

# WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

SUMMER 2024

Job Skills Training • Personal Enrichment



PRINCE GEORGE'S  
COMMUNITY COLLEGE



# 3 WAYS TO REGISTER FOR CLASS

## 1. ONLINE

To register online, you **MUST** have an email address and you **MUST** pay with a credit card. No application is required. Owl Link makes online registration a breeze!

pgcc.edu

click!

OWL LINK

click!

Workforce Dev. & Cont. Ed.

For best availability, mail your form and payment two 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 Records and Registration, Bladen Hall, Room 126 at the Largo campus.

Monday-Friday  
8:30 a.m.-6 p.m.

### Questions?

Call 301-546-0159



PRINCE GEORGE'S  
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**TABLE OF CONTENTS**

<p><b>Registration Information</b> 3 ways to register. . . . . Inside front cover</p> <p><b>Online Classes</b> Courses available online . . . . . 2</p> <p><b>How to Use this Schedule</b> Find your class, register, and find your classroom . . . . . 5</p>	<p><b>Summer 2024 classes</b> Class descriptions and schedules . . . . . 6</p> <p><b>General Information</b> Services, resources and policies . . . . . 46</p> <p><b>Campus Services Directory</b> College offices and services. . . . . 48</p> <p><b>Class Location</b> Largo campus map, extension centers. . . . 49</p>	<p><b>Off-Campus Class Locations</b> Class locations in the community . . . . . 52</p> <p><b>Payment Information</b> How to pay for your classes. . . . . 56</p> <p><b>Registration Form</b> To register by mail . . . . . Inside Back Cover</p>
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**INDEX OF COURSES**

<p><b>Accounting . . . . . 6</b> Accounting Fundamentals. . . . . 6 Quickbooks. . . . . 7</p> <p><b>Automotive . . . . . 7</b></p> <p><b>Business Skills. . . . . 8</b> General Business . . . . . 8 Management and Supervision. . . . . 8 Human Resources . . . . . 9 Payroll . . . . . 11 Small Business . . . . . 12 Branding and Marketing. . . . . 13 Non-Profit Management. . . . . 13 Project Management Series. . . . . 14 Paralegal . . . . . 15</p> <p><b>Commercial Drivers License (Class A &amp; B) . . . . . 16</b></p> <p><b>Communication and Writing . . . . . 17</b></p> <p><b>Community Fitness and Nutrition . . . . . 18</b></p> <p><b>Computers and Information Technology . . 19</b> INNOHUB-Pathway to Employment (Online training) . . . . . 19</p> <p><b>Construction Skilled Trades . . . . . 20</b> Carpentry . . . . . 20 Construction Electrical . . . . . 20 HVAC/R. . . . . 20 Locksmithing . . . . . 21 Welding. . . . . 21</p> <p><b>Driver Education Class C. . . . . 21</b></p> <p><b>Drones . . . . . 22</b></p> <p><b>Childhood Education. . . . . 23</b> Child Care and Education Professionals . 24</p>	<p><b>Education Teacher Training . . . . . 25</b> Praxis Core Prep . . . . . 25</p> <p><b>English for Speakers of Other Languages (ESL)-Career Pathway . . . . . 26</b></p> <p><b>Facility Management . . . . . 26</b> Forklift and Heavy Equipment . . . . . 26 Forklift Operator . . . . . 26</p> <p><b>GED, High School Diploma and Adult Basic Skills . . . . . 27</b> GED Preparation and the NEDP option. . 27</p> <p><b>Health Care Support . . . . . 28</b> Registered Nurse Training . . . . . 28 Dental Assisting. . . . . 29 Pharmacy Technician . . . . . 30 Certified Nursing Assistant . . . . . 31 Certified Medicine Aide . . . . . 31 Medical Office Assistant. . . . . 32 Phlebotomy . . . . . 32 Personal Trainer. . . . . 33</p> <p><b>Hospitality . . . . . 33</b> Culinary Arts. . . . . 33 Event Planning. . . . . 34</p> <p><b>Motorcycle. . . . . 35</b> Mechanics and Repair. . . . . 35 Safety and Licensing. . . . . 35</p> <p><b>Notary Public . . . . . 37</b></p> <p><b>Personal Enrichments . . . . . 38</b> Career and Personal Finances. . . . . 38</p> <p><b>Police Academy and Security . . . . . 43</b></p> <p><b>Real Estate . . . . . 39</b> Real Estate Licensure . . . . . 39</p>	<p><b>SAGE . . . . . 40</b></p> <p><b>Scholarship Opportunities . . . . . 40</b></p> <p><b>Travel Service . . . . . 41</b></p> <p><b>Veterinary Assistant . . . . . 42</b></p>
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**pgcc.edu**



PRINCE GEORGE'S  
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# eLearning Course Options

## Invest in You!

- View Owl Link for courses not listed or contact us for more information.
- Owl Link is also available for registration and up-to-date course information.

## Register Today!

## 10 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. Next, select the link for returning Continuing Education students. Log in and follow steps 8, 9, and 10 below. 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 email, 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 email.
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 dash 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!



**ONLINE COURSES**301-546-0463 or [elearning@pgcc.edu](mailto:elearning@pgcc.edu)**ONLINE COURSES**301-546-0463 or [elearning@pgcc.edu](mailto:elearning@pgcc.edu)

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. Study, complete assignments, and communicate with your instructor and classmates from the convenience of your computer.

We offer hundreds of continuing education courses online! Browse this schedule to get started. Listed below are codes for the various methods used to teach remotely. If the code is not listed in the schedule with the course information, visit Owl Link to view which method is used for the course.

- CNVS = these courses use the Canvas delivery format.
- E2GO = these courses use the ed2go delivery format.
- GTM = these courses use the Gotomeeting platform.
- PTRN = these courses use the ProTrain delivery format.
- RMTE = these courses are offered remotely at a specific time; format to be determined.
- SKYP = these courses use the Skype platform.
- VRTL = these courses use a real time format, provided by a third party.
- ZOOM = these courses use the Zoom platform.

Canvas is the online course delivery system used by Prince George's Community College faculty. Instructions for registration and guidelines for the remote learning options are provided in the Online Courses area.

**Other scheduling options**

Our ed2go online courses can begin any month of the year! If you see an ed2go course that you would like to take, but you would rather start the class in a different month, no problem! At your request, we can set up a class section for you that begins in the month of your choice. Just:

- Go to [ed2go.com/pgcc](http://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 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 email above.

**WHAT ARE ONLINE COURSES?**

The computer becomes the classroom! Online courses are delivered via your computer rather than in person. 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 learning 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 coursework, assignments, and discussions are completed via the internet. Our hybrid courses use the Canvas 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 log in 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 or send an 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) or internet access.
- An Internet Service Provider (ISP) and your own email address.
- A web browser (Firefox, Chrome, or Safari), depending on the course format.
- Microsoft Word (the College's standard for word processing software).
- Sound and microphone capabilities (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 #09479 for courses that meet from May 1 – August 25, 2024.

For problems with registration, payment, or locating the course on PGCC's Owl Link, email 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. Log in to get started.

**TO REGISTER FOR CANVAS CLASSES:****To register for online courses that use Canvas, use the link on our homepage ([www.pgcc.edu](http://www.pgcc.edu)).**

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 email when you register so that we can contact you with instructions.
4. Activate your Owl Link account; you will need this to access your Canvas course.

**To check hardware and software requirements:**

Take the "Browser Test" located at <https://www.pgcconline.com/technical-support/>.

**To Start Your Canvas Course:**

On the start date of your course, login at <https://pgcconline.instructure.com>.

**NOTE:** *There is no "www" in the Canvas 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 email from ProTrain shortly before the course begins.

**TIPS FOR A SEAMLESS TRANSITION TO REMOTE LEARNING**

- **Create a schedule and stick to it.**
- **Designate a place for studying.**
- **Take a break when you need one.**
- **Get motivated and stay motivate.**
- **Don't be afraid to ask questions.**

**COMPUTER REQUIREMENTS**

- **Desktop computer, laptop, tablet, or mobile device.**
- **Internet connection.**
- **Speakers and headphones. (Most devices have built-in speakers and microphones.)**

**REMOTE ACCESS QUICK START GUIDE****Gotomeeting**

([www.joingotomeeting.com](http://www.joingotomeeting.com))

- Click the "Join" link provided in the email invitation.
- If prompted, click "Yes, Grant or Trust" to accept the download.
- If requested, enter the Meeting Password provided by your meeting organizer. You will be launched into the meeting.
- Seeking entry via the website: If download is not necessary, enter Meeting ID or Meeting Room and click Join. Enter password, if requested.

**Skype ([www.skype.com/download](http://www.skype.com/download))**

- Select desired version from the download options.

**Zoom ([www.zoom.us](http://www.zoom.us))**

- Click the join link provided in the email invite.
- You will be prompted to launch the meeting or download the app.
- If requested, enter the Meeting password provided in the email invite. Before the meeting is launched, you will be asked to enter your name.
- Seeking entry via the website: If download is not necessary, click "Join a Meeting". Enter Meeting ID and other meeting related information.

**HOW TO USE THIS SCHEDULE**

Area of study or career field. — [ **HEALTH CARE SUPPORT** ]

Program of study or specialization within a career field. — [ **PHLEBOTOMY TECHNICIAN** ]

301-546-0795 ] — 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 **\$130**. ]

Prerequisites: requirements before you take this course. — [ **Prerequisites**  
Must be a health care professional or have permission from the program coordinator, obtain a score of 65 or higher on the reading comprehension placement test have a CPR for Healthcare Professionals certification card, and provide proof of immunizations prior to participating in a clinical. ]

**Required Courses**

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

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.

Course number and course title. — [ **HES-418 Phlebotomy Technician** ] 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. **26 sessions, \$880\* (includes a \$160 lab fee)** ]

Number of sessions, costs and fees. — [

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.

**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 three 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 – Friday, 8:30 a.m. – 6 p.m.) or Bladen Hall, Room 221 (Saturday and Sunday, 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

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

<b>AH</b>	Accokeek Hall
<b>ANXC</b>	Annex C
<b>AB</b>	Auto Bay-Facilities Building
<b>BH</b>	Bladen Hall
<b>CAC</b>	Culinary Arts Center
<b>CAT</b>	Center for Advanced Technology (Formerly High Technology Center)
<b>CE</b>	Continuing Education Building
<b>CH</b>	Chesapeake Hall
<b>CHS</b>	Center for Health Studies
<b>LH</b>	Lanham Hall
<b>CDSC</b>	Charlene Dukes Student Center
<b>MH</b>	Marlboro Hall
<b>NAT</b>	Natatorium
<b>NH</b>	Novak Field House
<b>CPA</b>	Center for Performing Arts
<b>TBA</b>	To Be Arranged

### EXTENSION CENTERS

<b>AAFB</b>	Andrews Air Force Base (JBA)
<b>LCC</b>	Laurel College Center in Laurel
<b>LARL</b>	Laurel College Center in Laurel
<b>UTC</b>	University Town Center in Hyattsville

### OFF CAMPUS

<b>AYT1</b>	AYT1 Institute
<b>AYT3</b>	AYT3 Clinic
<b>BLHS</b>	Bladensburg High School
<b>CHCF</b>	Cherry Hill Composting Facility
<b>CKAR</b>	Community Development Corporation
<b>CRHS</b>	Crossland High School
<b>ECOF</b>	Eco City Farm
<b>GTSV</b>	Greenbelt Travel Services
<b>HVSV</b>	Hyattsville Vacuum Service

<b>LDS</b>	Linnel Driving School
<b>PGDS</b>	Prince George's Dealer School
<b>QBLL</b>	QuBall1
<b>SHS</b>	Suitland High School
<b>UMD</b>	University of Maryland
<b>UPH1</b>	U-Photo

### ONLINE COURSES AND HYBRID

<b>Canvas</b>	See page 4
<b>ed2go</b>	See page 3
<b>Gotomeeting</b>	See page 4
<b>HYAFB</b>	See page 3
<b>HYLAG Largo</b>	See page 3
<b>HYLCC Laurel</b>	See page 3
<b>ProTrain</b>	See page 4
<b>SKYP</b>	See page 4
<b>Zoom</b>	See page 4

## ACCOUNTING

[konange@pgcc.edu](mailto:konange@pgcc.edu)

### **MGT-343 Introduction to Business Analysis** 2.4 CEUs

This course is designed for individuals pursuing professional development in the business career field and provides instruction on techniques to improve your decision-making skills at work. Topics include analytical approaches you can use for making business decisions, probability concepts, mean and standard deviation, survey analysis, expected value, qualitative and quantitative forecasting, modeling and simulation.

**12 sessions, \$164\* (includes a \$89 lab fee)**

07305	WF	5/15-7/5	online	E2GO
07306	WF	6/12-8/2	online	E2GO
07307	WF	7/17-9/6	online	E2GO
07308	WF	8/14-10/4	online	E2GO

### **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, \$160\* (includes a \$85 lab fee)**

08963	WF	5/15-7/5	online	E2GO
08965	WF	6/12-8/2	online	E2GO
08966	WF	7/17-9/6	online	E2GO
08967	WF	8/14-10/4	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, \$160\* (includes a \$85 lab fee)**

08968	WF	5/15-7/5	online	E2GO
08969	WF	6/12-8/2	online	E2GO
08971	WF	7/17-9/6	online	E2GO
08973	WF	8/14-10/4	online	E2GO



**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, \$164\* (includes a \$89 lab fee)**

08976	WF	5/15-7/5	online	E2GO
08978	WF	6/12-8/2	online	E2GO
08979	WF	7/17-9/6	online	E2GO
08980	WF	8/14-10/4	online	E2GO

**MGT-628 Supply Chain Management Fundamentals** 2.4 CEUs

This course will help you succeed as a supply chain management professional. You will master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations, including the Certified in Production and Inventory Management (CPIM) exam.

**12 sessions, \$164\* (includes a \$89 lab fee)**

06910	WF	5/15-7/5	online	E2GO
06911	WF	6/12-8/2	online	E2GO
06912	WF	7/17-9/6	online	E2GO
06913	WF	8/14-10/4	online	E2GO

**DPR-970 Intermediate Quickbooks 2019** 2.4 CEUs

This continuing education course is designed for small business and business professional. Topics to be covered include working with and securing multiple files; editing and adding different types of items; using sales and purchase orders; pricing levels and discounts; mileage; customer balances; invoicing; petty cash; owner transactions and entering and tracking loans and budgets.

**12 sessions, \$174\* (includes a \$89 lab fee)**

07300	WF	5/15-7/5	online	E2GO
07301	WF	6/12-8/2	online	E2GO
07302	WF	7/17-9/6	online	E2GO
07304	WF	8/14-10/4	online	E2GO

**DPR-964 Introduction to Quickbooks 2019** 2.4 CEUs

This Continuing Course is designed for those new to QuickBooks or those wanting a refresher with the latest version. Topics include the QuickBooks interface, chart of accounts, account transactions, fixed assets and depreciation, accounts payable and receivable, inventory and estimating, and generate reports.

**12 sessions, \$170\* (includes a \$85 lab fee)**

07296	WF	5/15-7/5	online	E2GO
07297	WF	6/12-8/2	online	E2GO
07298	WF	7/17-9/6	online	E2GO
07299	WF	8/14-10/4	online	E2GO

**AUTOMOTIVE**

301-546-0062 or tdi@pgcc.edu

**AUT-300 Auto Technician: Basic Theory** 3.9 CEUs

This course teaches basic entry level fundamentals of various automotive internal combustion engine systems, history, maintenance and repair. Students will explore diagnostics and repairs, electrical system diagnosis, brake inspection and service, engine performance, periodic maintenance procedures such as valve adjustments, oil changes, lubrication and coolant system service. Textbook will be discussed on the first day of class.

**12 sessions, \$560\* (includes a \$60 lab fee)**

07205	TTh	5/16-6/16	6-9 p.m.	ANXC-002
(9 sessions)				

**AUT-311 Auto Technician: Introduction to Light Diesel Engine** 3.0 CEUs

This course will introduce the student to basic diesel engine operation and diagnosis. Students will be exposed to diesel technology used in the light duty diesel market. Students will study fuel controls, diagnostics systems, and emission controls. Students will learn service procedures for common diesel faults. This course will follow ASE standards for light duty diesel A9 ASE.

**10 sessions, \$490\* (includes a \$60 lab fee)**

07204	TTh	7/9-8/8	6-9 p.m.	ANXC-002
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**AUT-306 Auto Technician: Engine Performance** 1.8 CEUs

This class provides in depth automotive technician theory 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 discussed first day of class.

**6 sessions, \$280\* (includes a \$60 lab fee)**

07206	MW	6/24-7/10	6-9 p.m.	ANXC-002
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**AUT-308 Auto Technician: Brake Systems** 1.8 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 discussed on the first day of class.

**6 sessions, \$280\* (includes a \$60 lab fee)**

07208	MW	7/15-7/31	6-9 p.m.	ANXC-002
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**AUT-304 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  
**6 sessions, \$280\* (includes a \$60 lab fee)**

07207	MW	5/29-6/17	6-9 p.m.	ANXC-002
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**BUSINESS SKILLS****GENERAL BUSINESS**

[brownka1@pgcc.edu](mailto:brownka1@pgcc.edu)

**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, \$160\* (includes a \$85 lab fee)**

06944	WF	5/15-7/5	online	E2GO
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06949	WF	6/12-8/2	online	E2GO
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06950	WF	7/17-9/6	online	E2GO
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06951	WF	8/14-10/4	online	E2GO
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**OFC-540 Administrative  
Assistant Applications** 2.4 CEUs

Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect the administrative assistant's responsibilities and activities. Explore key management functions such as planning, control and motivation; find out how marketing differs from sales and learn the basic of operations management.

**12 sessions, \$160\* (includes a \$85 lab fee)**

06893	WF	5/15-7/5	online	E2GO
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06894	WF	6/12-8/2	online	E2GO
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06895	WF	7/17-9/6	online	E2GO
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06896	WF	8/14-10/4	online	E2GO
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**OFC-322 Fundamentals  
of Supervision and  
Management: Part 1** 2.4 CEUs

If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you'll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, how to influence and direct other's performance will also be covered.

**12 sessions, \$164\* (includes a \$89 lab fee)**

06952	WF	5/15-7/5	online	E2GO
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06953	WF	6/12-8/2	online	E2GO
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06954	WF	7/17-9/6	online	E2GO
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06955	WF	8/14-10/4	online	E2GO
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**MANAGEMENT AND SUPERVISION**

[brownka1@pgcc.edu](mailto:brownka1@pgcc.edu)

**PGCC CERTIFICATE  
MANAGEMENT AND SUPERVISION****Program information**

This 72-hour course 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. 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-756 Assessing Employee Performance
- MGT-757 Human Resource Management Skills for Supervisors
- MGT-602 Grammar and Proofreading (prerequisite for MGT-434)
- MGT-434 Business Writing Intensive

**Program requirements**

To earn the certificate for this program, students must attend at least 80% of the scheduled class hours and must be at least 18 years of age.

**For more information**

Please see our contact information above.

**OFC-323 Fundamentals of Supervision and Management, Part 2** 2.4 CEUs

This course covers what a supervisor or a manager needs to know. Have you ever felt technically prepared for a supervisor's role, yet defeated by all of the people issues that seem to arise? You are not alone; many people feel the same way. You will see why communication is essential in your quest to be a good manager or supervisor. Also covered will be personality traits in yourself and others and how they impact the ability to get the job done. You will also develop a plan to improve both your interpersonal skills and your work relationships.

**12 sessions, \$164\* (includes a \$89 lab fee)**

06986	WF	5/15-7/5	online	E2GO
06959	WF	6/12-8/2	online	E2GO
06960	WF	7/17-9/6	online	E2GO
06961	WF	8/14-10/4	online	E2GO

**FOLLOW US!**



**HUMAN RESOURCES (HR)**

[konange@pgcc.edu](mailto: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 via email, listed 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, visit the SHRM website at [www.shrm.org/certification](http://www.shrm.org/certification).

## PGCC CERTIFICATE HUMAN RESOURCE MANAGEMENT

### Program information

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

### Coursework

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

- MGT 728 Principles of Human Resource Management
- MGT 731 Human Resource Law
- MGT 668 Introduction to Employee Benefits
- MGT 667 Introduction to Compensation
- MGT 648 Successful Recruitment, Selection and Placement
- MGT 727 Human Resources' Role in Organizational Development and Change Management
- MGT 647 Managing Employee Performance
- MGT-663 Essentials of Human Resource Management OR
- Choose 3 out of 5 elective courses (MGT 720, MGT 734, MGT 749, MGT 564, MGT 338) for a total of 18 course-hours.

Courses may be taken in any order. Not all courses are offered every semester. Letters of Completion are awarded for each course completed. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

### Program requirements

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

### For more information

Please see our contact information above.

### **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)**

07244 Th 6/6-6/27 6-9 p.m. REMOTE

### **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)**

07245 M 6/17-7/8 6-9 p.m. REMOTE

### **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)**

07246 M 7/22-8/12 6-9 p.m. REMOTE

### **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)**

07247 T 6/11-6/25 6-9 p.m. REMOTE

### **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)**

07248 Th 8/8-8/22 6-9 p.m. REMOTE

**MGT-749 Diversity, Equity, and Inclusion** 0.6 CEU

This course is designed for students employed in Human Resources who have the need for a better understanding of diversity and inclusion in the workplace. Topics will include tools to overcome implicit bias in the workplace, common pitfalls when implementing diversity initiatives, and recruitment strategies for ongoing organizational success. **2 sessions, \$260\* (includes a \$45 lab fee)**

07250	W	7/24-7/31	6-9 p.m.	REMOTE
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**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)**

07249	Th	7/11-7/18	6-9 p.m.	REMOTE
(2 sessions)				

**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, \$164\* (includes a \$89 lab fee)**

08920	WF	5/15-7/5	online	E2GO
08921	WF	6/12-8/2	online	E2GO
08922	WF	7/17-9/6	online	E2GO
08923	WF	8/14-10/4	online	E2GO

**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, \$160\* (includes a \$85 lab fee)**

08925	WF	5/15-7/5	online	E2GO
08927	WF	6/12-8/2	online	E2GO
08928	WF	7/17-9/6	online	E2GO
08929	WF	8/14-10/4	online	E2GO

**MGT-707 Understanding the Human Resources Functions** 2.4 CEUs

No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. **12 sessions, \$164\* (includes a \$89 lab fee)**

08951	WF	5/15-7/5	online	E2GO
08952	WF	6/12-8/2	online	E2GO
08953	WF	7/17-9/6	online	E2GO
08954	WF	8/14-10/4	online	E2GO



**PAYROLL**

[konange@pgcc.edu](mailto: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-763 PayTrain Fundamentals (must be taken first) (preparation for the FPC exam)
- MGT-764 PayTrain (preparation for the CPP exam)

**Program requirements**

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

**For more information**

Please see our contact information above.

**MGT-763 PayTrain Fundamentals** 3.0 CEUs

The PayTrain Fundamentals 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 Fundamentals is a prerequisite for the PayTrain course.

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

07242	S	6/15-7/13	9 a.m.-4 p.m.	REMOTE
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**MGT-764 PayTrain** 3.6 CEUs

The PayTrain 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:** *The PayTrain Fundamentals course is a prerequisite. For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals.*

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

07243	S	8/3-9/7	9 a.m.-4 p.m.	REMOTE
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**SMALL BUSINESS**

[konange@pgcc.edu](mailto:konange@pgcc.edu)

**BUS-606 Virtual Assistant Business Mastery** 0.6 CEU

Virtual assistants continue to be in demand in today's fast-paced digital age, evolving and revolutionized world of remote work. It's time to redefine your future as a Virtual Assistant! Embark on a transformative learning experience with our virtual assistant business mastery class. This course will provide a roadmap — finding your niche; efficient operations; mastering client communication; effective marketing strategies; building a professional brand; technology and productivity tools; financial management; and much more! Whether you're just starting or a seasoned professional, this course equips you with the tools and knowledge to build and manage your virtual assistant business.

**2 sessions, \$95\* (includes a \$20 lab fee)**

07120	TTh	7/16-7/18	6:30-9:30 p.m.	REMOTE
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**BUS-355 Start and Operate Your Own Home-Based Business** 2.4 CEUs

Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have.

**12 sessions, \$160\* (includes a \$85 lab fee)**

07037	WF	5/15-7/5	online	E2GO
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07038	WF	6/12-8/2	online	E2GO
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07039	WF	7/17-9/6	online	E2GO
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07040	WF	8/14-10/4	online	E2GO
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**BUS-438 Starting a Consulting Practice** 2.4 CEUs

Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice.

Topics will include skills assessments, pricing policies, contracting, marketing, and more.

**12 sessions, \$160\* (includes a \$85 lab fee)**

07060	WF	5/15-7/5	online	E2GO
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07061	WF	6/12-8/2	online	E2GO
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07062	WF	7/17-9/6	online	E2GO
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07063	WF	8/14-10/4	online	E2GO
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**BUS-540 Start Your Own Small Business** 2.4 CEUs

Learn how to take your dream of starting a business and put it into action. In this class, you'll be taught everything you need to know about starting a business including start-up options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones.

**12 sessions, \$160\* (includes a \$85 lab fee)**

07056	WF	5/15-7/5	online	E2GO
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07057	WF	6/12-8/2	online	E2GO
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07058	WF	7/17-9/6	online	E2GO
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07059	WF	8/14-10/4	online	E2GO
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**BUS-535 Creating a Successful Business Plan** 2.4 CEUs

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan increases not only your chances of obtaining financing, but also of keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first — and most difficult — step on the path to small business success.

**12 sessions, \$164\* (includes a \$89 lab fee)**

07003	WF	5/15-7/5	online	E2GO
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07004	WF	6/12-8/2	online	E2GO
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07005	WF	7/17-9/6	online	E2GO
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07006	WF	8/14-10/4	online	E2GO
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**BUS-561 Small Business Marketing on a Shoestring** 2.4 CEUs

As you build your own customized marketing plan step-by-step, you will discover how to attract your target audiences, entice customers to buy your product or service, and keep buyers coming back for more. In addition, you will find out how to generate the referrals that are crucial to your company's success. You will get tips on evaluating your tactics, tracking your results, and fine-tuning your approach so it gets better every year. Best of all, the small business marketing strategies you'll learn will fit into any budget—and some are even free! With the help of videos, spreadsheets, and hands-on activities, you will build your skills in each lesson. Master cost-effective strategies including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. Whether you are new to advertising or looking for a refresher, this course will make you a marketing pro. And by the time you are done, you will have a personalized plan of action for increasing your sales—all on a shoestring budget.

**12 sessions, \$160\* (includes a \$85 lab fee)**

07112	WF	5/15-7/5	online	E2GO
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07113	WF	6/12-8/2	online	E2GO
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07114	WF	7/17-9/6	online	E2GO
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07115	WF	8/14-10/4	online	E2GO
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**BRANDING AND MARKETING**  
brownka1@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.

In addition, provide an overview of the appropriate marketing communications channels for increasing profits, building customer awareness, loyalty and customer satisfaction.

Students who successfully complete all five courses are eligible for a Continuing Education Certificate.

- BUS-600  
Branding Your Business for Success
- CED-314  
Creating Visuals to Brand Your Business
- BUS-575  
Social Media Strategies
- BUS-546  
Networking Works

**For more information**

Please see our contact information above.

**BUS-538 Marketing Your Business on the Internet** 2.4 CEUs

Find out how to market your business on the internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using Web analytics. You'll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your website. Finally, you'll learn how to keep your visitors coming back again and again! Throughout the course, you'll learn to think strategically about marketing your website, products, and services using internet technologies. You'll explore how to use an internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you'll have the skills and knowledge you need to develop a winning internet marketing plan for your own business.

**12 sessions, \$164\* (includes a \$89 lab fee)**

07032	WF	5/15-7/5	online	E2G0
07033	WF	6/12-8/2	online	E2G0
07034	WF	7/17-9/6	online	E2G0
07035	WF	8/14-10/4	online	E2G0

**NONPROFIT MANAGEMENT**

brownka1@pgcc.edu

**PGCC CERTIFICATE  
NONPROFIT MANAGEMENT**

**Program information**

This program provides an overview of the fundamental concepts in managing nonprofit organizations. The courses listed will meet the needs of those seeking a concentrated knowledge in order to prepare them for a career in the nonprofit sector.

Participants who successfully complete the following courses will receive a Continuing Education Certificate of Completion:

- BUS-605  
Fundamentals of Nonprofit Organizations
- VOL-334  
Public Relations and Communications
- VOL-335  
Intro. to Nonprofit Organizations and Fundraising
- VOL-313  
Writing Grant Proposals
- BUS-590  
Best Practices for Nonprofits

Other courses are offered through Ed2go, but not required for the Certificate of Completion:

- MGT-649  
Introduction to Nonprofit Management
- MGT-730  
Starting a Nonprofit
- VOL-332  
A to Z Grant Writing

**For more information**

Please see our contact information above.

**MGT-649 Introduction to Nonprofit Management** 2.4 CEUs

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.

**12 sessions, \$160\* (includes a \$85 lab fee)**

07007	WF	5/15-7/5	online	E2GO
07008	WF	6/12-8/2	online	E2GO
07009	WF	7/17-9/6	online	E2GO
07010	WF	8/14-10/4	online	E2GO

**VOL-332 A to Z Grant Writing** 2.4 CEUs

This informative course will equip you with the skills and tools you need to enter the exciting field of grant writing. You will be shown how to research and develop relationships with potential funding grant writing campaigns, and prepare proposals. This course speaks mainly to nonprofit organizations but many of the course elements also easily translate to the for-profit field.

**12 sessions, \$155\* (includes a \$80 lab fee)**

06981	WF	5/15-7/5	online	E2GO
06982	WF	6/12-8/2	online	E2GO
06983	WF	7/17-9/6	online	E2GO
06984	WF	8/14-10/4	online	E2GO

**VOL-337 Becoming a Grant Writing Consultant** 2.4 CEUs

Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field.

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

06934	WF	5/15-7/5	online	E2GO
06935	WF	6/12-8/2	online	E2GO
06936	WF	7/17-9/6	online	E2GO
06937	WF	8/14-10/4	online	E2GO

**MGT-730 Starting a Nonprofit** 2.4 CEUs

Do you dream of starting and running your very own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots.

**12 sessions, \$164\* (includes a \$89 lab fee)**

07108	WF	5/15-7/5	online	E2GO
07109	WF	6/12-8/2	online	E2GO
07110	WF	7/17-9/6	online	E2GO
07111	WF	8/14-10/4	online	E2GO

**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, \$164\* (includes a \$89 lab fee)**

06922	WF	5/15-7/5	online	E2GO
06923	WF	6/12-8/2	online	E2GO
06924	WF	7/17-9/6	online	E2GO
06925	WF	8/14-10/4	online	E2GO

**PROJECT MANAGEMENT SERIES**

[brownka1@pgcc.edu](mailto:brownka1@pgcc.edu)

**PGCC CERTIFICATE AND CERTIFICATION PREP PROJECT MANAGEMENT****Program information**

Project management is a rapidly-growing profession. Research indicates that employers will need to fill nearly 2.2 million new project-oriented roles each year through 2027. 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® certification, and maintain your credentials. Professional certification by the Project Management Institute (PMI) ensures that you're ready to meet and exceed the demands of a professional career, complete complex project assignments, and ensure success for your employer.

Students who meet the Project Management Institute (PMI) guidelines can complete MGT-355 to prepare for the Project Management Professional (PMP®) exam through the Project Management Institute (PMI).

Eligibility requirements for PMP® exam:

Earning your PMP Certification is a commitment, and that's why it is valuable. Do you have real-world project management experience that's led to success? Great—you've finished the hardest part. Before you apply, make sure you meet one of the following sets of PMP Certification requirements:

- A four-year degree.
- 36 months leading projects.
- 35 hours of project management education/training or CAPM® Certification.
- OR —
- A high school diploma or an associates degree (or global equivalent).
- 60 months leading projects.
- 35 hours of project management education/training or CAPM® Certification.

**For more information**

Please see our contact information above. For an overview of PMP, visit <https://www.pmi.org/certifications/project-management-pmp>.



**MGT-750 Principles of Project Management** 1.2 CEUs

This course introduces the methods and techniques project managers use to effectively initiate, plan, execute, control, and report on their projects. Managers with limited experience learn project management concepts, terms, tools, and aspects of the project life cycle as described in the Project Management Body of Knowledge (PMBOK®) Guide.

**6 sessions, \$595\* (includes a \$416 lab fee)**

07273	MW	5/6-5/22	6:30-8:30 p.m.	REMOTE
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**MGT-355 PM Professionals PMP Exam Certification Prep** 3.6 CEUs

MGT-355 includes a review of the required body of knowledge including project scope, life cycle, and management methodologies, from project inception and budgeting, schedule and risk management to program closure and quality assurance. Designed for today's busy professional, this remote 12-session course offers support beyond the classroom with a weekly virtual study group, exam practice sessions and online access to class content. Registered participants have the option for a one-on-one instructor session for assistance completing the Project Management Professional (PMP® exam) application.

**12 sessions, \$2195\* (includes a \$1536 lab fee)**

07274	MW	6/3-7/15	6-9 p.m.	REMOTE
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**MGT-746 Project Management Fundamentals II** 2.4 CEUs

The course will also discuss how to manage projects once the project's execution phase begins. This course includes reporting project progress, anticipating and handling problems as they arise. You will also learn to turn the project over to your customer so you can close down the project and move on to your next assignment.

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

06930	WF	5/15-7/5	online	E2GO
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06931	WF	6/12-8/2	online	E2GO
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06932	WF	7/17-9/6	online	E2GO
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06933	WF	8/14-10/4	online	E2GO
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**FOLLOW US!**



**PARALEGAL**

[konange@pgcc.edu](mailto:konange@pgcc.edu)

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

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

**12 sessions, \$160\* (includes a \$85 lab fee)**

07309	WF	5/15-7/5	online	E2GO
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07310	WF	6/12-8/2	online	E2GO
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07311	WF	7/17-9/6	online	E2GO
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07312	WF	8/14-10/4	online	E2GO
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**MILITARY STRONG**  
 AT PRINCE GEORGE'S COMMUNITY COLLEGE

We recognize and appreciate the sacrifices and contributions that our students make as active duty service members, reservists, guardsmen, veterans, and dependents.

Explore the possibilities with certifications in Information Technology, Health Care and Real Estate. For more information, contact 301-546-0159.



## COMMERCIAL DRIVER LICENSE: CLASS A & B

301-546-0062 or [tdi@pgcc.edu](mailto: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 2021 were: tractor-trailer truck drivers, \$48,310; school or special client bus drivers, \$37,540; transit and intercity bus drivers, \$51,310 (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. Starting in February 2022, all CDL students seeking a CDL license must complete the FMCSA Entry Level Driver Training requirement. PGCC offers this class (See CDL-328).

#### 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 or Washington DC and pass Department of Transportation physical and drug screens.
- Obtain a CDL Class A learner's permit from the state in which they are currently licensed.

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, or Washington, D.C.
- Pass Department of Transportation physical and drug screens.
- Obtain a CDL Class B learner's permit from the state in which they are currently licensed.

Students are required to present a state-issued photo identification to the instructor in order to successfully complete the course.

#### For more information

Please see our contact information above.

### CDL-328 Entry Level Driver Training Theory 10.0 CEUs

This course will satisfy the Federal Motor Carrier Safety Administrations (FMCSA) Entry Level Driver Training (ELDT) theory requirements for Commercial Vehicle operation. Student driver-trainees will become proficient in the following, general knowledge areas: basic vehicle operation, safe operating procedures, advanced operating procedures, vehicle systems, and hours of service and other non-driving activities.

**20 sessions, \$150\* (includes a \$95 lab fee)**

07211	MTWThF	5/6-5/31	online	RMTE
07212	MTWThF	6/3-6/28	online	RMTE
07213	MTWThF	7/1-7/26	online	RMTE

### CDL-301 Commercial Driver License: Class B 4.5 CEUs

This course is for those looking to drive Commercial Class-B Trucks and Passenger or School Buses. Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver's License (CDL). Upon obtaining the Class-B CDL, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available. \$1990\* (includes a \$1592 vehicle fee.) Please call 301-546-0062 or email [TDI@pgcc.edu](mailto:TDI@pgcc.edu) for prerequisites and schedule information.

**14 sessions, \$1990\* (includes a \$1592 lab fee)**

07209	MTThF	5/6-5/29	2-4:30 p.m.	LCC
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**CDL-324 Commercial Driver License (CDL), Class-A** 5.0 CEUs

This course offers unlimited personalized training through the duration of your learners permit. "One on One" Instruction (instructor and student only, NO group training. Designed to train and give experience to student drivers for the Class-A, Commercial Driver's License. Learning topics include: federal rules and regulations, hours of service logs, pre-trip vehicle inspection, automatic and manual transmission operation, backing and parking skills, on-road maneuvers, city and highway driving, coupling & un-coupling tractor and trailer, handling 28ft, 48ft and 53ft trailers, mock testing. A final MVA exam will be scheduled and a Class-A vehicle will be provided for license testing. \$3950\* (includes a \$3500 vehicle fee) Please call 301-546-0062 or email tdi@pgcc.edu for schedule and prerequisite information.

**25 sessions, \$3950\* (includes a \$3500 lab fee)**

07210 MTWThFSSu 5/6-5/30 2-4 p.m.

**COMMUNICATION AND WRITING**

brownka1@pgcc.edu

**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)**

07116	WF	5/15-7/5	online	E2GO
07117	WF	6/12-8/2	online	E2GO
07118	WF	7/17-9/6	online	E2GO
07119	WF	8/14-10/4	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)**

06880	WF	5/15-7/5	online	E2GO
06881	WF	6/12-8/2	online	E2GO
06883	WF	7/17-9/6	online	E2GO
06884	WF	8/14-10/4	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, \$164\* (includes a \$89 lab fee)**

06885	WF	5/15-7/5	online	E2GO
06886	WF	6/12-8/2	online	E2GO
06887	WF	7/17-9/6	online	E2GO
06888	WF	8/14-10/4	online	E2GO

**SKB-386 Keys to Effective Editing** 2.4 CEUs

Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you're already working as an editor, you'll not only brush up on your skills, but also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have better-than-average spelling ability.

**12 sessions, \$160\* (includes a \$85 lab fee)**

06918	WF	5/15-7/5	online	E2GO
06919	WF	6/12-8/2	online	E2GO
06920	WF	7/17-9/6	online	E2GO
06921	WF	8/14-10/4	online	E2GO

**COM-508 Mastering Public Speaking** 2.4 CEUs

You can become an effective public speaker! In these lessons, you'll learn how to talk confidently and persuasively to both large audiences and small groups. You will master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.

**12 sessions, \$160\* (includes a \$85 lab fee)**

06962	WF	5/15-7/5	online	E2GO
06964	WF	6/12-8/2	online	E2GO
06966	WF	7/17-9/6	online	E2GO
06967	WF	8/14-10/4	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, \$164\* (includes a \$89 lab fee)**

06889	WF	5/15-7/5	online	E2GO
06890	WF	6/12-8/2	online	E2GO
06891	WF	7/17-9/6	online	E2GO
06892	WF	8/14-10/4	online	E2GO





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### Contact

301-546-PGCC (7422)

or [admissions@pgcc.edu](mailto:admissions@pgcc.edu)

[pgcc.edu](http://pgcc.edu)



PRINCE GEORGE'S  
COMMUNITY COLLEGE

### COMMUNITY FITNESS & NUTRITION

Sabrina Nash 301-546-0236

#### WLN-314 Fundamentals of Circuit Weight Training 0.7 CEU

This course is designed to focus on muscular endurance as you move through a series of exercises on various weight training equipment with rest in between stations. Students will also receive tips for healthy eating and basics recipes to enhance their everyday life styles.

**5 sessions, \$250\* (includes a \$50 lab fee)**

07509 S 5/4-6/1 1:30-3:15 p.m.

07510 S 6/15-7/13 1:30-3:15 p.m.

07511 S 7/27-8/24 1:30-3:15 p.m.

#### WLN-318 Beginning Hand Dancing

This introductory course provides instruction in basic hand dance techniques and movements. Students will begin each class with a warm-up to stretch the muscles of the legs and feet. Students will practice a series of basic steps, adding more difficult combinations as they become more proficient. Hand dancing is a vigorous form of dance, requiring a great deal of physical fitness. It builds aerobic fitness, balance and flexibility. This class will teach you skills such as: basic step and count, front, back, switch and half turns. **8 sessions, \$129**

07513 S 5/4-6/22 10-11:30 a.m.

07514 S 6/29-8/17 10-11:30 a.m.

#### WLN-319 Intermediate Hand Dancing

This intermediate course provides instruction in more advanced hand dance techniques and movements. Students will begin each class with a warm-up to stretch the muscles of the legs and feet. Students will practice a series of advanced steps, adding more difficult combinations as they become more proficient. Hand dancing is a vigorous form of dance, requiring a great deal of physical fitness. It builds aerobic fitness, balance, and flexibility. This class will teach you skills such as: intermediate front-turn, double-turn, pull in with side to side maneuvers, the wrap (to waist/shoulders), swing in and out maneuvers, and advanced foot work. **8 sessions, \$129**

07515 S 5/4-6/22 11:30 a.m.-1 p.m.

07516 S 6/29-8/17 11:30 a.m.-1 p.m.

#### WLN-322 Advanced Hand Dance Class

Advanced hand dance class builds upon a student's level of knowledge by incorporating a series of moves into combinations that produce a consistent flow of symmetry between partners as they dance in sync with one another. The lead dancer will learn proper technique for managing the dance and the partner will learn techniques for following. The lead dancer will learn combinations, create turns, moves, sequences and patterns. The follower is more attuned to the nuances of the lead. **8 sessions, \$129\***

07517 S 5/4-6/22 1-2:30 p.m.

07518 S 6/29-8/17 1-2:30 p.m.



**COMPUTERS & INFORMATION TECHNOLOGY**

**INNOHUB- ONLINE I.T. TRAINING**

301-546-8236 or INNOHUB@pgcc.edu

**PATHWAYS TO EMPLOYMENT**

**Program information**

Prince George’s Community College’s Business & Entrepreneurship Center for Innovation Hub (INNOHUB) is offering the Pathways to Employment Micro-Pathway Certificates. This program is designed as a low-cost, self-paced learning model that allows learners to study online in a non-credit, 12-month competency-based education format. Micro-pathways are designed to provide the foundational skills needed in a particular field of study and make the program completers eligible to sit for 21st-century industry-specific credentials that would potentially make them employment and job ready. Learners can also earn academic credits towards a higher education degree program.

**Program requirements**

To register for a program

- Learners must have a high school diploma or equivalent.
- Apply online at <https://www.pgcc.edu/pathwaystoemployment/>.

**Training options:**

**IT SUPPORT SPECIALIST**

**Coursework**

IT Support Specialist micro-pathway includes stackable technical skills that leads to a career as an IT Support Specialist. Learners who successfully complete the following courses will be eligible to receive the certificate:

- Digital Literacy (4 Weeks)
- CompTIA/Fundamentals (14 Weeks)
- CompTIA/Network+ (11 Weeks)
- IT Support Specialist Security+ (13 Weeks)
- Amazon Web Practitioner (AWS) (4 Weeks)

**HOSPITALITY LEADERSHIP PATHWAY**

**Coursework**

Hospitality Leadership micro-pathway includes stackable credentials that leads to a career as a hospitality manager. Learners who successfully complete the following courses will be eligible to receive the certificate:

- Digital Literacy (4 Weeks)
- Intro to Hospitality (8 Weeks)
- Catering & Banquets (8 Weeks)
- Leadership & Interpersonal Dynamics (8 Weeks)
- Using Technology in the Hospitality Industry (8 Weeks)
- Hospitality Sales & Marketing (8 Weeks)
- AHLEI Supervision in the Hospitality Industry (industry certificate; does not translate to a credit).

**For more information:**

Please call 301-546-8500.

**DPR-980 IT**

**Support Specialist** 20.0 CEUs

This micro-pathway will allow learners to earn a CompTIA/IT Fundamentals certification and CompTIA Network+ certification and gain skills to become Information Technology Support Specialist and, if desired, continue on to earn CompTIA Security+ certification and an AWS Cloud Practitioner certification and then an associate degree in Information Technology or Cyber Security. **\$2160 (includes a \$160 lab fee)**

05183	MTWThF	5/20-5/16	online	CNVS
05184	MTWThF	6/17-6/20	online	CNVS



**Microsoft Office**  
**Web Design and Management**  
**Information Security**  
**Networking**  
**Online IT Training**

If you have an interest in ANY of the programs above, go to

<https://www.pgcc.edu/programs-courses/continuing-education/>

## CONSTRUCTION SKILLED TRADES

### CARPENTRY

301-546-0964 or westphalia@pgcc.edu

#### CRP-307 Carpentry:

**Level 1, Part 3** 5.7 CEUs

This is the third course in the National Center for Construction Education and Research (NCCER) Level 1 Carpentry curriculum. Topics include: ceiling joist & roof framing and basic stair layout. Prerequisite: Carpentry Level 1, Part 2.

Textbook: *NCCER Level 1 Carpentry*

**19 sessions, \$850\* (includes a \$80 lab fee)**

05116 MW 6/3-8/5 6-9 p.m.

#### ELC-322 Residential

**Wiring 1, Part 3** 3.0 CEUs

This course completes the National Center for Construction Education and Research (NCCER) level one curriculum for electrical students. Topics include raceways and fittings, and conductors and cables, with emphasis on appropriate National Electrical Code (NEC) requirements. Prerequisite: ELC-311. Textbook and the NEC 2011 are required at the first class session.

**10 sessions \$450\* (includes a \$50 lab fee)**

07488 TTh 5/14-6/13 6-9 p.m. WTC

## 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.

## 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

#### 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

In addition to the following HVC courses are required:

- HVC 370 Level 1 Part 1
- HVC 371 Level 1 Part 2
- HVC 372 Level 1 Part 3
- HVC 373 Level 2 Part 1
- HVC 374 Level 2 Part 2
- HVC 375 Level 2 Part 3
- HVC 376 Level 2 Part 4

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-376 HVAC/R  
Level 2 Part 4** 4.5 CEUs

This course is the fourth in a four-part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 2 HVAC. Topics include sheet metal duct systems, fiberglass and fabric duct systems, commercial airside systems and an introduction to hydronic systems.

**15 sessions, \$620\* (includes a \$20 lab fee)**

06098 MW 6/17-8/5 6-9 p.m.

**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, auto-lock, lock functions and finishes. Prerequisite: Locksmith Background Screening. Textbook required.

**14 sessions, \$686\* (includes a \$100 lab fee)**

08902 MW 5/13-7/1 5:30-9 p.m.

**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)**

08906 MW 7/8-8/21 5:30-9 p.m.

**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)**

08907 TTh 5/14-6/27 5:30-9 p.m.

**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)**

08908 TTh 7/9-8/22 5:30-9 p.m.

**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)**

08910 TTh 7/9-8/27 5-9:15 p.m.

**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)**

08911 MW 7/8-8/26 5-9:15 p.m.

**DRIVER EDUCATION CLASS C**

301-546-0062 or tdi@pgcc.edu

**MARYLAND CLASS C  
DRIVER'S LICENSE****Program information**

This 36-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.

**TDL-511 Driver Education** 3.6 CEUs

This MVA certified 36-hour hybrid course, satisfies Maryland MVA Driver Education requirements. Students will attend 30-hours of online (virtual) training and 6-hours behind the wheel scheduled over several appointments. Driver Education Course is taught in partnership with our vendor, Linnel Driving School who will forward all completion information to MVA as required by Maryland statute.

**10 sessions, \$450\* (includes a \$360 lab fee)**

07185	MTWThF	5/13-5/24	6-9:15 p.m.	LDS
07191	TWThF	5/28-6/8 (8 sessions)	6-9:15 p.m.	LDS
07192	MTWThF	6/10-6/21	6-9:15 p.m.	LDS
07193	MTWThF	6/24-7/6 (9 sessions)	6-9:15 p.m.	LDS
07195	MTWThF	7/8-7/19	6-9:15 p.m.	LDS
07196	MTWThF	7/22-8/2	6-9:15 p.m.	LDS
07197	MTWThF	8/5-8/16	6-9:15 p.m.	LDS
07198	MTWThF	8/19-8/30	6-9:15 p.m.	LDS

**DRONES**

301-546-0062 or tdi@pgcc.edu

**INDUSTRY CERTIFICATION  
DRONE OPERATOR****Program information**

Have you ever wanted to learn to fly a drone? Spend a morning with our experienced drone pilot and enjoy learning about the emergence of unmanned aerial systems (UAS), or “drones,” and their implications for the national and international stage today and in the future. Discuss their history, types, characteristics, and uses as well as current issues such as privacy and safety.

**This free class will fill up fast, so register today!**

**For more information**

Please call 301-546-0062 or email us at tdi@pgcc.edu, for class dates and times.

**TDL-500 Introduction to Drones**

Have you ever wanted to learn to fly a drone? Spend a morning with our experienced Drone pilot and enjoy learning about the emergence of unmanned aerial systems (UAS's) or 'drones' and their implications for the national and international stage today and in the future. Discuss their history, types, characteristics and uses as well as current issues such as privacy and safety. **1 session**

07460	S	5/18-5/18	10 a.m.-1 p.m.	CONT-127
07461	S	6/1-6/22 (4 sessions)	10 a.m.-1 p.m.	CONT-127

**TDL-501 Drones for Recreational Users**

This course is designed to provide participants with a fundamental understanding of recreational drone operation, safety, and regulations. By the end of this short course, students will be able to safely and responsibly fly drones for recreational purposes and navigate the basic legal and safety considerations. The College will provide drones for demonstration and hands-on operation by the students.

**1 session, \$140 (includes a \$40 lab fee)**

07465	S	6/1-6/1	9 a.m.-4 p.m.	CONT-127
07466	S	7/13-7/13	9 a.m.-4 p.m.	CONT-127

**MILITARY STRONG**

AT PRINCE GEORGE'S COMMUNITY COLLEGE

We recognize and appreciate the sacrifices and contributions that our students make as active duty service members, reservists, guardsmen, veterans, and dependents.

Explore the possibilities with certifications in Information Technology, Health Care and Real Estate. For more information, contact 301-546-0159.



## CHILDHOOD EDUCATION

301-546-7545 or [childcare@pgcc.edu](mailto:childcare@pgcc.edu)

### 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. The first two courses under each age group represent the 90 Hour Certification.

#### 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

#### 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

#### 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 business. 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 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. For this program, all online classes have at least one mandatory in-person visit.

Once you have registered for an online class, you will be contacted 3–5 days prior to the class start date with further logon instructions.

#### Program requirements

To register for this program, participants must:

- Speak, write, and understand standard American English at a functional level.
- Provide a valid email address.
- Obtain a score of 230 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 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 child care 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. **\$225\***

08924	MS	5/20-7/14	-	CNVS
	S	6/1-6/29 (11 sessions)	10 a.m.-12 p.m.	ZOOM
08940	S	6/1-7/8 (6 sessions)	8:30 a.m.-4:30 p.m.	
08941	MW	6/3-7/29 (15 sessions)	6:30-9:30 p.m.	
08926	MS	7/1-8/18	-	CNVS
	S	7/13-8/10 (10 sessions)	10 a.m.-12 p.m.	ZOOM

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

Learn the principles of curriculum planning for programs serving children ages three through five. Activities and materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department of Education (MSDE) Office of Child Care (formerly DCR-304). Perfect attendance is required. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. **\$225\***

08930	MS	7/15-8/25	-	CNVS
	S	7/20-8/17 (9 sessions)	10 a.m.-12 p.m.	ZOOM
08942	S	7/20-8/24 (6 sessions)	8:30 a.m.-4:30 p.m.	
08943	MW	8/12-10/2 (15 sessions)	6:30-9:30 p.m.	

**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 communication strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and directors in a child care setting. Core of Knowledge: Professionalism and Community. **\$115\***

08936	MTh	6/10-6/20 (4 sessions)	online	CNVS
08946	TThF	7/16-7/19 (3 sessions)	6:30-9:30 p.m.	

**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 of 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. **\$225\***

08933	MS	7/15-8/25	-	CNVS
	S	7/20-8/17 (9 sessions)	1-3 p.m.	ZOOM
08945	S	7/20-8/24 (6 sessions)	8:30 a.m.-4:30 p.m.	

**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 of 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. **\$225\***

08944	S	7/20-8/24 (6 sessions)	8:30 a.m.-4:30 p.m.	
08932	MS	7/29-9/15	-	CNVS
	S	8/3-9/7 (10 sessions)	10 a.m.-12 p.m.	ZOOM

**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. **9 sessions, \$225\***

08934	MS	7/15-8/25	-	CNVS
	S	7/20-8/17	1-3 p.m.	ZOOM

**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\***

08937	M	6/10-6/16	online	CNVS
08947	S	7/27-7/27	10 a.m.-2 p.m.	
08938	M	8/5-8/11	online	CNVS

**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.

**8 sessions, \$220\***

08939	MTh	7/15-8/11	online	CNVS
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**EDUCATION TEACHER TRAINING**

301-546-7545 or educationdept@pgcc.edu

**SKB-745 Praxis Preparation Sessions** 0.4 CEU

Praxis Preparation Sessions Contact: Marcella Celestine 301-546-0768 or EducationDept@pgcc.edu This course is designed for prospective teachers who need to pass the Praxis Core Exam to obtain teacher certification. Emphasis is placed on the math portion of the exam. Math topics addressed will align with the assessed domains: numbers and quantities; data interpretation & representation, statistics & probability; and algebra & geometry. This in-person course will offer direct instruction, guided, and individual practice on the core components of each domain, while also engaging learners in a learning styles inventory, error analysis, and study plan and test-taking strategy development. **1 session, \$60**

08955	S	6/22-6/22	10 a.m.-2 p.m.
08956	S	7/13-7/13	10 a.m.-2 p.m.
08957	S	8/24 -8/24	10 a.m.-2 p.m.
08958	S	8/17-8/17	10 a.m.-2 p.m.



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**301-546-PGCC (7422)**  
or **admissions@pgcc.edu**

**pgcc.edu**



**PRINCE GEORGE'S**  
COMMUNITY COLLEGE



## ESL CAREER PATHWAY CERTIFICATION PROGRAM

301-546-8350 or [adulthoodeducation@pgcc.edu](mailto:adulthoodeducation@pgcc.edu) or  
[www.pgcc.edu/go/esl/certificateprogramsesl/](http://www.pgcc.edu/go/esl/certificateprogramsesl/)

### ESL CAREER PATHWAYS CERTIFICATE PROGRAMS

#### Program information

Courses are online and hybrid. They are free. They are grant-funded. ESL Career Pathways classes are for you if:

- You are an intermediate or advanced English language learner.
- You want to develop English language skills for employment.
- You want to obtain introductory certificates in: Childcare, Healthcare, Culinary Arts or Construction. These certificates are nationally recognized and industry specific.

#### Prerequisite coursework

ESL English in America – students take this class first. Students will learn to write a resume and practice interview skills, and learn about the American workplace, health care system, government, and schools.

#### Childcare

- Childcare 1: Childhood Growth and Development
- Childcare 1: Preschool Aged Children
- Childcare 2: School Aged Children
- Childcare 2: Infants and Toddlers
- Childcare Family Business
- Childcare Communication

Our Childcare courses meet the Maryland Childcare Credential requirements established by the Maryland State Department of Education's Office of Child Care. Receive 6 certificates for the above 6 classes.

- Childcare Writing Portfolio – Create a portfolio to prepare for a Childcare Development Associates (CDA) Certificate.

#### Health care

- Certified Nursing Assistant – earn a Certified Nursing Assistant Certificate from the Maryland Board of Nursing.
- Community Health Worker 1
- Community Health Worker 2
- Complete CHW 1 and 2 and earn your Community Health Worker Certificate from the Maryland Department of Health.

#### Culinary arts

- Baking – earn a ServSafe Managers Certificate.
- Culinary Arts – earn a ServSafe Managers Certificate.

#### Construction

- Core Construction Skills – earn a certificate from the National Center for Construction Education and Research (NCCER).

#### Program requirements

To register for this program, participants must:

- Be at least 18 years of age and a Maryland resident.
- Have a high school diploma.
- Be eligible to work in the United States.
- Have an intermediate or advanced level of English skills.

#### For more information:

Please see our contact information above.

## FORKLIFT AND HEAVY EQUIPMENT

301-546-0062 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(I)(2)(ii). Operators must show competency to operate a powered industrial truck safely by successfully completing three components: classroom instruction, practical training, and an operator performance evaluation.

#### Coursework

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

#### Program requirements

To register for this program, participants must:

- Be at least 18 years of age.
- Present a state-issued photo identification to the instructor at the first class.

#### For more information

Please see our contact information above.

### TDL-520 OSHA

#### Forklift Certification 0.7 CEU

This course is designed for operators of a powered industrial lift truck and provides the classroom and simulated practical training required for OSHA certification. Topics will include safe operation of the industrial powered, sit down rider lift truck; simulated hands-on operation and pre-shift inspection. Upon successful completion of these parts, the student must also be evaluated in the workplace and graded by a supervisor in order to complete the certification.

**1 session, \$200\* (includes a \$160 lab fee)**

07200	Th	5/9-5/9	8 a.m.-3:30 p.m.	ANXC-002
07201	Th	6/27-6/27	8 a.m.-3:30 p.m.	ANXC-002
07202	Th	8/8-8/8	8 a.m.-3:30 p.m.	ANXC-002

## 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.

#### 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 program, participants must:

- Be at least 18 years of age and a Maryland resident.
- Be officially withdrawn from high school.
- Have a verifiable job skill, full-time or part-time, or have proof of volunteer activities.
- Have basic computer skills.
- Obtain qualifying scores on math and reading screening tests.
- Write a qualifying sample essay.

#### For more information or to sign up for an orientation

Please contact us at 301-546-0891, 301-546-8350, or [nedp@pgcc.edu](mailto:nedp@pgcc.edu), or visit us at [www.pgcc.edu/go/ged](http://www.pgcc.edu/go/ged).

### 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 email 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 301-546-8482.

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## HEALTH CARE SUPPORT

### REGISTERED NURSE TRAINING

301-546-0159 or  
wdcehealthcare@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.

### NRC-302 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, \$315\* (includes a \$100 lab fee)**

07481 ThFS 8/8-8/10 9 a.m.-2 p.m.

### NRC-305 Registered Nurse Refresher-Clinical 4.2 CEUs

The purpose of clinical is to apply everything the student learned in theory and skills labs and be able to tie together (according to competencies outlined in "Directed Lab Competency Evaluation" which are based-upon the ANA Standards of Care) the theory and skills while being evaluated and overseen by a clinical instructor (in-person clinical or online clinical simulation). **6 sessions, \$305\***

09018 TTh 5/14-5/30 8 a.m.-4 p.m.

### 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. **2 sessions, \$310\* (includes a \$15 lab fee)**

07479 W 8/14-8/21 4:30-8:30 p.m.

07480 S 8/17-8/24 9 a.m.-1 p.m.



**DENTAL ASSISTING**

301-546-0159 or wdcehealthcare@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 2020-2031 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. According to the Bureau of Labor Statistics, employment is expected to grow much faster than the average for all occupations with median annual earnings of \$46, 447 in Prince George's County, MD (Career Coach).

**Coursework**

Students who successfully complete the following courses will be eligible to receive a Certificate of Completion:

- HES-690 Introduction to Dental Assisting: Part 1 OR equivalent; see below
- HES-708 Introduction to Dental Assisting: Part 2 (Radiology)
- HES-344 CPR (AHA BLS Health Provider)
- HES 727 Dental Office Administration
- HES 728 Dental Assisting Internship- Optional ( Clinical Placement will be assigned by the clinical coordinator)

**Program requirements**

To register for Introduction to Dental Assisting: Part 1, participants must:

- 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, and Module O in Canvas, and read the Dental Assisting handbook prior to the first class.
- Uniform requirement: solid color scrubs (no navy blue) and medical footwear (no heels/sandals).
- Provide proof of reading proficiency by achieving a score of 237+ on Accuplacer test or college transcripts.
- Have access to a computer with internet access.
- Sign and submit a Student Unformed Consent and Waiver and Release Form.
- Have health insurance, be COVID-19 vaccinated, immunized, and AHA CPR Basic Life Support (BLS) certified.
- Register with CastleBranch and complete the comprehensive health screening.
- Before registration, email [wdcehealthcare@pgcc.edu](mailto:wdcehealthcare@pgcc.edu) for program participation details.

**To register for Dental Assisting Part 2- Radiology, students must:**

- Successfully complete Dental Assisting Part 1.
- Minimum 18 years of age and have a high school diploma or equivalent.
- Be CPR (AHA/BLS ) certified.
- Be CastleBranch compliant.

**To register for Dental Office Administration, students must:**

- Successfully complete Dental Assisting Part 2-Radiology.

**To register for Dental Internship (Optional), students must:**

- Successfully complete Dental Assisting Parts One and Two.
- Successfully complete Dental Office Administration.
- Follow all school and clinical site guidelines.
- Have health insurance, and be COVID-19 vaccinated.
- Be CastleBranch compliant.
- Wear appropriate attire (scrubs) and footwear during clinicals.
- Have reliable transportation (clinical placements will be assigned by the clinical coordinator).
- Report absences and all circumstances impacting your progress to the preceptor, clinical coordinator, and program coordinator/department chair.
- Submit clinical completion documentation to clinical coordinator.

**For more information or to take the placement tests:**

Please contact us. Accuplacer placement testing is free of charge. Visit our website at [www.pgcc.edu/go/dental](http://www.pgcc.edu/go/dental).

**DEN-302 Dental Office****Administration (Traditional) 3.6 CEUs**

This course is the final course in a series of courses designed to prepare students for front desk management in a dental office. Topics include basic dental administrative functions, ethical and legal regulatory issues, communication skills, telephone techniques, patient relations, records management, scheduling and recall systems, insurance processing, financial arrangements, collection procedures, equipment and inventory management, and using dental software. Textbooks required at first class session. Prerequisite: DEN-301 or DEN-341. **12 sessions, \$450\***

05356 TTh 5/14-6/20 9:30 a.m.-12:30 p.m. CHS-2103

**DEN-304 Expanded Functions****- General Chairside Assist 3.6 CEUs**

Learn the skills necessary to advance to general chairside dental assisting expanded functions. This 36-hour course meets Maryland State Dental Board requirements to prepare students for the Maryland State Board of Dental Examiners General Expanded Functions exam administered by the Dental Assisting National Board (DANB). Students should have a strong working knowledge of basic oral anatomy, dental terminology, infection control, and clinical experience. Radiation certification is preferred, textbook and scrubs are required.

**12 sessions, \$505\* (includes a \$100 lab fee)**

05359 WF 6/26-8/2 4-7 p.m.

**PHARMACY TECHNICIAN**

301-546-0159 or wdcehealthcare@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**

Prior to participation, participants must:

- Be at least 18 years of age.
- Have a high school diploma or equivalent.
- Have a valid social security number.
- Have a computer, access to the internet and a working email address.
- Have a college Owl Link account (contact the help desk at [ServiceDesk@pgcc.edu](mailto:ServiceDesk@pgcc.edu) or call 301-546-0637).
- Obtain a score of 243 or above on the College's reading placement test OR demonstrate completion of college English 101.
- Obtain a score of 276 or above on the College's arithmetic 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 TOPHAT textbooks (available at the College bookstore, [www.pgcc-bookstore.com](http://www.pgcc-bookstore.com)). Read chapters 1 and 2 and complete the exercises prior to the first class.

Also:

- Read Pharmacy Technician Handbook.
- Follow all school and clinical site guidelines.
- Complete background and drug screening.
- Have health insurance, and be COVID-19 vaccinated.
- CastleBranch compliance required for clinical participation.
- No criminal background, misdemeanors, or drug use permitted.
- Wear appropriate attire (lab coat) and footwear during clinicals.
- Sign and submit a Student Uninformed Consent and Waiver and Release Form.
- Must have reliable transportation (clinical placements will be assigned by the clinical coordinator).
- Report absences and all circumstances impacting your progress to the preceptor, clinical coordinator, and program coordinator/department chair.
- Submit clinical completion documentation to clinical coordinator.

To receive your Pharmacy Technician Certification Exam (PTCE) voucher:

Notify the program coordinator/department chair one month in advance of Pharmacy Technician Certification Exam scheduling, and test within 90 business days after course end or clinical completion. Two weeks' written notice required to change testing appointment.

**For more information about CastleBranch clinical requirements, scholarships, or to take the placement test:**

Please see our contact information above and visit [www.pgcc.edu/go/pharmtek](http://www.pgcc.edu/go/pharmtek).



**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\***

05395 MTWThFS 6/10-7/22 [online](#) CNVS

**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\***

05396 MTWThFS 6/10-7/22 [online](#) CNVS



**NRC-300 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. 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. **14 sessions, \$1000\* (includes a \$100 lab fee)**

07482 MW 5/13-7/10 9 a.m.-4 p.m. UTC  
(16 sessions)

07476 MWF 5/13-7/13 5:30-9:30 p.m.  
(25 sessions)

07475 TTh 5/14-6/20 9 a.m.-4 p.m.

**CERTIFIED NURSING ASSISTANT**  
301-546-0745 or wdcehealthcare@pgcc.edu

**MARYLAND CERTIFICATION + PGCC CERTIFICATE  
CERTIFIED NURSING ASSISTANT / GERIATRIC NURSING ASSISTANT**

**Program information**

Prepare for a career as a nursing assistant ready to work in various health care settings. This 136-hour course 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 three locations for your convenience: Largo, Hyattsville, and Laurel.

**Coursework**

Students who successful complete the following courses will be eligible to receive the certificate and to sit for the Maryland Board of Nursing's GNA exam:

- HES-544 Certified Nursing Assistant Theory
- HES-417 Certified Nursing Assistant Clinical

**Program requirements**

To register for this program, participants must:

- Be at least 18 years of age.
- Obtain a score of 230 or above on the College's reading comprehension placement test.
- Be computer literate and have access to the internet.
- Be able to speak and understand standard American English at a functional level.
- Purchase the required textbook and workbook (available at the College bookstore, www.pgccbookstore.com).

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

- Obtain a criminal background check.
- Obtain CPR for Health Professionals certification (course HES-344 is available at PGCC).
- Have a negative TB skin test (PPD) or chest x-ray.
- Present documentation of immunizations or titer tests (blood test for proof of immunizations).

**For more information**

Please see our contact information above.

**NRC-301 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. Off Campus location. **5 sessions, \$600\***

07477 MTWThF 6/24-6/28 7 a.m.-3:30 p.m.

07478 MTWThF 7/8-7/12 7 a.m.-3:30 p.m.

07486 MTWThF 7/15-7/19 7 a.m.-3:30 p.m. UTC

**HES-666 Medicine Aide Theory** 4.8 CEUs

This course is designed to provide upgrade training to geriatric nursing assistants to prepare them for Maryland State certification as Certified Medicine Aides. Topics include: medicine aide roles, drug administration and classification, rights of medication administration, parenteral and non-parenteral medications and disorders medications. **12 sessions, \$630\* (includes a \$50 lab fee)**

07491 MW 5/6-6/17 5-9 p.m.

**HES-667 Medicine Aide Clinical**

3.2 CEUs

This course is designed to provide practical clinical experience to Medicine Aide students in Prince George's County nursing homes. This course must be taken with Medicine Aide Theory (HES-666) to complete the program. **4 sessions, \$450\***

07492 SSu 6/22-6/30 8:30 a.m.-4:30 p.m.

**NRC-303 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\***

07487 S 5/18-5/18 8:30 a.m.-5 p.m. REMOTE

07489 S 6/15-6/15 8:30 a.m.-5 p.m. REMOTE

07490 S 7/20-7/20 8:30 a.m.-5 p.m. REMOTE

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Prince George's  
Community College**MEDICAL OFFICE ASSISTANT**301-546-0795 or  
wdcehealthcare@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 and the Certified Electronic Health Record Specialist exam:

- HES-357 Basic Medical Terminology (online)
- HES-586 Professionalism in Healthcare
- HES-396 Medical Administrative Assistant
- HES-698 Electronic Health Records

**Program requirements**

To register for this program, participants must:

- Obtain a score of 243 or above on the College's reading placement test OR provide proof of college credits.

**For more information**

Please see our contact information above.

**MOA-301 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, \$400\* (includes a \$100 lab fee)**

08914 MTWThF 6/4-8/9 - CHS-2229

**PHLEBOTOMY**301-546-0795 or  
wdcehealthcare@pgcc.edu**PGCC CERTIFICATE + NATIONAL CERTIFICATION PHLEBOTOMY TECHNICIAN****Program information**

This program includes theory, skills training, and 80 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:

- PHE-300 Phlebotomy Technician
- CPR-307 CPR for Health Professionals
- PHE-301 Phlebotomy Technician Clinical (80 hours Externship)
- MOA-301 Professionalism in Healthcare (online)

**Program requirements**

To register for this program, participants must:

- Obtain a score of 243 or above on the College's reading placement test OR provide proof of college credits.
- CPR/AED certification card.
- Create a CastleBranch myCB account at <https://pgcc.castlebranch.com/PJ51> and upload all immunization requirements.

**For more information**

Please see our contact information above.



**PHE-300 Phlebotomy Technician** 8.0 CEUs

This course prepares individuals to collect blood samples using proper techniques and procedures. Course topics include quality assurance, infection control pertaining to federal and state regulations, basic medical terminology, anatomy and physiology, point-of-care, and legal and ethical considerations associated with venipuncture. Phlebotomy laboratory includes safety procedures and quality performance in the lab under instructor supervision. Immunization record (PPD, MMR, Hepatitis B) must be provided. Textbook required at first class.

**23 sessions, \$1120\* (includes a \$160 lab fee)**

08912 MW 5/29-8/14 6-9 p.m. CHS-2229

**PHE-301 Phlebotomy Technician Refresher**

Students who successfully complete PHE 300 are eligible to register for this course which fulfills 80 hours of off-campus clinical experience required for certification. Students must be available to do 2 consecutive weeks of full-time daytime shift. Clinical prerequisites: PHE-300 and MOA-301 and completes all CastleBranch requirements.

**10 sessions, \$210\* (includes a \$75 lab fee)**

05246 MTWThF 5/6-5/31 8 a.m.-5 p.m.

08913 MTWThF 8/19-9/6  
(15 sessions)

**PERSONAL TRAINER**

Sabrina Nash 301-546-0236

**NATIONAL CERTIFICATION PERSONAL TRAINER**

**Program information**

Interested in an exciting career as a personal trainer, wellness or fitness coach? If so, then this ACE Personal Trainer course is for you!

Students will gain the skills needed to identify the anatomy and basic principles of exercise physiology, nutrition as it relates to physical fitness, and the safe usage of exercise equipment. Students will design and customize effective exercise programs that help clients improve flexibility, balance, core function, cardiorespiratory fitness, muscular endurance and strength. Additionally, this course helps students prepare for the American Council for Exercise (ACE) Certification Exam, which is required to become a certified personal trainer.

**Upon Completion of this course, the students should be able to:**

- Identify anatomical structures.
- Apply the principles of exercise physiology and anatomy to movement and exercise instruction.
- Demonstrate proper exercise techniques for flexibility, balance, core function, cardiorespiratory fitness, muscular endurance and strength.
- Demonstrate proper usage of fitness equipment consistent with appropriate exercise guidelines and spotting techniques.
- Explain the relationship between nutrition and physical fitness.
- Develop individualized exercise programs.
- Be prepared to take the American Council for Exercise (ACE) Certification Exam.

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

**WLN-323 ACE**

**Personal Trainer** 3.8 CEUs

This course will give students the skills to identify the anatomy and basic principles of exercise physiology, nutrition as it relates to physical fitness, and safe usage of exercise equipment. Students will design and customize effective exercise programs that help clients improve flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength. Additionally, this course helps students prepare for the American Council for Exercise (ACE) Certification Exam, which is required to become a certified personal trainer. This is a cross-listed course with PED-2400. **20 sessions, \$250\***

07512 TTh 5/28-8/6 12:30-2:20 p.m.

**HOSPITALITY**

**CULINARY ARTS**

Sabrina Nash 301-546-0236

**CUL-306 Grilling Basics**

Bring out the grilling master in you This fundamental course provides students with the basic skills required to safely prepare food on the grill. Students will learn about the various types of grills and how to safely manage the heat source. Marinades and sauces will be discussed and practiced, while effectively managing time and temperature.

**3 sessions, \$140\* (includes a \$45 lab fee)**

07471 S 5/11-5/25 9 a.m.-12:30 p.m.

07472 S 6/8-6/22 9 a.m.-12:30 p.m.

07473 S 7/6-7/20 9 a.m.-12:30 p.m.

**HCT-300 Healthy**

**Cooking Certificate Training** 4.5 CEUs

This course is designed to provide students with fundamental skills and knowledge in preparing healthy cooking alternative while obtaining entry level culinary skills required in the culinary/hospitality industry. Students will practice knife skills, proper cut measurements, food buying principals and temperature controls. Students will review nutrition, wellness and the essentials nutrients and their functions.

**8 sessions, \$400\* (includes a \$200 lab fee)**

07503 S 5/4-6/22 10 a.m.-2:30 p.m.

07504 S 6/29-8/17 10 a.m.-2:30 p.m.

**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\***

07505	S	6/1-6/8	8:30 a.m.-5 p.m.
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07506	S	6/22-6/29	8:30 a.m.-5 p.m.
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07507	S	7/6-7/13	8:30 a.m.-5 p.m.
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07508	S	8/3-8/10	8:30 a.m.-5 p.m.
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**EVENT PLANNING**

Sabrina Nash 301-546-0236

**PGCC CERTIFICATE  
EVENT PLANNING****Program information**

The Event Planners Certificate program consist of nine sessions which requires students to take Part I & II of the Event Planning Certificate course. The course is design for event planners, owners and independent contractors that seek additional knowledge skills that will assist them in planning a successful event. Any event you plan and stage is a reflection on you from the initial invitation to onsite operations. Whether you are planning a product launch, conference, sales meeting, an incentive event or a gala fundraiser, remember that the magic of a truly memorable event is in the details.

**Coursework**

The course will give you a blueprint on planning and executing special events with flair and without and unexpected surprises and expenses. Upon completion of the series, you will have workable knowledge in how to start your meeting planning company, creating RFPs, working with hotels, and calculating savings of food and beverage costs. In the second series portion, you will tour venues, hotels and cover audiovisual concept for meeting planners. You will learn legal issues that face event planners and what to do after you have learned all the techniques to become an event planner.

**Program requirements**

This is a pre-requisite course. Student must complete both Part I and Part II series, which consist of 36 hours, to receive a PGCC certificate.

**For more information**

Please see our contact information above.

**EVT-300 Event****Planning Certificate, Part 1** 1.4 CEUs

This course is designed for Event Planners looking to get a certificate and to obtain fundamental skills in planning social, associations, corporate and government organization events. Students are required to take both Part 1 and 2 in order to receive certification. Upon completion of this course, students will have workable crash course knowledge in event planning. This six week course will highlight industry expectations and working with clients. Student will also have site tours to various locations throughout the six week course.

**5 sessions, \$395\* (includes a \$150 lab fee)**

06258	MW	5/6-5/18	6:30-9:30 p.m.
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S	5/18-5/18	10 a.m.-3 p.m.
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07519	MW	6/17-6/26	6:30-9:30 p.m.
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S	7/6-7/6	10 a.m.-2 p.m.
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**EVT-301 Event Planning****Certificate, Part 2** 1.4 CEUs

This course is designed for Event Planners looking to get a certificate and to obtain fundamental skills in planning socials, associations, corporate and government organization events. Students are required to take both Part 1 and 2 in order to receive a Certificate of Completion. Upon successful completion of this course, the students will have workable knowledge in food and beverage cost, audio-visual concept for planners, and legal issues. Prerequisite: Student must finish both Part I and Part II to obtain a certificate.

**5 sessions, \$395\* (includes a \$150 lab fee)**

07520	MW	6/3-6/12	6:30-9:30 p.m.
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S	6/8-6/8	10 a.m.-2 p.m.
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07522	MW	8/5-8/14	6:30-9:30 p.m.
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S	8/5-8/17	10 a.m.-2 p.m.
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**MOTORCYCLE**

**MOTORCYCLE MECHANICS & REPAIR**

301-546-0062 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:

- MOT-300 Basic Motorcycle Maintenance
- MOT-301 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.

**MOT-300 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 (includes a \$35 lab fee)**

07464 W/Th 7/17-7/18 6-9 p.m. CONT-124

**MOT-301 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.

**6 sessions, \$340\* (includes a \$60 lab fee)**

07459 MW 8/5-8/21 6-9 p.m. ANXC, 002

**MOT-304 Basic Rider Course**

1.8 CEUs

A beginner licensing course for those 16 ½ years of age and older. Under age 18 requires a parent or guardian, signed waiver. Students provide their own DOT certified helmet that covers ears, eye protection, and gloves. College provides training motorcycles. Course Objectives: clutch and 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 times may vary.

**3 sessions, \$300\* (includes a \$50 lab fee)**

07222 M 5/6-5/6 6-9 p.m. CONT-124

SSu 5/11-5/12 7:45 a.m.-4 p.m. CONT-124

07181 M 5/13-5/13 6-9 p.m. CONT-124

SSu 5/18-5/19 7:45 a.m.-4 p.m. CONT-124

07224 T 5/28-5/28 6-9 p.m. CONT-124

SSu 6/1-6/2 7:45 a.m.-4 p.m. CONT-124

07225 M 6/3-6/3 6-9 p.m. CONT-124

SSu 6/8-6/9 7:45 a.m.-4 p.m. CONT-124

07226 M 6/10-6/10 6-9 p.m. CONT-124

SSu 6/15-6/16 7:45 a.m.-4 p.m. CONT-124

07182 M 6/17-6/17 6-9 p.m. CONT-124

SSu 6/22-6/23 7:45 a.m.-4 p.m. CONT-124

07227 T 6/25-6/25 6-9 p.m. CONT-124

SSu 6/25-6/30 7:45 a.m.-4 p.m. CONT-124

07228 M 7/1-7/1 6-9 p.m. CONT-124

SSu 7/6-7/7 7:45 a.m.-4 p.m. CONT-124

07229 M 7/8-7/8 6-9 p.m. CONT-124

SSu 7/13-7/14 7:45 a.m.-4 p.m. CONT-124

07230 M 7/15-7/15 6-9 p.m. CONT-124

SSu 7/20-7/21 7:45 a.m.-4 p.m. CONT-124

07231 M 7/22-7/22 6-9 p.m. CONT-124

SSu 7/27-7/28 7:45 a.m.-4 p.m. CONT-124

07463 M 7/29-7/29 6-9 p.m. CONT-124

SSu 8/3-8/4 7:45 a.m.-4 p.m. CONT-124

07232 M 8/5-8/5 6-9 p.m. CONT-124

SSu 8/10-8/11 7:45 a.m.-4 p.m. CONT-124

07183 M 8/12-8/12 6-9 p.m. CONT-124

SSu 8/17-8/18 7:45 a.m.-4 p.m. CONT-124

07233 M 8/19-8/19 6-9 p.m. CONT-124

SSu 8/24-8/25 7:45 a.m.-4 p.m. CONT-124

**MOT-315 Introduction to Motorcycle Riding**

Have you ever wanted to learn to ride a motorcycle? This FREE class allows you to spend a morning with our experienced motorcycle instructors and learn what it takes to get your license. Who is this event designed for? A licensed-age person who is curious about whether riding a motorcycle is something they want to do. This design of the class is for people who have never been around motorcycles or have been away from motorcycles for some time. **1 session**

07221 S 5/11-5/11 10 a.m.-12 p.m. CONT-124

07220 S 6/1-6/1 10 a.m.-12 p.m. CONT-124

**MOT-316 Scooter Basic Rider Course**

This course is ideal for those wanting to learn to ride a motor scooter. The best place to start once you've made the decision to ride. The course teaches the skills and knowledge needed to ride a motor scooter. Covers the basics of operating a motor scooter and safety-oriented mental strategies. Motor scooters are provided for your use. Successful completion of this course is your best path to an M-class endorsement for motor scooters 51 cc and above. Students provide their own DOT certified helmet that covers ears, eye protection, and gloves. College provides training scooters.

**3 sessions, \$300 (includes a \$50 lab fee)**

07241	M	6/3-6/3	6-9 p.m.	CONT-124
	SSu	6/8-6/9	7:45 a.m.-4 p.m.	CONT-124
07450	M	7/15-7/15	6-9 p.m.	CONT-124
	SSu	7/20-7/21	7:45 a.m.-4 p.m.	CONT-124

**MOT-317 Basic Rider Course for Women**

1.8 CEUs

This continuing education course is designed for women only who want to learn to ride a motorcycle and obtain a license. The course includes classroom and riding instruction to provide the new female motorcycle rider with the basic skills needed to operate a motorcycle. Ample supervised riding time allow for the practice of controlling the clutch/throttle, stopping, turning, shifting, and avoiding crashes. Course content is approved by the MD Motor Vehicle Administration and meets or exceeds Motorcycle Safety Foundation standards. Instructors are MVA and MSS certified. Topics include responsible riding, proper gear, basic skills, defensive riding strategies, and how to handle various riding situations.

**3 sessions, \$300\* (includes a \$50 lab fee)**

08141	M	8/12-8/12	6-9 p.m.
	SSu	8/17-8/18	7:45 a.m.-4 p.m.

**MOT-306 Basic Rider Course 2-LW**

1.0 CEU

BRC2U-LW is for riders with current, on-street riding experience needing a motorcycle license. Students must currently own a motorcycle or have street riding experience within the last year. Students provide their own DOT certified helmet that covers ears, eye protection and gloves. To earn a license, riders must complete an MVA e-Course and pass all exams. e-Course information will be given on first night of class. For ages 18 and over.

**2 sessions, \$225\* (includes a \$50 lab fee)**

04598	M	5/13-5/13	6-9 p.m.	CONT-124
	S	5/18-5/18	7:30 a.m.-4:30 p.m.	CONT-124
07235	M	6/17-6/17	6-8 p.m.	CONT-124
	S	6/22-6/22	7:30 a.m.-4:30 p.m.	CONT-124
07236	M	7/22-7/22	6-8 p.m.	CONT-124
	S	7/27-7/27	7:30 a.m.-4:30 p.m.	CONT-124
07237	M	8/19-8/19	6-8 p.m.	CONT-124
	S	8/24-8/24	7:30 a.m.-4:30 p.m.	CONT-124

# Invest in a student's future.

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

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

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 Mail to:  
 PGCC Foundation,  
 301 Largo Road, Largo, Maryland 20774.



PRINCE GEORGE'S  
 COMMUNITY COLLEGE



**NOTARY PUBLIC**

brownka1@pgcc.edu

**PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC****NEW!!**

Prince George's Community College Offers 2 Courses of Study for new and renewing Notaries Required by the Maryland Secretary of State Office. See "Steps to Take to Become a New Notary Public or Renew Notary Public Commission" below.

**Program information**

Today's Notaries Public are guarantors of trust and on the front line of defense against fraud. Notaries witness signatures and perform other acts required by state law. 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, learn new skills, and acquire certifications in order to provide accurate and superior notarial services. Becoming a notary can enhance your job skills, add value to your resume, and allow you to open a mobile notary business. With proper credentials, you can operate a notary signing agent business earning additional income by assisting in mortgage closings and taking advantage of other opportunities.

**Coursework**

Students who successfully complete the following core courses will be eligible to receive a certificate of course completion from Prince Georges Community College:

- 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; registering for all three core courses early can guarantee your seat.

**Qualifications to become a Notary Public**

To be appointed as a notary public, an individual must:

1. Be at least 18 years old.
2. Be of good moral character and integrity.
3. Be a resident of the State; or have a place of employment or practice in the State.
4. If living in the State, must be appointed by the senator representing the district in which you live; and if living outside the State, be a resident of a state that allows Maryland residents working in that state to serve as notaries public in that state.

**Steps to become a new Notary Public or renew your Notary Public Commission**

1. Effective October 1, 2021, the Maryland Secretary of State requires all new notary applicants to complete a course of study and pass an examination. All renewing applicants are required to complete a course of study; no examination is required.

2. Complete either Becoming a Notary Public or Renewing Your Notary Commission classes and obtain your certificates of completion.

3. After completing the course of study requirements, then apply to become a Notary Public or renew your notary commission online at <https://www.egov.maryland.gov/sos/notary/#/home>.

**Note:** You must have the certificates referenced in Step #1 to apply to become a Notary or renew your notary commission.

**For more information**

Please see our contact information above.

**GEN-519 Becoming a Notary Public**

0.5 CEU

Notaries Public are responsible for performing notarial duties properly and accurately. New Notaries Public are required to take a course of study and pass an exam before applying to become a Notary Public. This course of study provides guidance for Notaries Public on the scope of duties and responsibilities associated with the performance of notarial acts. This course is for informational purposes only. It is not intended to provide legal advice. Upon successful completion of the course and exam, you will receive a Certificate of Completion and upon passing the exam you will receive a Certificate of Passing. Instructors: Elaine Wright Harris and Frederick Harris.

**3 sessions, \$75\* (includes a \$35 lab fee)**

07282	TWTh	5/7-5/9	online	CNVS
07284	TWTh	6/4-6/6	online	CNVS
07287	TWTh	7/9-7/11	online	CNVS
07289	TWTh	8/6-8/8	online	CNVS

**GEN-520 Renewing****Your Notary Commission**

0.4 CEU

Notaries Public are responsible for performing notarial duties properly and accurately. Renewing Notaries Public whose commission has not expired are required to take a course of study before applying for renewal of the notary public commission. This course of study provides guidance for Notaries Public on the scope of duties and responsibilities associated with the performance of notarial acts. A notary whose commission has expired must take the "Becoming A Notary" Course and Examination. This course is for informational purposes only. It is not intended to provide legal advice. This is a three-day online self-paced course on Canvas. Upon completion of the course (no exam), you will receive a Certificate of Completion. Instructors: Elaine Wright Harris and Frederick Harris.

**3 sessions, \$75\* (includes a \$35 lab fee)**

07283	TWTh	5/7-5/9	online	CNVS
07285	TWTh	6/4-6/6	online	CNVS
07288	TWTh	7/9-7/11	online	CNVS
07290	TWTh	8/6-8/8	online	CNVS

**GEN-307 Notary Public Procedures** 0.5 CEU

CORE COURSE: For both prospective and present notaries, this course will demonstrate how to prevent fraud when documents are notarized properly and legally. Topics will also include how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructors: Elaine Wright Harris, Frederick Harris **2 sessions, \$75\***

07275	W	5/1-5/8	6:30-9 p.m.	REMOTE
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07279	W	7/10-7/17	6:30-9 p.m.	REMOTE
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**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. Instructors: Elaine Wright Harris, Frederick Harris. Prerequisite: GEN-307. **2 sessions, \$75\***

07277	W	6/5-6/12	6:30-9 p.m.	REMOTE
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07281	W/Th	7/31-8/1	6:30-9 p.m.	REMOTE
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**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. This is a self-paced, online course with 14 days to complete the assigned work. Instructor: Elaine Wright Harris. Prerequisites: GEN-307 and 339 **5 sessions, \$75\***

07286	TTh	6/18-7/2	online	CNVS
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07291	TTh	8/6-8/20	online	CNVS
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**GEN-369 21st Century Notary: Information Technology for the Mobile Notary**

Run your home-based business like a big company using multiple smart devices, i.e. smart phone, tablets, and computers. Learn about Information Technology (IT) applications that utilize smart phones, cloud-based software that protects Non-public Personal Information (NPPI) and how to synchronize data files and pictures across multiple devices. Instructor: Donnell Smith **1 session, \$45**

07278	S	6/8-6/8	10 a.m.-1 p.m.	REMOTE
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**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, \$45**

07280	S	7/13-7/13	10 a.m.-1 p.m.	REMOTE
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**GEN-518 Traditional vs. the Remote Notary**

New laws and technology permit notary public professionals to provide notarial services to the general public, businesses, and government traditionally, face-to-face utilizing pen and paper, or remotely via audiovisual products and online services. Learn to execute each method while preserving core principles for deterring fraud. Notary public professionals can now choose to provide services as a traditional, remote, or dual notary. Instructors: Wanda Moore and Elaine Wright Harris. **1 session, \$45**

07276	S	5/4-5/4	10 a.m.-1 p.m.	REMOTE
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**PERSONAL ENRICHMENTS****CAREER & PERSONAL FINANCES**

brownka1@pgcc.edu

**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)**

06897	WF	5/15-7/5	online	E2GO
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06898	WF	6/12-8/2	online	E2GO
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06899	WF	7/17-9/6	online	E2GO
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06900	WF	8/14-10/4	online	E2GO
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**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, \$160\* (includes a \$85 lab fee)**

08981	WF	5/15-7/5	online	E2GO
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08983	WF	6/12-8/2	online	E2GO
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08984	WF	7/17-9/6	online	E2GO
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08985	WF	8/14-10/4	online	E2GO
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08985	WF	8/14-10/4	online	E2GO
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**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, \$160\* (includes a \$85 lab fee)**

06901	WF	5/15-7/5	online	E2GO
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06902	WF	6/12-8/2	online	E2GO
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06904	WF	7/17-9/6	online	E2GO
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06905	WF	8/14-10/4	online	E2GO
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**REAL ESTATE**

brownka1@pgcc.edu

**CERTIFICATION PREPARATION  
REAL ESTATE LICENSURE**

**Program information**

Prince George’s Community College’s 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.dlrr.state.md.us/license/mrec](http://www.dlrr.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 RES-305, Real Estate Principles and Practices for Salespersons, which includes meeting the 60 hour seat requirement, and passing the final exam with a score of 75% or higher, will be eligible to sit for the Maryland Real Estate Salesperson licensing exam.
- The Maryland Real Estate Commission requires students to attend 100% 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. Only two classes can be made up in a single semester.

**Program requirements**

To successfully complete this program, participants must:

- Be at least 18 years of age.
- Obtain the required textbooks: *Modern Real Estate Practice* 21st Edition by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kyle. ISBN: 9781475463729 and *Maryland Real Estate Practice and Law*, 16th ed. by Donald White. Kaplan, Inc., Publisher: Dearborn Trade, a Kaplan Professional Company. ISBN: 9781078805964.

**For more information**

Please see our contact information above.

**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. All classes meet remotely, but final exam is administered in person, at the Largo campus on the last day of class. Two textbooks are required by first class. *Modern Real Estate Practice*, 21st edition by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kyle. ISBN: 978-1078818872, and *Maryland Real Estate Practice and Law*, 16th ed. by Donald White. Publisher: Dearborn Trade, A Kaplan Professional Company. ISBN: 9781078805964. Instructor: Trinity Jennings.

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

07272 TTh 5/21-8/8 6:30-9:30 p.m. REMOTE

**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)**

06906	WF	5/15-7/5	online	E2G0
06907	WF	6/12-8/2	online	E2G0
06908	WF	7/17-9/6	online	E2G0
06909	WF	8/14-10/4	online	E2G0

**RES-459 Real Estate Law**

2.4 CEUs

If you’ve ever bought or sold a home, you know that understanding real estate law is essential. This course will give you a complete overview of real estate law, from buying and selling, to mortgages, easements, and foreclosure. We will go over the issues in a straightforward and entertaining manner, leaving you with a strong foundation in this critical area of legal practice.

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

06926	WF	5/15-7/5	online	E2G0
06927	WF	6/12-8/2	online	E2G0
06928	WF	7/17-9/6	online	E2G0
06929	WF	8/14-10/4	online	E2G0

**SAGE**

301-546-0923 or [sage@pgcc.edu](mailto:sage@pgcc.edu)  
Lanham Hall, Suite 224

**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 convenient, community-based venues throughout Prince George's County, as well as virtually via Zoom.

**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; a \$40 per class registration fee is charged per trimester for Maryland residents who are 60 and above.

**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). To register, go to [www.pgcc.edu](http://www.pgcc.edu) and select Owl Link. Questions? Email [sage@pgcc.edu](mailto:sage@pgcc.edu).

**SCHOLARSHIP OPPORTUNITY****WORKFORCE DEVELOPMENT SEQUENCE SCHOLARSHIP****Program information**

Take the next step in your career with a financial award by applying to our new Workforce Development Sequence Scholarship. The scholarship, available through the Maryland Higher Education Commission (MHEC), is designed to provide a maximum award of \$2,000 in financial assistance for approved noncredit certificate program courses that lead to employment, licensure, or job skill enhancement.

**Eligible courses**

- Certified Nursing Assistant (CNA) Theory & Clinical
- Patient Care Technician
- Child Care 90 Hours Pre-school: Child Growth & Development and Pre-School Curriculum – You must enroll in both courses.
- Child Care 90 Hours Infant/Toddler: Child Growth & Development and Infant/Toddler Curriculum – You must enroll in both courses.
- Help Desk Technology
- Videography
- A+(Comp TIA)
- Building Maintenance Engineer
- Construction Management
- Welding
- Facility Management Professional
- Commercial Driver's License (CDL) Class A
- A Commercial Driver's License (CDL) Class B
- Dental Assisting
- Pharmacy Tech
- Veterinary Assistant Program
- Phlebotomy Technician
- Human Resource Management (core courses + electives)
- Payroll
- Project Management Professional (PMP) Examination Preparation

These scholarships are awarded on a first-come, first-served basis and are contingent upon availability of funds.

**Program requirements**

Full criteria for the scholarship is listed in the application form. Please read and fully complete the application form and submit it with all required documentation at least three weeks before the class start date. Scholarship applications received after the start date of the class will be considered only if there is still money available.

**For more information**

Please call 301-546-0159 for more information.

**TRAVEL SERVICE**

Sabrina Nash 301-546-0236

**PGCC CERTIFICATE TRAVEL AND TOURISM**

**Program Information**

The Travel and Tourism certificate program requires students to take Part 1 and Part 2 to achieve 32 hours. The certificate course is designed for travel planners, owners, agents, and independent contractors that seeking knowledge about IATA or CLIA qualifications to practice as a travel agent.

**Coursework**

Part 1 is the first of a two-part series with four sessions each. Students have to complete both series, to obtain a certificate and letter of recognition from PGCC. Students will have a working knowledge of what is expected to get into the travel industry. The course will enable students to master selling skills about getting into the travel business, tourism, destination awareness, basic geography and how to package your tours and cruises. We will cover online and internet skills and tours to potential vendors, agencies, and hotels and much more.

**Program requirements**

This is a pre-requisite course. Student must complete both Part 1 and Part 2 to receive a certificate from PGCC.

**For more information**

Please see our contact information above.

**TVL-306 Travel and Tourism Certificate, Part 1** 1.4 CEUs

Students will have a working knowledge of expectations to get into the travel industry, working with hotels, airlines, cruises and other industry partners. Students will learn the fundamentals of geography for travel agents, using online techniques for travel. This course will include offsite visits to venues such as hotels, travel and tourism agencies within the region. Students must successfully complete Parts 1 and 2 to receive a certificate. **5 sessions, \$395\* (includes a \$150 lab fee)**

07523 T 5/14-6/11 5:45-9 p.m.

**TVL-307 Travel and Tourism Certificate, Part 2** 1.4 CEUs

The travel and tourism certificate introduces students to the world of travel and the steps to becoming a travel agent. Students will have a working knowledge of expectations to get into the travel industry, working with hotels, airlines, cruises and other industry partners. Students will learn the fundamentals of sales and marketing techniques for travel, packaging your tours and cruises. This course will include offsite visits to venues such as hotels, travel and tourism agencies within the region. Successful completion of Parts 1 and 2 are required to receive a certificate. **5 sessions, \$395\* (includes a \$150 lab fee)**

07524 T 6/18-7/16 5:45-9 p.m.



**Your Passion. Your Path.**

- Affordable In-County Tuition.
- Scholarships and Grants.
- Credits Transfer to Most Four-Year Universities.
- Student Loaner Device Program.
- All Classes Online.

**Contact**

**301-546-PGCC (7422)**  
or **admissions@pgcc.edu**

**pgcc.edu**



**PRINCE GEORGE'S**  
COMMUNITY COLLEGE



## VETERINARY ASSISTANT

301-546-0159 or wdcehealthcare@pgcc.edu

### PGCC CERTIFICATE VETERINARY ASSISTANT

#### Program information

If you love working with animals, take the next step towards a new career. Our Veterinary Assistant training program is designed to prepare students for entry-level employment in a veterinary clinic, hospital, lab, or zoo. This two-part program is six months in duration. It includes on-campus training in the care of animals and associated office procedures, supplemented by Canvas (our learning management system), and 100 hours of clinical training, totaling 250 hours of training. According to the Bureau of Labor Statistics (BLS), the job outlook is expected to grow 19 percent faster than average. According to Career Coach, the median annual wage for veterinary assistants in Prince George's county, MD, is \$40,309.

#### Coursework

Students who successfully complete the following courses will be eligible to receive a PGCC Certificate of Completion:

- **Veterinary Assistant I:**  
This course introduces you to the field of veterinary medicine as an entry level veterinary assistant working in animal hospitals, clinics, and in a variety of practice settings. Topics include: the history of veterinary medicine, acronyms and medical terminology, ethics, hazards, hospital and clinic protocols, animal behavior, care, nutrition, and restraint methods, reproductive system, wound care, euthanasia, medication administration, vaccination, parasitology, dentistry, and more.
- **Veterinary Assistant II:**  
This course prepares you for a career and employment as a veterinary assistant. Topics include: pharmacology, dispensing, storage, handling of prescription and over the counter (OTC) drugs and controlled substances, laboratory procedures, anesthesia, emergency medicine and animal CPR, diagnostic imaging, radiology techniques, equipment and safety, large animal, avian and exotic animal care, resume and job readiness skills.
- **Veterinary Assistant III- Internship:**  
In this course, students must complete 100 hours of hands-on supervised, clinical experience in more than one practice setting. Topics include office and hospital procedures, communication and client relations, pharmacy, exam room procedures, personal protective equipment (PPE), sanitation, disinfection, hazardous waste disposal, small animal care, surgical preparation, lab procedures, and radiographic imaging.

#### Program requirements

To register for this program, participants must:

- Obtain a score of 243 or above on the Accuplacer reading placement test OR provide proof of college credits.
- Have access to a working computer with internet access.
- Sign and submit a Student Unformed Consent and Waiver and Release Form.
- Register with CastleBranch to submit all health documentation into the portal.
- Have current health insurance.
- Be COVID-19 vaccinated.
- Complete the CastleBranch comprehensive health screening.
- Wear scrubs and medical footwear during clinical participation (if required).
- Have reliable transportation.
- 100% attendance.

#### 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 regarding CastleBranch clinical registration requirements and scholarships

Please see our contact information above and visit [www.pgcc.edu/go/vet](http://www.pgcc.edu/go/vet).

**VET-320 Veterinary Assistant Series**

9.6 CEUs

This Ed2go online course is a bundled series of four courses designed to prepare students for a rewarding career as a Veterinary assistant. Taught by a practicing veterinarian and college instructor, the course covers history, vaccinology, parasites, nutrition, workplace safety, pet first aid and CPR, parasites, confidentiality, communication, medical records, prescriptions, behavioral counseling for puppies and kittens, reproduction, anatomy, breeding, pregnancy, infertility, disease, disorders and more. Students must meet technology requirements and in lieu of partial drops or refunds, may transfer to open sessions of the same course.

**48 sessions, \$485\* (includes a \$365 lab fee)**

07053	WF	5/15-10/4	online	E2GO
07054	WF	6/12-11/1	online	E2GO
07055	WF	7/17-12/6	online	E2GO

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Community College



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Community College

**POLICE ACADEMY & SECURITY OFFICER TRAINING**

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.

**PGCC CERTIFICATE SECURITY OFFICER TRAINING****Program information**

This intensive 80 course-hour basic-entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include professional ethics, protection methodologies, public relations, crisis deterrence, first aid, gang violence, and training specific to particular career fields. One-on-one counseling will be provided as needed.

**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.



# Owl Scholars Summer Camp

**Registration  
Opens  
March 1, 2024**

## Camp Offerings

Academics (Language Arts and Math)

Art

Culinary

Enrichment

Music

Science and Technology



PRINCE GEORGE'S  
COMMUNITY COLLEGE

[www.pgcc.edu/summercamp/](http://www.pgcc.edu/summercamp/)  
Phone: 301-546-0120  
Email: [barinodm1@pgcc.edu](mailto:barinodm1@pgcc.edu)

# Prince George's County Promise Scholarship 2024–2025

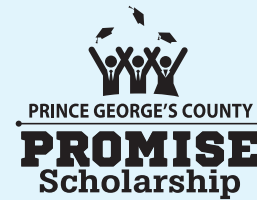


Scholarship Opportunity for Recent High School Graduates  
**Apply Now!**

**Earn a TUITION-FREE Associate Degree or Certificate/License**

**Requirements for all students:**

- Recent graduate of a Prince George's County public school, private school or home school (2023 or 2024).
- Resident of Prince George's County.
- First-time college student.



For more information visit  
[www.pgcc.edu/go/promisescholarship/](http://www.pgcc.edu/go/promisescholarship/)  
Or contact [scholarships@pgcc.edu](mailto:scholarships@pgcc.edu) | 301-546-7588



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## 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 email 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 Friday, 8:30 a.m.–6 p.m. or Bladen Hall, Room 221, Saturday, 8:30 a.m.–4:30 p.m. and Sunday, 12 p.m.–5 p.m. (when credit classes are in session).

If your course is being taught at another location or extension center, rooms will be posted by the site coordinator.

### HOLIDAYS

Courses will not be scheduled on the following dates:

May 27	Memorial Day
June 19	Juneteenth
July 4	Independence Day

### COLLEGE CLOSINGS

Students may receive direct notification of closures and other emergency information by text message or by email 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

College 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 and 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/programs-courses](http://www.pgcc.edu/programs-courses).

### 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. B. J. Brooks, 301-546-0041, 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 Shaundricka Ranel, Senior Director of Policy, Room 133, Kent Hall, 301-546-7011.

### 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 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 Office of Records and Registration, a written request that identifies the record(s) you wish to inspect.

There will be arrangements made for access and inspection of the records. If the records are not maintained by the Office of Records and Registration, you will be provided name of the College official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the College official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

A school official has a legitimate educational interest if the official needs to review

an education record in order to fulfill his or her professional responsibility.

Directory information is information which may be released to a third party without your written consent. Directory information includes, but is not limited to, name, address, telephone number, email 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****301-546-0829****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.

**Recruitment and Admissions****301-546-0864****Bladen Hall, Room 125**

Credit student applications.  
You must be in the office 15 minutes  
before closing to process  
your application.

Mon.–Fri.: 8:30 a.m.–6 p.m.

**Bookstores**

The PGCC Bookstores offer  
textbooks for rent or purchase.  
Textbooks can also be purchased  
or rented online at [www.pgcc-bookstore.com](http://www.pgcc-bookstore.com) and 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**  
**Charlene Dukes 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.

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, electron-  
ics, and collegiate merchandise.

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.–6 p.m.  
Fri.: 8:30 a.m.–5 p.m.  
(1st and 3rd Friday, hours are  
2 p.m.–6 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.–6 p.m.  
Fri.: 8:30 a.m.–6 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.–6 p.m.  
Fri.: 12 p.m.–6 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.–8 p.m.

Fri.: 8 a.m.–5 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****Owl Link.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 and Registration****301-546-7422****Bladen Hall, Room 126**

Transcripts and in-person regis-  
tration for Continuing Education  
and credit courses. You must  
be present at least 15 minutes  
before closing for full service.

Mon.–Thurs.: 8:30 a.m.–6 p.m.

Fri.: 8:30 a.m.–6 p.m.

**Student Accounting****301-546-0688****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.

Saturday (Fall and Spring):

9 a.m.–3 p.m.

**Veteran Services****301-546-5282****Lanham Hall, 1st floor**

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  
301-546-8700

**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 52.

**University Town Center**

6505 Belcrest Road, Suite 125  
Hyattsville, MD 20782  
301-546-8360  
For course listings, see page 52.

**Skilled Trades Center**

6400 Old Branch Avenue  
Camp Springs, MD 20748  
301-546-0894  
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 53.  
Registration and advising are not available at this location.

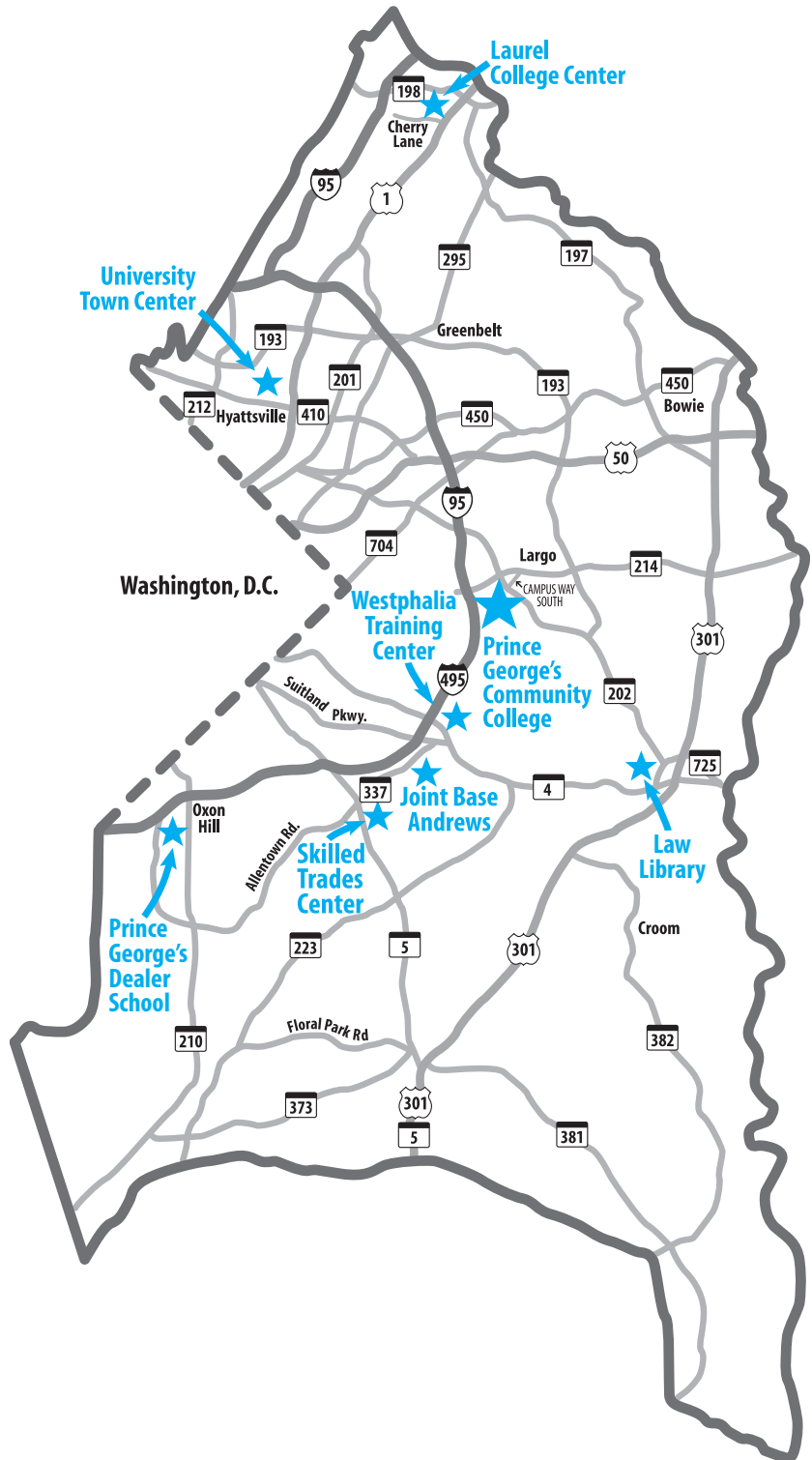
**Law Library, Upper Marlboro**

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 55.



- 1. **Accokeek Hall**  
eLearning  
Library

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- 2. **Annex A**

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- 3. **Annex B**  
Human Resources and  
Organizational Development

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- 4. **Annex C**

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- 5. **Auto Bay**

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- 6. **Bladen Hall (north)**  
Cashier  
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)

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- 9. **Center for Health Studies**

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- 10. **Center for Performing Arts**  
Grand Theater  
Proscenium Theater  
Black Box Theater  
Conference Center  
Encore Cafe

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- 11. **Chesapeake Hall**

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- 12. **Continuing Education Building**  
Classrooms

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- 13. **Culinary Arts Center**

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- 14. **Facilities Management Building**  
College Police  
Auto Bay

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- 15. **Kent Hall**  
Administration

- 16. **Lanham Hall**  
*Academy of Health Sciences*  
Counseling Services  
Continuing Education Offices  
Honors Program and Academy  
Student Support Center  
Disability Support Services (DSS)  
Diverse Male Student Initiative (DMSI)  
Student Support Services (TRiO)  
Vocational Support Services (VSS)  
Women of Wisdom  
Tutoring and Writing Centers

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- 17. **Dr. Charlene Mickens Dukes Student Center**  
Campus Dining  
College Store (Bookstore)  
Community Rooms A, B, C  
Rennie Forum  
Student Engagement and Leadership  
Student Governance

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- 18. **Marlboro Hall**  
Closed for renovations

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- 19. **Novak Field House**  
Owl's Home Basketball Arena

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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 Arts Building**

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- 23. **Temporary Building**

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- 24. **Temporary Building**

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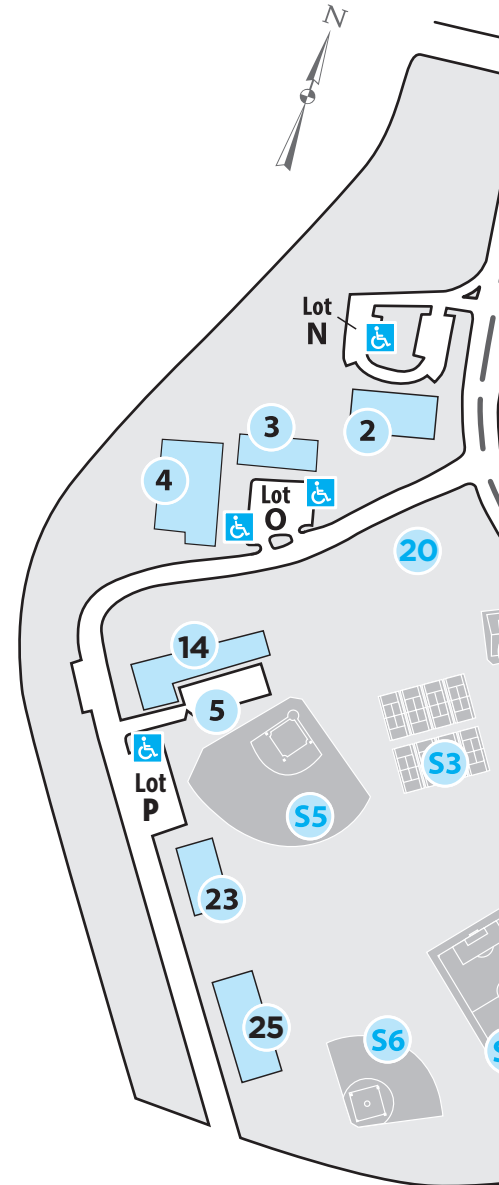
- 25. **Warehouse**

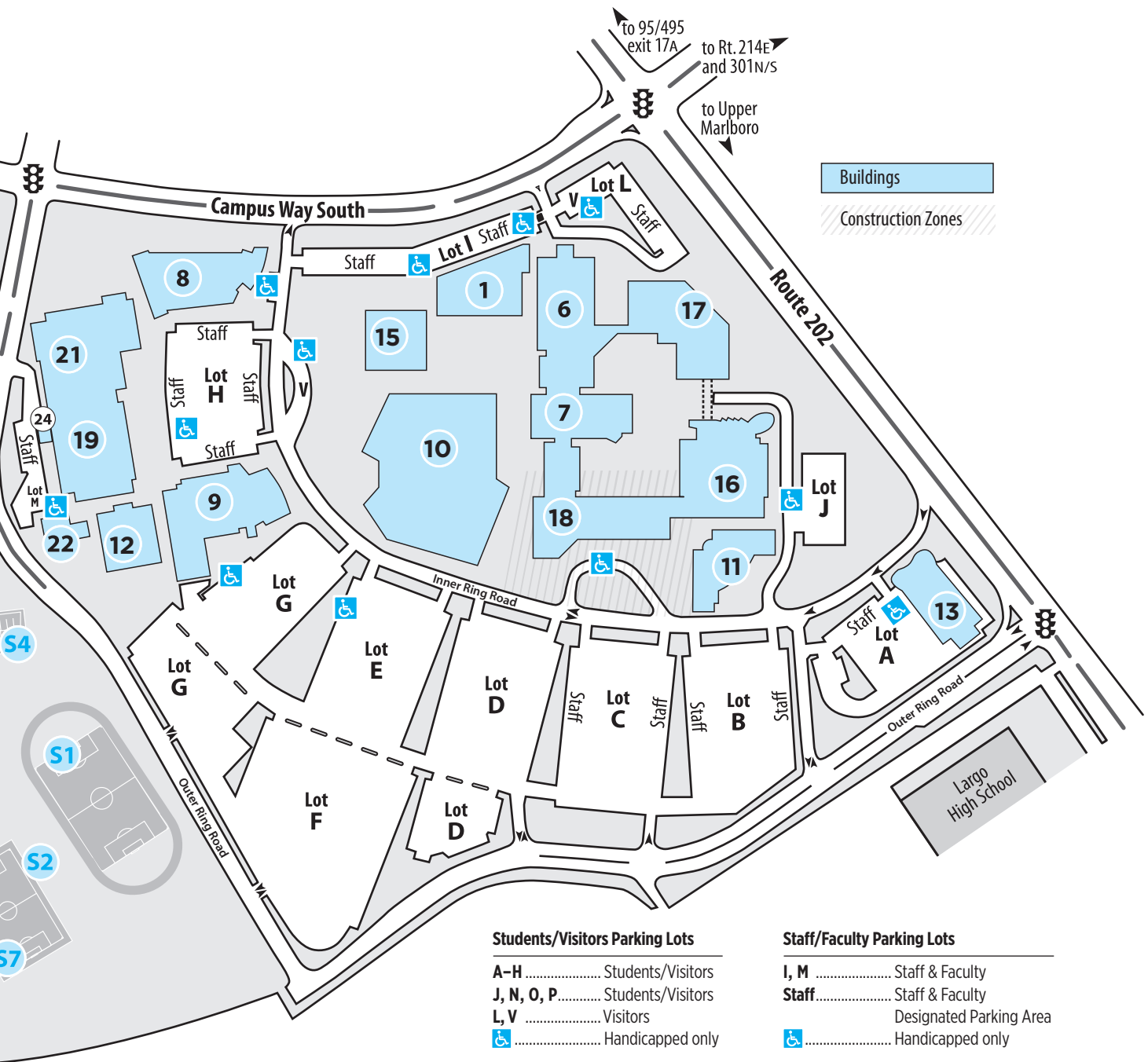
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- ATHLETICS FACILITIES**

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- S1. Track/Practice Soccer Field
- S2. Golf Range
- S3. Tennis Courts
- S4. Racquetball Courts
- S5. Baseball Diamond
- S6. Softball Diamond
- S7. Main Soccer Field





## CLASS LOCATIONS: EXTENSION CENTERS



### LAUREL COLLEGE CENTER

[www.laurelcollegecenter.org](http://www.laurelcollegecenter.org)

A 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 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 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 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 D.C. 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 312 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.

You can request to have your textbook sent directly to the Laurel College Center for pickup. 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 2024 semester. To locate the class description and schedule, see the index on page 1 of this schedule.

#### LIST OF LAUREL CLASSES/LARL

##### Commercial Driver License, Page 16

CDL-301 Commercial Driver License: Class B



### UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 125  
Hyattsville, MD 20782  
301-546-8000

#### Office Hours

Mon.–Thurs. 8:30 a.m.–7:30 p.m.  
Fri. 8:30 a.m.–4:30 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.

#### Certified Nursing Assistant, Page 31

NRC-300 Certified Nursing Assistant: Theory  
NRC-301 Certified Nursing Assistant: Clinical



**WESTPHALIA TRAINING CENTER**

9109 Westphalia Road  
Upper Marlboro, MD 20774  
301-546-8500

**Office Hours**

Mon.–Thurs. 8:30 a.m.–8 p.m.  
Fri. 8:30 a.m.–4:30 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.

**Construction Electrical, Page 20**

ELC-322 Residential Wiring 1, Part 3

**PGCC CONNECT**  
PRINCE GEORGE’S COMMUNITY COLLEGE NEWSLETTER

**Be the first to know.  
Sign up today!**



**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**



YOUR PASSION. YOUR PATH. **YOUR PGCC.**

# AUTO maintenance & CDL

Obtain a Class A Commercial Driver's License at PGCC and become qualified to drive heavy and tractor-trailer trucks and buses. Start a long-haul truck or bus driver career with our CDL program.

Visit [pgcc.edu/apply](http://pgcc.edu/apply) to get started.

**301-546-0062 | [tdi@pgcc.edu](mailto:tdi@pgcc.edu)**



YOUR PASSION. YOUR PATH. **YOUR PGCC.**

# CISCO Certified Network Association

Earn a CISCO Certified Network Associate (CCNA) at PGCC and learn how to troubleshoot local, wireless, and wide-area networks.

Visit [pgcc.edu/apply](http://pgcc.edu/apply) to get started.

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



**BLHS—Bladensburg High School**

4200 57th Ave.  
Bladensburg, MD 20710

**CRHS—Crossland High School**

6901 Temple Hills Road  
Temple Hills, MD 20748

**CKAR—Community Development Corp.**

6801 Kenilworth Ave., Suite 203  
Riverdale, MD 20737

**ECOF—ECO City Farms**

4913 Crittenden Street  
Edmonston, MD 20781

**LCC—Laurel College Center**

312 Marshall Avenue  
Laurel, MD 20707

**LDS—Linnel Driving School**

1811 Bright Seat Road  
Landover, MD 20785

**Northwestern High School**

7000 Adelphi Road  
Hyattsville, MD 20782

**SHS—Suitland High School**

5200 Silver Hill Road  
District Heights, MD 20747

**UTC—University Town Center**

6505 Belcrest Road  
Hyattsville, MD 20782

**FOLLOW US!**



**YOUR PASSION. YOUR PATH. YOUR PGCC.**

# HELP DESK technologies

Learn the fundamentals of help desk environments and infrastructures at PGCC. Become certified in troubleshooting Microsoft 365 for help desk technology in our program.

Visit [pgcc.edu/apply](http://pgcc.edu/apply) to get started.

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

## 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 Records and Registration, 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 Records and Registration, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or email your name and address to [enroll@pgcc.edu](mailto:enroll@pgcc.edu) to have the forms mailed to you. Be sure to put "Tuition Waiver Forms" in the subject line of your email.

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 Records and Registration, 301-546-7422.*

## FEES (SUBJECT TO CHANGE)

### Registration Fees

Students age 60 and older and Maryland Disabled Persons will pay a **\$40 registration fee** per course for those marked with an asterisk(\*) next to the cost of the course. If there is no asterisk (\*), the student will pay **\$25 registration fee** per course.

Students younger than 60 will pay a **\$25 registration fee** per section for all courses, state-funded and not state-funded.

If a course is canceled, the fee will be refunded.

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.

### 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 Records and Registration in Bladen Hall, Room 126 between 9 a.m. and 4 p.m., Monday-Friday. 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 Records and Registration 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.



**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

You MUST complete all of the information above to be properly registered.  
Missing information may cause your grade to be delayed.

Course		Synonym #	Start Date		Course Name
(Letter)	(Number)	(Section)	(mm)	(dd)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

The registration fee is \$25 per course. Maryland residents 60 and over pay \$40 per course for those courses with an asterisk (\*) next to the price. The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County, or Maryland residents. Additional course fees may be required. See the Schedule of Continuing Education Courses for details.

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.

<b>OFFICE USE ONLY</b>
Date _____
Processed by _____

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Date**



PRINCE GEORGE'S  
COMMUNITY COLLEGE

Workforce Development and Continuing Education  
301 Largo Road  
Largo, MD 20774-2199  
www.pgcc.edu

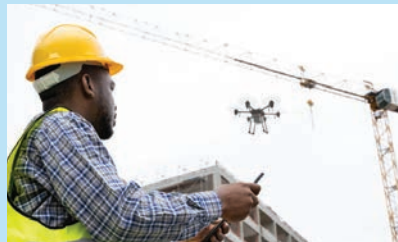
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