

# Career Pathways 2019

- ✓ *Classes are on the Largo Campus of Prince George's Community College, unless otherwise noted\*\*.*
- ✓ *All classes begin at 9 a.m., ending at 1 p.m.*
- ✓ *There are no classes on March 23 and April 20; check with your instructor for a complete schedule.*

## Aquatics

YAW-318*	<b>Life Guard Certification, at Sunset Pools*</b> This American Red Cross lifeguard certification course teaches participants to prevent and respond to aquatic emergencies. This course consists of lecture and the hands-on practice of water rescue and patron surveillance. Course activities also include lecture, and reading. Upon successful completion of the course, the participant will receive a two-year American Red Cross Certificate in Lifeguarding. <b>Must be 16 years of age to</b> work as a lifeguard. Students must complete a Skills Pre-test. Call 301-546-0120 in January to obtain a detailed schedule. All classes take place at Sunset Pools.	February 2 - April 27
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## Child Development/Camp

YAW-325	<b>School-aged Childcare</b> This course is designed for prospective employees in the childcare/summer camp field. Potential employees receive instruction and practice that enhances the skills, knowledge and techniques necessary to work with children ages 6-13. Topics include: communication, identifying age appropriate behaviors and activities.	February 2 - March 9
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## Health Care

YAW-306	<b>Introduction to Health Care Careers</b> This course explores various Health Careers. Topics will include the importance of skills used in various health occupations: communication, teamwork, legal, ethical, and cultural considerations.	March 2 - 30
YAW-319	<b>Introduction to Health Care Management</b> Students will be introduced to the administrative areas in health care. Topics include office management, health services, patient-based care, and information management.	January 12 - 26

## Hospitality

YAW-321	<p><b>Customer Service Certification, at PGCC, Largo</b>  <b>Customer Service Certification, in Oxon Hill</b></p> <p>This course is designed for students who aspire to earn the designation of Guest Service Professional, a certification of the American Hotel and Lodging Educational Institute. This course is also prerequisite for the Tourism Ambassador and Restaurant Server Certifications. Topics will include guest basics, impressions, resolving less than perfect situations, internal relationships, providing exceptional service, supervision and bridging generations.</p>	January 26 - February 9 February 2 - 16
YAW-323	<p><b>Tourism Ambassador Certification, at PGCC Largo</b>  <b>Tourism Ambassador Certification, on Oxon Hill</b></p> <p>Students in this course explore the impact of travel and tourism as a catalyst for economic development of communities. Discussions and activities include an analysis of tourism based upon traveler's interest, purpose of travel, site attractions, destination demand, climate impact, sustainability, and promotion of a location.</p> <p>✓ <i>Must call 301-546-1580 to also register for Customer Service Certification (see dates above).</i></p>	February 23 - March 16 March 30 - April 27
YAW-324	<p><b>Restaurant Server Certification, at PGCC Largo</b></p> <p>Restaurant Server Certification is a short course developed to prepare students to fulfill the vital role of Restaurant Server. Students in this course are challenged to provide efficient, quality guest service to every guest, every day.</p> <p>✓ <i>Must call 301-546-1580 to also register for Customer Service Certification (see dates above).</i></p>	March 30 - April 27
YAW-322	<p><b>Black Jack 101, in Oxon Hill</b></p> <p>This pre-entry training course is designed to provide students with a fundamental understanding of the gaming and casino industry. Topics in the Black Jack 101 course include the fundamentals of dealing Blackjack, customer service, working with difficult players. Must be 18 years old by July 1, 2019.</p>	February 9 - March 30

## Office Professionals

YAW-307	<p><b>Clerical and Office Professional</b></p> <p>This course will explore the skills essential to working in an Office setting. Topics will include computer technology (Microsoft Word and PowerPoint), office machines, and communication skills.</p>	April 6 - 27
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## Public Services

- YAW-316 **Introduction to Social & Human Services Careers** March 2 - 30  
 The course explores public service careers and the relevance of customer service. It will contain an overview of Health and Human Services in a Public Service context which consists of the Departments of Health, Family Services, and Social Services.  
*Date change  
 No class on 3/9*
- YAW-303 **Introduction Public Safety** February 9 - 23  
 This course is devoted to the growing public safety industry. The job and educational requirements for various criminal justice career pathways will be explored. Students will receive instruction in various aspects of law enforcement functions.
- YAW-313 **Library Services** February 23 - March 2  
 This course explores library careers. Topics will include customer service, research skills and technology. Emphasis is placed on the instructional role of library staff.
- YAW-310\* **Animal Services, at PG County Animal Services\*** April 6 - 27  
 This course explores careers in Animal Care. Topics will include care and control; kennel operations; adoptions and humane education. This course takes place at the Prince George's County Animal Shelter. Participants must be at least **17 years of age by July 1, 2019.**

## Sustainable Agriculture

- YAW-317\* **Living with the Land, at Accokeek Farm\*** February 9 - April 6  
 Taught at the Accokeek Foundation's campus in Piscataway Park on the Potomac River, this course provides students with a working knowledge of Sustainable Agriculture and the ability to practice newly acquired skills at home, in their community and beyond. The students in this course utilize the Foundation's Ecosystem Farm, National Colonial Farm, Heritage Breed Livestock program and the surrounding forested park to engage students in a mix of research, dialogue and hands on learning. The course culminates with students sharing what they have learned as part of the Foundation's public "Lattes with Lambs" event in April.

## Technology

YAW-315	<p><b>Microsoft Office</b></p> <p>This course introduces the student to the uses of Microsoft Office Word, Excel and PowerPoint. Topics include using the navigation tools; creating and sharing documents; creating presentations; and preparing and embedding charts.</p>	January 26 - February 23
YAW-304	<p><b>Graphic Design</b></p> <p>This course explores careers in visual communication design. The training topics emphasize the use of software and peripherals. Students will become familiar with Painting-type (raster) software as well as structured graphics (vector) applications. Participants will be encouraged to develop creative approaches to projects and increase technical proficiency.</p>	March 2 - April 13
YAW-312	<p><b>Help Desk Technology</b></p> <p>This course provides the Youth@Work participants with the basic functions of becoming a Help Desk Technology support employee. Areas of exploration include the uses and types of diagnostic software, and the role of the help desk technician in the workplace.</p>	February 2 - March 9 (includes online content)
YAW-320	<p><b>Introduction to Coding</b></p> <p>This course is designed to introduce the interactive 21st century skill of coding. Using the Scratch application, students will create projects and games containing media and scripts. Students will also learn techniques for importing or creating graphics and sound. The capstone for this course is a custom made project or game.</p>	February 2 - March 2 (includes online content)

## Trades

YAW-301	<p><b>Skilled Trades Safety</b></p> <p>This course explores careers in public works, environmental services, warehouse distribution, mail distribution and the construction industry. Topics include an introduction to general safety and health provisions, fall protection, protective and lifesaving equipment, materials handling safety, tool safety, and equipment safety. Upon completion of this course, students should be able to recognize the basics of occupational safety and health, utilize best practices in identifying, reducing and reporting hazards.</p>	April 6 - 27
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