 lab fee)**

43705 W/F 1/16-3/8 [online](#) E2GO

43706 W/F 2/13-4/5 [online](#) E2GO

43707 W/F 3/13-5/3 [online](#) E2GO

43708 W/F 4/17-6/7 [online](#) E2GO

**CRE-363 Secrets of Better Photography** 2.4 CEUs

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You'll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life.

**12 sessions, \$150\* (includes a \$75 lab fee)**

43709 W/F 1/16-3/8 [online](#) E2GO

43710 W/F 2/13-4/5 [online](#) E2GO

43711 W/F 3/13-5/3 [online](#) E2GO

43712 W/F 4/17-6/7 [online](#) E2GO



**REAL ESTATE AND INSURANCE**

**REAL ESTATE INSURANCE**

301-546-8340 or [parknx@pgcc.edu](mailto:parknx@pgcc.edu)

**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, \$300\* (includes a \$100 lab fee)**

43544 S 2/23-3/9 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, \$300\* (includes a \$100 lab fee)**

43546 S 3/30-4/13 9 a.m.-5 p.m. Largo



**REAL ESTATE LICENSURE**

301-546-8340 or [parknx@pgcc.edu](mailto:parknx@pgcc.edu)

**CERTIFICATION PREPARATION REAL ESTATE LICENSURE AND RENEWAL**

**Program Information**

Prince George's Community College 60-hour course meets the Maryland Real Estate Commission's requirement for those who want to earn a Maryland real estate sales license.

For more information visit the Maryland Real Estate Commission's website at [www.dllr.state.md.us/license/mrec](http://www.dllr.state.md.us/license/mrec).

The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination through PSI Examination Services. Download the candidate guide at [www.psiexams.com](http://www.psiexams.com).

**Coursework**

Students who successfully complete course ABC-123 Title will be eligible to sit for the Maryland Real Estate Salesperson licensing exam.

Prince George's Community College also offers courses approved by the Maryland Real Estate Commission for continuing education credits needed to renew real estate licenses.

**Program requirements**

To register for this program, participants must:

- List any requirements or qualifications here, or write 'None'
- The Maryland Real Estate Commission requires students to attend all hours of each commission-approved course. A student who arrives late, leaves early or misses a session will be required to make up the time in 3 hour time slots; no exceptions.

**For more information**

Please see our contact information above or contact the Real Estate Commission? at 410-230-6230 or [www.dllr.state.md.us/license](http://www.dllr.state.md.us/license).

**RES-305 Real Estate****Principles and Practices Sales 6.0 CEUs**

This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. Meets concurrently with credit course BRE-1030. Textbook (required at first class).

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

43523	S	1/26-4/27 (13 sessions)	9 a.m.-1:40 p.m.	Largo
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43524	T/Th	1/29-4/11	6:30-9:30 p.m.	Largo
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**RES-359 2012-2014 Real Estate Legislative Update**

This course meets the requirements of the Maryland Real Estate Commission for license renewal. Topics include relevant changes that have occurred in federal, state, and local laws during the preceding five years. Approved for 3.0 hours toward Real Estate License renewal.

**1 session, \$40**

43534	S	3/30-3/30	9 a.m.-12 p.m.	Largo
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43533	S	3/30-3/30	1-4 p.m.	Largo
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**REAL ESTATE APPRAISAL****RES-403 Appraisal****Principles and Procedures 6.0 CEUs**

This course is the first in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts and characteristics, legal considerations, influences on real estate values, real estate markets and analysis, property description, and an overview of approaches to value. The course meets for 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required; If you wish to purchase a financial calculator, the Hewlett-Packard 12C is recommended and is required for the third course in this series.

**15 sessions, \$750\* (includes a \$500 lab fee)**

43536	M/W	2/11-4/10	6-10 p.m.	Largo
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**PUBLIC SAFETY & SECURITY**

301-546-0175 or [policeacademy@pgcc.edu](mailto: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.

**For more information**

Please see our contact information above.

**PGCC CERTIFICATE SECURITY OFFICER TRAINING****Program information**

This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through 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**

Please see our contact information above.

**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](http://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](http://www.pgcc.edu/sage).

**TRAVEL SERVICE**

warewd@pgcc.edu

**PGCC CERTIFICATE TRAVEL SERVICES**

**Program Information**

PGCC partners with Greenbelt Travel Services to offer this 6-month, 45 course-hour travel program that provides the knowledge and skills needed to practice as a travel agent. The Travel Services program is proudly supported by Greenbelt Travel Services, in business since 1974, and home to many of the graduates of this program as Independent Contractors.

**Coursework**

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

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

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

**The TAP (Travel Agent Proficiency) Test**

When you are close to completing our program, you will be ready to begin preparation for the TAP test. This test, developed by the American Society of Travel Agents, is the first step towards professional recognition, and provides verification of national standards of excellence for entrants into the travel industry. Passing the TAP test will increase your competitive edge and reduce the work experience requirement for the Travel Institute's Certified Travel Associate (CTA) designation by six months.

**Program requirements**

To register for this program, participants must:

- List any requirements or qualifications here, or write 'None'

**For more information:**

Please see our contact information above. For information on the TAP test and CTA requirements, email [vicki@greenbelttravel.com](mailto:vicki@greenbelttravel.com).

**BUS-343 Getting Into the Travel Business 0.3 CEU**

Do you have the who, why, how, and what it takes to own or manage a travel agency? Do you want to be a full or part-time travel agent? This workshop will help you make your decision and learn what you need to know to get started. Instructor: Helen Svensen, CTC. **1 session, \$45**

44092 M 3/4-3/4 7-10 p.m. GTSV

**BUS-394 Destination Awareness: The Discovery Series 0.3 CEU**

In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientele's needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen **1 session, \$45**

44093 M 3/11-3/11 7-10 p.m. GTSV





### **BUS-446 Travel Industry Basics** 0.6 CEU

This course emphasizes non-computerized office procedures including manual tickets, industry terminology, city codes, and effective use of reference materials. Instructor: Barbara Childs Kiker, CTA. **2 sessions, \$75\***

44095 M 3/18-3/25 7-10 p.m. GTSV

### **BUS-447 Geography** 0.9 CEU

What are the popular travel destinations and when are the best times to visit them? Travel agents need to have a working knowledge of world geography. Emphasis will be on top-selling destinations. Instructor: Barbara Childs Kiker, CTA. **3 sessions, \$105\***

44096 T 4/2-4/16 7-10 p.m. GTSV

### **BUS-361 Sales and Marketing Techniques for Travel** 0.6 CEU

You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. **2 sessions, \$75\***

44090 T 1/15-1/22 7-10 p.m. GTSV

### **BUS-362 Package Your Tours and Cruises for Profit** 0.6 CEU

Which tour and cruise wholesalers should you use? What different packages are available? How can you maximize your profit? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How liable are you as a travel agent when things go wrong on a client's trip? How can you protect yourself? Get the answers to these questions and more so you can successfully promote the group travel market. Instructor: Barbara Childs Kiker, CTA. **2 sessions, \$75\***

44091 M 1/28-2/4 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\***

46174 W 3/6-3/13 6:30-9:30 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\***

44097 T 4/30-5/7 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-315 Basic Skills for the Veterinary Assistant Training** 1.2 CEUs

This course provides instruction in basic skills to prepare students who want to work in veterinary medicine for successful completion of the veterinary assistant course series. Topics include problem solving skills, written and verbal communication, math for medications, confidentiality, professionalism, ethics, and classroom and clinical conduct.

4 sessions, \$144\*

44325 T/Th 1/8-1/17 6:30-9:30 p.m. CONT-104

**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)

44326 T/Th 1/22-2/12 6:30-9:30 p.m. CONT-104

**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, \$325\* (includes a \$75 lab fee)

44327 M/T/W/Th/F 2/7-4/16 6:30-9:30 p.m.

**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. Workbook are included. Prerequisite: VET-300.

5 sessions, \$255\* (includes a \$75 lab fee)

44328 T/Th 2/14-2/28 6:30-9:30 p.m. CONT-104

**VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment** 3.0 CEUs

This course includes inpatient care and clinical procedures. Workbook included. Prerequisite: VET-301.

6 sessions, \$330\* (includes a \$75 lab fee)

44329 T/Th 3/5-3/28 6:30-9:30 p.m. CONT-104

**VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care** 2.6 CEUs

This course includes anesthesia, surgery, emergency medicine, and critical care. Workbook included. Prerequisite: VET-310.

4 sessions, \$270\* (includes a \$50 lab fee)

44330 T/Th 4/2-4/16 6:30-9:30 p.m. CONT-104  
(5 sessions)

**VIDEOGRAPHY**

301-546-0873 or itcerts@pgcc.edu

**PGCC CERTIFICATE VIDEOGRAPHY**

**Program information**

Document your achievement in producing videos. This program includes the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (software) skills. As technology advances and prices fall into more affordable ranges, video presentations are becoming more popular in many professions, including teaching, government, traditional photography, real estate, marketing, medicine, and the ministry. For work, for fun, or for home videos, this program can help enhance your skills.

**Coursework**

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

- VID-308 Videography: Part 1
- VID-329 Videography: Part 2
- Any Final Cut Pro, Motion 5 or Adobe Premiere Pro course

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. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

**For more information**

Please see our contact information above.

**VID-308 Videography: Part 1** 2.1 CEUs

This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills.

7 sessions, \$285\* (includes a \$75 lab fee)

43216 M 1/28-3/25 6-9 p.m. CAT-137

**VID-329 Videography: Part 2** 2.1 CEUs

In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308.

7 sessions, \$285\* (includes a \$75 lab fee)

43215 M 4/3-5/15 6-9 p.m. CAT-137

**VID-332 Video Production Techniques** 2.8 CEUs

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

7 sessions, \$285\* (includes a \$75 lab fee)

44182 W 4/3-5/15 6-9 p.m. CAT-137



**VID-336 Digital Storytelling** 1.8 CEUs

This course provides hands-on training in basic skills for producing digital stories using photos, video, graphics, music and narration. Participants will explore innovative web tools and multimedia applications to create short three to five-minute digital stories for personal, organizational or educational use. The course includes an introduction to script writing, selecting and preparing images, audio and video recording, and using editing software to integrate images and audio. Participants will be e-mailed materials prior to the workshop to assist them in preparation, including suggestions about scripts, image selection and use of video clips.

**3 sessions, \$240\* (includes a \$80 lab fee)**

43217 S 4/6-4/20 9:30 a.m.-4 p.m. CAT-137

### 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

Please see our contact information above.

**APP-352 Final Cut Pro X** 3.6 CEUs

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

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

42905 T/Th 1/29-3/7 6:30-9:30 p.m. CAT-137

**APP-351 Final Cut Pro X, Advanced Editing** 3.6 CEUs

This is a hands-on course that teaches advanced Final Cut Pro X editing and finishing techniques. Students will be taught how to create fantastic effects using filters creatively, color correct like a pro, and create complex audio mixes. This class also covers advanced workflows for managing media, including editing multicam clips for multiple camera video productions. This class is designed for anyone looking for advanced editing for professional quality videos. Prerequisites: APP-350: Final Cut Pro X or permission of the IT Coordinator.

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

42906 T/Th 3/26-5/2 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)**

42913 W 2/6-5/1 6-9:45 p.m. CAT-103

**WELLNESS**

301-546-0159

**WELLNESS BODY****WLB-304 Healing Environments for Body, Mind**

The design of your home, public facilities, and health care services can contribute greatly to the well-being of individuals on physical, social, psychological, and spiritual levels. You'll learn how to create environments that foster healing using color, light, sound, art, and nature while providing a sense of connection and reducing emotional stress in a sustainable, healing manner.

**9 sessions, \$106 (includes a \$75 lab fee)**

43663 M/F 1/16-3/8 [online](#) E2G0

43664 M/F 2/13-4/5 [online](#) E2G0

43665 M/F 3/13-5/3 [online](#) E2G0

43666 M/F 4/17-6/7 [online](#) E2G0

**WLB-306 Holistic Health, Part 1**

The concepts of alternative, holistic, and integrative medicine have their roots in the healing traditions of the past and are gaining attention today as more practitioners recognize the benefits of combining traditional Western medicine with the nonphysical exploration of healing. Part 1 covers holistic stress management, the healing effects of physical activity and movement, nutrition, and place and space healing environments.

**4 sessions, \$94 (includes a \$64 lab fee)**

43672 M/F 1/16-3/8 [online](#) E2G0

43674 M/F 2/13-4/5 [online](#) E2G0

43676 M/F 3/13-5/3 [online](#) E2G0

43677 M/F 4/17-6/7 [online](#) E2G0

**WLB-307 Holistic Health, Part 2**

Designed for both health care practitioners and consumers, this course continues the introduction to fundamental topics of person-centered alternative health care. Part 2 examines some of the key areas of study in holistic medicine, including the healing systems of Ayurvedic and traditional Chinese medicine, the connection between health and the human spirit, and the ancient and diverse practices of meditation.

**4 sessions, \$76 (includes a \$46 lab fee)**

43753	M/F	1/16-3/8	online	E2GO
43756	M/F	2/13-4/5	online	E2GO
43757	M/F	3/13-5/3	online	E2GO
43759	M/F	4/17-6/7	online	E2GO

**WLB-308 Holistic Health, Part 3**

Continuing the study of the benefits of combining traditional medicine with the non-physical exploration of healing, Part 3 covers humor and health, music therapy and sound healing, energy healing, therapeutic massage, and other bodywork healing therapies.

**4 sessions, \$64 (includes a \$34 lab fee)**

43760	M/F	1/16-3/8	online	E2GO
43761	M/F	2/13-4/5	online	E2GO
43762	M/F	3/13-5/3	online	E2GO
43763	M/F	4/17-6/7	online	E2GO

**WLB-301 Energy Medicine**

There is increasing scientific evidence that humans have an energetic biofield that is highly integrated with the physical body, emotions, and spiritual aspects of individuals. Consequently, practitioners and consumers are increasingly incorporating methods of energy healing with modern health care. Learn how the biofield provides the foundation for energy medicine; including meditation, therapeutic touch, reflexology, and craniosacral therapy, as well as the essentials of Qigong and acupuncture.

**6 sessions, \$70\* (includes a \$40 lab fee)**

43648	M/F	1/16-3/8	online	E2GO
43649	M/F	2/13-4/5	online	E2GO
43650	M/F	3/13-5/3	online	E2GO
43651	M/F	4/17-6/7	online	E2GO

**WLB-302 Global Healing Systems**

Global healing traditions date back thousands of years and today provide the primary form of health care for the majority of the world's population. Starting with an overview of how these practices differ from conventional medicine, this course will explore India's Ayurvedic practices, the indigenous medicines of Central and South America, native North American and African healing traditions, traditional Chinese medicine, and the Unani medicine of Eastern Europe - each reflecting the unique characteristics of their regions.

**7 sessions, \$88 (includes a \$48 lab fee)**

43652	M/F	1/16-3/8	online	E2GO
43653	M/F	2/13-4/5	online	E2GO
43654	M/F	3/13-5/3	online	E2GO
43655	M/F	4/17-6/7	online	E2GO

**WLB-305 Healthy Aging**

Time stops for no one. Whether it's you, a family member, or a friend, there are many ways to support the aging process and maintain quality of life. You'll see how scientific, medical, and social interest helps us understand the relationships between aging and nutrition, cognitive function, and physical activity that can enhance well-being and support longevity.

**5 sessions, \$75 (includes a \$35 lab fee)**

43667	M/F	1/16-3/8	online	E2GO
43669	M/F	2/13-4/5	online	E2GO
43670	M/F	3/13-5/3	online	E2GO
43671	M/F	4/17-6/7	online	E2GO

**WLB-303 Happy and Healthy Pregnancy**

Expecting? Yes, but not sure what to expect! The goal of this class is to help you feel more confident and calm in the many choices you have throughout your pregnancy and birthing time. It can sometimes feel overwhelming as you prepare for the many changes you'll face. By learning all about pregnancy, childbirth, and the basics of newborn care, you'll feel better prepared and ready for the challenges ahead.

**12 sessions, \$150 (includes a \$75 lab fee)**

43656	M/F	1/16-3/8	online	E2GO
43657	M/F	2/13-4/5	online	E2GO
43658	M/F	3/13-5/3	online	E2GO
43659	M/F	4/17-6/7	online	E2GO

**WLN-301 Food, Nutrition, and Health**

Food and nutrition have profound impacts on our well-being. Yet, many of us don't know what to eat for a healthy diet. Learn about the consequences that food choices have on your health and that of the planet, the impact of stress and the obesity crisis. You'll also learn tips to change your habits for more healthful outcomes, including swapping out processed sugar, adding probiotics to your diet, and harnessing the healing effect of herbs.

**9 sessions, \$116 (includes a \$75 lab fee)**

43764	M/F	1/16-3/8	online	E2GO
43765	M/F	2/13-4/5	online	E2GO
43766	M/F	3/13-5/3	online	E2GO
43767	M/F	4/17-6/7	online	E2GO

**WELLNESS MIND**

**WLM-304 Spirituality, Health & Healing**

Spirituality, religion, and culture play an important role in our physical and mental health as well as our overall sense of well-being. Always growing and changing, our diverse population needs family, community, and healthcare specialists who have an unbiased understanding of the broad range of values, beliefs, and practices that shape lives. Topics will include the characteristics of spirituality, the impact of healing places and rituals, and the special spiritual needs of children and the aging.

**12 sessions, \$210 (includes a \$160 lab fee)**

43797	M/F	1/16-3/8	online	E2GO
43799	M/F	2/13-4/5	online	E2GO
43802	M/F	3/13-5/3	online	E2GO
43803	M/F	4/17-6/7	online	E2GO





**WLM-303 Meditation Validated**

Many forms of meditation have been used for millennia by cultures worldwide, but all share a unifying characteristic: training one's concentration on the mind-body connection to promote healing and wellness. Today, the benefits of meditation have been scientifically confirmed. This class will survey its Eastern roots and show how meditation has evolved in the modern world. Learn to apply these techniques regardless of faith or religion. Discover your potential for increased mindfulness, reduced stress, better pain management and a more satisfying life.

**4 sessions, \$86 (includes a \$48 lab fee)**

43790 M/F 1/16-3/8 [online](#) E2GO

43792 M/F 2/13-4/5 [online](#) E2GO

43794 M/F 3/13-5/3 [online](#) E2GO

43795 M/F 4/17-6/7 [online](#) E2GO

**WLM-302 Living Mindfully**

Mindfulness is a state of active, open attention on the present moment. When you are mindful, you observe your thoughts and feelings without judging them. You stop blaming yesterday, and stop worrying about tomorrow. Today, scientists and healthcare practitioners can see measurable physical and emotional improvement in their patients who practice mindfulness, and you can too! Reduce anxiety, sleep better, increases in physical activity, enhanced personal and professional relationships, increased productivity, and a happier you.

**5 sessions, \$88 (includes a \$48 lab fee)**

43783 M/F 1/16-3/8 [online](#) E2GO

43784 M/F 2/13-4/5 [online](#) E2GO

43786 M/F 3/13-5/3 [online](#) E2GO

43788 M/F 4/17-6/7 [online](#) E2GO

**WLM-305 Stress Management**

Stress is at epidemic levels today. It affects every aspect of the body, mind, and spirit, resulting in a wide range of symptoms from headaches and stomach ailments to heart disease and even death. This course examines the physiological, social, and psychological impacts of stress and how to get stress under control through a healthy lifestyle, therapeutic treatment, and self-help strategies to counteract its negative impact.

**9 sessions, \$94 (includes a \$54 lab fee)**

43804 M/F 1/16-3/8 [online](#) E2GO

43806 M/F 2/13-4/5 [online](#) E2GO

43809 M/F 3/13-5/3 [online](#) E2GO

43813 M/F 4/17-6/7 [online](#) E2GO

**WLM-301 Brain Health**

The brain controls every aspect of our lives from our physical wellbeing and mood to what we think, do, and know. This course will review the brain's component parts, both form and function, and the latest theories on how to build and support your brain through lifestyle choices. How do sleep quality and stress affect our mental and physical health? Can we program our brains for happiness? It's worth thinking about!

**7 sessions, \$76 (includes a \$36 lab fee)**

43778 M/F 1/16-3/8 [online](#) E2GO

43780 M/F 2/13-4/5 [online](#) E2GO

43781 M/F 3/13-5/3 [online](#) E2GO

43782 M/F 4/17-6/7 [online](#) E2GO

**WLM-306 Understanding End of Life**

Not just a health care issue, this course is for patients, family members, and friends facing the challenges and dilemmas as life's end approaches. Its objective is to gain insight into the feelings associated with dying, build a deeper understanding of the process, and how others view and approach it. It provides a multidisciplinary experience that addresses ethical and cultural considerations, the issues of end-of-life caregiving, hospice and palliative care options, and coping with grief.

**9 sessions, \$124 (includes a \$84 lab fee)**

43816 M/F 1/16-3/8 [online](#) E2GO

43829 M/F 2/13-4/5 [online](#) E2GO

43834 M/F 3/13-5/3 [online](#) E2GO

43837 M/F 4/17-6/7 [online](#) E2GO

**WELLNESS NUTRITION****WLN-302 Lose Weight and Keep It Off**

This is NOT calorie counting! In this comprehensive course, you'll learn how to establish a healthy approach to weight loss and how to set, achieve, and maintain weight-loss goals that make sense for your lifestyle. Topics will include food composition and preparation, portion control, navigating the social elements of eating, and finding exercise that's enjoyable. Uncover the negative thought patterns that block your success to weight loss and change them!

**12 sessions, \$150 (includes a \$75 lab fee)**

43768 M/F 1/16-3/8 [online](#) E2GO

43769 M/F 2/13-4/5 [online](#) E2GO

43770 M/F 3/13-5/3 [online](#) E2GO

43771 M/F 4/17-6/7 [online](#) E2GO

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

**Make your check payable to:**

PGCC Foundation, Inc.,  
Mail to:  
PGCC Foundation,  
301 Largo Road, Largo, Maryland 20774.



PRINCE GEORGE'S  
COMMUNITY COLLEGE

SUMMER 2019

# Owl Scholars Camps

## Activities for Grades 2-11

*Register the campers for the highest grade they have completed*



*Make summer memorable. Enroll Today!*

**[www.pgcc.edu](http://www.pgcc.edu)**

**301-546-0120**



**PRINCE GEORGE'S**  
COMMUNITY COLLEGE

## Summer Youth Planner—Grades 2-8

Register the campers for the highest grade they have completed

### SESSION I: JULY 1–JULY 12

#### JULY 1–12

8:30–11:30 A.M.

Language Arts: Elementary	Grade 2	43861
Language Arts: Elementary	Grade 3	43865
Language Arts: Elementary	Grade 4	43897
Language Arts: Elementary	Grade 5	43900
Language Arts: Middle	Grade 6	43902
Language Arts: Middle	Grade 7/8	43904

11:30 a.m.–12:30 p.m.

Lunch

#### JULY 1–5

12:30–3:30 p.m.

*Baking Fund Elementary	Grades 2-5	43752
Adventures in STEAM	Grades 2-5	46821
Cartooning	Grades 2-4	43775
Robotics 101 (2 weeks)	Grades 5-8	46820
Ready, Set Goal, Save	Grades 5-8	43776
*Junior Chef	Grades 6-8	43754
Braiding	Grades 5-8	43772

#### JULY 8–12

12:30–3:30 P.M.

Cartooning	Grades 2-5	43855
*Junior Chef Elementary	Grades 2-5	43758
Minecraft for Kids	Grades 2-4	46824
Robotics 101 (2 weeks)	Grades 5-8	46820
*Baking Fund	Grades 6-8	43755
Braiding, Level II	Grades 5-8	46823

#### JULY 2–13

3:30–6 p.m.

Extended Day: Wind Down	Grades 2-8	43857
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### SESSION II: JULY 15–JULY 26

#### JULY 15–26

8:30–11:30 a.m.

Math: Elementary	Grade 2	44056
Math: Elementary	Grades 3	44057
Math Elementary	Grade 4	44058
Math: Elementary	Grades 5	44059
Math: Basic Math	Grades 6/7	44060
Math: Pre-Algebra	Grades 6-8	44062

11:30 a.m.–12:30 p.m.

Lunch

#### JULY 15-19

12:30–3:30 p.m.

Cartooning	Grades 2-5	44050
*Junior Chef Elementary	Grades 2-5	44063
Minecraft for Kids, II	Grades 2-4	46825
*Baking Fund	Grades 6-8	43919
Adventures in steam	Grades 6-8	46822
Upcycling/Fashion Art	Grades 5-8	44053
Digital Storytelling (2 weeks)	Grades 5-8	44048

#### JULY 22–26

12:30–3:30 p.m.

Minecraft Missions	Grades 2-4	46826
*Baking Fund for Kids	Grades 2-5	46806
*Junior Chef	Grades 6-8	43917
Digital Storytelling (2 weeks)	Grades 5-8	44048

Registered students will receive details on the **Culinary Showcase** that will take place on July 26, 2019 from 4:00-5:00 p.m.

#### JULY 16–27

3:30–6 p.m.

Extended Day: Wind Down	Grades 2-8	44054
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\*CAN ONLY BE TAKEN with Language Arts or Math Class during the same session.

## Culinary Camp—Grades 2-11

All cooking and culinary classes will take place in our Culinary Arts Building

*Register the campers for the highest grade they have completed*

### **SYC-300 Fundamentals of Culinary Arts**

This is an introductory food production camp for youth interested in the culinary food production industry. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices and table etiquette. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Students will participate in a field trip during the camp and be expected to perform a community service project as part of the camp in November. **\$375 (includes \$175 lab fee)**

43751	M-F	July 1-26	9:00-11:30 a.m.	(Grades 9-11)
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### **YTH-492 Baking Fundamental for Kids**

Students will discover the joys of baking as they learn to make easy-to-prepare desserts. They will learn to bake using fresh ingredients. Basic equipment, safety, shopping and survival skills will also be explored in this hands-on, tasty workshop. Bring an apron and an appetite. **\$120 (includes a \$70 lab fee)**

43907	M-F	July 1-5	8:30-11:30 a.m.	(Grades 2-5)
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43908	M-F	July 8-12	8:30-11:30 a.m.	(Grades 5-8)
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### **YTH-489 Culinary: Junior Chef Elementary**

Learn fundamental cooking preparation techniques for poultry, vegetables and smoothies and table etiquette. Students will receive both classroom and lab hours with trained culinary professionals. **\$120 (includes a \$70 lab fee)**

43911	M-F	July 15-19	8:30-11:30 a.m.	(Grades 2-5)
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### **YTH-490 Culinary: Junior Chef**

Topics include basic knife skills, how to prepare stocks, soups, sauces, beef, pork and poultry items and table etiquette. Students will receive both classroom and lab hours with trained culinary professionals. Students will participate in a field trip during the camp and be expected to perform a community service project as part of the camp in November. **\$120 (includes a \$70 lab fee)**

44064	M-F	July 22-26	8:30-11:30 a.m.	(Grades 5-8)
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## Prince George's Science and Math Enrichment—Grades 2-8

These courses are offered by Prince George's Math and Science Enrichment Program (PGMSE).

Call 301-249-7771 for additional information.

### **YTH-501 GMSE: PARCC Preparation Science and Math**

This six-week camp gives students the opportunities to investigate different ways to improve their skills to achieve a higher performance level on the PARCC Test. Students will develop strategies and skills to improve overall test taking abilities. Technology, peer teaching and group presentations are some of the skills practiced to achieve a higher performance level. **\$125**

**Students must also pay a one-time Lab fee of \$150.00 which covers the cost of afternoon field trips, all day Friday field trips, t-shirt, materials, etc. Register for (YTH-502 - SYN #43746)**

43099	M-Th	9 a.m.-12 noon	6/24-6/27	\$125.00
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43100	M-Th	9 a.m.-12 noon	7/1-7/3	\$125.00
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43101	M-Th	9 a.m.-12 noon	7/8-7/11	\$125.00
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43102	M-Th	9 a.m.-12 noon	7/15-7/18	\$125.00
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43103	M-Th	9 a.m.-12 noon	7/22-7/25	\$125.00
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43104	M-Th	9 a.m.-12 noon	7/29-8/1	\$125.00
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### **YTH-498 Extended Day/Before and After Care**

**\$45 (includes a \$35 fee)**

46144	M-Th	8-9 a.m. AND 3-6 p.m.	6/24-6/27	\$45.00
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46145	M-Th	8-9 a.m. AND 3-6 p.m.	7/1-7/3	\$45.00
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46146	M-Th	8-9 a.m. AND 3-6 p.m.	7/8-7/11	\$45.00
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46147	M-Th	8-9 a.m. AND 3-6 p.m.	7/15-7/18	\$45.00
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46148	M-Th	8-9 a.m. AND 3-6 p.m.	7/22-7/25	\$45.00
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46150	M-Th	8-9 a.m. AND 3-6 p.m.	7/29-8/1	\$45.00
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## Westphalia Training Center—Grades 3-8

All classes take place at Westphalia Training Center, 9109 Westphalia Road. Upper Marlboro, Maryland 20774  
 These courses are offered in partnership with [WiseYoungBuilders.org](http://WiseYoungBuilders.org)

### SESSION III

#### **YTH-495 Mechanical Dissection**

Campers will be introduced to the “ins and outs” of assembly and disassembly. Mechanical Dissection is reverse engineering and is an approach to teaching campers about engineering concepts and design principles. This exploration involves having campers working in small teams to disassemble and reassemble basic household products (lamps, desks, tables). This exploration leads to insight on materials, function, design alternatives, human factors and manufacturing.

**\$180 (includes \$50 lab fee)**

46143	M-F	June 24-28	9 a.m.-3 p.m.	(Grades 3-8)
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#### **YTH-496 Doors, Floors & Chores**

Doors provide entry into buildings, homes and many of other structures. Chores are the bedrocks to keep homes, buildings and work places, cleaner, safer, healthier and peaceful. Campers will engage in games and activities around chores including but not limited to making beds, cleaning rooms and understanding its value and importance. Campers will be introduced to the basics of door hardware; how to install and remove a basic door from its hinges and basic types of keys/function as it relates to doors. Further, campers will engage in activities that empower them to understand the layout of floors, measuring square footage, calculating formulas and performing estimations. Every camper will complete a take home building project and increase their understanding of how math functions relate to life through games, assignments and activities.

**\$170 (includes \$45 lab fee)**

46291	M-F	July 1-5	9 a.m.-3 p.m.	(Grades 3-8)
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#### **YTH- Kidtrepreneurship and Small Projects**

In this course campers will learn the basics of how to establish and run a business, design/ engineer a small project, create a cost structure and sell their projects. Campers will meet with business owners and professionals who are builders and business owners and discuss how they began in business.

**\$180 (includes \$50 lab fee)**

46479	M-F	July 15-19	9 a.m.-3 p.m.	(Grades 3-8)
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#### **YTH-497 Construction, Transportation and Travel**

In this course campers will learn why transportation is necessary and why it is an essential part of the travel of people and goods. Additionally, campers will play a role in constructing bridges and working with professionals in the transportation industry to understand travel and transporting people. Students will also have an opportunity to work on bicycles as a means of transportation and learn to perform basic repairs on a bicycle.

**\$180 (includes \$50 lab fee)**

46151	M-F	July 29-August 2	9 a.m.-3 p.m.	(Grades 3-8)
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#### **Extended Day/Before and After Care**

**7:45-9:00 a.m. (AM) - \$40 (includes \$20 fee)**

**3:00-5:00 p.m. (PM) - \$60 (includes \$20 fee)**

46812	M-F	June 24-28	7:45-9 a.m.
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46816	M-F	June 24-28	3-5 p.m.
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46813	M-F	July 1-5	7:45-9 a.m.
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46817	M-F	July 1-5	3-5 p.m.
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46814	M-F	July 15-19	7:45-9 a.m.
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46818	M-F	July 15-19	3-5 p.m.
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46815	M-F	July 29-August 2	7:45-9 a.m.
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46819	M-F	July 29-August 2	3-5 p.m.
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## Summer Course Information and Descriptions

### Grades 2-11

*Register the campers for the highest grade they have completed*

#### EDUCATIONAL CAMPS FOR KIDS

If your child can *self-manage, is self-motivated* — We help them reach their full potential and put the fun back in learning!

#### REQUIRED PRE-ASSESSMENT (LANGUAGE ARTS AND MATH)

A pre-assessment is required for 2nd through 8th grade Language Arts and Math campers. The pre-assessment helps us to ensure our students receive the appropriate level of instruction. Parents will receive an invitation to sign-up for the in-person assessment in March. In addition, you will receive an e-mail invitation from Owl Scholars/campdoc to complete required forms. Mandated forms not completed by June 17th will cause the camper to be withdrawn from ALL classes.

#### EAT LUNCH WITH US

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

#### REGISTRATION – IN PERSON

For each child attending, please complete the Course Registration Form and submit payment to:

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

Open for registration Monday–Thursday, 8:30am–7:30pm  
and Friday, 8:30am–4:30pm

#### REGISTRATION - ONLINE OR IN PERSON. REGISTRATION OPENS FEBRUARY 1, 2019

Space is limited! Avoid disappointment by registering your child EARLY.

#### LATE FEES

A \$1.00 late fee is charged per minute. Cash payment is due at time of pick up.

#### REFUND POLICY

**Refunds will be issued if students are dropped two days prior to course start date.** No refund will be given after the camp begins. If a course is canceled due to insufficient enrollment, a refund will be automatically mailed/credited within 7 days.

## Owl Scholars Courses 2019 Camp Descriptions

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

#### YTH- 506 Adventures in STEAM

Learn about physical and life sciences in this STEAM class. Use recycled paper to make useful everyday items; Discuss gravity, the laws of physics and kinetic energy, plan and construct structures and design a simple machine. If you are a Middle Schooler, you will learn anatomy and dissect a specimen. **\$100 (includes a \$40 lab fee)**

#### YTH- 314 Art: Cartooning

Have fun as you learn the basic steps of cartooning. Apply drawing techniques as you create your own cartoon characters. **\$90 (includes a \$40 lab fee)**

#### YTH-491 Hair Braiding

Beginners are welcome in this course that will teach the students the fundamentals of braiding and braiding styles. Bring a mannequin or a large doll, rattail and large-toothed comb. **\$90 (includes a \$40 lab fee)**

#### YTH-507 Hair Braiding, Level 2

For campers who attended the braiding course last summer or those who have just completed the hair braiding this summer. This course will allow you to build on the skills you learned in the Hair Braiding course. **\$90 (includes a \$40 lab fee)**

#### YTH-483 Computer: Digital Storytelling

Explore the power of technology to communicate and tell stories. The Digital Storytelling Summer Camp allows campers to use multimedia tools to make their stories come to life. Campers will develop their ideas into a storyboard and use digital cameras, mobile devices, tablets and computers to create their stories. Campers will learn how to use photographs, video, animation, graphics, narration, music, sound effects and text to produce and edit their digital stories using iMovie on the Mac. The camp begins with sessions on Adobe Photoshop and iMovie basics, then transitions into time to create, at your own pace, your own original narrative digital storytelling project. **(2 weeks) \$180 (includes a \$65 lab fee)**

#### YTH-492 Baking Fundamental for Kids

Students will discover the joys of baking as they learn to make easy-to-prepare desserts. They will learn to bake using fresh ingredients. Basic equipment, safety, shopping and survival skills will also be explored in this hands-on, tasty workshop. Bring an apron and an appetite. **\$120 (includes a \$70 lab fee)**

**YTH-489 Culinary: Junior Chef Elementary**

Learn fundamental cooking preparation techniques for poultry, vegetables and smoothies and table etiquette. Students will receive both classroom and lab hours with trained culinary professionals.

**\$120 (includes a \$70 lab fee)**

**YTH-490 Culinary: Junior Chef**

Topics include basic knife skills, how to prepare stocks, soups, sauces, beef, pork and poultry items and table etiquette. Students will receive both classroom and lab hours with trained culinary professionals. Students will participate in a field trip during the camp and be expected to perform a community service project as part of the camp in November.

**\$120 (includes a \$70 lab fee)**

**YTH-400 Finance: Ready, Set Goal, Save**

You know that money doesn't grow on trees. And, you know it won't grow that much inside your piggy bank or under your mattress. You have some money in the bank, but not enough to add up to gazillions of dollars in your lifetime. You think that the money you get from allowance, gifts, jobs or incentives for earning good grades is just too small to grow into big bucks. In this course, you learn what the difference between savings deposits and investments is, and how small amounts of money can turn into gazillions of dollars through compounding. The materials have been provided through Financial Fitness for Life© series for middle school students with the cooperation of Maryland Council on Economic Education.

**\$90 (includes a \$40 lab fee)**

**YTH-434 Language Arts Elementary**

This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topic will include capitalization, punctuation, and language mechanics, sentence structure, language usage, spelling, vocabulary and comprehension.

**\$160 (includes a \$75 lab fee)**

**YTH-443 Language Arts Middle**

This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: Inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage.

**\$160 (includes a \$75 lab fee)**

**YTH-432 Math Elementary**

This camp will focus on reviewing concepts learned during the previous school year. Topics may include: Patterns, problem solving of addition, subtraction, money, time, fractions, measurement and multiplication.

**\$170 (includes a \$75 lab fee)**

**YTH-448 Math: Basic Math**

This camp will focus reviewing concepts learned during the previous school year. Topics may include: Place value, comparing and ordering numbers, addition, and subtraction facts, estimation, one and two digit divisors and multipliers, geometric figures, decimals, fraction and percentages.

**\$170 (includes a \$75 lab fee)**

**YTH-449 Math: Pre-Algebra/Algebra**

This camp will focus on reviewing concepts learned during the previous school year. It reinforces arithmetic skills, developing the pre-algebra concepts of variable recognition, signed numbers, formulas and single variable equations. Topics may include algebraic symbolism, simplifying expressions, solutions to elementary equations, and the graphic representations associated with variables.

**\$170 (includes a \$75 lab fee)**

**YTH-508 Minecraft 4 Kids**

Experience the wonderful world of Pocket Edition Minecraft. Build your own virtual reality in a sandbox-like environment by using computers to challenge your mind and create your own adventures. This fun and engaging camp will spark interests, foster creativity and help you maximize your learning potential. No prior experience with Minecraft necessary. All skill levels welcome.

**\$140 (includes a \$100 lab fee)**

**YTH-509 Minecraft 4 Kids II**

Created for those who want to discover more about the amazing game of Minecraft. This camp is designed as a follow up program for campers who have already taken "Minecraft 4 Kids" and are ready for new and complex challenges Step-by-step instructions and best practices on how to build and develop game spaces on the PC. Basic PC skills (using a mouse and keyboard) may be covered in class, as needed. Prerequisite: Minecraft 4 Kids.

**\$140 (includes a \$100 lab fee)**

**YTH-510 Minecraft Missions**

Are you up for an adventure? In this multi-player environment. Use your imagination and collaborate with your team to design and build a large-scale Minecraft Missions project. Each summer Minecraft Missions changes its missions and in 2019 expect the most exciting missions yet. Creativity, critical thinking and communication will be your keys to success! Previous experience with Minecraft is recommended.

**\$140 (includes a \$100 lab fee)**

**YTH-505 Robotics 101**

Explore the exciting world of Robotics! Learn how to design and build a robot using LEGO® MINDSTORMS®. Program your robot to perform project-oriented tasks and challenges. For novices, start with the basics of construction and programming. For the more experienced, develop sophisticated programming and engineering skills. This camp is for beginners and intermediate campers. Each camp runs for 1 week. No prior experience with LEGO® Mindstorms necessary. All skill levels welcome.

**\$275 (includes a \$200 lab fee)**

**YTH-465 Trendy Fashion Art: Upcycling**

Did you know that duct tape can be used to make anything from a wallet to a purse? Or that you can take an old article of clothing and make it brand new? This course will show you how to do these things and more. And to top of it all off make jewelry to complement your new look!

**\$75 (includes \$30 lab fee)**

**YTH-301 Wind Down – Extended Day**

Students enrolled in full-day camps can end the day by creating arts and craft projects, playing board and word games or watching a video.

**\$100 (includes a \$50 lab fee)**

## 10 Simple Steps for Registering Online

### NOTE FOR RETURNING PGCC STUDENTS

If you have previously enrolled in a course at Prince George's Community College, you will be required to log in to Owl Link before you can register. Go to [www.pgcc.edu](http://www.pgcc.edu) and select Owl Link. If you know your User ID and password information, select the Login prompt in the upper left corner. Then follow steps 8, 9, and 10 below.

### Instructions for New PGCC Students

1. Go to [www.pgcc.edu](http://www.pgcc.edu) and select Owl Link.
2. Go to "Workforce Development & Cont. Ed. Students."
3. Click "Enroll and Register."
4. Click on Create your account. Complete all the demographic information (required fields are noted by a red \*) and check the box at the bottom of the page before hitting the SUBMIT button. You may skip the field marked social security number.
5. After receiving the confirmation e-mail, make note of the User ID and temporary password.
6. Go back to the Owl Link welcome screen, click "Log In" and use the User ID and temporary password that you received by e-mail.
7. Change your password to something you will remember and repeat steps 3-4; then click "Register for Courses."
8. Find the field for Course Code Number and type in the course number. Be sure to add a space between the letters and numbers. (example: YTH-111)
9. Choose the section(s) you want and click SUBMIT.
10. Please print the confirmation page and keep it for your records.

**REGISTER EARLY, SPACES ARE LIMITED!**

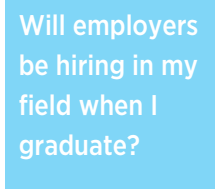


What careers are growing in the Washington D.C. metropolitan region?



What degree do I need for the career I want?

How much do people make in various jobs?



# CAREER COACH

[www.pgcc.edu/go/careercoach](http://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](http://www.pgcc.edu/go/careercoach) and find the answers you seek.



PRINCE GEORGE'S  
COMMUNITY COLLEGE





## ONLINE COURSES

301-546-0463 or [elearning@pgcc.edu](mailto:elearning@pgcc.edu)

### CONTINUING EDUCATION COURSES ONLINE

Online courses allow you to update your skills, discover a new talent, or chart a career path at your convenience using your computer. If your schedule makes it difficult to attend in-person classes, or if you just want to try something new, consider enrolling in our online or hybrid courses. Save the time and expense of getting to class; gain flexibility in time, location, and pace of study. Study, complete assignments, and communicate with your instructor and classmates from the convenience of your computer.

We offer hundreds of continuing education courses online! Check this section or browse the schedule to get started. Look for “online” in the blue sections below course descriptions, and these codes 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
- SKYP = this indicates real-time consultation with the instructor

See below for information on registering for classes in each format.

#### Other scheduling options

Our ed2go online courses can begin any month of the year! If you see an ed2go course that you would like to take, but you would rather start the class in a different month, no problem! At your request, we can set up a class section for you that begins in the month of your choice. Just:

- Go to [www.ed2go.com/pgcc](http://www.ed2go.com/pgcc).
- Search for your desired course.
- Click the “Add To Cart” button.
- Choose the month you want to begin the course.

#### For more information

The eLearning Services department at Prince George’s Community College can help you access and succeed in our online courses and programs. Please visit us at [www.pgconline.com](http://www.pgconline.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 technical assistance for online students to help you learn to login to your online classroom and navigate your class. Technical assistance 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 eLearning at 301-546-0463 email to: [eLearning@pgcc.edu](mailto:eLearning@pgcc.edu).

#### To take most online courses, you’ll need:

- Access to a PC 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](http://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 46771 for courses that meet beginning January 4-April 30, 2019.

For problems with registration, payment, and/or locating the course on PGCC’s Owl Link, e-mail us at [ed2go@pgcc.edu](mailto:ed2go@pgcc.edu).

#### To check hardware and software requirements:

1. Go to [www.ed2go.com/pgcc](http://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](http://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.

**NOTE:** A SKYP-formatted class indicates a real-time online consultation with the instructor on those days listed in the schedule. Meeting information on Owl Link may indicate the time to meet online. For example, ENR-591 has a "SKYP" (i.e. Skype-type) component and will meet in an online real-time (synchronous) format on Saturdays.

### To check hardware and software requirements:

Take the "Browser Test" located at <http://pgconline.blackboard.com>.

### To Start Your Blackboard Course:

On the start date of your course, login at <https://pgconline.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):

1. Go to <http://pgcc.theknowledgebase.org>.
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 or Tax Preparation courses call 301-546-8340
6. After you have registered and paid at PGCC, you will receive login instructions by e-mail from ProTrain shortly before the course begins.

## MORE ONLINE E2GO COURSES: SPRING 2019

### 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](http://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 2010  
Intermediate Microsoft Excel 2010  
Intermediate QuickBooks 2014  
Introduction to Microsoft Excel 2007  
Introduction to Microsoft Excel 2010  
Performing Payroll in QuickBooks 2013  
Personal Finance  
QuickBooks for Contractors 2014

### BUSINESS

Becoming a Grant Writing Consultant  
Business Finance for Non-Finance Personnel  
Fundamentals of Supervision and Management II  
High Speed Project Management  
Intermediate Microsoft Access 2010  
Intermediate Microsoft Word 2010  
Introduction to Business Analysis  
Introduction to Microsoft PowerPoint 2010  
Introduction to Microsoft Word 2007  
Manufacturing Applications  
Marketing Your Nonprofit  
Professional Sales Skills  
Six Sigma: Total Quality Applications  
Start Your Own Arts and Crafts Business  
Supply Chain Management Fundamentals  
Writing Effective Grant Proposals

### COLLEGE READINESS

Introduction to Algebra  
Introduction to Statistics  
SAT/ACT Prep Course - Part 2

### COMPUTER APPLICATIONS

Intermediate Photoshop CS5  
Introduction to Digital Scrapbooking  
Introduction to Lightroom CC  
Photoshop Elements 13 for the Digital Photographer

### DESIGN AND COMPOSITION

Intermediate CSS and XHTML  
Photographing People With Your Digital Camera

### HEALTHCARE AND MEDICAL

Explore a Career in Medical Writing

### LANGUAGE AND ARTS

An Introduction to Teaching ESL/EFL  
Easy English 1  
Grammar for ESL  
Spanish for Law Enforcement  
Speed Spanish  
Speed Spanish III  
Teaching ESL/EFL Vocabulary  
Writing for ESL

### LAW AND LEGAL

Real Estate Law

### PERSONAL DEVELOPMENT

Content Literacy: Grades 6-12  
Merrill Ream Speed Reading  
Singapore Math Strategies: Model Drawing for Grades 1-6  
Teaching Writing: Grades K-3

### TEACHING AND EDUCATION

Differentiated Instruction in the Classroom  
Guided Reading: Strategies for the Differentiated Classroom  
Teaching High School Students  
Teaching Writing: Grades 4-6  
Using the Internet in the Classroom

### TECHNOLOGY

Intermediate Oracle  
Introduction to ASP.NET  
Introduction to Python 3 Programming  
Wireless Networking

### TECHNOLOGY

Write and Publish Your Nonfiction Book

## 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:

Jan. 21	Martin Luther King Jr. Day
Feb. 18	Presidents Day
March 18–24	Spring Break
May 25–27	Memorial Day

### COLLEGE CLOSINGS

Students may receive direct notification of closures and other emergency information by text message or by e-mail by signing up for Owl Alert. This is a free service. Go to [www.pgcc.edu/go/owlalert](http://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 col-

lege calendar. Should an emergency arise that requires the cancellation of classes and activities, please check the college's website at [www.pgcc.edu](http://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/stfref](http://www.pgcc.edu/go/stfref)

### 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](http://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](http://www.pgcc.edu) scroll to the bottom of the page to College Police and Emergency Management, then select Annual Security Reports.

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**FERPA**

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Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, rights with respect to your education records. They are:

1. The right to inspect and review the education records within 45 days of the day Prince George's Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect.

The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly 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 educa-

tional 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.

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**SERVICEMEMBERS OPPORTUNITY COLLEGE**

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Prince George's Community College has been identified by the American Association of Community Colleges as a Servicemembers Opportunity College (SOC) providing educational assistance to active-duty service members. Call 301-546-0820 for more information.

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**DRUG AND ALCOHOL PREVENTION**

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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 uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program.

For more information, call 301-546-0845.

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**ALUMNI ASSOCIATION**

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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.

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**DISABLED STUDENTS**

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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.

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**ACCESSIBLE TRANSPORTATION**

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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.

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**COMPLAINTS**

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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](http://www.pgcc.edu)

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**DISCLAIMER**

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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.



**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 min-  
utes before closing to process  
your application.

Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

**Bookstores**

The PGCC Bookstores offer  
textbooks for rent or for pur-  
chase. Textbooks can also be  
purchased or rented online  
at [www.pgccbookstore.com](http://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 text-  
books for rent or purchase, and  
a wide selection of school supplies,  
electronics, collegiate merchan-  
dise, 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 text-  
books for rent or purchase for  
UTC courses only. The store also  
offers school supplies, electronics  
and collegiate merchandise.

**Hours**

Visit [www.pgccbookstore.com](http://www.pgccbookstore.com)  
for UTC store hours.

**Career/Job Services****Lanham Hall, Room 101****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****Lanham Hall, Room 224**

Mon.–Fri.: 9 a.m.–4:30 p.m.

To view courses and schedules,  
visit [www.pgcc.edu](http://www.pgcc.edu) and click on  
Programs and Courses.

**Disability Support Services****301-546-0838****301-546-0122 (TTY/TDD)****Lanham Hall, Room 101A**

Assistance for students  
with disabilities

Mon.–Fri.: 8:30 a.m.–4:30 p.m.

**Financial Aid****301-546-0822****Bladen Hall, Room 121**

You must be inside the office  
30 minutes before closing.  
Hours are subject to change.

Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

**General Information/Directory Assistance****301-546-7422**

Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.  
Sat.: 9 a.m.–1 p.m.

**Help Desk (Owl Link)**

301-546-0637

Bladen Hall, Room 106

Mon.–Fri.: 8 a.m.–8 p.m.  
Sat.: 10 a.m.–3 p.m.

**Library****301-546-0476****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](http://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 regis-  
tration 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 com-  
plete placement tests.

Mon.–Thurs.: 8:30 a.m.–7 p.m.  
Fri.: 8:30 a.m.–4 p.m.

**Veteran Services****301-546-5282****Marlboro Hall, Room 2102**

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 114.

**University Town Center**

6505 Belcrest Road, Suite 125  
Hyattsville, MD 20782  
301-546-8360  
For course listings, see page 116.

**Skilled Trades Center**

6400 Old Branch Avenue  
Camp Springs, MD 20748  
301-546-0894  
For course listings, see page 1115.  
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 117.  
Registration and advising are not available at this location.

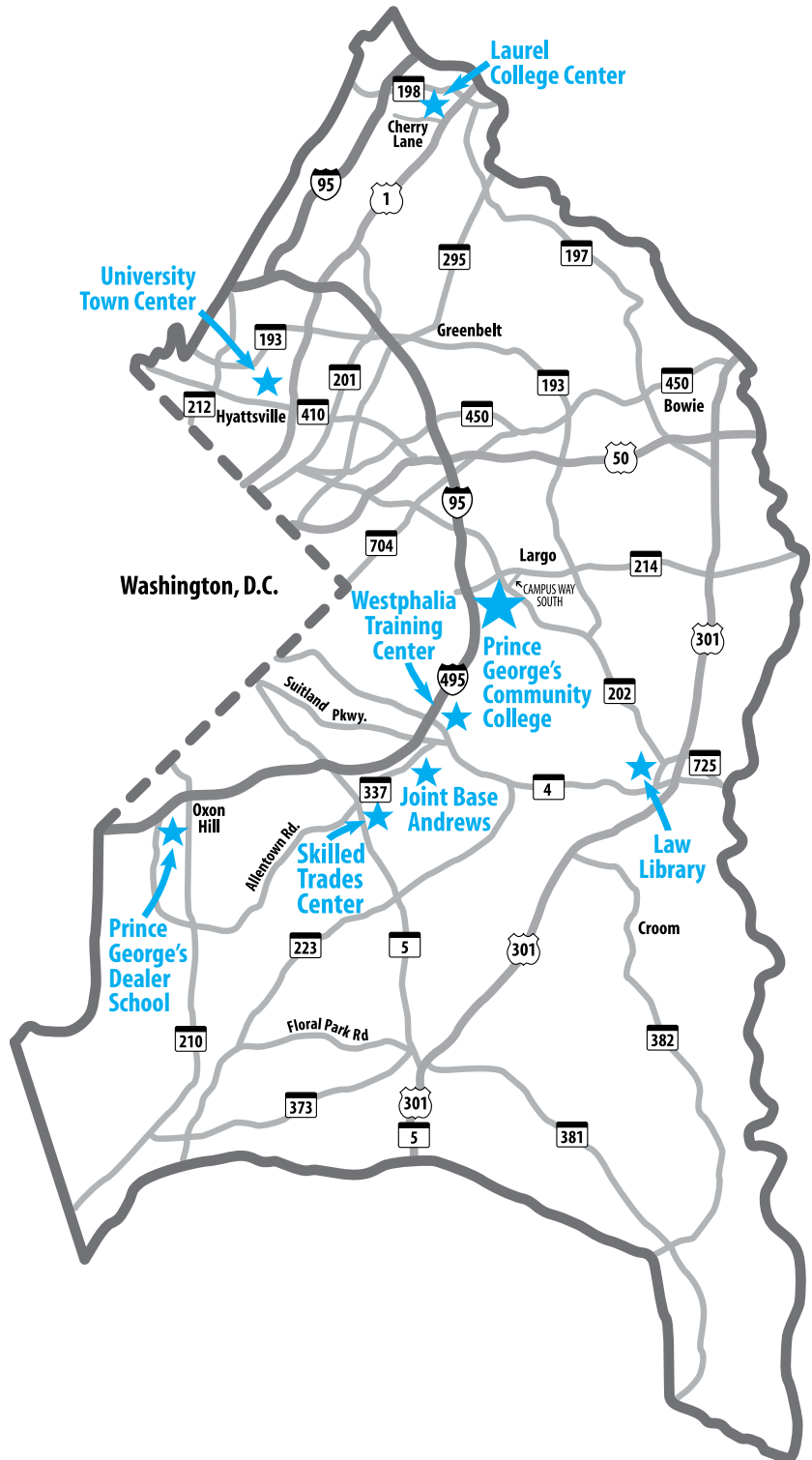
**Law Library, Upper Marlboro**

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 106.



- 1. **Accokeek Hall**  
eLearning  
Library

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- 2. **Annex A**

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- 3. **Annex B**

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- 4. **Annex C**

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- 5. **Auto Bay**

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- 6. **Bladen Hall (north)**  
Cashier  
Enrollment Services  
Records and Registration  
Student Academic Planning and Career Readiness  
Student Financial Aid Office  
Recruitment and Admissions  
Welcome Center  
Wellness Center (nurse)

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- 7. **Bladen Hall (south)**  
College Police Substation  
College Lab Services (computer labs)  
Testing Center

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- 8. **Center for Advanced Technology**  
College Lab Services (computer labs)

---

- 9. **Center for Health Studies**  
Marvelous Market

---

- 10. **Center for Performing Arts**  
*Closed for Renovations*

---

- 11. **Chesapeake Hall**

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- 12. **Continuing Education Building**  
Classrooms

---

- 13. **Culinary Arts Center**

---

- 14. **Facilities Management Building**  
College Police

---

- 15. **Kent Hall**  
Administration  
Human Resources

- 16. **Lanham Hall**  
*Academy of Health Sciences*  
Counseling Services  
International Education Center  
Student Support Center  
Disability Support Services (DSS)  
Diverse Male Student Institute (DMSI)  
PGCC Cares  
Student Support Services (TRiO)  
Vocational Support Services (VSS)  
Women of Wisdom  
Tutoring and Writing Centers  
Workforce Development and Continuing Education Offices

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- 17. **Largo Student Center**  
Bookstore  
Campus Dining  
Community Rooms A, B, C  
Rennie Forum  
Student Engagement and Leadership

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- 18. **Marlboro Hall**  
Marlboro Gallery  
Veterans Services

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- 19. **Novak Field House**

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- 20. **Picnic Grove**

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- 21. **Robert I. Bickford Natatorium**  
Pool  
Racquetball Courts  
Weight Room

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- 22. **Steel Art Building**

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- 23. **Storage (T1, T2)**

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- 24. **Temporary Building (T3)**

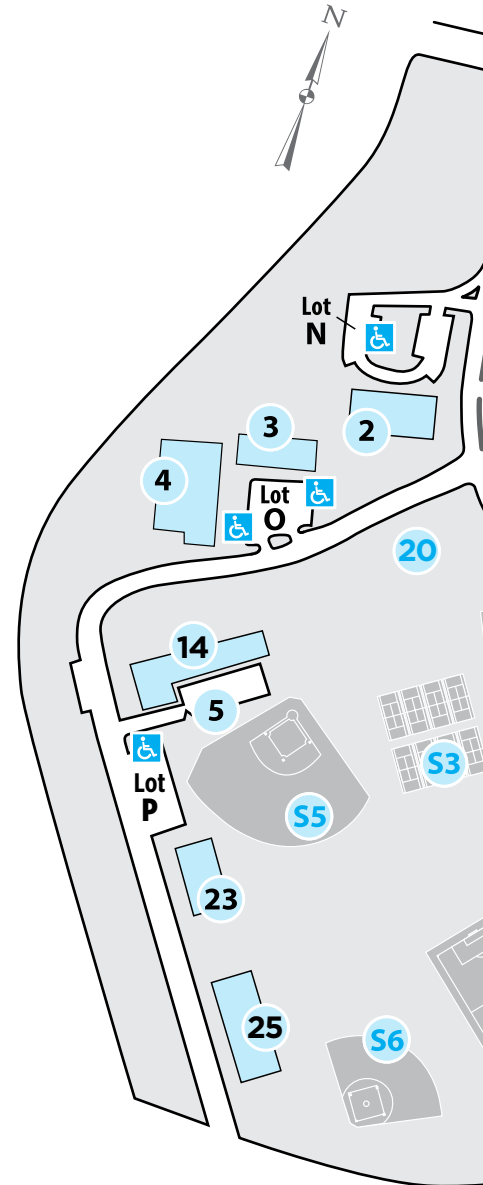
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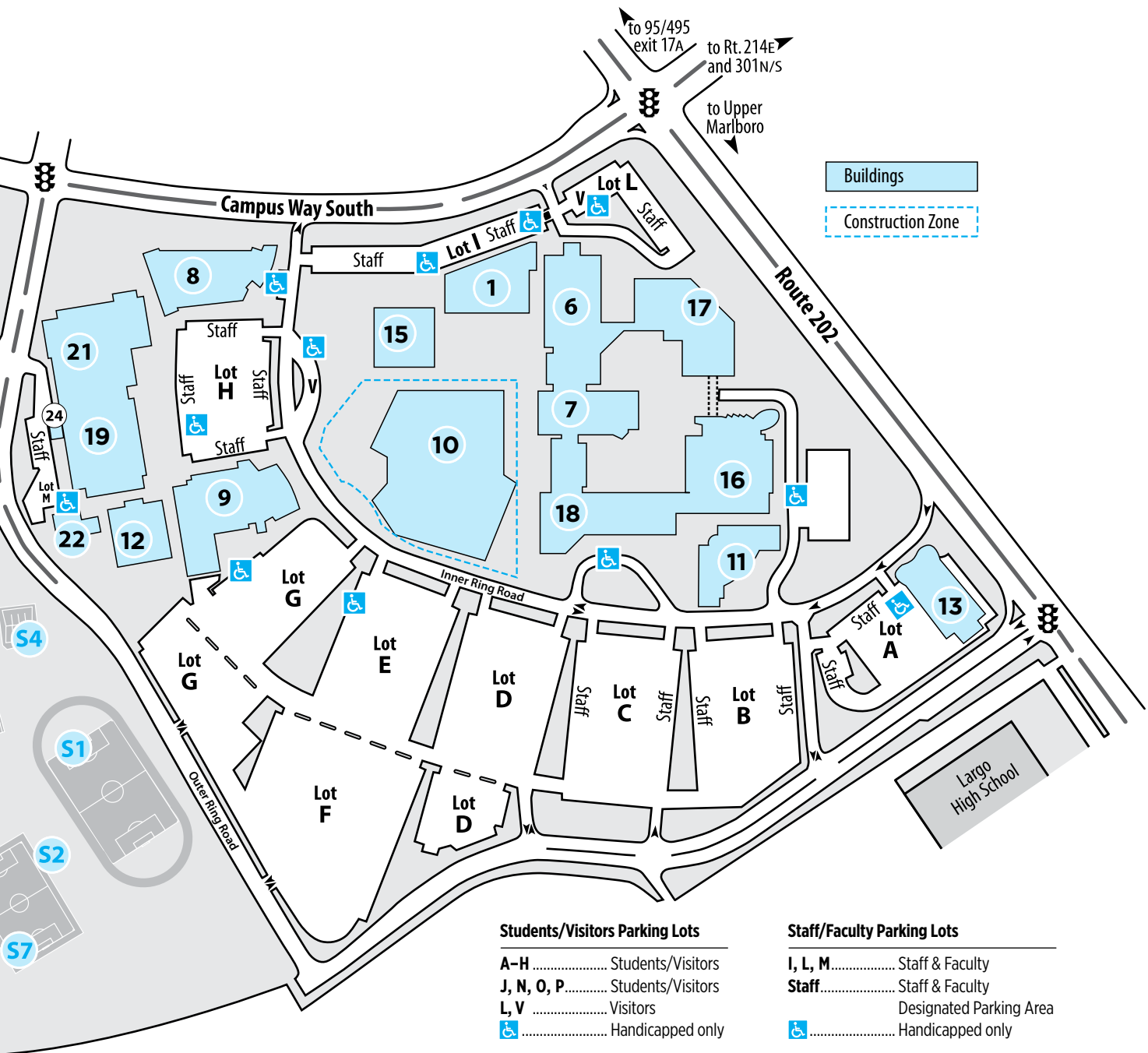
- 25. **Warehouse**

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- ATHLETICS FACILITIES**

  - S1. Track/Practice Soccer Field
  - S2. Golf Range
  - S3. Tennis Courts
  - S4. Racquetball Courts
  - S5. Baseball Diamond
  - S6. Softball Diamond
  - S7. Main Soccer Field





**Students/Visitors Parking Lots**

- A–H ..... Students/Visitors
- J, N, O, P ..... Students/Visitors
- L, V ..... Visitors
- ..... Handicapped only

**Staff/Faculty Parking Lots**

- I, L, M ..... Staff & Faculty
- Staff ..... Staff & Faculty Designated Parking Area
- ..... Handicapped only

**Largo Campus—Class Location Abbreviations**

- |  |                                       |
|--|---------------------------------------|
| AH.....Accokeek Hall                   | CE .....Continuing Education Building |
| ANXC.....Annex C                       | CH.....Chesapeake Hall                |
| AB.....Auto Bay                        | KH.....Kent Hall                      |
| BH.....Bladen Hall                     | LH.....Lanham Hall                    |
| CAC.....Culinary Arts Center           | LSC.....Largo Student Center          |
| CAT.....Center for Advanced Technology | MH.....Marlboro Hall                  |
| CHS.....Center for Health Studies      | NA.....Natatorium                     |
|  | NF.....Novak Field House              |
|  | QA.....Queen Anne Fine Arts           |



## 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, 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, see the back page of this schedule.

**Additional payment information for Laurel: If you live in Prince George's County, or anywhere other than Howard County, you should**

- use the PGCC syn numbers for your course when you register
- submit payment to PGCC Largo or Laurel College Center

**Note: non-Prince George's County residents are charged an additional fee when they register through PGCC:**

- An additional \$5 per course for residents of other Maryland counties**
- An additional \$10 per course for DC or out-of-state residents**

#### REFUND POLICY FOR LAUREL

In the event you need to withdraw from a continuing education course, check with the college where you registered to determine its specific refund policy and procedures.

#### GENERAL INFORMATION FOR LAUREL

##### Room Locations at Laurel

Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

##### Parking at Laurel

During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

#### TEXTBOOK INFORMATION FOR LAUREL

You can order textbooks online at [www.pgccbookstore.com](http://www.pgccbookstore.com). You also may call 301-546-0912 to order textbooks. Have the syn number of the course ready when you call or access the website. Online or phone purchase requires a credit card.

You can request to have your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-546-0912 for bookstore information.

These courses are offered at Laurel for the Spring 2019 semester. To locate the class description and schedule, see the index on page 1 of this schedule.

#### LIST OF LAUREL CLASSES/LARL

##### Fine & Graphic Arts, Page 8

ART-418 Relief Printed T-Shirt

##### Music & Performance Arts, Page 9

COM-347 Voice-Overs: Now is Your Time

##### Human Resources, Page 15

MGT-338 Managing Conflict: A Professional Approach

MGT-564 Ethics in Human Resources

MGT-735 Managing Generational Diversity in the 21st Century Workplace

MGT-734 HR's Role in Creating a Positive Work Environment

MGT-720 Creative Thinking and Innovation Techniques

##### Early Childhood Education, Page 48

DCR-550 Medication Administration

##### Event Planning, Page 64

BUS-410 Starting Your Meeting Planning Company

BUS-467 Creating an RFP (Request for Proposal)

BUS-597 Legal Issues That Face Meeting Managers

##### Languages, Page 66

COM-325 Sign Language 1

COM-330 Sign Language 2

COM-326 Sign Language 3

##### Spanish Language, Page 68

LGE-531 Spanish Skill Building and Vocabulary

##### Lifestyle, Page 76

ENR-571 Introduction Mindfulness Meditation

**LIST OF LAUREL CLASSES/LCC****Human Resources, Page 15**

MGT-728 Principles of Human Resource Management

MGT-731 Human Resource Law

MGT-668 Introduction to Employee Benefits

MGT-667 Introduction to Compensation

MGT-727 HR's Role in Organizational Development and Change Management

MGT-647 Managing Employee Performance

**Commercial Driver Lic, Page 22**

CDL-315 Commercial Driver License: Learner's Permit Preparation

**Computer Beginners, Page 24**

DPR-841 Introduction to Personal Computers with Windows 10

**Microsoft Office, Page 25**

DPR-833 Introduction to Microsoft Word 2016

DPR-830 Introduction to Microsoft Excel 2016

DPR-831 Introduction to Microsoft PowerPoint 2016

**Entry-Level Administrative, Page 26**

DPR-778 Applied Office Skills

**Help Desk, Page 27**

DPR-535 Help Desk Technology: Part 1

DPR-536 Help Desk Technology: Part 2

DPR-846 Troubleshooting MS Windows-10

DPR-809 Troubleshooting MS-Word for Help Desk Technology

DPR-811 Troubleshooting MS-Excel: Help Desk

DPR-810 Troubleshooting MS-Access for Help Desk

**Database Design, Page 27**

DPR-880 Oracle Database SQL

DPR-881 Oracle Database 11G: Administration I

**Hardware, Page 32**

DPR-859 IT Fundamentals Certification

**Nursing Assistant, Page 59**

HES-544 Certified Nursing Assistant: Theory

**Event Planning, Page 64**

BUS-422 Conference Planning Management

BUS-460 Site Selection/Unique Venues

BUS-371 Marketing Your Meetings and Exhibits

**Spanish Language, Page 67**

SPN-302 Spanish, Level 3

SPN-301 Spanish, Level 2

SPN-300 Spanish, Level 1





### 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 40

OCU-404 Building Maintenance  
Engineer: Level 1

OCU-402 Building Maintenance  
Engineer: Level 2

OCU-410 Introductory Craft Skills (Core)

OCU-408 CORE: Introductory Craft  
Skills: Part 1

OCU-416 CORE: Introductory Craft Skills: Part 2

#### HVAC/R, Page 42

HVC-340 CFC Preparation and Certification

HVC-332 HVAC/R Level 1 Part 1

HVC-334 HVAC/R Level 2: Part 1

HVC-342 HVAC/R Level 2: Part 4

#### Plumbing, Page 44

OCU-411 Introduction to Plumbing  
Level 1: Part 1

#### Residential Maintenance, Page 44

OCU-329 Electrical Repair: Basic Skills

OCU-331 Drywall Installation and Repair

OCU-409 Ceramic Tile Installation and Repair



### UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 125  
Hyattsville, MD 20782  
301-546-8000

#### Office Hours

Mon.-Thurs.	8:30 a.m.-8 p.m.
Fri.	8:30 a.m.-2 p.m.

Just a short walk from the Prince George's Plaza Station on Metrorail's Green Line, Prince George's Community College at University Town Center (UTC) offers students a convenient location for college credit and workforce development courses. The center opened in August 2000, and now serves approximately 1,500 credit and continuing education students each semester. The center offers approximately 150 credit/noncredit classes each fall and spring semesters, about 60 in the summer, and a full range of services.

#### Agriculture, Page 5

AGR-319 Intensive Introduction to Urban  
Commercial Agriculture

#### Microsoft Office, Page 25

DPR-833 Introduction to Microsoft Word 2016

DPR-830 Introduction to Microsoft Excel 2016

DPR-831 Introduction to Microsoft  
PowerPoint 2016

DPR-832 Advanced Microsoft  
PowerPoint 2016

#### Driver Education, Page 47

SKB-600 Driver Education

#### Early Childhood Education, Page 48

DCR-303 Child Growth and Development

DCR-531 Pre-School Curriculum/Activities

#### First Aid & CPR, Page 52

HES-344 CPR for Health Professionals

HES-350 CPR Renewal

#### Nursing Assistant, Page 59

HES-544 Certified Nursing Assistant: Theory



### WESTPHALIA TRAINING CENTER

9109 Westphalia Road  
Upper Marlboro, MD 20774  
301-546-8500

#### Office Hours

Mon.-Thurs.	8:30 a.m.-4:30 p.m.
Fri.	8:30 a.m.-4 p.m.

Prince George's Community College's Westphalia Training Center, located at 9109 Westphalia Road in Upper Marlboro, educates and trains workers for in-demand jobs. Operated by the college's Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides students with a laboratory setting within each classroom, allowing hands-on training in critical construction trade areas including residential, industrial and commercial construction, building maintenance, carpentry, masonry, electricity and residential wiring, HVAC/R, locksmithing, plumbing, and welding. The center also offers green and renewable energy training programs. Westphalia Training Center is a collaboration between Prince George's Community College and Mid-Atlantic Carpenters Training Centers.

#### Automotive, Page 9

OCC-301 Auto Technician: Basic Theory

OCC-324 Auto Technician: Brake Systems

OCC-400 Auto Technician: Electrical Systems

OCC-437 Auto Technician: Diesel Engine  
Theory & Maintenance

#### Auto Body Repair, Page 10

OCC-408 I-Car Auto Collision - Non-Structural

#### Small Engine, Page 10

OCC-316 Small Gas Engine

#### Braiding, Page 11

OCU-432 Professional Braiding: Level 3

OCU-433 Professional Braiding: Level 4



**Makeup Artistry, Page 12**

OCU-422 Introduction to Makeup Artistry  
 OCU-423 Advanced Makeup Artistry  
 OCU-429 From Blah to Beautiful

**Apartment Maintenance, Page 40**

OCU-611 Apartment Maintenance Technician Program

**Construction Electrical, Page 42**

ELC-301 Electrical: Level 1  
 ELC-308 Residential Wiring 1: Part 1  
 CST-376 National Electric Code: Journeyman Preparation  
 CST-437 NEC Update 2014

**HVAC/R, Page 42**

HVC-332 HVAC/R Level 1 Part 1  
 HVC-331 HVAC/R Level 1: Part 2

**Locksmithing, Page 43**

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

**Welding, Page 44**

WLD-300 Basic Arc Welding  
 WLD-301 Advanced Arc Welding  
 WLD-320 Welding Skills Building

**Facility Management, Page 49**

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 Equipment, Page 50**

HEO-305 OSHA Forklift Operator Certification

**Motorcycle, Page 70**

OCC-376 Motorcycle Mechanics & Repair



# 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.

 Center for  
**ENTREPRENEURIAL  
 DEVELOPMENT**  
 PRINCE GEORGE'S COMMUNITY COLLEGE



**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





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

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

*Go Owls!*

#### 1. AYT1—AYT Institute

5700 Kirby Road  
Clinton, MD 20735

#### 2. AYT3—AYT Auto Clinic

15005 Marlboro Pike  
Upper Marlboro MD 20772

#### 3. BLHS—Bladensburg High School

4200 57th Ave.  
Bladensburg, MD 20710

#### 4. CHCF—Cherry Hill Composting Facility

9330 Cherry Hill Road  
College Park, MD 20740

#### 5. CRHS—Crossland High School

6901 Temple Hills Road  
Temple Hills, MD 20748

#### 6. CKAR—Community Development Corp.

6801 Kenilworth Ave., Suite 203  
Riverdale, MD 20737

#### 7. ECOF—ECO City Farms

4913 Crittenden Street  
Edmonston, MD 20781

#### 8. GTSV—Greenbelt Travel Services

6411 Ivy Lane  
Greenbelt, MD 20770

#### 9. LCC—Laurel College Center

312 Marshall Avenue  
Laurel, MD 20707

#### 10. LDS—Linnel Driving School

1811 Bright Seat Road  
Landover, MD 20785

#### 11. Northwestern High School

7000 Adelphi Road  
Hyattsville, MD 20782

#### 12. QBL1—Q-Ball1

7945 Central Avenue  
Capital Heights, MD 20743

#### 13. SHS—Suitland High School

5200 Silver Hill Road  
District Heights, MD 20747

#### 14. STC—Skilled Trades Center

(evenings only)  
6400 Old Branch Avenue  
Camp Springs, MD 20748

#### 15. UMD—School of Public Health

Building 255  
College Park, MD 20742

#### 16. UPHI—U-Photo

5005 Garrett Avenue  
Beltsville, MD 20705

#### 17. UTC—University Town Center

6505 Belcrest Road  
Hyattsville, MD 20782

#### 18. WTC—Westphalia Training Center

9109 Westphalia Road  
Upper Marlboro, MD 20774

**TUITION (SUBJECT TO CHANGE)**

If you have not registered online, tuition must be paid in person or by mail to the Cashier's Office in Bladen Hall, Room 120. Tuition listed is for residents of Prince George's County. Tuition for residents of other Maryland counties is an **additional \$5 per course**. Tuition for residents of other states or the District of Columbia is an **additional \$10 per course**. (Example: Tuition 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:** *Lab fees, 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 **\$25 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 **\$85** registration fee per term. The **\$85 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 **\$85 registration fee**.

**The terms for which a registration fee will be assessed are the following:**

Spring	Jan. 1–Apr. 30
Summer	May 1–Aug. 18
Fall	Aug. 19–Dec. 31

Registration fees are nonrefundable. If, however, the college cancels all of the courses in which you are enrolled during a given term, the registration fee will be automatically refunded to you.

**Note:** *Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the \$85 registration fee that term.*

**Class-Related Fees**

Students enrolled in noncredit courses are required to pay fees determined by the college to be related to the special costs associated with the delivery of instruction. These fees are designated in this publication as lab fees, food fees, materials fees, etc. and may be payable to the college or the instructor, as designated. No student is exempt from the payment of these fees.

**EMPLOYER-PAID TUITION/  
PURCHASE ORDERS**

If your employer is paying your tuition:

**Step 1:** Get a purchase order, tuition assistance form or letter of intent from your employer. The document must have your name, amount to be paid, billing address, purchase order number and the original signature of person(s) authorizing payment.

**Step 2:** Register in person at the Office of Admissions and Records in Bladen Hall, Room 120 between 9 a.m. and 7 p.m., Monday–Thursday or on Friday between 9 a.m. and 4 p.m. and present the purchase order (two copies), tuition assistance form or letter of intent at the time you pay your tuition to the Cashier's Office.

**Step 3:** The bookstore is an independent entity from the college and is paid directly by the employer. If you are entitled to a reimbursement for books, you must obtain a separate purchase order, tuition assistance form or letter of intent addressed to Prince George's Community College Bookstore. For more information visit [www.pgccbookstore.com](http://www.pgccbookstore.com).

**Note:** *The college will not bill in order to reimburse the student. Students paying their own tuition must be reimbursed by their employer or agency. The purchase order, tuition assistance form or letter of intent will not be accepted after payment has been made by the student.*

**RETURNED CHECKS**

If the college receives final notice of a check being returned for any reason prior to the start of class, you will be dropped from all classes with no financial obligation other than the returned check fee and registration fee. All checks are deposited twice.

If the college receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition.

No certificates will be issued until the indebtedness has been paid.

**DROPPING A COURSE/REFUNDS**

Individuals who withdraw from a course up until the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date. Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash the refund will be sent by check to the student's address of record. If payment was made by a third party the refund will go to that party. It may take up to 14 business days to process a refund.

If you choose to drop a course after the refund period, it must be done in person at the Office of Admissions and Records or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.

*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**

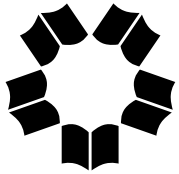
312 Marshall Avenue  
Laurel, MD 20707

Next to the Laurel Shopping Center  
Visit [www.laurelcollegecenter.org](http://www.laurelcollegecenter.org)  
or call toll-free 1-866-228-6110



Call toll-free 1-866-228-6110 or visit  
[www.laurelcollegecenter.org](http://www.laurelcollegecenter.org)  
Conveniently located downtown next  
to the Laurel Shopping Center





# PRINCE GEORGE'S COMMUNITY COLLEGE

## Workforce Development and Continuing Education Continuing Education Student Registration

Send check to:  
**Cashier's Office**  
Prince George's Community College  
301 Largo Road, Largo, MD 20774

PLEASE PRINT CLEARLY

**Student ID** (if known) \_\_\_\_\_ **Date** Month Day Year \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Semester** Year: \_\_\_\_\_  Fall  Winter  Spring  Summer

**Name** Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Init.: \_\_\_\_\_

**Address** Zip: \_\_\_\_\_ Number & Street: \_\_\_\_\_

**Telephone** Home: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth** (required) Month Day Year \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**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 <small>(Letter)</small>	Synonym # <small>(Number)</small>	Start Date <small>(mm) (dd)</small>	Course Name	Tuition
□□ - □□	□□□□	□□ / □□	_____	\$ □□□
□□ - □□	□□□□	□□ / □□	_____	\$ □□□
□□ - □□	□□□□	□□ / □□	_____	\$ □□□
□□ - □□	□□□□	□□ / □□	_____	\$ □□□
□□ - □□	□□□□	□□ / □□	_____	\$ □□□

**Fees**

All standard students add a registration fee of **\$25.00** unless your course specifies that it is "Tuition Free" Subtotal \$ □□□

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.

OFFICE USE ONLY

Date \_\_\_\_\_

Processed by \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**E-mail**

\_\_\_\_\_  
**Date**





PRINCE GEORGE'S  
COMMUNITY COLLEGE

**Workforce Development and Continuing Education**

301 Largo Road  
Largo, MD 20774-2199  
www.pgcc.edu

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Nonprofit Org.  
U.S. Postage  
PAID  
Permit No. 14  
Southern Maryland  
Maryland 20790

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**RESIDENTIAL DELIVERY**



The Culinary Arts Center is your gateway to educational and professional opportunities in wellness, culinary arts, and hospitality. The state-of-the-art facility will equip foodies of all levels to explore and learn vital skills that will transform dining experiences at home and in the food service industry.

Discover your inner foodie and master the expression of art through food and beverage at the new Culinary Arts Center.

**For more information:**

**[www.pgcc.edu/culinary](http://www.pgcc.edu/culinary)**

**or call 301-546-PGCC (7422)**



PRINCE GEORGE'S  
COMMUNITY COLLEGE

- culinary arts • hospitality • real-world instruction • specialized kitchens • demonstrations • professional grade equipment • tastings • visiting chefs • beverage management • mixology • barista • nutrition • presentations • event management • dining • restaurant cooking • baking skills • home cooking techniques • smart classrooms • bar operations • collaboration • outdoor café