WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

FALL 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.

2. BY MAIL

To register by mail, complete the registration form in the inside back cover of this schedule. Mail it along with your check or money order (payable to Prince George's Community College) to:

Cashier's Office
Prince George's Community College
301 Largo Road
Largo, MD 20774

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

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 COMMUNITY COLLEGE

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INDEX OF COURSES

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!

pgcc.edu

PRINCE GEORGE'S COMMUNITY COLLEGE

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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 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 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

ONLINE COURSES
301-546-0463 or 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.
- 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.pgcconline.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.

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.
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 #13821 for courses that meet from August 26 — December 31, 2024.

For problems with registration, payment, or locating the course on PGCC's Owl Link, email us at ed2go@pgcc.edu.

To check hardware and software requirements:

1. Go to www.ed2go.com/pgcc.
2. Click the "Help" tab and then "Compatibility", under "Technical Issues".
3. Or, for a specific course, click on the course title, and then on "Requirements".

To Start your Course:

1. Go to www.ed2go.com/pgcc .
2. Click on "My Classroom".
3. 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).

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)

- 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)

- Select desired version from the download options.

Zoom (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.

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.

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

Course number and course title. ——

HES-418 Phlebotomy Technician   8.0 CEUs

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)**

Continuing Education Units offered.

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.
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 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

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

EXTENSION CENTERS

AAFB . . . . Andrews Air Force Base
 (JBA)
LCC . . . . Laurel College Center
 in Laurel
LARL . . . . Laurel College Center
 in Laurel
UTC . . . . University Town Center
 in Hyattsville

OFF CAMPUS

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

LDS . . . . Linnel Driving School
PGDS . . . . Prince George's
 Dealer School
QBLI QuBall1
SHS . . . . Suitland High School
UMD . . . . University of Maryland
UPHI . . . . U-Photo

ONLINE COURSES AND HYBRID

Canvas . . . . See page 4
ed2go . . . . See page 3
Gotomeeting . . . . . See page 4
HYAFB . . . . See page 3
HYLAG Largo . . . . . See page 3
HYLCC Laurel . . . . . See page 3
ProTrain . . . . See page 4
SKYP . . . . See page 4
Zoom . . . . See page 4

ACCOUNTING
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)

11157	WF	9/11-11/1		E2GO
11159	WF	10/16-12/6	online	E2GO
11161	WF	11/13-1/3	online	E2GO
11164	WF	12/18-2/7	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)

11276	WF	9/11-11/1	online	E2GO
11277	WF	10/16-12/6	online	E2GO
11278	WF	11/13-1/3	online	E2GO
11279	WF	12/18-2/7	online	E2GO

OFC-354 Accounting Fundamentals: Part 2 2.4 CEUs
This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You will analyze transactions and prepare various corporate financial reports. You'll gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.
12 sessions, $160* (includes a $85 lab fee)

11280	WF	9/11-11/1	online	E2GO
11281	WF	10/16-12/6	online	E2GO
11282	WF	11/13-1/3	online	E2GO
11283	WF	12/18-2/7	online	E2GO

OFC-344 QuickBooks: Part 2   1.5 CEUs

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

11726	M	10/7-11/4	12:01-12:01 p.m.	CNVS

OFC-345 QuickBooks: Part 3   1.5 CEUs

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

11731	M	11/4-12/6	12:01-12:01 p.m.	CNVS

OFC-326 Introduction to QuickBooks: Part 1   1.5 CEUs

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

11723	M	8/26-9/28	12:01-12:01 p.m.	CNVS

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)

11284	WF	9/11-11/1	online	E2GO
11285	WF	10/16-12/6	online	E2GO
11286	WF	11/13-1/3	online	E2GO
11287	WF	12/18-2/7	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)

11151	WF	9/11-11/1	online	E2GO
11152	WF	10/16-12/6	online	E2GO
11153	WF	11/13-1/3	online	E2GO
11154	WF	12/18-2/7	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)

11136	WF	9/11-11/1	online	E2GO
11138	WF	10/16-12/6	online	E2GO
11139	WF	11/13-1/3	online	E2GO
11143	WF	12/18-2/7	online	E2GO

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AQUATICS

SWIMMING AND WATER AEROBICS

Swimming Classes
Our swim lesson program is operated as part of an agreement between Prince George's Community College and the Maryland-National Capital Park and Planning Commission (M-NCPPC). Together we hope to provide you with a wonderful American Red Cross swim lesson program.

Classes meet once a week for 8 weeks or twice a week for 4 weeks; the cost is **$60** (plus registration fee). Our levels are:

Children 6–36 months:
- SWM-300   Bubblers

Children 3–5 years:
- SWM-301   Bobbers
- SWM-302   Floaters
- SWM-303   Strokers

Children 6–13 years:
- SWM-304   Youth Level 1: Introduction to Water Skills
- SWM-305   Youth Level 2: Fundamental Aquatic Skills
- SWM-306   Youth Level 3: Stroke Development
- SWM-307   Youth Level 4: Stroke Improvement
- SWM-308   Youth Level 5: Stroke Refinement
- SWM-313   Youth Level 6: Swimming and Skill Proficiency

Adults (ages 14 and above):
- SWM-309   Adult Beginner
- SWM-310   Adult Intermediate
- SWM-311   Adult Advanced

Program requirements
Participants must register for a class at their age and skill level. Individuals will not be allowed to participate in inappropriately-registered classes, nor will any refunds be issued or transfers made.

Water Aerobics Classes
We offer three types of water aerobics classes. Weekday and Saturday schedules are available. Our classes are:
- SWM-316   Water Aerobics
- SWM-317   Deep Water Aerobics
- SWM-321   Power Deep Water Walking

For schedules and class descriptions, and to register:
Please visit www.pgcc.edu/go/swim, or see our contact information above. Flyers are also available at the Robert I. Bickford Natatorium on the PGCC Largo campus.

WATER AEROBICS
Sabrina Nash 301-546-0236

SWM-317 Deep Water Aerobics
This course is a high-energy low impact form of aquatic exercise that takes place in the deep water of the pool. Participants exercise with a flotation device in water deep enough to fully submerge participants. This type of water aerobics is high energy and low-impact, which reduces the stress on the joints while still offering a challenging workout.
5 sessions, $89*

11604	Th	9/5-10/3	6-7 p.m.
11605	Th	10/17-11/14	6-7 p.m.

SWM-343 Shallow Water Aerobics
This is a fun and low-impact water aerobics class suitable for all fitness levels. Students who take this class will engage in a shallow water workout that focuses on cardiovascular and resistance training, muscle toning, endurance, flexibility and coordination.
5 sessions, $89*

11602	T	9/3-10/1	6-7 p.m.
11603	T	10/15-11/19	6-7 p.m.

SWM-344 Aqua Zumba
This is an upbeat medium-impact water exercise course designed to improve muscular strength, flexibility, cardiovascular fitness and reduce stress. Come get a refreshing workout while dancing to diverse genres of music including but not limited to Latin, Caribbean, and even old-school music. Aqua Zumba blends the excitement of dance into a safe, challenging, water-based workout that's cardio-conditioning, body-toning, and exhilarating beyond belief. **8 sessions, $89***

11606	WF	9/25-10/18	7-8 p.m.
11607	WF	10/29-11/29	7-8 p.m.

WLN-324 Aquatic Cycling
Join us for this exciting and effective fitness experience in our Aquatic Cycle Fitness. This course utilizes a stationary bike in the pool. It combines the benefits of cycling with the invigorating resistance of water, providing a low-impact yet challenging exercise that is suitable for all fitness levels. Participants will be able to strengthen, tone, increase flexibility while having fun in a supportive environment. Required Equipment: Aquatic Shoes with rubber soles for safety. Preferred Equipment: Biker shorts are preferred for comfort **5 sessions, $89***

| 11608 | M | 9/23-10/21 | 6-7:30 p.m. | |
| 11609 | M | 10/28-11/25 | 6-7:30 p.m. | |

AUTOMOTIVE

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

PGCC CERTIFICATE
AUTOMOTIVE TECHNOLOGY

Program information
Drive your career to new heights! Our courses provide the basic knowledge and skills to start a rewarding career as an entry-level service technician in the high-demand automotive service and repair industry.

Coursework
Courses focus on ASE certification content areas and are designed for both beginner and advanced students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. John Englehart, a highly qualified technician with over 40 years of experience. Students are eligible to receive a certificate at the successful completion of each course. Courses include:
- AUT-300   Auto Technician: Basic Theory
- AUT-304   Auto Technician: Brake Systems
- AUT-306   Auto Technician: Engine Performance
- AUT-308   Auto Technician: Brake Systems
- AUT-311   Auto Technician: Diesel Engine Theory and Maintenance

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

For more information
Please see our contact information above.

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)

| 11478 | TTh | 9/3-10/10 | 6-9:30 p.m. | ANXC 002 |

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)

| 11480 | TTh | 10/24-11/26 | 6-9 p.m. | ANXC 002 |

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)

| 11487 | MW | 9/30-10/16 | 6-9 p.m. | ANXC 002 |

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)

| 11477 | MW | 10/21-11/6 | 6-9 p.m. | ANXC 002 |

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)

| 11484 | MW | 9/9-9/25 | 6-9 p.m. | ANXC 002 |

SMALL GAS ENGINE
301-546-0062 or tdi@pgcc.edu

AUT-320 Small Gas Engines 1.5 CEUs

This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains the why in engine design and operation fundamentals. Students supply their own materials.

5 sessions, $210* (includes a $50 lab fee)

| 11483 | TTh | 12/3-12/17 | 6-9:15 p.m. | ANXC 002 |

BUSINESS SKILLS

GENERAL BUSINESS
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)

11262	WF	9/11-11/1	online	E2GO
11263	WF	10/16-12/6	online	E2GO
11274	WF	11/13-1/3	online	E2GO
11275	WF	12/18-2/7	online	E2GO

MANAGEMENT AND SUPERVISION
brownka1@pgcc.edu

PGCC CERTIFICATE MANAGEMENT AND SUPERVISION

Program information
This 72 course-hour program focuses on building leadership skills for a broad range of duties in virtually every economic sector. Taught by practicing professionals and training consultants who understand public-private sector business practices. 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-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)

11258	WF	9/11-11/1	online	E2GO
11259	WF	10/16-12/6	online	E2GO
11260	WF	11/13-1/3	online	E2GO
11261	WF	12/18-2/7	online	E2GO

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)

11293	WF	9/11-11/1	online	E2GO
11294	WF	10/16-12/6	online	E2GO
11295	WF	11/13-1/3	online	E2GO
11296	WF	12/18-2/7	online	E2GO

MGT-463 Developing Supervisory Skills　　1.2 CEUs

This course is designed to provide participants with the skills needed to be an effective frontline supervisor. Participants are provided information on leadership and management and why the role of supervisors is so important to an organization. The development of the behaviors and skills that are needed to achieve the outcomes of their unit is the core content of this course. **4 sessions, $180***

11805	T	9/10-10/1	6:30-9:30 p.m.	CNVS

MGT-756 Assessing Employee Performance　　1.2 CEUs

This course is designed to provide participants with the skills and knowledge on how to assess the performance of employees, whether they work for a large or small organization. Participants will learn the difference between performance appraisal and performance management and the work situations that favor one method as opposed to the other. **4 sessions, $180***

11806	T	10/8-11/5	6:30-9:30 p.m.	CNVS

MGT-757 Human Resources Management Skills for Supervisors　　1.2 CEUs

This course is designed to provide participants with the skills and knowledge on how to effectively use the human resources department or the human resource individual to effectively manage their employees. The scope and responsibilities of human resources will be provided, whether they work for a large or small organization. Participants will learn how to maximize their departmental outcomes by effectively using the supports and information under the responsibilities of the human resources department or the individual that is responsible for the human resources function. **4 sessions, $180***

11807	T	11/12-12/3	6:30-9:30 p.m.	CNVS

HUMAN RESOURCES (HR)
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.

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 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.

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

This course prepares HR practitioners to take the SHRM-CP and SHRM-SCP Certification exams. SHRM's Competency Model, this course includes real-world case studies, discussions and shared experiences of certified instructors. Participants need to attend 75% of classes, take all tests and exams, complete assignments, and score 80% or better on the online post-test or paper-and-pencil final (in-class) exam. This course does not guarantee success on the SHRM Exam; participants must attend class and complete all assignments to achieve success. Training materials must be picked up from Lanham Hall, Room 224N BY APPOINTMENT ONLY prior to the start of class. Call the number above for more information.

12 sessions, $1300* (includes a $600 lab fee)

| 11698 | Th | 9/12-12/5 | 6-9:30 p.m. | REMOTE |
| 11710 | S | 9/14-12/7 | 10 AM-1:30 p.m. | REMOTE |

MGT-761 Strategic Planning for Business Leaders 0.9 CEU

The course will discuss traditional processes towards planning a strategy: Formulation — identifying an action before plans are made. Execution — applying the generated plan into the process. Evaluation — management should follow up on the action plan. Finally, in this course we will highlight implementation strategies. Senior leaders should integrate these strategies for increased effectiveness with any organization.

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

| 11802 | S | 10/5-10/19 | 9 a.m.-12 p.m. | REMOTE |

MGT-762 Emotional Intelligence in Human Resource Management 0.9 CEU

This course will cover the difference between emotional intelligence & intelligence quotient, and the four domains of emotional intelligence. In addition, participants will discover what emotional intelligence is and why it is so important for your career. Furthermore, this course will show you how leaders can manage their emotions in the workplace, which will lead to compatible professional relationships. Finally, participants will examine models of emotional intelligence to recognize how basic human emotions can impact decision making capabilities.

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

| 11803 | S | 11/2-11/16 | 9 a.m.-12 p.m. | REMOTE |

PGCC CERTIFICATE
HUMAN RESOURCE MANAGEMENT

Program information

Prepare for an entry-level position in Human Resources 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 pursing 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 send an email to konange@pgcc.edu.

MGT-663 Essentials of Human Resource Management 1.8 CEUs

This SHRM course covers vast introductory HR topics and concepts. This is designed for people who are managing people, performing HR-related task as part of their many roles, and to keep abreast and updated in current HR profession. However, this can also be taken by people who are considering a career in Human Resources. Training materials must be picked up from Lanham Hall, Room 224N BY APPOINTMENT ONLY prior to the start date of class. Call the number above for more information.

6 sessions, $580* (includes a $260 lab fee)

| 11715 | M | 10/14-11/28 | 6-9 p.m. | REMOTE |

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)

| 11787 | Th | 8/29-9/19 | 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)

| 11788 | M | 9/9-9/30 | 6-9 p.m. | REMOTE |

MGT-668 Introduction to Employee Benefits 1.2 CEUs

This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered, as well as non-statutory benefits, preferred compensation plans, qualified and non-qualified deferred compensation plans, and methods and tools to develop, select, administer and evaluate benefit programs and ensure they are compliant with applicable federal, state, and local laws and regulations.

4 sessions, $290* (includes a $55 lab fee)

| 11789 | W | 9/11-10/2 | 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)

| 11794 | T | 10/29-11/19 | 6-9 p.m. | REMOTE |
| 11795 | M | 11/11-12/2 | 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)

| 11790 | T | 9/17-10/1 | online | CNVS |

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)

| 11791 | Th | 11/14-12/5 | 6-9 p.m. | REMOTE |

MGT-647 Managing Employee Performance 1.2 CEUs

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

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

| 11792 | W | 10/9-10/30 | 6-9 p.m. | REMOTE |
| 11793 | TTh | 11/21-12/5 | 6-9 p.m. | REMOTE |

MGT-338 Managing Conflict: A Professional Approach 0.6 CEU

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

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

| 11801 | S | 11/16-11/16 | 9 a.m.-4 p.m. | REMOTE |

MGT-564 Ethics in Human Resources 0.6 CEU

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

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

| 11800 | S | 10/12-10/12 | 9 a.m.-4 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)

| 11799 | Th | 10/24-10/31 | 6-9 p.m. | REMOTE |

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)

11796	Th	10/3-10/10	6-9 p.m.	REMOTE
		(2 sessions)		
11797	S	12/7-12/7	9 a.m.-4 p.m.	REMOTE

MGT-720 Creative Thinking and Innovation Techniques 0.6 CEU

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

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

| 11798 | S | 10/26-10/26 | 9 a.m.-4 p.m. | REMOTE |

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)

11173	WF	9/11-11/1	online	E2GO
11174	WF	10/16-12/6	online	E2GO
11175	WF	11/13-1/3	online	E2GO
11176	WF	12/18-2/7	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)

11177	WF	9/11-11/1	online	E2GO
11180	WF	10/16-12/6	online	E2GO
11202	WF	11/13-1/3	online	E2GO
11203	WF	12/18-2/7	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)

11254	WF	9/11-11/1	online	E2GO
11255	WF	10/16-12/6	online	E2GO
11256	WF	11/13-1/3	online	E2GO
11257	WF	12/18-2/7	online	E2GO

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PAYROLL
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/ 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)

11804	S	10/12-11/9	9 a.m.-4 p.m.	REMOTE

SMALL BUSINESS
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)

11721	TTh	9/17-9/19	6:30-9:30 p.m.	REMOTE
11722	S	11/2-11/2 (1 session)	9 a.m.-4 p.m.	REMOTE

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)

11417	WF	9/11-11/1	online	E2GO
11418	WF	10/16-12/6	online	E2GO
11419	WF	11/13-1/3	online	E2GO
11420	WF	12/18-2/7	online	E2GO

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 policiesCONTracting, marketing, and more.
12 sessions, $160* (includes a $85 lab fee)

11452	WF	9/11-11/1	online	E2GO
11453	WF	10/16-12/6	online	E2GO
11456	WF	11/13-1/3	online	E2GO
11458	WF	12/18-2/7	online	E2GO

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)

11421	WF	9/11-11/1	online	E2GO
11424	WF	10/16-12/6	online	E2GO
11428	WF	11/13-1/3	online	E2GO
11430	WF	12/18-2/7	online	E2GO

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)

11328	WF	9/11-11/1	online	E2GO
11329	WF	10/16-12/6	online	E2GO
11330	WF	11/13-1/3	online	E2GO
11331	WF	12/18-2/7	online	E2GO

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)

11468	WF	9/11-11/1	online	E2GO
11469	WF	10/16-12/6	online	E2GO
11470	WF	11/13-1/3	online	E2GO
11471	WF	12/18-2/7	online	E2GO

BUSINESS SUCCESS SERIES–BOSS
brownka1@pgcc.edu

PGCC CERTIFICATE
BUSINESS OWNERS SUCCESS SERIES (BOSS)

Program information

Most business owners and prospective entrepreneurs have a common goal – success! Nobody ever said it was going to be easy, and you're probably finding that to be true. So, how do you achieve and increase success in your business? It's a building process, and Prince George's Community College has the resources to help you grow and prosper. With an instructional team of experts in various business subjects, the program will help you develop new entrepreneurial skills and strengthen existing ones.

Critical components of developing a thriving, successful business is branding and marketing. The Branding and Marketing program has been added to the BOSS series to provide students with an understanding of branding strategies to promote a business, extend a business brand, and build a business image. In addition, it provides an overview of the appropriate marketing communication channels for increasing profits, and building customer awareness, loyalty and satisfaction. Finally, students will learn about the power of networking, as well as creating a compelling elevator pitch, building stakeholder relationships, generating leads, and enhancing credibility.

Coursework

Students who successfully complete all ten courses will be eligible for the Business Owners Success Series (BOSS) Continuing Education Certificate of Completion. If you are just interested in the Marketing courses, complete BUS-600, CED-329, BUS-575, and BUS-546 to receive the Branding and Marketing Certificate of Completion.

- BUS-592 Lets Do This! Moving from Business Idea to Execution
- BUS-418 Business Plan: Developing the Blueprint for Success
- BUS-411 Financial Aspects of Your Business
- BUS-435 Basic Federal Tax Information for Small Business
- BUS-427 Accounting and Recordkeeping for Small Business
- BUS-440 Marketing Strategies for Today and Tomorrow
- BUS-600 Branding Your Business for Success
- CED-329 Creating Visuals to Brand Your Business
- BUS-575 Social Media Strategy
- BUS-546 Networking Works!

For more information

Please see our contact information above.

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

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

1 session, $45

| 11658 | M | 9/9-9/9 | 6:30-9:30 p.m. | REMOTE |

BUS-418 Business Plan: Blueprint for Success 0.6 CEU

Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. Training materials are provided. Instructor: Karlene Sinclair-Robinson. **2 sessions, $75***

| 11660 | MW | 9/16-9/18 | 6:30-9:30 p.m. | REMOTE |

BUS-411 Financial Aspects of Your Business   0.6 CEU

Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and understand the difference between conventional loans and Small Business Administration (SBA) loans. Training materials are provided. Instructor: Karlene Sinclair Robinson. **2 sessions, $75***

| 11662 | MW | 9/23-9/25 | 6:30-9:30 p.m. | REMOTE |

BUS-427 Accounting and Recordkeeping for Small Business   0.6 CEU

A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Thomas Scurlock **2 sessions, $75***

| 11664 | MW | 9/30-10/2 | 6:30-9:30 p.m. | REMOTE |

BUS-435 Basic Federal Tax Information for Small Businesses   0.6 CEU

This course provides guidelines for new or prospective business owners on their rights and obligations under our nation's tax system. Topics will include types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a business professional who specializes in start-up businesses. Instructor: Thomas Scurlock. **2 sessions, $75***

| 11667 | MW | 10/7-10/9 | 6:30-9:30 p.m. | REMOTE |

BUS-440 Marketing Strategies for Today and Tomorrow   0.6 CEU

Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood. **1 session, $75***

| 11670 | S | 10/19-10/19 | 9 a.m.-4 p.m. | REMOTE |

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 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-600 Branding Your Business for Success

This course will provide an overview on branding, how to develop and market your brand to your audience, creative strategies on how to package your business for success. It will help you determine your brand's identity and how to present it visually, i.e. logos, marketing materials and websites. It is not enough to have an idea but you must learn how to package it and this class will help you do just that! Instructor: Latoya Benson
1 session, $45

| 11671 | T | 10/29-10/29 | 6:30-9:30 p.m. | REMOTE |

CED-329 Creating Visuals to Brand Your Business

This course is designed to help small business owners identify and explore the components and process used to create an image for your business. This instructive and interactive course will help small business owners understand branding strategies used to promote a business, extend a business brand, and build a business image. Instructor: Stacey Brown
1 session, $70 (includes a $25 lab fee)

| 11672 | S | 10/26-10/26 | 9 a.m.-1 p.m. | REMOTE |

BUS-575 Social Media Strategy

Social media is here to stay. Find out which network is right for you and how to make it work for your business. Instructor: Robert Gatewood. **1 session, $45**

| 11677 | M | 10/28-10/28 | 6:30-9:30 p.m. | REMOTE |

BUS-546 Networking Works!

Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood. **1 session, $45**

| 11681 | Th | 10/31-10/31 | 6:30-9:30 p.m. | REMOTE |

Your Passion. Your Path.

- Affordable In-County Tuition.

- Scholarships and Grants.

- Credits Transfer to Most Four-Year Universities.

- Student Loaner Device Program.

Contact

301-546-PGCC (7422)

or admissions@pgcc.edu

pgcc.edu

PRINCE GEORGE'S COMMUNITY COLLEGE

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)

11412	WF	9/11-11/1	online	E2GO
11413	WF	10/16-12/6	online	E2GO
11414	WF	11/13-1/3	online	E2GO
11415	WF	12/18-2/7	online	E2GO

MKT-300 Introduction to Marketing and Content Marketing — 0.5 CEU

This course introduces marketing fundamentals and how to apply them to the growth of a business. It covers the basics of identifying and targeting consumer audiences, and developing effective marketing strategies. The course also examines the impact of digital technology on marketing, as well as how to create and share valuable, relevant, and consistent content to attract and engage pertinent market segments. **2 sessions, $75***

| 11684 | TTh | 11/5-11/7 | 6:30-9 p.m. | REMOTE |

MKT-301 Social Media Marketing — 0.5 CEU

This course provides insight into the fundamentals of the various different social media platforms, methods for engaging with target audiences, creating and implementing successful strategies, analyzing social media metrics, exploring the latest trends, and developing an effective social media presence.
2 sessions, $75*

| 11688 | TTh | 11/12-11/14 | 6:30-9 p.m. | REMOTE |

MKT-302 Google Analytics and Paid Searches (PPC) — 0.5 CEU

Fast-track your data and analytics skills with this online short course. With a focus on career-ready learning, and delivered through a blend of essential reading and useful toolkits. This course will quickly make you familiar with the core principles and best practices in analytics and data management.
2 sessions, $75*

| 11691 | TTh | 11/19-11/21 | 6:30-9 p.m. | REMOTE |

MKT-303 Search Engine and Website Optimization — 0.5 CEU

This interactive short course teaches you the benefits of how your website content, mobile optimization and usability will improve your overall website performance. Discover how to build your SEO strategy and evaluate performance over time. **2 sessions, $75***

| 11695 | TTh | 12/3-12/5 | 6:30-9 p.m. | REMOTE |

MKT-304 Email Marketing — 0.5 CEU

This online course provides productive, job-ready abilities to take your email strategy to the next level. Discover creating and testing different email content, time management, data strategy, and critical concepts in marketing automation. As you learn email marketing, you will develop an in-depth insight into how to market a product or service.
2 sessions, $75*

| 11700 | TTh | 12/10-12/12 | online | CNVS |

MKT-305 Digital Marketing Strategies — 0.5 CEU

Advance your knowledge of digital strategy essentials with this interactive course. This course will teach you how to place digital at the core of your business or career. This course will also teach you how to support your digital strategy with marketing concepts like customer personas, brand stories, and customer buying processes. **2 sessions, $75***

| 11703 | TTh | 12/17-12/19 | 6:30-9 p.m. | REMOTE |

GOVERNMENT CONTRACTING
brownka1@pgcc.edu

PGCC CERTIFICATE
GOVERNMENT CONTRACTING

Program information
This Government Contracting certificate provides you with the knowledge and understanding of the regulatory aspects associated with the management of government contracting. The program is designed to prepare those seeking careers in government contracting with the basic background in the federal contract process, types of government contracts, marketing to the government, an overview of the phases of the subcontracting process methods and procedures, and the proposal and evaluation process. The 30 continuing education hours earned for this program can contribute to hours needed to obtain a Certified Contract Management Associate™ (CCMA) credential or higher.

Coursework
Students who successfully complete all six courses are eligible for a Continuing Education Certificate of Completion.
- BUS-326   Types of Government Contracting
- BUS-505   Government Contracting: Methods & Procedures
- BUS-534   Writing Proposals for Government Contracts
- BUS-604   Government Contract Basics: Subcontracts
- BUS-461   Government Contracting: Marketing Business to Government
- BUS-330   Proposal Evaluation and Selection Process

For more information
Please see our contact information above.

BUS-603 Types of Government Contracts   0.6 CEU
This course introduces various types of contracts used by the Federal Government to obtain goods and services. How to determine which type of contract to use and the types of benefit and risk associated with each contract type will be discussed. Instructor: Pamela Jenkins **2 sessions, $85***

11812	Th	10/3-10/10	6:30-9:30 p.m.	CNVS

BUS-505 Government Contracting: Methods and Procedures   0.5 CEU
The federal government spends in excess of $425 billion and awards over 100,000 contracts annually using various contracting methods to acquire products, goods, supplies, and services. This course will familiarize students with the methods, guidelines, and procedures used during the federal acquisition process and a step-by-step analysis of frequently used documents. Instructor: Dennis Smith. **2 sessions, $85***

11813	Th	10/17-10/24	6:30-9 p.m.	CNVS

BUS-534 Writing Proposals for Government Contracts   0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. This course also covers Requests for Proposals (RFP), a method for purchasing goods and services from the private sector, and how to submit a successful proposal. Instructor: Dennis Smith. **2 sessions, $85***

11814	Th	10/31-11/7	6:30-9 p.m.	CNVS

BUS-461 Government Contracting: Marketing Business to Government   0.5 CEU
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. **2 sessions, $85***

11815	Th	12/5-12/12	6:30-9 p.m.	CNVS

BUS-330 The Proposal Evaluation and Selection Process
Gain an in-depth understanding of best practices used in the federal evaluation process to ensure objective and competitive source selections by focusing on: development of evaluation criteria and scoring plans, selection and briefing of evaluation panels on the do's and don'ts of their tasks; and the considerations used by Contracting Officers as they complete the process through to contract award. Instructor: Dennis Smith **1 session, $55**

11816	Th	12/19-12/19	6:30-9:30 p.m.	CNVS

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.

BUS-605 Fundamentals of Nonprofit Organizations   0.6 CEU
Are you thinking about starting a nonprofit organization but don't fully understand how to start or run it successfully? Perhaps you're joining or advancing in a nonprofit and want to better understand nonprofits. This course discusses the fundamentals of nonprofit organizations: their distinctive purpose, start-up requirements and key considerations for sustainability and growth. You will develop a solid understanding of nonprofit start-up requirements and management principles. Instructor: Kim Rhim **2 sessions, $75***

11729	Th	9/26-10/3	online		CNVS

VOL-334 Public Relations and Communications   0.6 CEU
This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsorships, soliciting volunteers and getting to know your audience. Answer the question. "Who am I marketing to?" **1 session, $75***

11734	S	10/12-10/12	9 a.m.-4 p.m.	REMOTE

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)

11333	WF	9/11-11/1	online	E2GO
11334	WF	10/16-12/6	online	E2GO

VOL-335 Introduction to Nonprofit Organizations and Fundraising   0.6 CEU
This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. **1 session, $75***

11735	S	10/19-10/19	9 a.m.-4 p.m.	REMOTE

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)

11335	WF	11/13-1/3	online	E2GO
11336	WF	12/18-2/7	online	E2GO

VOL-313 Writing Grant Proposals   0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization's capabilities and meet the needs of the funding organization.
1 session, $75*

11737	S	10/26-10/26	9 a.m.-4 p.m.	REMOTE

BUS-590 Best Practices for Nonprofits
When your message is not articulated clearly, it handicaps your organization's ability to carry out your mission successfully. Discover the top practices that nonprofit leaders use to communicate well, build a strong reputation and maintain visibility among their target audiences. Instructor: Kim Rhim
1 session, $45

11739	T	10/29-10/29	6:30-9:30 p.m.	REMOTE

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)

11315	WF	9/11-11/1	online	E2GO
11316	WF	10/16-12/6	online	E2GO
11317	WF	11/13-1/3	online	E2GO
11319	WF	12/18-2/7	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)

11464	WF	9/11-11/1	online	E2GO
11465	WF	10/16-12/6	online	E2GO
11466	WF	11/13-1/3	online	E2GO
11467	WF	12/18-2/7	online	E2GO

PROJECT MANAGEMENT SERIES
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 textbook: *Project Management Body of Knowledge (PMBOK®) Guide*.

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

11810	MW	9/9-9/25	6:30-8:30 p.m.	CNVS

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)

11811	MW	10/14-11/20	6-9 p.m.	CNVS

RESIDENTIAL PROPERTY MANAGEMENT
brownka1@pgcc.edu

RES-333 Introduction to Property Management   5.4 CEUs
This course prepares students for entry-level positions as leasing consultants or assistant property managers, as well as for further professional training and certification. The management of rental property (apartments) is emphasized, but common interest realty associations (CIRA) and other residential property (manufactured and senior housing, single family homes) are also covered. Course topics include forms and goals of ownership, leasing, human resource management, property operations, resident policies, marketing, budget and planning, legal and risk management, and government regulations. Instructor: Raquel Phillips
15 sessions, $495* (includes a $180 lab fee)

11817	T	8/27-12/10	6-7:30 p.m.

PARALEGAL
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)

11168	WF	9/11-11/1	online	E2GO
11170	WF	10/16-12/6	online	E2GO
11171	WF	11/13-1/3	online	E2GO
11172	WF	12/18-2/7	online	E2GO

FINANCIAL SERVICES
konange@pgcc.edu

FIN-367 Registered Tax Return Preparer Course   3.0 CEUs
This course will give you a solid foundation in individual tax preparation, enabling you to complete all of the standard returns. This course focuses on the majority of tax forms needed to complete tax returns for yourself and the general public. In the course you should acquire the knowledge and skills necessary to complete federal income tax returns and research tax issues. Because "practice makes perfect", the course will supply tax case scenarios to prepare. Prerequisite: basic knowledge of navigating the internet and familiarity with preparing individual or business taxes.
7 sessions, $300* (includes a $100 lab fee)

11720	S	10/12-11/23	9 a.m.-1 p.m.

FEC-300 Financial Responsibility   0.8 CEU
This course provides participants with the financial literacy skills needed to demonstrate effective financial awareness and responsibility. It covers money management basics, such as savings, spending, and the importance of financial fundamentals in achieving stability.
4 sessions

10236	M	8/26-10/7	6-8 p.m.

FEC-301 Financial Behavior and Behavior Change   0.8 CEU
This course equips participants with the skills to explore financial aspirations, examine financial self-perceptions, recognize economic opportunities and aversions, and achieve financial behavior change. It emphasizes self-assessments, financial identity, financial socialization, goal-setting, maximizing income, and the importance of financial behavior change in supporting financial success.
4 sessions

10237	M	10/14-11/25	6-8 p.m.

FEC-302 Financial Decision-making   0.8 CEU
This course equips participants with the skills to make informed financial decisions in various situations, including major purchases, business ownership, investments, and consumer money management. It emphasizes the power of money, the impact of financial mistakes and risks, and the importance of understanding scenarios, financial status, and the broader economy in personal money management. **4 sessions**

10238	T	11/5-12/17	6-8 p.m.

FEC-303 Credit Improvement Mastery   0.5 CEU
This course is tailored to empower participants with the knowledge and tools to enhance their credit health. It delves deep into understanding credit reports and scores, offers hands-on experience with credit health diagnostics, and provides actionable strategies to improve credit. Participants will also gain practical experience with debt management tools and learn the benefits of credit-builder loans. **5 sessions**

10239	Th	8/29-9/26	7-8 p.m.
10240	T	10/1-10/29	7-8 p.m.
10241	T	11/5-12/3	7-8 p.m.

FEC-304 Financial Counseling and Coaching Mastery   0.5 CEU
This course provides participants with the financial literacy skills needed to demonstrate effective financial awareness and responsibility. It covers money management basics, such as savings, spending, and the importance of financial fundamentals in achieving stability.
5 sessions

10242	M	8/27-9/25	1-2 p.m.

FEC-305 Small Business Counseling and Coaching Mastery   0.6 CEU

This course is designed to equip aspiring and current small business owners and entrepreneurs with the essential skills and knowledge for successful business leadership and innovation. Through a comprehensive curriculum, participants will delve into the entrepreneurial mindset, financial management, digital tool optimization, and the development of leadership qualities that blend empathy, strategic thinking, and ethical awareness. The course emphasizes fostering a culture of innovation within the business environment, utilizing an 'internal coach' approach and Socratic questioning to enhance operational strategies and critical analysis. **3 sessions**

10243	S	9/14-9/28	11 a.m.-1 p.m.
10244	S	10/12-10/26	11 a.m.-1 p.m.
10245	S	11/2-11/16	11 a.m.-1 p.m.
10246	S	11/30-12/14	11 a.m.-1 p.m.

FEC-306 Financial Education Competency Modules   0.5 CEU

This course offers a series of comprehensive modules designed to elevate participants' financial education competencies. From understanding the nuances of behavioral finance to exploring the therapeutic aspects of financial wellness, these modules provide a holistic to financial literacy, emphasizing both the practical and psychological dimensions of money management. **5 sessions**

| 10247 | T | 8/27-9/24 | 5-6 p.m. |

FOLLOW US!

FEC-307 Small Group Money Management Experience   0.5 CEU

This immersive course offers participants a unique small group experience centered around money management. Through a blend of narrative financial therapy, social media engagement, curated readings, and hands-on toolkit exploration, learners will deepen their understanding of personal finance in a collaborative and supportive environment. **5 sessions**

| 10248 | M | 9/2-10/21 | 7-8 p.m. |

FEC-308 IRS Volunteer Income Tax Assistance (VITA) Training   0.5 CEU

This course equips participants with the skills and knowledge required to serve as tax preparers under the IRS Volunteer Income Tax Assistance (VITA) program. Learners will undergo comprehensive training, focusing on tax preparation for low to moderate income (LMI) community members. The course covers the intricacies of tax laws, privacy measures, and audit procedures, ensuring participants are well-prepared to assist clients effectively. **3 sessions**

| 10250 | S | 11/23-12/14 | 11 a.m.-12:40 p.m. |

FEC-309 Job and Career Readiness Counseling   0.5 CEU

This course provides participants with the knowledge and skills necessary to counsel clients on all aspects of job and career readiness. Topics covered include: identifying career goals, developing a resume and cover letter, preparing for job interviews, networking effectively, and navigating the job market. **5 sessions**

10251	T	8/27-9/24	7-8 p.m.
10252	T	10/1-10/29	7-8 p.m.
10253	T	11/4-12/3	7-8 p.m.

COMMERCIAL DRIVER LICENSE (CDL): CLASS A&B
301-546-0062 or tdi@pgcc.edu

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

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 2022 were: tractor trailer truck drivers, $50,090; school or special client bus drivers, $39,540: transit and intercity bus drivers, $52,310 (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 D.C. 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 in formation
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.

18 sessions, $150* (includes a $92 lab fee)

11450	MTWThF	9/4-9/29	online	RMTE
11451	MTWThF	10/2-10/27	online	RMTE
11454	MTWThF	11/6-12/1	online	RMTE
11455	MTWThF	12/4-12/29	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 for prerequisites and schedule information.

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

11459	MTWThF	8/26-9/19	2-4:30 p.m.

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)

| 11457 | MTWThFSSu | 8/26-9/20 | 2-4 p.m. | |

COMMUNICATION AND WRITING
brownka1@pgcc.edu

MGT-602 Grammar and Proofreading   1.8 CEUs

Take an in-depth look at the professional writing process and common writing problems. You will study basic parts of the sentence, a review of punctuation, spelling, verb usage and effective proofreading. This course is recommended but not required to take Business Writing Intensive. Instructor: Kym-Marie Clarke Hart **6 sessions, $255***

| 11808 | Th | 9/19-10/24 | 6:30-9:30 p.m. | CNVS |

MGT-434 Business Writing Intensive   1.8 CEUs

Students will be instructed in a five-step writing process that includes preparation, research, organization, writing a draft, and revision using real-world examples of correspondence, reports, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading or OFC-347: Grammar Refresher. Instructor: Kym-Marie Clarke Hart **6 sessions, $255***

| 11809 | Th | 10/31-12/12 | 6:30-9:30 p.m. | CNVS |

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)

11472	WF	9/11-11/1	online	E2GO
11473	WF	10/16-12/6	online	E2GO
11474	WF	11/13-1/3	online	E2GO
11475	WF	12/18-2/7	online	E2GO

OFC-349 Keys to Effective Communication   2.4 CEUs

This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist.

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

13091	WF	9/11-11/1	online	E2GO
13092	WF	10/16-12/6	online	E2GO
13093	WF	11/13-1/3	online	E2GO
13094	WF	12/18-2/7	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)

11311	WF	9/11-11/1	online	E2GO
11312	WF	10/16-12/6	online	E2GO
11313	WF	11/13-1/3	online	E2GO
11314	WF	12/18-2/7	online	E2GO

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)

| 11610 | S | 9/14-10/12 | 1:30-3:15 p.m. | |
| 11611 | S | 10/19-11/16 | 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.

9 sessions, $129*

| 11614 | S | 10/12-12/7 | 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. **9 sessions, $129***

| 11616 | S | 10/12-12/7 | 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. **9 sessions, $129***

| 11618 | S | 10/12-12/7 | 1-2:30 p.m. |

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COMPUTERS & INFORMATION TECHNOLOGY

BEGINNER BASICS
301-546-0873 or hawkincc@pgcc.edu

PGCC CERTIFICATE
COMPUTER SKILLS FOR BUSINESS APPLICATIONS

Program information
This five course certificate program is designed to recognize a student's achievement in the use of a personal computer for general business applications using the Microsoft Office Suite, including applications for word processing, spreadsheet, and data management. This program will help you gain computer skills that can help you find employment and sharpen your skills in Microsoft Office Suite programs, in a world in which 95% of all jobs require the use of computers.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate. Courses may be taken in any order:
- Introduction to Personal Computers
- Introduction to Microsoft Word: Level 1
- Introduction to Microsoft Excel: Level 1
- Introduction to Microsoft Access
- Introduction to Microsoft Powerpoint

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

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

For more information
Please see our contact information above.

TEC-400 Introduction to Personal Computers with Windows 10   1.2 CEUs
This course is designed to teach the student the most basic computer skills needed for daily computer operation in a workplace setting in Windows 10. Topics include mouse and keyboarding techniques, navigating around the desktop and within programs, demonstrating the different types of programs most commonly used in a work setting, and basic techniques for opening, creating, editing and saving documents. This class will also present basic information on graphics and the internet.
4 sessions, $195* (includes a $95 lab fee)

| 11768 | TTh | 8/27-9/5 | 5:30-8:30 p.m. |

MICROSOFT OFFICE
301-546-0873 or hawkincc@pgcc.edu

INDUSTRY CERTIFICATION
MICROSOFT OFFICE APPLICATIONS
INDUSTRY CERTIFICATIONS-MICROSOFT OFFICE SPECIALIST

Program information
Advance your career by passing Microsoft Office Specialist (MOS) exams. MOS credentials are recognized globally, and validate your knowledge and skills in Microsoft Office applications. As a PGCC student, you'll be able to take your certification exams on campus as the College is a private Certiport testing center.

Coursework
Students who successfully complete this course are prepared for the Microsoft Office Specialist in Access 2019 exam:
- Introduction to Database Management

Students who successfully complete these courses are prepared for the Microsoft Office Specialist in Word 2019 exam:
- Microsoft Office Specialist (MOS) Word Preparation, Part 1
- Microsoft Office Specialist (MOS) Word Preparation, Part 2

Students who successfully complete this course are prepared for the Microsoft Office Specialist in Excel 2019 exam:
- MOS Excel Preparation

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

For more information
To learn more about this and other MOS certifications, go to www.certiport.com.

TEC-401 Applied Office Skills and Procedures   1.5 CEUs
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by making daily routine plans, phone etiquette, filing systems, handling information requests, performing clerical functions, receiving visitors, arranging conference calls, and scheduling meetings. Along with administrative skills, you will also be taught how to understand and manage both outlook and email basics.
6 sessions, $230* (includes a $75 lab fee)

| 11769 | TTh | 9/10-9/26 | 5:30-8:30 p.m. | |

TEC-532 Problem-Solving with Spreadsheets: MOS Excel Preparation   4.5 CEUs
This is a comprehensive course in the use of electronic spreadsheet software to solve problems, analyze financial and other data, set and evaluate scenarios, and effectively present data from spreadsheets in charts. This course will prepare you for the Beginner and Intermediate Microsoft Office Certification (MOS exams in Excel 2016. This course meets concurrently with credit course INT-2140.
28 sessions, $420* (includes a $150 lab fee)

| 11918 | MTWThFSSu | 8/26-12/14 | **online** | CNVS |
| 11919 | TTh | 8/27-12/12 | 6-8:45 p.m. | REMOTE |

TEC-402 Introduction to Microsoft Word 2019   1.8 CEUs
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Word 2019. Topics include the Microsoft Word 2019 interface, adding, editing and modifying of text in documents; using the default page settings, page breaks, and cover pages.
6 sessions, $270* (includes a $95 lab fee)

| 11770 | TTh | 10/1-10/17 | 5:30-8:30 p.m. | |

TEC-404 Introduction Microsoft Excel 2019   1.8 CEUs
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2019. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros.
6 sessions, $270* (includes a $95 lab fee)

| 11771 | TTh | 10/22-11/7 | 5:30-8:30 p.m. | |

TEC-407 Introduction to Microsoft Access 2019   1.8 CEUs
This course introduces the Microsoft Access 2019 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard.
6 sessions, $270* (includes a $95 lab fee)

| 11773 | TTh | 11/19-12/10 | 5:30-8:30 p.m. | |

TEC-406 Introduction to Microsoft PowerPoint 2019   0.9 CEU
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft PowerPoint 2019. Topics include presentation themes, slide layouts, Outline view, Spelling check, AutoCorrect, Thesaurus, Smart Lookup, charts and chart tools, and a presentation of skills.
2 sessions, $125* (includes a $55 lab fee)

| 11772 | S | 11/9-11/16 | 9 a.m.-2:15 p.m. | |

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Contact

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or admissions@pgcc.edu

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PRINCE GEORGE'S COMMUNITY COLLEGE

HELP DESK
301-546-0873 or hawkincc@pgcc.edu

PGCC CERTIFICATE
HELP DESK TECHNOLOGY

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate. Troubleshooting courses may be taken in any order.
- Help Desk Technology: Part 1
- Help Desk Technology: Part 2
- Troubleshooting Windows
- Troubleshooting Microsoft Word
- Troubleshooting Microsoft Access
- Troubleshooting Excel: Help Desk

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

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

For more information
Please see our contact information above.

TEC-451 Help Desk
Technology: Part 1   0.6 CEU
This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/ Department operation and the standard tools and processes for the support environment. Prerequisites: basic understanding of the personal computer, the network environment and Windows (any version).
2 sessions, $110* (includes a $50 lab fee)

| 12182 | TTh | 8/27-8/29 | 6:30-9:30 p.m. | CAT-135 |

TEC-452 Help Desk
Technology: Part 2   0.6 CEU
This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version).
2 sessions, $110* (includes a $50 lab fee)

| 12183 | TTh | 9/5-9/10 | 6:30-9:30 p.m. | CAT-135 |

TEC-456 Troubleshooting
Microsoft Windows-10   0.9 CEU
In this nine-hour course, the student will review common error messages within the Microsoft Windows product and practice to resolve them. They will also learn how to resolve other problems to keep the personal computer operating at its peak capacity.
3 sessions, $150* (includes a $50 lab fee)

| 12187 | TTh | 10/29-11/5 | 6:30-9:30 p.m. | CAT-135 |

TEC-453 Troubleshooting Microsoft Word for Help Desk Technology   0.9 CEU

In this hands-on class, students will explore typical Windows and Microsoft Word error messages and see how to resolve them as well as other ways to keep the personal computer operating at its peak capacity.

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

| 12184 | TTh | 9/17-9/24 | 6:30-9:30 p.m. | CAT-135 |

TEC-455 Troubleshooting Microsoft Excel: Help Desk   0.9 CEU

In this nine-hour class, students will be shown typical Microsoft Excel software error messages and see how to resolve them. Prerequisites: working knowledge of Microsoft Windows (version XP or higher) and Introduction to Excel or equivalent experience.

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

| 12186 | TTh | 10/15-10/22 | 9:30 a.m.-12:30 p.m. | CAT-135 |

TEC-454 Troubleshooting Microsoft Access for Help Desk 0.9 CEU

In this class, students will explore typical Windows and Microsoft Access software error messages and see how to resolve them. Prerequisites: working knowledge of Microsoft Windows and Microsoft Access.

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

| 12185 | TTh | 10/1-10/8 | 6:30-9:30 p.m. | CAT-135 |

TEC-656 AWS Cloud Computing Architecture   5.6 CEUs

This AWS Academy curriculum is designed to help students develop technical expertise in cloud computing and prepare them for the AWS Certified Solutions Architect – Associate certification exam. The course is delivered through instructor-led classes, knowledge assessments, hands-on labs, and project work. Students have access to course manuals, online knowledge assessments, and hands-on labs.

29 sessions, $440* (includes a $140 lab fee)

12110	MW	8/26-10/9	6-10 p.m.	REMOTE
		(13 sessions)		
12108	MTWThFSSu	8/26-12/14	online	CNVS
12109	MTWThFSSu	10/15-12/6	online	CNVS

TEC-661 AWS Cloud Practitioner   3.5 CEUs

This course develops the knowledge and skills required to become an AWS Certified Cloud Practitioner. Students are introduced to cloud infrastructure and principles, cloud storage as well as core AWS services to include (vpc) environments, (ec2) instances, and (s3) buckets. Students utilize the AWS curriculum and become part of the AWS Academy which provides internships as well as access to cloud positions. This course helps students apply technical expertise in cloud computing and prepares them for the AWS Certified Cloud Practitioner Exam. Students may need to study beyond this course to adequately prepare for the AWS Certified Cloud Practitioner certification exam.

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

| 12115 | MW | 8/26-10/9 | 6-8:30 p.m. | REMOTE |

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

NATIONAL CERTIFICATION SQL FUNDAMENTALS

National Certifications
- Oracle Database SQL Certified Associate
- Oracle Database Administration Certified Specialist

Program information
The Oracle Database SQL Certified Associate and the Oracle Database Administration Certified Specialist will give you the full set of skills that DBAs need today in the competitive market-place. With the SQL Certified Associate, you can work as an application developer, and as an Administration Certified Specialist. You can work as a junior DBA. These two professional certifications allow you to manage large databases and develop large-scale database applications.

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

For more information
Please see our contact information above.

TEC-534 Oracle Database Administration 19C   1.8 CEUs

This course is designed for entry level database administrators, data warehouse administrators, support engineers, technical administrators, and database engineers. It provides instruction on Oracle Database administration and prepares student for Certification Exam 1Z0-912 Oracle Database Administration Specialist. Topics include how to install and maintain Oracle Database 19C instances and how to create an operational database and properly manage the various structures in an effective and efficient manner using performance monitoring, database security, user management, and backup/recovery techniques.

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

| 12194 | M | 11/4-12/9 | 6:30-9:30 p.m. | REMOTE |

TEC-531 Problem-Solving with Databases-MOS Access   5.3 CEUs

In this course, students will learn to create, manage, and modify databases using tables, queries, forms, and reports. Advanced features include the use of sub-forms, PivotTables, and macros. Using Microsoft Access, students construct a variety of tables, relationships, queries, forms, and reports to solve financial, statistical and logical problems. This course helps prepare students for Microsoft Office Specialist certification exam in Access.

14 sessions, $500* (includes a $200 lab fee)

11917	MW	8/26-12/11	10 a.m.-12:45 p.m.	REMOTE
		(30 sessions)		
11916	MTWThFSSu	10/15-12/6	online	CNVS

TEC-533 Fundamentals of Database Management- Oracle Certified Professional   5.3 CEUs

In this course, students will gain a solid foundation in the fundamental concepts of relational database management. Students are introduced to database architecture, data migration and recovery, high availability techniques, database performance tuning, and basic database security tasks and will learn to install and configure relational database server and run queries to retrieve data. Upon completion of this course, students will be prepared to take Oracle's MySQL Database Professional exam, IZO-888 (or current exam) to become an Oracle Certified Professional.

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

| 11920 | MW | 8/26-10/9 | 6-9:40 p.m. | CAT-305 |

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

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

**PGCC CERTIFICATE
WEB DESIGN AND MANAGEMENT**

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Web Design Part 1
- Web Design Part 2

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

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

For more information
Please see our contact information above.

TEC-576 Web Design Technology   4.5 CEUs
This course provides an overview of the major applications, relevant standards, and protocols for Web Design. Students will develop a website using storyboarding, HTML that conform to the WC3 standard, and Cascade styles sheets. Students will also learn to use anchor link, image, list, text formatting, form tags in documents, text, code and HTML editor, and use File Protocol (FTP) to upload and download documents to a web server.
15 sessions, $325* (includes a $75 lab fee)

11922	TTh	8/27-12/13	6-8:30 p.m.	REMOTE
		(30 sessions)		
11921	F	8/30-12/13	8-11:35 a.m.	CAT-215

TEC-577 Web Design Technology Part II   4.5 CEUs
As a continuation of Web Design Technology Part 1, HTML/XHTML and Cascading Style Sheets (CSS) are used to design and create Web pages. These Web pages are further enhanced by including advanced elements of HTML, such as forms and frames and by adding multi-media elements, such as audio, video, and animation. JavaScript is further used to make HTML documents interactive. Other topics discussed include the Document Object Model, the Object-based features of JavaScript, and use of a debugger to debug JavaScript code.
16 sessions, $325* (includes a $75 lab fee)

11968	TTh	10/15-12/12	6-9:40 p.m.	REMOTE

GRAPHIC ART & DESIGN
301-546-0873 or hawkincc@pgcc.edu

PGCC CERTIFICATE
DIGITAL GRAPHICS SUITE CERTIFICATE

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Real-World Graphic Design
- Digital Publishing with InDesign

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

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

For more information
Please see our contact information above.

TEC-803 Computer Graphic Design   7.8 CEUs
Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects and increase technical proficiency. Meets concurrently with credit course ART-1570 for the entire semester.
14 sessions, $470* (includes a $50 lab fee)

| 12160 | S | 8/31-12/7 | 9 a.m.-2:30 p.m. | REMOTE |

TEC-801 Real-World Graphic Design   1.8 CEUs
Real life, real-time graphic and web design projects using Adobe Photoshop and Adobe Illustrator. This course is a series of projects aimed at solving the "real-world" problems ordinary people and graphic designers face in their day-to-day life as designers and business owners. The projects offer practical demonstrations of how to use Photoshop, Illustrator & InDesign software. These practical examples of the type of work one might encounter is also fun, are impressive examples of what you can achieve with this powerful software. Dive right in you'll be creating graphics within 2 class sessions!
5 sessions, $270* (includes a $95 lab fee)

| 12198 | MW | 9/10-9/26 | 6-9 p.m. | REMOTE |

TEC-802 Digital Publishing with InDesign   1.8 CEUs
This course offers a wide range of information to help you maximize the versatility of InDesign for e-publishing. This course follows Real-World Graphic Design and helps you understand platforms, devices and how to design them by creating media-rich content for multiple formats. Students will make a 12-page booklet of their choice including using their own pictures and learn how to set the pages up and be able to publish the book on e-pub.
6 sessions, $270* (includes a $95 lab fee)

| 12199 | TTh | 10/1-10/17 | 6-9 p.m. | REMOTE |

TEC-804 3-D Digital Modeling/Animation   7.7 CEUs
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Students will also be expected to have an aptitude for learning a variety of software packages. Meets concurrently with credit course ART-2670 for the entire semester. Prerequisite DPR-594: Elements of Computer Graphics Design OR students must possess advanced skills using Photoshop, Illustrator or 3-D software.
29 sessions, $470* (includes a $50 lab fee)

| 12161 | MW | 8/26-12/4 | 3:30-6:15 p.m. | CAT-113 |

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INFORMATION SECURITY
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INDUSTRY CERTIFICATION
NATIONAL CERTIFICATION EXAM PREPARATION-INFORMATION SECURITY

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

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

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

Certification: Certified Information Systems Security Professional (CISSP)
- Coursework: Introduction to Cybersecurity Analyst.
- Exam: CYSA+
- Exam Vouchers: Registered students may purchase exam vouchers at a significant discount, and may sit for the certification exam at PGCC.
- Visit www.comptia.org for more information.

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

For more information
Please see our contact information above.

TEC-702 Internet Safety: How to Be Cyber Secure   0.6 CEU
In this course, students will be taught how to identify techniques to be safer on the world wide web. Students will learn the "what" and "who" of cybersecurity: the techniques criminals are using to steal information and who is behind these attacks. Students will become empowered to combat cyber criminals with an abundance of techniques to include: antivirus software, setting up proper accounts on the computer for daily use, email do's and don'ts, online purchasing, and safe web browsing. Topics include: online ethics, privacy, security, and safety prevention methods for cyber attacks.
2 sessions, $100* (includes a $30 lab fee)

12195	S	9/14-9/21	9 a.m.-1:15 p.m.	CAT-135
12196	S	11/9-11/16	9 a.m.-1:15 p.m.	CAT-135

TEC-706 Ethical Hacking and Certification Prep   6.0 CEUs
This course is designed for those interested in systems and application security or who want to take the latest EC-Council's Certified Ethical Hacker (CEH) exam. Students will learn the tools and methodologies used by ethical hackers and learn updated computer security resources that describe vulnerabilities and innovative methods to protect networks. Students will practice footprinting, scanning, enumeration, exploitation, and post-exploitation and learn about federal and state computer crime laws, and changes in penalties for illegal computer hacking. **Note:** *This course does not require material textbooks or other learning resources for which students must pay.*
18 sessions, $420* (includes a $150 lab fee)

12147	MW	8/26-10/9 (13 sessions)	10 a.m.-1:40 p.m.	CAT-212
12146	MTWThFSSu	8/26-12/14	online	CNVS
12148	TTh	10/15-12/5 (14 sessions)	6-9:40 p.m.	REMOTE

TEC-704 Security+　　　4.6 CEUs

Topics include general security, communication security, infrastructure security, basics of cryptography, and operations/ organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral Security+ exam. Successful completion of this exam is generally globally recognized as equivalent to an entry-level security specialist position. Prerequisites: intermediate computer/pc skills with experience in the DOS, Windows, Unix and Linux operating systems and familiarity with the A+ operating systems technologies and GUI and Command Language Interface commands. This class meets concurrently with credit course INT-1620.

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

12117	MTWThFSSu	8/26-12/14	**online**		CNVS
12116	MTWThFSSu	8/26-12/14	**online**		RMTE
12119	TTh	8/27-12/12	12:30-1:55 p.m.	(30 sessions)	
12118	TTh	10/15-12/12	6-9:40 p.m.	(16 sessions)	REMOTE
12120	MW	10/16-12/11	2-5:40 p.m.	(17 sessions)	

TEC-708 Introduction to Firewalls　　　5.3 CEUs

This course provides the basics of next-generation security firewalls, and helps learners to identify common attacks and threats against networks to identify vulnerabilities in network security. The course describes the current cutting-edge technologies that help to prevent and mitigate cyberattacks. Students learn key topics such as cryptography, virtual private networks, and endpoint protection. They also become competent at configuring basic features of next generation firewalls. The course helps prepare learners to take firewall-related industry certification exams.

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

12153	TTh	8/27-10/10	12:30-4:30 p.m.	CAT-325

TEC-705 CISSP Preparation　　　5.3 CEUs

This course explores and reviews all eight domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISC2). Meets concurrently with credit course INT-2690 for the entire semester.

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

12121	M	8/26-12/9	6-9:40 p.m.	CAT-TBA

TEC-651 Internet of Things Fundamentals　　　4.5 CEUs

This continuing education course explores how everyday devices are integrating with the Internet and data analytics to serve the needs of society. Topics include IoT architecture, network protocols, applications and technologies. The course also provides a high overview of cyber physical systems, sensor technologies, cloud computing, data storage, data mining and business analytics, as well as security and privacy challenges associated with IoT.

15 sessions, $440* (includes a $140 lab fee)

12024	M	8/26-12/9	6:15-9:45 p.m.	REMOTE

TEC-613 Microsoft Azure Administration　　　5.3 CEUs

This course develops the knowledge and skills required for a Microsoft Azure Administrator. Students complete skill-based labs related to storage, configuring virtual machines-CONTainers, monitoring, and backup and recovery. Labs prepare students to manage subscriptions, virtual networking, Azure objects and resources. This course helps prepare students for the Microsoft Azure Administrator Exam AZ-104 exam. This certification validates a learner's knowledge of Azure Administration. Networking and Windows Server experience are recommended.

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

12023	TTh	10/15-12/5	6-9:40 p.m.	REMOTE

TEC-658 Cloud+ Preparation　　5.3 CEUs

This course maps to the Cloud+ Certification exam, which validates the skills needed to maintain and optimize cloud infrastructure services. Students will learn how to implement, maintain, and deliver cloud technologies and to understand aspects of Information Technology (IT) security. Cloud+ is a good introductory course for students who want to explore cloud computing, as well as, those who feel they need extra preparation for Advanced Virtualization courses like VMware, Citrix, and Amazon Web Service (AWS). Meets concurrently with credit course INT-2688.

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

12112	MTWThFSSu	8/26-12/14	**online**		CNVS
12113	F	8/30-12/6	12-3:40 p.m.	(14 sessions)	REMOTE
12114	MW	10/16-12/4	6-9:40 p.m.		REMOTE

TEC-707 Introduction to Cybersecurity Analyst　　　5.3 CEUs

In this course, students learn the fundamentals, deployment, integration, and management of cyber-analytics tools. Skills taught in this course include device registration, policy packages, shared objects, centralized logging and reporting, and troubleshooting. Learners explore system administration and management, register devices for log collection and centralization, perform forensic analysis of logs based on simulated network attacks, create reports, and explore solutions to common misconfiguration issues. The course objectives support the CompTIA CySA+ certification.

14 sessions, $440* (includes a $140 lab fee)

12151	TTh	8/27-10/10	6-9:40 p.m.	REMOTE
12149	TTh	10/15-12/5	2-6 p.m.	REMOTE

TEC-710 Computer Forensics I　4.5 CEUs

The course emphasizes the proper handling of digital evidence, tools and techniques utilized in digital forensics analysis, the importance of appropriate documentation and report generation, the laws and ethics governing evidence handling and chain of custody. Students learn how to conduct an actual physical crime scene investigation in a hands-on practicum, perform live acquisition of digital evidence at the scene, examine the seized electronic evidence using forensic sound methods, and produce findings in an examiner's report.

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

12157	MTWThFSSu	8/26-12/14	**online**	CNVS

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

MOBILE APPLICATION
301-546-0873 or hawkincc@pgcc.edu

**TEC-657 Starting Mobile
App Development**   4.6 CEUs

This course will walk students through the process of mobile application development. Projects will be developed using current programming language. Students taking this course will learn how to design user interfaces, memory management, performance issues and security on mobile devices. Students will gain knowledge of developing with the Android application program interface that can be transferred to other mobile devices like the Apple IOS. **Note:** *This course does not require material textbooks or other learning resources for which students must pay.*

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

12111	M	8/26-12/9	6-9:40 p.m.	REMOTE

NETWORKING
301-546-0873 or hawkincc@pgcc.edu

NATIONAL CERTIFICATION NETWORKING

Program information

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

CompTIA Network+ Certification
- This vendor-neutral certification prepares you for a job in networking, including network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.
- Coursework: Network+.
- Exam: CompTIA Network+.
- Exam vouchers: registered students may purchase exam vouchers at a significant discount, and may sit for the certification exam at PGCC.
- Visit comptia.org for more information.

Cisco Certified Network Associate (CCNA) Certification
- The CCNA exam is one of the industry's most widely recognized and respected associate-level certification. The three courses will cover a breadth of topics including network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.
- Coursework: CCNA 1, CCNA 2 and CCNA 3.
- Exam information: Visit http://www.cisco.com.

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

For more information

Please see our contact information above.

TEC-605 CompTIA Network+ Certification Preparation   5.0 CEUs

This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550.

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

11982	MW	8/26-12/13	6-9:40 p.m.	UTC
11980	MTWThFSSu	8/26-12/14	**online**	CNVS
11979	MTWThFSSu	8/26-12/14	**online**	CNVS
11983	TTh	8/27-12/12 (30 sessions)	6-9:40 p.m.	CAT-212
11981	TTh	8/27-12/12	6-9:40 p.m.	UTC
11985	TTh	10/15-12/5 (14 sessions)	6-9:40 p.m.	REMOTE
11984	MW	10/16-12/4 (15 sessions)	9 a.m.-12:40 p.m.	REMOTE

TEC-601 CCNA 1: Introduction to Networking   6.2 CEUs

This is the first of a three-course sequence preparing students for Cisco CCNA certification. The course includes OSI and TCP/IP models; Ethernet concepts and operation; TCP and UDP protocols and ports; network design using IPv4 and IPv6 subnets; router and switch configuration and network security. Prerequisite is Network+. Course meets concurrently with INT 1450. **Note:** *"Meets 1st half semester." HY01 is taught as a hybrid course, with face-to-face meeting the first two weeks and every other week after that; the balance of the course is conducted online. Students will to bring their textbooks and other required materials, including a flash drive, to the first face-to-face class. Students must have internet access and a web browser.* **15 sessions, $660* (includes a $220 lab fee)**

11970	M	8/26-10/14 (7 sessions)	8:30 a.m.-1:30 p.m.	CAT-325
11974	TTh	8/27-12/12 (30 sessions)	10 a.m.-12 p.m.	REMOTE
11972	TTh	8/27-10/15	12:30-5:30 p.m.	CAT-325
11971	TTh	8/27-10/15	5:30-10:30 p.m.	REMOTE
11969	MW	9/16-11/26 (21 sessions)	12-3:30 p.m.	REMOTE
11973	TTh	10/15-12/5 (14 sessions)	5:30-10:30 p.m.	LCC

TEC-602 CCNA 2: Switching, Routing and Wireless Essentials   5.7 CEUs

This is the second course in a three-course sequence preparing students for Cisco CCNA certification. This course includes the design, configuration, security and troubleshooting of medium to large networks. By the end of this course, students will be able to configure and troubleshoot the following on routers, switches and wireless access points; Virtual LANs (VLANs)and trunking; Inter-VLAN routing; Spanning Tree Protocol (STP) and EtherChannel, First hop redundancy protocol (FHRP); static routing; Dynamic Host Configuration Protocol (DHCPv4 and DHCPv6); LAN security and switch security concepts; Wireless LAN (WLAN) concept. Prerequisite: CCNA 1 with a passing grade. Course meets concurrently with INT 2450. **14 sessions, $660* (includes a $220 lab fee)**

11976	MW	8/26-10/9 (13 sessions)	6-9:50 p.m.	REMOTE
11975	TTh	10/15-12/5	6-9:50 p.m.	REMOTE

TEC-603 CCNA 3: Enterprise Networking, Security and Automation   5.7 CEUs

This is the final course in a three-course sequence preparing students for Cisco CCNA certification. This course introduces students to the design, configuration, security and troubleshooting of Enterprise Networks and the network technologies needed for implementing converged networks to meet the changing needs of today's Networks. Upon completion of this course students will be able to configure Single-Area OSPFv2, IPv4 ACLs, IPv4 and IPv6 NAT, IPSec, WAN and Virtual Private Networks (VPNs). They will also be able to implement network monitoring and management using SNMP, Quality of Service (QoS), NTP, Syslog, CDP, LLDP and various networking trends like Software Defined Networking (SDN), cloud, virtualization and network automation. Students successfully completing this course should be prepared for Cisco CCNA certification. Prerequisite: CCNA 2 with a passing grade. Course meets concurrently with INT 2460. **16 sessions, $660* (includes a $220 lab fee)**

11978	MW	10/16-12/14	6-9:50 p.m.	REMOTE

TEC-611 Understanding Operating Systems   4.5 CEUs

This course provides working knowledge of computer operating system commands, functions and management using the DOS, Windows, Linux and Unix operating environments. Topics include memory management, process management, device management, file management, and operating systems tools. Class meets concurrently with credit course INT-1700.

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

12018	MW	8/26-10/9	2-5:40 p.m.	REMOTE
	(13 sessions)			
12014	MW	8/26-12/14	online	ONLN
	(30 sessions)			
12013	MW	8/26-10/9	6-9:40 p.m.	CAT-203
	(13 sessions)			
11995	MTWThFSSu	8/26-12/14	online	CNVS
12022	TTh	8/27-12/12	6-9:40 p.m.	AAFB
	(30 sessions)			
12020	TTh	8/27-12/12	6-9:40 p.m.	REMOTE
	(30 sessions)			
11997	TTh	8/27-10/15	8-11:40 a.m.	CAT-109
11998	F	8/30-10/11	8-11:40 a.m.	CAT-109
	(7 sessions)			
12021	TTh	10/15-12/5	6-9:40 p.m.	REMOTE
	(14 sessions)			
11996	TTh	10/15-12/5	6-9:40 p.m.	
12016	MW	10/16-12/4	9 a.m.-12:40 p.m.	REMOTE

TEC-608 Linux Fundamentals   5.3 CEUs

This course is designed to enable the student, who works in the IT field, to learn the fundamental concepts of the Linux operating system. Topics to be covered include using graphical environments and tools, introductory command line basics, file structures, basic commands, pipes, redirect, and an introduction to basic scripting using Perl or Bash. This course will help prepare you for the Linux+ exam.

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

11989	MW	8/26-10/9	6-9:40 p.m.	REMOTE
	(13 sessions)			
11987	MTWThFSSu	8/26-12/14	online	CNVS
11986	MTWThFSSu	8/26-12/14	online	CNVS
11988	TTh	8/27-12/5	9-10:40 a.m.	REMOTE
	(28 sessions)			

TEC-610 Windows Server Administration   5.3 CEUs

Earning this certification qualifies you for a position as a network or computer systems administrator or as a computer network specialist, and it is the first step on your path to becoming a Microsoft Certified Solutions Associate (MCSA: Server 2016). Topic covered are installing a Nano server, creating, managing and deploying images, configuring disk and volumes and data duplication, Storage Spaces and Hyper - V containers. This course meets concurrently with INT 2310.

14 sessions, $430* (includes a $160 lab fee)

11993	MW	8/26-12/4	10-11:40 a.m.	
	(29 sessions)			
11992	MTWThFSSu	8/26-12/14	online	CNVS
11994	TTh	8/27-12/5	2-3:40 p.m.	REMOTE
	(28 sessions)			

TEC-609 Windows Desktop Client   5.3 CEUs

Earning this certification will validate your fundamental knowledge and skills for installing configuring Windows services. It covers virtual machines, troubleshooting, installing and configuring devices, virtualization with Hyper-V, application management using the Company Portal and the Windows Store. This course meets concurrently with INT 2300.

14 sessions, $430* (includes a $160 lab fee)

11991	MW	8/26-10/9	6-9:40 p.m.	REMOTE
	(13 sessions)			
11990	TTh	8/27-10/10	12:30-2:10 p.m.	CAT-212

COMPUTER PROGRAMMING
301-546-0873 or hawkincc@pgcc.edu

TEC-652 Programming in Java 5.0 CEUs

This course is designed for students whose job or career advancement requires them to obtain basic competency in programming Logic and Design and to apply them specifically to the Java programming language. Topics include object-oriented programming (classes/objects)CONTrol structures, methods, arrays, polymorphism, inheritance, recursion, exception handling, graphical user interfaces, file input/output.

29 sessions, $440* (includes a $140 lab fee)

12034	MW	8/26-12/4	6-7:40 p.m.	REMOTE
12033	MW	8/26-12/4	8-9:40 a.m.	REMOTE
12043	TTh	8/27-10/10	6-9:40 p.m.	REMOTE
	(14 sessions)			
12035	TTh	8/27-12/12	7-8:40 p.m.	REMOTE
	(30 sessions)			
12025	TTh	8/27-12/12	9:30-11:10 a.m.	REMOTE
	(30 sessions)			

TEC-653 Programming Logic and Design   4.5 CEUs

Introduction to computer programming concepts with emphasis on structured program logic and design. Design tools such as pseudo-code and flowcharting are covered. Students are introduced to several software packages that may be used to develop flowcharts and pseudo-code. This course does not teach a particular programming language, but rather emphasizes problem-solving techniques that can be applied to programming in any language. This course meets concurrently with credit course INT-1111. **Note:** *This course does not require material textbooks or other learning resources for which students must pay.*

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

12081	MW	8/26-12/11 (31 sessions)	8-9:45 a.m.	REMOTE
12048	MW	8/26-10/14	6-9:40 p.m.	CAT-203
12045	MTWThFSSu	8/26-10/14	online	CNVS
12082	TTh	8/27-10/15 (15 sessions)	6-9:40 p.m.	REMOTE
12079	TTh	8/27-10/15 (15 sessions)	6-9:40 p.m.	CAT-203
12046	MTWThFSSu	10/15-12/6	online	CNVS
12083	MW	10/16-12/4 (15 sessions)	6-9:40 p.m.	REMOTE
12080	MW	10/16-12/4 (15 sessions)	12-3:40 p.m.	REMOTE

TEC-655 Introduction to Python   5.3 CEUs

In this course, students learn the concepts, principles, techniques, and tools needed for developing scripts and programs in Python. Students who successfully complete the course are able to write Python programs using features such as loops, branching structures, lists, tuples, dictionaries, libraries, and object-oriented programming. Course projects include real-life applications.

13 sessions, $440* (includes a $140 lab fee)

12084	MTWThFSSu	8/26-12/14 (15 sessions)	online	CNVS
12106	TTh	8/27-10/10 (14 sessions)	6-9:40 p.m.	REMOTE
12107	TTh	10/15-12/4	6-9:40 p.m.	REMOTE
12105	TTh	10/15-12/4	9 a.m.-12:30 p.m.	REMOTE

HARDWARE
301-546-0873 or hawkincc@pgcc.edu

HRA-301 Repair and Maintenance of Personal Computers   1.8 CEUs

Learn how to differentiate between hardware and software-related problems. Topics will include basic safety tips and the care and feeding of the hard disk drive. Students will learn how to work on repairing computers.

6 sessions, $150*

12201	M/T/W	8/26-12/31	10 a.m.-1:30 p.m.	LCC

NATIONAL CERTIFICATION COMPTIA A+

Program information

A+ certification demonstrates understanding of the most common hardware and software technologies in business and certifies the skills necessary to support complex IT infrastructures. A+ certified professionals have mastered the technologies found in today's extensive and varied IT environments, from mobile to traditional devices and operating systems.

Coursework

Students who successfully complete the following courses will gain the expertise needed to work as a computer service technician, troubleshooting and repairing PC's, and be prepared to sit for the CompTIA last exam:

- CompTIA A+ Certification Preparation: Part 1
- CompTIA A+ Certification Preparation: Part 2

Program requirements

Both programs require intermediate computer skills with experience in DOS. Students should bring a USB compatible flash drive to all class sessions.

For more information

Please see our contact information above.

TEC-482 CompTIA A+ Certification Preparation: Part 1   6.0 CEUs

This course is the first of a two-part series designed to train those who want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field.

30 sessions, $670* (includes a $150 lab fee)

11783	MW	8/26-12/11	1:30-3:30 p.m.	LCC
11782	MW	8/26-10/14 (14 sessions)	6-10 p.m.	CAT-315
12189	TTh	8/27-10/10 (14 sessions)	9 a.m.-1 p.m.	CAT-315
11781	TTh	8/27-10/15 (15 sessions)	9 a.m.-1 p.m.	CAT-315
11784	S	8/31-10/19 (8 sessions)	9 a.m.-5 p.m.	CAT-315
12188	MWTh	9/9-10/23 (20 sessions)	6:30-9:45 p.m.	ANXC-043
12190	S	10/5-11/23 (8 sessions)	9 a.m.-5 p.m.	CAT-315

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**TEC-483 CompTIA
A+ Certification
Preparation: Part 2** 6.0 CEUs

This course is the second of a two-part series designed to train those who want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Prerequisite: successful completion of CompTIA A+ Certification Preparation Part 1. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field.

20 sessions, $670* (includes a $150 lab fee)

12192	TTh	10/15-11/26 (12 sessions)	9 a.m.-1 p.m.	CAT-315
11910	TTh	10/15-12/5 (14 sessions)	9 a.m.-1 p.m.	CAT-315
11915	MW	10/16-12/4 (15 sessions)	6-10 p.m.	
11912	F	10/18-12/6 (7 sessions)	2-5:30 p.m.	
12191	MWTh	10/21-12/5	6:30-9:30 p.m.	CAT-315

NATIONAL CERTIFICATION COMPTIA IT FUNDAMENTALS

Program information

This one-course program is designed to help you learn more about the world of information technology (IT). It's ideal if you're considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals certification can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA+.

Coursework

Students who successfully complete will be prepared to sit for the CompTIA IT Fundamentals latest exam.

Program requirements

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

For more information

Please see our contact information above.

**TEC-485 IT
Fundamentals Certification** 3.0 CEUs

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

10 sessions, $400* (includes a $125 lab fee)

12193	M/Th	9/9-10/10	6-9 p.m.	REMOTE

ONLINE IT TRAINING
301-546-0873 or hawkincc@pgcc.edu

PGCC CERTIFICATE
PROGRAMMING, NETWORKING AND WEB DESIGN SKILLS (ONLINE)

Program information
Earn any of our 4 certificates in these IT areas with 100% online coursework! PGCC partners with the national training provider Ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. This series of courses is designed to give you an in-depth background in your field(s) of interest.

Coursework
Students who successfully complete the courses, and pass the course exams, will be eligible to receive the certificate shown:

Creating Wordpress Websites Certificate
- Creating WordPress Websites
- Creating WordPress Websites 2

Java Programming Certificate
- Java for the Beginner
- Intermediate Java Programming

C# Programming Certificate
- Introduction to C# Programming
- Intermediate C# Programming

Networking Certificate
- Introduction to Networking
- Intermediate Networking

Registration
Follow instructions listed in the online courses section.

Program requirements
Participants must have internet access and an email account.

For more information
Please see our contact information above. To see a complete list of courses available online, visit www.ed2go.com/pgcc. Click on "Computer Applications" or "Technology" to get started.

PGCC CERTIFICATE
MICROSOFT OFFICE 365 SKILLS

Program information
Earn any of our 4 Micorsoft certificates listed with 100% online coursework! PGCC partners with the national training provider Ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. This series of courses are designed to give you an in-depth course of study in your field of interest.

Coursework
Students who successfully complete the courses listed and pass the course exams, will be eligible to receive the certificate shown:

Microsoft Word Certificate
- Introduction to Microsoft Word 2019
- Intermediate Microsoft Word 2019

Microsoft Excel Certificate
- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019

Microsoft Access Certificate
- Introduction to Microsoft Access 2019
- Intermediate Microsoft Access 2019

Registration
Follow instructions listed in the online courses section.

Program requirements
Participants must have internet access and an email account.

For more information
Please see our contact information above. For a complete list of courses available online, visit www.ed2go.com/pgcc. Click on "Computer Applications" or "Technology" to get started.

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

**HRA-300 Microsoft
Office Skills** 2.1 CEUs
This course is designed to provide students with the fundamentals of the most current Microsoft interface. Topics will include how to create and modify documents; how to add, move through, change the size or appearance of text, and print your documents. Additional topics include creating and saving a document, file management, editing techniques, merging documents, presentation themes, slide layouts, outline view, spell check, and autocorrect. **7 sessions**

| 12200 | TTh | 8/26-12/31 | 9:30 a.m.-12:30 p.m. | CONT-113 |

**TEC-408 Microsoft
Office Specialist (MOS)
Word Preparation, Part 1** 2.4 CEUs
An introductory course that emphasizes the effective use of word processing features to create, format and manage documents. Together with Microsoft Office Specialist (MOS) Word Preparation Part 2, this course prepares students for the Microsoft Office Certification exam in Word 2016. Students must purchase an exam voucher through www.certiport.com to take the exam.
8 sessions, $200* (includes a $50 lab fee)

| 11776 | T | 8/27-10/15 | 6-8:45 p.m. | REMOTE |

**TEC-409 Microsoft
Office Specialist (MOS)
Word Preparation, Part 2** 2.4 CEUs
An introductory course that emphasizes the effective use of word processing features to create, format and manage documents using graphics and hyperlinks. Additional topics include coverage of document tracking and referencing. Together with Microsoft Office Specialist (MOS) Word Preparation Part 1, this course prepares students for the Microsoft Office Certification exam in Word 2016. Students must purchase an exam voucher through www.certiport.com to take the exam.
7 sessions, $200* (includes a $50 lab fee)

| 11780 | T | 10/15-12/3 | 6-8:45 p.m. | REMOTE |

PATHWAY TO EMPLOYMENT (INNOHUB)
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 toward 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 Specialists 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

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

PGCC CERTIFICATE CONSTRUCTION MANAGEMENT

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- CST-335 Construction Management 1
- CST-345 Print Reading
- CST-382 Methods and Materials
- CST-354 Planning and Scheduling
- CST-383 Estimating
- Two elective courses from the full list of Construction Management courses.

The first three may be taken in any order, then CST-354 before CST-383. Electives may be taken in any order.

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

For more information
Please see our contact information above.

CST-434 Construction Enterprise Project   4.5 CEUs
For a given design, students will use the knowledge gained in previous courses to create bids and schedules and manage a multi-million-dollar construction project from start to finish. Supervising faculty will present problems, disputes, and conflicts that must be dealt with to successfully complete a quality product on time and within budget. Prerequisites: CST-335, CST-382, CST-345, CST-354, CST-383
15 sessions, $450* (includes a $135 lab fee)

| 11583 | W | 8/28-12/11 | 6-9:15 p.m. | CAT-215 |

CST-335 Construction Management 1   4.5 CEUs
This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Textbook required at first class.
16 sessions, $450* (includes a $135 lab fee)

| 11501 | Th | 8/29-12/12 | 6-8:30 p.m. |

CST-396 Construction Management 2   4.2 CEUs
This course introduces the student to the overall contracting requirements of the construction project. Topics include the required contract documents, scope of work, and terms and conditions between the client and constructor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CST-335.
15 sessions, $450* (includes a $135 lab fee)

| 11508 | T | 8/27-12/10 | 6-8:30 p.m. |

CST-383 Construction Estimating 1   4.5 CEUs
This course is an introduction to construction estimating. Topics include the basic methods of preparing estimates, types of estimates, and specifics relative to selected construction trades. Prerequisites: Math competency and CST-345. Required textbook at first class.
16 sessions, $450* (includes a $135 lab fee)

| 11507 | Th | 8/29-12/12 | 6-9 p.m. |

CST-343 Communications and Computers in Construction   4.5 CEUs
This course addresses the everyday verbal and written communications that are a vital part of the construction process and the use of computers as the main communication tool. Required textbook at first class.
16 sessions, $450* (includes a $135 lab fee)

| 11503 | W | 8/28-12/14 | 6-9 p.m. |

CST-345 Construction Blueprint Reading   4.5 CEUs
Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. Textbook required at first class.
15 sessions, $450* (includes a $135 lab fee)

| 11504 | T | 8/27-12/10 | 10 a.m.-12:30 p.m. | REMOTE |

CST-382 Construction Methods and Materials   4.5 CEUs
Introduction to the materials and techniques used in the construction of wood, steel, and concrete buildings. Required textbook at first class.
15 sessions, $450* (includes a $135 lab fee)

| 11502 | M | 8/26-12/9 | 6-8:30 p.m. |

CST-454 Off-Grid Construction I   4.5 CEUs
The construction of buildings that are completely independent of traditional utilities like the electric grid is a growing field, increasingly popular among populations who are committed to more sustainability and self-sufficiency. This course provides students with an introduction to the concepts of off-grid construction. They learn the role of utilities in building design and analyze the implications of off-grid construction on human activities. They also learn the preliminary steps of off-grid construction such as planning, creating a design program and selecting a site.
16 sessions, $450* (includes a $135 lab fee)

| 11509 | Th | 8/29-12/12 | 6-9:20 p.m. |

CONSTRUCTION SKILLED TRADES

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

PGCC CERTIFICATE BUILDING MAINTENANCE ENGINEER

Program information
General maintenance and repair workers are employed in almost every industry: in businesses, apartments, condominiums and other facilities. Building maintenance engineers perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- OCU-404
  Building Maintenance Engineer, Level 1
- OCU-402
  Building Maintenance Engineer, Level 2

For more information
Please see our contact information above.

OCU-404 Building
Maintenance Engineer: Level 1 4.5 CEUs
Covers basic knowledge needed for entry level positions in building maintenance. Must be taken concurrently with OCU-402. Topics include safety and preventive maintenance procedures; basic math, hand and power tools; hardware and fasteners; floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils; and; general residential repair (e.g. locks, screens, blinds, window glass, as time allows). Textbook: *Readers Digest New Fix It Yourself Manual.*
16 sessions, $625* (includes a $50 lab fee)

11069	S	8/31-12/14	8:30-11:30 a.m.

OCU-402 Building
Maintenance Engineer: Level 2 4.5 CEUs
Provides hands-on training to coincide with the knowledge training provided in OCU-404. Must be taken concurrently with OCU-404. Textbook: *Readers Digest New Fix It Yourself Manual.*
16 sessions, $625* (includes a $50 lab fee)

11002	S	8/31-12/14	12-3 p.m.

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

CRP-330 Carpentry
Level 1, Part 1 8.8 CEUs
This course provides the first level of training of the National Center for Construction Education & Research (NCCER) curriculum in carpentry. Students gain an understanding of the carpentry profession and the role of a carpenter in construction. They learn how to interpret drawings and to use tools, adhesives, and fasteners specific to the trade. They acquire the skills and knowledge required to assemble doors, windows, floors, walls, roofs, ceiling and stair systems. Successful completion of the course earns students the NCCER Carpentry Level 1 credential. NCCER Carpentry Level 1 book required at first class.
18 sessions, $1130* (includes a $80 lab fee)

11659	MWF	8/26-10/4	9 a.m.-3 p.m.
	M	10/7-10/7	9-11:30 a.m.

CRP-331 Carpentry
Level 1, Part 2 8.8 CEUs
This course is a continuation of the first level of training of the National Center for Construction Education & Research (NCCER) carpentry curriculum. Students gain an understanding of the carpentry profession and the role of a carpenter in construction. They learn how to interpret drawings and to use tools, adhesives, and fasteners specific to the trade. They acquire the skills and knowledge required to assemble doors, windows, floor, wall, roof, ceiling and stair systems. Successful completion of the course earns students the NCCER Carpentry Level 1 credential. NCCER Carpentry Level 1 book required at first class.
18 sessions, $1130* (includes a $80 lab fee)

11661	M	10/7-10/7	12:30-3 p.m.
	MW	10/9-12/9	9 a.m.-3 p.m.

CRP-320 Carpentry
Level 2, Part 1 8.3 CEUs
This is the first course in the National Center for Construction Education and Research (NCCER) Level 2 carpentry curriculum. Topics include: roofing applications, thermal and moisture protection, exterior finishing, cold-form steel framing, drywall installation, drywall finishing, doors and hardware, suspended ceiling, trims for windows-doors-floor-ceiling, commercial drawings, cabinet installation, and cabinet fabrication. Prerequisite: Carpentry Level 1. Textbook: *NCCER Level 2 Carpentry*
28 sessions, $1052* (includes a $80 lab fee)

11490	MW	9/9-12/11	6-9 p.m.

COMPUTER AIDED DRAFT (AUTOCAD)
301-546-0873 or hawkincc@pgcc.edu

INDUSTRY CERTIFICATIONS
COMPUTER AIDED-DRAFTING (AUTOCAD)

Program information
Computer-Aided Drafting provides students with the background required to obtain entry-level employment in the computer-aided drafting (CAD) field. Students will learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Introduction to Computer Aided Drafting with AutoCAD. This course covers topics for the AutoCAD Certified Professional Exam.
- AutoCAD Revit Architecture and BIM. This course covers the topics for the Revit Architecture (Imperial) Exam.

Information on the exam can be found by going to www.certiport.com and search on Autodesk Certified Professional.

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

For more information
Please see our contact information above.

TEC-980 AutoCAD
Revit Architecture and BIM   4.5 CEUs
Students will create integrated architectural project models and document their designs with linked two-dimensional drawings using Autodesk's Revit Architecture. This course will introduce students to the concepts of BIM and the tools for parametric building design and documentation, using Revit to produce the schematic design, construction documentation, and design visualization. Meets concurrently with credit course ENT-1680.
15 sessions, $440* (includes a $140 lab fee)

| 12162 | T | 8/27-12/10 | 6-9 p.m. | REMOTE |

TEC-981 Introduction
to CAD with AutoCAD   4.2 CEUs
This course covers the basic concepts of computer-aided drafting using the latest version of AutoCAD to produce basic engineering and architectural drawings. This course covers the topics for the Revit Architecture (Imperial) exam. Meets concurrently with credit course ENT-1600.
31 sessions, $440* (includes a $140 lab fee)

| 12163 | MW | 8/26-12/11 | 12:30-1:40 p.m. | REMOTE |

CONSTRUCTION CORE SKILLS
301-546-0894 or truesdcd@pgcc.edu

CONSTRUCTION CORE SKILLS

Program information
These courses are a prerequisite for all of our National Center for Construction Education and Research (NCCER) Level 1 training programs, including Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing. Topics covered include introduction to construction safety, math, hand and power tools, construction drawings, basic rigging, materials handling, employability and communication skills.

Coursework
Students who successfully complete either Option 1 or Option 2 will be eligible to register for our other NCCER programs (below). These course can also be taken concurrently with Level 1 NCCER courses.

Option 1:
- OCU-410   Core: Introductory Craft Skills

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

For more information
Please see our contact information above.

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**OCU-463 Core
Construction Skills**   8.1 CEUs

This course equips students with the foundational knowledge needed prior to training in a building trade of their choice, and working on a construction job site. Students learn the concepts of basic safety on construction sites, math for the trades, blueprint reading, use of hand and power tools, rigging and material handling. They also learn the steps involved in pursuing a career in the building trades and how to communicate effectively in a construction setting. Successful completion of the course earns students the National Center for Construction Education & Research (NCCER) Core Craft Skills credential as well as Occupational Safety and Health Administration (OSHA) 10 certification. Required textbook: *NCCER Core Introduction to Basic Construction Skills.*

27 sessions, $1015* (includes a $40 lab fee)

11624	TTh	8/27-11/26	6-9 p.m.
	T	12/3-12/3	6-9:15 p.m.

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.

ELC-370 Electrical Level 1, Part 1   5.6 CEUs

This course provides the first level of training of the National Center for Construction Education & Research (NCCER) electrical curriculum, which is designed to comply with the National Electric Code (NEC). Students gain an understanding of the principles of electrical theory and the role and career path of an electrician in construction. They acquire the skills and knowledge needed to install electrical devices and residential wiring systems using the National Electric Code (NEC). They learn how to interpret electrical drawings; install conduits, raceway systems, cables and conductors; and use electrical instruments for measurement and testing. NCCER Electrical Level 1 book and National Electric Code (NEC) code book required at first class.

14 sessions, $826* (includes a $50 lab fee)

11663	TTh	8/27-10/10	9 a.m.-1:15 p.m.

ELC-371 Electrical Level 1, Part 2   5.7 CEUs

This course is a continuation of the first level of training of the National Center for Construction Education & Research (NCCER) electrical curriculum, which is designed to comply with the National Electric Code (NEC). Students gain an understanding of the principles of electrical theory and the role and career path of an electrician in construction. They acquire the skills and knowledge needed to install electrical devices and residential wiring systems using the National Electric Code (NEC). They learn how to interpret electrical drawings; install conduits, raceway systems, cables and conductors; and use electrical instruments for measurement and testing. Successful completion of the course earns students the NCCER Electrical Level 1 credential. NCCER Electrical Level 1 book and National Electric Code (NEC) code book required at first class.

14 sessions, $833* (includes a $50 lab fee)

11665	TTh	10/15-12/3	9 a.m.-1:15 p.m.
	Th	12/5-12/5	9 a.m.-1:45 p.m.

ELC-312 Electrical: Level 2   5.8 CEUs

This is the first course in the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics will include: alternating current, grounding and bonding, circuit breakers and fuses, and electric lighting. Hands-on lab included. Prerequisite: ELC-322: Residential Wiring, Level 1, Part 3. Required Textbook and calculator.

19 sessions, $760* (includes a $50 lab fee)

11488	MW	8/26-10/30	6-9 p.m.

CST-452 NEC Update 2020   1.0 CEU

This course provides a review of significant areas of the National Electric Code (NEC). The focus will be on the application of changes made during the 2020 NEC update. This course is not limited master specific, but qualifies for ten hours of continuing education required to maintain a master's license. Textbooks: Mike Holt's "*2020 Changes to the National Electrical Code*" Textbook ISBN-13: 978-1-950431-01-4 NFPA 70: *National Electrical Code (NEC)* Softbound, 2020 Edition ISBN-13: 978-1455922970

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

11786	F	10/18-10/18	5-9 p.m.
	S	10/19-10/19	9 a.m.-4 p.m.

HVAC/R
301-546-0894 or truesdcd@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-372 HVAC/R
Level 1 Part 3   3.3 CEUs
This course is the third of a three-part series of the National Center for Construction Education and Research (NCCER) curriculum for Level 1 HVAC. Topics include basic copper and plastic piping practices, soldering and brazing, and basic carbon steel practices. Textbook: *NCCER HVAC Level1* 5th edition.
11 sessions, $455* (includes a $10 lab fee)

09592	TTh	9/10-10/15	5:45-9 p.m.	STC

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

PGCC CERTIFICATE
GENERAL LOCKSMITHING

Program information
This program offers comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. At the conclusion of the program, students will be familiar with impressioning, lock-picking, closed circuit TV, safe lock installation, trouble-shooting, 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)

10260	MW	9/9-10/23	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.
15 sessions, $686* (includes a $100 lab fee)

10261	MW	10/28-12/16	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.
15 sessions, $686* (includes a $100 lab fee)

| 10262 | TTh | 9/10-10/29 | 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.
15 sessions, $686* (includes a $100 lab fee)

| 10263 | TTh | 10/31-12/19 | 5:30-9 p.m. |

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

OCU-359 Stationary Engineering I　　4.0 CEUs

This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer's (NIULPE) third-and fourth-class and the Maryland third-and fourth-class stationary engineer's certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: *2019 Fifth Edition Low Pressure Boilers* by Steingress and Walker. **14 sessions, $560***

| 10259 | T | 9/10-12/10 | 6-9 p.m. | CAT-307 |

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)

| 10265 | TTh | 9/24-11/14 | 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**

| 11752 | MW | 9/23-11/11 | 5-9:15 p.m. |
| 10266 | MW | 9/23-11/11 | 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 course-hour program is designed for beginning drivers who wish to obtain a Maryland Class C Driver's License. Students learn from professional, Motor Vehicle Administration-certified instructors who patiently and courteously coach the new driver. Schedules are flexible and include day and evening classes. Drivers are trained in late-model, specially equipped vehicles that are easy to maneuver in traffic and parking situations.

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 state-issued photo identification to the instructor to complete the course.

For more information

Please see our contact information above.

DRONES
301-546-0062 or tdi@pgcc.edu

INDUSTRY CERTIFICATION DRONE OPERATOR

Program information
Have you ever desired to become a drone pilot?

Our skilled drone operators will talk about the rise of unmanned aerial systems (UAS), sometimes known as "drones," and their potential effects on the current and future state of the national and international arena.

Additionally, you will discover the types, functions, history, and characteristics of as well as contemporary concerns including safety and privacy.

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**

| 11485 | S | 9/14-9/14 | 10 a.m.-1 p.m. | CAT-135 |

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)**

| 11481 | S | 9/28-9/28 | 9 a.m.-4 p.m. | CAT-135 |

ESL CAREER PATHWAY CERTIFICATION PROGRAM
301-546-8350 OR email adulteducation@pgcc.edu;
https://www.pgcc.edu/go/esl/certificateprogramsesl/

ESL CAREER PATHWAYS CERTIFICATE PROGRAMS

Program information
Courses are online or 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.

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

INDUSTRY CREDENTIAL
FACILITY MANAGEMENT

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

Coursework
Students who successfully complete the following courses and exam will be eligible to receive the FMP® credential (the credential exam is included):

- MGT-631
  Operations and
  Maintenance for FMP
- MGT-632 for FMP
- MGT-633
  Financial and Business
  Essentials for FMP
- MGT-634
  Leadership and Strategy
  Essentials for FMP
- MGT-312
  Sustainability Facility Professional

For more information
Please see our contact information above.

**MGT-710 Facility
Management Professional**   6.0 CEUs
This continuing education course prepares students for the Facility Management Professional credential. Topics include operations and maintenance, project management, finance and business, and leadership and strategy.
8 sessions, $2568* (includes a $1200 lab fee)

10268	F/S	9/13-9/14	8:30 a.m.-4:30 p.m.
	F/S	10/18-10/19	8:30 a.m.-4:30 p.m.
	F/S	11/15-11/16	8:30 a.m.-4:30 p.m.
	F/S	12/13-12/14	8:30 a.m.-4:30 p.m.

FORKLIFT AND HEAVY EQUIPMENT

FORKLIFT
301-546-0062 or tdi@pgcc.edu

INDUSTRY CERTIFICATION
OSHA FORKLIFT

Program information
A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Examples include forklifts, pallet jacks and low lift jacks. Powered lift truck operators are required to be properly trained under OSHA Operator Training Law 1910.178(I)(2)(ii). Operators must show competency to operate a powered industrial truck safely by completing three components: classroom instruction, practical training, and an operator performance evaluation.

Coursework
Students who complete TDL 520 will be eligible to receive an Industrial Lift truck certificate and wallet card.

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

For more in formation
Please see our contact information above.

**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, $350* (includes a $300 lab fee)

11448	Th	9/19-9/19	8 a.m.-3:30 p.m.	ANXC 002
11449	Th	10/24-10/24	8 a.m.-3:30 p.m.	ANXC 002

SCISSOR LIFT AND ELECTRIC BOOM TRAINING
301-546-0062 or tdi@pgcc.edu

INDUSTRY CERTIFICATION
OSHA SCISSOR LIFT AND OSHA
ELECTRIC BOOM

Program information
Scissor and Electric Boom Lift safety is an important factor for any workplace. OSHA certification is essential to ensure that everyone involved understands the safety rules that must be adhered to. Scissor and Electric Boom Lift operators must be properly certified, and all lifts must be inspected regularly. OSHA mandates all aerial lift operators be certified before operating this equipment. This will ensure that workers possess the skills and knowledge to use the lifts safely and reduce accidents on the job sites.

Coursework
Students who complete TDL-521 will be eligible to receive a Scissor and Electric Boom 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-521 OSHA Scissor
Lift and Electric Boom**   0.7 CEU
This course is designed to provide participants with the knowledge and skills required to safely operate scissor lifts and standard, straight electric boom lifts. Participants will learn about the principles of operation, safety procedures, and best practices for using these types of aerial work platforms in various work environments. Students who pass the course will be issued a training certificate and OSHA wallet card after the course.
1 session, $450* (includes a $400 lab fee)

11445	Th	9/5-9/5	8 a.m.-3:30 p.m.	ANXC 002
11447	Th	11/7-11/7	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, or visit us at www.pgcc.edu/go/ged.

NEDP OPTION
The National External Diploma Program (NEDP) is an alternate Maryland state-approved path for adults to earn a high school diploma. The NEDP allows adults who have acquired or enhanced their high school-level abilities through work, family, and community experience to demonstrate their skills in real-life situations. Participants work toward a Maryland high school diploma by demonstrating reading, writing, speaking, math, problem-solving, and critical thinking skills in the context of real-life tasks. The tasks are in a web-based format. The program is self-paced, confidential, and conducted through a combination of take-home assignments and weekly one-on-one appointments with a trained assessor.

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

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

HEALTH CARE SUPPORT

ASSISTED LIVING
301-546-0795 or
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE ASSISTED LIVING MANAGER

Program information
This 80 course-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene's Office of Health Care Quality for those who:
- want a competitive advantage when starting a new career or upgrading skills
- seeking to be an Assisted Living Manager or Alternate Assisted Living Manager in an Assisted Living Facility with five or more beds
- desire a competitive advantage to define your Assisted Living business

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

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

HES-559: How to Start an Assisted Living Business: for those interested in starting a business

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

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

For more information
Please see our contact information above.

ALM-300 Assisted Living Manager
8.3 CEUs

The Assisted Living Manager program provides training in supportive services, supervision, personalized assistance, and health-related services to meet the needs of residents who cannot perform or need assistance in activities-of-daily living. This program enhances the skills of assisted living managers to monitor the day-to-day operations of an assisted living facility. Students that complete the program will have the knowledge, skills, and abilities to advance in this gratifying career and manage the day-to-day operations of an assisted living facility.

10 sessions, $1181* (includes a $431 lab fee)

| 11309 | TF | 9/24-10/25 | 9 a.m.-5 p.m. |

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 NRC-303 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)

| 11300 | ThFS | 11/7-11/9 | 9 a.m.-2 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.

4 sessions, $325* (includes a $15 lab fee)

| 11301 | W | 10/30-11/6 | 4:30-8:30 p.m. |
| | S | 11/2-11/9 | 9 a.m.-1 p.m. |

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Contact

301-546-PGCC (7422)

or admissions@pgcc.edu

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PRINCE GEORGE'S COMMUNITY COLLEGE

COMMUNITY HEALTH WORKERS
301-546-0795 or
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE COMMUNITY HEALTH WORKER

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- HES-696
  Community Health Worker Part 1
- HES-697
  Community Health Worker Part 2

Students are required to register for Parts 1 and 2 simultaneously.

Program requirements
To register for this program, participants must:
- Have a high school diploma or equivalent.
- Obtain a score of 243 or above on the College's reading placement test OR provide proof of college English completion.
- Attend and be punctual for 100% of class hours.
- Create a CastleBranch myCB account at https://pgcc.castlebranch. com/PJ51 and upload all immunization requirements.
- Have access to a computer

For more information
Please see our contact information above.

HES-697 Community Health Worker, Part 2 — 6.0 CEUs
This course is a continuation of the community health worker (CHW) program. Topics include cultural competency and mediation, health education, behavior modification, integrative medicine, prevention and management of health and chronic disease, behavioral health integration, health care systems, client and community assessment, and motivational interviewing. A certificate of completion will be awarded for successful program completion. **23 sessions, $851***

| 11307 | MTWTh | 9/23-10/31 | 6-8:30 p.m. | CNVS |

HES-731 Community Health Worker Practicum — 4.0 CEUs
This practicum course is designed to provide students the outpatient/field experience, prepare students to observe trained health professionals and apply the skills and knowledge as a community health worker. A preceptor will be assigned by the facility to monitor and evaluate the student's knowledge and skills. After successfully completing this practicum course and stated core competencies, students are eligible to receive the Maryland Department of Health Community Health Worker (CHW) Certification.
10 sessions, $250* (includes a $100 lab fee)

| 11308 | MTWThF | 11/4-12/5 | OFF CAMPUS |

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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).
- Read chapters 1 and 2, and complete workbook assignments, and Module O in Canvas, and read the Dental Assisting hanbook 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 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.

**DEN-301 Introduction
to Dental Assisting
Part 2-Radiology**   4.2 CEUs

This course is second in a series of courses
to provide essential knowledge and skills
to perform a variety of dental radiologic
procedures. Students will be taught to apply
these principles to clinical radiography in
preparation for the Dental Radiation Health
and Safety Certification (DNAB) exam.
Topics include ionizing radiation, principles
of X-ray generation, dental X-ray machine,
image formation, biologic effects, Personal
Protective measures, film processing,
infection control, disease, and certification
test preparation. CPR (AHA BLS), textbook,
and scrubs required. Prerequisite: DEN-300
or DEN-340.
11 sessions, $1000* (includes a $345 lab fee)

| 10271 | MW | 9/24-10/31 | 5:30-8:30 p.m. | CHS-2103 |

**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, commu-
nication 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. **11 sessions, $450***

| 10272 | MW | 11/5-12/12 | 5:30-8:30 p.m. | CHS-2103 |

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
  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.pgccbookstore.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 Unformed 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 Techni-
cian 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.

HES-332 Pharmacy Technician 9.0 CEUs

The Pharmacy Technician program trains students for state and national certification. Approved by the Maryland Board of Pharmacy, the program includes classroom, online, and 160 hours of clinical practice. Topics include drug regulation and control, terminology, calculations, routes and formulations, compounding, inventory, aseptic techniques, and pharmacology. Prerequisites: before registration, students must provide HS diploma/ GED, and acceptable math, and reading scores.

30 sessions, $1450* (includes a $300 lab fee)

| 10269 | TTh | 8/27-12/12 | 6:30-9:30 p.m. | CHS-2101 |

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. Work in a variety of health care settings. This 136 course-hour program is approved by the Maryland Board of Nursing. Complete quality CNA/GNA training in as little as 8 weeks and become eligible to sit for the Maryland GNA state exam. Part-time, day or evenings schedules are available. Choose from 3 locations for your convenience: Largo, Hyattsville, and Laurel.

Coursework

Students who successful complete the following courses will be eligible to receive the certificate and to sit for the Maryland Board of Nursing's GNA exam:
- NRC-300   Certified Nursing Assistant Theory
- NRC-301   Certified Nursing Assistant Clinical

Program requirements

To register for this program, participants must:
- Be at least 18 years of age.
- Must have an SSN or Tax ID number.
- 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 and drug test via Castle Branch
- 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-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)

11264	MWF	9/9-10/25 (21 sessions)	5:30-9:30 p.m.	
11268	MW	9/16-10/30	9 a.m.-4 p.m.	UTC
11266	TTh	9/24-11/7 (13 sessions)	9 a.m.-4 p.m.	

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. **5 sessions, $600***

11265	MTWThF	10/28-11/1	7 a.m.-3:30 p.m.	
11269	MTWThF	11/4-11/8	7 a.m.-3:30 p.m.	UTC
11267	MTWThF	11/11-11/15	7 a.m.-3:30 p.m.	

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CERTIFIED MEDICINE AIDE
301-546-0745 or
wdcehealthcare@pgcc.edu

MARYLAND CERTIFICATION +
PGCC CERTIFICATE
CERTIFIED MEDICINE AIDE

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

Coursework
Students who successful complete the following courses will be eligible to receive the certificate and be listed on the Maryland Board of Nursing's registry as a CMA:
- HES-666   Medicine Aide Theory
- HES-667   Medicine Aide Clinical

Program requirements
To register for this program, participants must:
- present a letter of recommendation from current Director of Nursing (employment in an agency does not meet this requirement)
- be in good standing with Maryland Board of Nursing

Before attending the clinical portion of the class, individuals must also:
- obtain a criminal background check
- obtain CPR for Health Professionals certification (course HES-344 is available at PGCC)
- have a negative TB skin test (PPD) or chest x-ray
- present documentation of immunizations or titer tests (blood test for proof of immunizations)

Note: *This program is not for Medication Technicians.*

For more information
Please see our contact information above.

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)

| 11270 | MW | 9/9-10/16 | 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***

| 11271 | SSu | 10/19-10/27 | 8:30 a.m.-5 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***

11272	S	9/14-9/14	**online**	CNVS
11297	S	10/12-10/12	**online**	CNVS
11298	S	11/16-11/16	**online**	CNVS
11299	S	12/14-12/14	**online**	CNVS

PATIENT CARE TECHNICIAN
301-546-0745 or
wdcehealthcare@pgcc.edu

NATIONAL CERTIFICATION +
PGCC CERTIFICATE
PATIENT CARE TECHNICIAN

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

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

Program requirements
To register for this program, participants must:
- Be a Certified Nursing Assistant in good standing on the Maryland registry.
- Have worked or trained as a CNA in the last 2 years.
- Have valid CPR for Healthcare Providers certification.
- Purchase the required textbook and workbook (available at the College bookstore, www.pgccbookstore.com).
- Be computer literate and have internet access.
- Be at least 18 years of age.
- Obtain a score of 236 or above on the College's reading comprehension placement test.

For more information
Please see our contact information above.

HES-706 Patient Care Technician Part 1 — 3.8 CEUs

This course is part 1 of the Patient Care Technician Program and is designed to advance the skills of the certified nursing assistants (CNAs) working in acute or long-term care facilities. Topics include advancing and developing patient care skills, safety, procedural techniques, sterile and non-sterile techniques, caring for intravenous therapies. **12 sessions, $525* (includes a $75 lab fee)**

| 11302 | TTh | 9/3-10/10 | 9 a.m.-4 p.m. |

HES-707 Patient Care Technician Part 2 — 5.0 CEUs

This course is Part 2 of the Patient Care Technician Program and is designed to provide CNAs with lab skills training in EKG Monitoring, phlebotomy and advanced patient care skills.

12 sessions, $625* (includes a $100 lab fee)

| 11303 | TTh | 10/15-11/26 | 9 a.m.-4 p.m. |

HES-724 EKG for Health Professionals Part 1 — 5.1 CEUs

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

10 sessions, $650* (includes a $100 lab fee)

| 11304 | WF | 9/4-10/4 | 5-9 p.m. |

EKG FOR HEALTH PROFESSIONALS

301-546-0795 or wdcehealthcare@pgcc.edu

HES-691 EKG for Health Professionals, Part 2 — 1.5 CEUs

This second part of the EKG for Health Professionals course provides extensive lab skills training. Topics include EKG waves, equipment, lead placement, and electrodes.

10 sessions, $200* (includes a $50 lab fee)

| 11305 | WF | 10/9-11/8 | 5-9 p.m. |

NATIONAL CERTIFICATION + PGCC CERTIFICATE EKG FOR HEALTH PROFESSIONALS

Program information

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

Coursework

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

Program requirements

To register for this program, participants must:
- Have a high school diploma, GED certificate, or healthcare professional license.
- Obtain a score of 240 or above on the College's reading comprehension placement test.
- Hold active CPR certification.
- Speak and understand standard American English at a functional level.
- Purchase the required textbook (available at the College bookstore, www.pgccbookstore.com).
- Also register for HES-691, EKG Part 2, in addition to HES-663 (*This is a 2-part course).

For more information

Please see our contact information above.

MEDICAL BILLING
301-546-0795 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE / NATIONAL CERTIFICATION
MEDICAL BILLING SPECIALIST

Program information
The Medical Billing Specialist certificate introduces students to the billing and reimbursement methodologies for health insurance and the health industry. In this program, students will learn medical terminology, data entry into practice management systems, claim preparation, submission and adjudication of claims, the processing of payments and receipts within the legal and regulatory guidelines as a biller in an outpatient setting, physician's office, or medical clinic. An overview of medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Students will be trained as physician's office personnel.

Coursework
Students who successfully complete the following courses will receive a PGCC certificate and will be eligible to take the AAPC Certified Professional Biller exam:
- HES-357   Basic Medical Terminology
- HMB-304   Medical Billing 1
- HMB-305   Medical Billing 2

To register for this program, participants must:
- Obtain a score of 243 or above on the College's reading comprehension placement test OR provide proof of college credits.
- Purchase the required textbook (available at the College bookstore, www.pgccbookstore.com) before the start of class.
- Have access to a computer.

For more information
Please see our contact information above.
For information on a career in medical coding, contact the HealthSciences@pgcc.edu or 301-546-0733 to ask about the Health Information Management Medical Coder/Billing Specialist Program.

HMB-305 Medical Billing Part 2   2.1 CEUs
Students in this course will learn the coding principles related to ICD-10-CM, CPT, and HCPCS in the healthcare setting. Student will use coding manuals and select the correct code related to the patient scenario and corresponding characters, abbreviations, and coding conventions. Students will utilize CMS forms to practice coding. Additional topics covered include coding compliance programs, the purpose of clinical documentation improvement related to coding and the adjudication of claims related reimbursement. **8 sessions, $610* (includes a $20 lab fee)**

11394	W	10/16-12/4	6-9 p.m.

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)
- MOA-301   Professionalism in Healthcare
- MOA-300   Medical Administrative Assistant
- EHR-300   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.
- Purchase the required textbook (available at the College bookstore, www.pgccbookstore.com) before the start of class.
- Have access to a computer.

For more information
Please see our contact information above.

MOA-301 Professionalism in Health Care — 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)

11393	TWThF	9/17-11/22	online	CNVS

EHR-300 Electronic Health Records — 2.1 CEUs

This course is designed to enable the student to learn the fundamentals of electronic health records (EHR). Topics include: integration of technology into the healthcare industry, clinical standards compliance, health care data management concepts, and EHR challenges.

7 sessions, $440* (includes a $150 lab fee)

11395	T	10/8-11/19	6-9 p.m.	CNVS

ELECTRONIC HEALTH RECORDS
301-546-0795 or wdcehealthcare@pgcc.edu

NATIONAL CERTIFICATION ELECTRONIC HEALTH RECORDS

Program information
This program is for healthcare professionals (Medical Office Assistant or Medical Billing) who are interested in increasing their proficiency with electronic health records. Students learn the components of an electronic health record, laws and regulations, and meaningful use standards.

Coursework
Students who successfully complete this training are prepared for the National Healthcareer Association's Electronic Health Records Specialist Certification exam, with the potential to earn the Certified Electronic Health Records Specialist (CEHRS™) credential.
- EHR-300 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.
- Purchase the required textbook (available at the College bookstore, www.pgccbookstore.com).
- Have access to a computer.

For more information
Please see our contact information above.

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 (onine)

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.
- Create a CastleBranch myCB account at https://pgcc.castlebranch.com/PJ51 and upload all immunization requirements.
- Purchase the required textbook (available at the College bookstore, www.pgccbookstore.com) before the start of class.
- Have access to a computer.

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.
26 sessions, $1120* (includes a $160 lab fee)

| 11392 | MW | 9/9-12/4 | 6-9 p.m. | CHS-2229 |

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***

| 11612 | TTh | 9/10-11/19 | 12:30-2:20 p.m. |

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.

HOSPITALITY

CULINARY ARTS
Sabrina Nash; 301-546-0236

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)

| 11596 | S | 9/14-11/2 | 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*

11598	S	8/31-9/7	8:30 a.m.-5 p.m.
11599	S	9/21-9/28	8:30 a.m.-5 p.m.
11600	S	10/12-10/19	8:30 a.m.-5 p.m.
11601	S	11/9-11/16	8:30 a.m.-5 p.m.

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 on site 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 2-part series, students will have workable knowledge in how to start your meeting planning company, creating RFP's working with hotels, savings of food and beverage cost. In the second series portion, we will tour venues and hotels, cover audiovisual concept for meeting planners. We will learn legal issues that face event planners and what to do with yourself after you have learned all the techniques to become an event planner.

Program requirements
This is a prerequisite course. Student must complete both Part I and Part II series which consist of 36 hours, to receive a certificate from PGCC

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)

11588	MW	9/16-9/25	6-9 p.m.
	S	9/28-9/28	10 a.m.-2 p.m.
11589	MW	10/14-10/26	6-9 p.m.
	S	10/26-10/26	10 a.m.-2 p.m.

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 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)

11590	MW	9/30-10/9	6-9 p.m.
	S	9/30-10/9	10 a.m.-2 p.m.
11591	MW	10/28-11/6	6-9 p.m.
	S	11/9-11/9	10 a.m.-2 p.m.

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:
- OCC-354   Basic Motorcycle Maintenance
- OCC-376   Motorcycle Mechanics and Repair

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

For more information
Please see our contact information above.

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)

| 11479 | WTh | 10/15-10/17 | 6-9 p.m. | ANXC 002 |

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.

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

| 11486 | MW | 11/11-12/19 | 6-9 p.m. | ANXC 002 |

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)

11461	M	9/16-9/16	6-8 p.m.	CONT-124
	S	9/21-9/21	7:30 a.m.-4:30 p.m.	CONT-124
11462	M	10/7-10/7	6-8 p.m.	CONT-124
	S	10/12-10/12	7:30 a.m.-4:30 p.m.	CONT-124

MOTORCYCLE SAFETY & CLASS-M LICENSING
301-546-0062 or tdi@pgcc.edu

MOTORCYCLE SAFETY AND LICENSING

Quality training for over 35 years! Our Class-M license program is designed for beginner or experienced riders. Instructors are trained and certified by Maryland Motor Vehicle Administration and the Motorcycle Safety Foundation. Successful motorcycling is not just a matter of being careful and having good instincts; it requires specialized knowledge, skills, techniques, and strategies. If you have never ridden, are self-taught, or have learned from friends, you will benefit from our professional training.

Note: *It is an MVA requirement that all students must complete an online Motorcycle Safety Foundation course as part of the licensing program. Information about the online course will be given on the first day of class.*

Program information
Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Basic Rider Course 2-LW (BRC2-LW). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a Department of Transportation (DOT)-certified helmet that completely covers the ears, and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). Classes are held ride rain or shine. Saturday and Sunday students should bring a snack or bag lunch.

Class M Licensing
Students who are currently licensed in Maryland (with a Class-C license) and complete the BRC or BRC2-LW courses will receive a Maryland MVA Certificate of Completion. This certificate must be presented to any full-service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required to legally ride motorcycles on public roads.

Out-of-state residents will only receive a Maryland Motorcycle Safety Program completion card. They should check with their hometown MVA to see if this card will be accepted for licensing.

Students who complete the BRC or BRC2-LW course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

Program requirements:
To complete the program successfully, participants must:
- Complete a Motorcycle Safety Foundation online course (information will be provided on the first day of class).
- Provide a valid email address at registration.
- Present a state-issued photo identification to the instructor.
- Report to all classes on time. Failure to do so will result in dismissal from the program without a refund.

*Per the College's policy, no refunds are issued after a class starts. Those counseled out of the class who wish to retake it may do so at a reduced fee.

For more information
Please see our contact information above.

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)

11751	M	9/2-9/3	6-9 p.m.	CONT-124
	SSu	9/7-9/8	7:45 a.m.-4 p.m.	CONT-124
11753	M	9/9-9/9	6-9 p.m.	CONT-124
	SSu	9/9-9/19	7:45 a.m.-4 p.m.	CONT-124
11754	M	9/16-9/16	6-9 p.m.	CONT-124
	SSu	9/21-9/22	7:45 a.m.-4 p.m.	CONT-124
11756	M	9/23-9/23	6-9 p.m.	CONT-124
	SSu	9/28-9/29	7:45 a.m.-4 p.m.	CONT-124
11757	M	9/30-9/30	6-9 p.m.	CONT-124
	SSu	10/5-10/6	7:45 a.m.-4 p.m.	CONT-124
11761	M	10/7-10/7	6-9 p.m.	CONT-124
	SSu	10/12-10/13	7:45 a.m.-4 p.m.	CONT-124
11762	M	10/14-10/14	6-9 p.m.	CONT-124
	SSu	10/19-10/20	7:45 a.m.-4 p.m.	CONT-124
11763	M	10/21-10/21	6-9 p.m.	CONT-124
	SSu	10/26-10/27	7:45 a.m.-4 p.m.	CONT-124
11764	M	10/28-10/28	6-9 p.m.	CONT-124
	SSu	11/2-11/3	7:45 a.m.-4 p.m.	CONT-124
11766	M	11/4-11/4	6-9 p.m.	CONT-124
	SSu	11/9-11/10	7:45 a.m.-4 p.m.	CONT-124
11767	M	11/11-11/11	6-9 p.m.	CONT-124
	SSu	11/16-11/17	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**

11463	S	9/21-9/21	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)

11460	M	9/23-9/23	6-9 p.m.	CONT-124
	SSu	9/28-9/29	7:45 a.m.-4 p.m.	CONT-124

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Contact

301-546-PGCC (7422)

or admissions@pgcc.edu

pgcc.edu

PRINCE GEORGE'S COMMUNITY COLLEGE

NOTARY PUBLIC
brownka1@pgcc.edu

BECOMING OR RENEWING NOTARY PUBLIC CERTIFICATES
PGCC CERTIFICATE OF COURSE COMPLETION

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.

Prince George's Community College offers two courses of study for new and renewing notaries required by the Maryland Secretary of State Office. See "Steps to become a New Notary Public or Renew Your Notary Public Commission" below. Prince George's Community College also offers a separate certificate of course completion for students who successfully complete additional coursework. See "Additional Certificate Coursework" below.

Becoming a notary can boost your professional skills, enhance your resume, and open doors to running a mobile notary business. By obtaining additional credentials, notaries can also operate as notary signing agents, earning extra income by assisting with mortgage closings and seizing other lucrative opportunities.

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 completions 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 #2 to apply to become a Notary or RENEW your notary commission.*

Additional Certificate 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.

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)

11673	TWTh	9/10-9/12	online	CNVS
11683	TWTh	9/24-9/26	online	CNVS
11687	TWTh	10/8-10/10	online	CNVS
11693	TWTh	10/22-10/24	online	CNVS
11699	TWTh	11/5-11/7	online	CNVS
11707	TWTh	11/19-11/21	online	CNVS
11709	TWTh	12/3-12/5	online	CNVS
11713	TWTh	12/17-12/19	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)

11675	TWTh	9/10-9/12	online	CNVS
11689	TWTh	10/8-10/10	online	CNVS
11701	TWTh	11/5-11/7	online	CNVS
11711	TWTh	12/3-12/5	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***

11679	W	9/11-9/18	6:30-9 p.m.	REMOTE
11690	W	10/9-10/16	6:30-9 p.m.	REMOTE
11704	WTh	11/13-11/14	6:30-9 p.m.	REMOTE

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***

11685	WTh	9/25-9/26	6:30-9 p.m.	REMOTE
11696	WTh	10/23-10/24	6:30-9 p.m.	REMOTE
11712	WTh	12/4-12/5	6:30-9 p.m.	REMOTE

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***

11716	TTh	10/1-10/15	online	CNVS
11717	TTh	10/29-11/12	online	CNVS
11718	TTh	12/10-12/24	online	CNVS

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**

| 11686 | S | 9/28-9/28 | 10 a.m.-1 p.m. | REMOTE |

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**

| 11692 | S | 10/19-10/19 | 10 a.m.-1 p.m. | REMOTE |

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**

| 11682 | S | 9/21-9/21 | 10 a.m.-1 p.m. | REMOTE |

PERSONAL ENRICHMENTS

CAREER & PERSONAL FINANCES
brownka1@pgcc.edu

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)

11288	WF	9/11-11/1	online	E2GO
11289	WF	10/16-12/6	online	E2GO
11290	WF	11/13-1/3	online	E2GO
11291	WF	12/18-2/7	online	E2GO

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

PGCC CERTIFICATE DIGITAL PHOTOGRAPHY

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Digital Photography: The Basics
- Adobe Photoshop Elements 15: Part 1 and Part 2 (PC users); OR
- Introduction to Photoshop CC and Advanced Photoshop CC (MAC users)
- Light – the Essence of Photography
- Using Lighting to Create Spectacular Portraits
- Presentation and Display Techniques for Photographs

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

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

For more information
Please see our contact information above.

PHO-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16.
1 session, $100* (includes a $15 lab fee)

| 12176 | S | 10/26-10/26 | 9:30 a.m.-3:30 p.m. | CAT-105 |

PHO-300 Digital Photography: The Basics — 1.8 CEUs
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class.
6 sessions, $270* (includes a $135 lab fee)

| 12165 | TTh | 8/27-9/12 | 6:30-9:30 p.m. | CAT-103 |
| 12164 | MW | 11/11-11/27 | 6:30-9:30 p.m. | CAT-105 |

PHO-346 Adobe Photoshop Elements 15, Part 1 — 1.5 CEUs
This is the first of a three-part series, that provides an understanding of how to create extraordinary photos and share your memories in online albums or print unique creations. You will be shown how to easily organize and protect all your photo and video clips. Students should have basic PC and Windows skills.
6 sessions, $240* (includes a $100 lab fee)

| 12172 | MW | 9/9-9/25 | 6:30-9:30 p.m. | CAT-105 |

PHO-347 Adobe Photoshop Elements 15, Part 2 — 1.5 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 15, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks.
6 sessions, $240* (includes a $100 lab fee)

| 12173 | MW | 9/30-10/16 | 6:30-9:30 p.m. | CAT-105 |

PHO-348 Adobe Photoshop Elements 15, Part 3 — 1.5 CEUs
This is the third course in the three-part series on Adobe Photoshop Elements 15. This course will take your photography to the next level while creating results for your business. Get creative using tools such as color fills, gradients, patterns, and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of your image. Students are required to bring a USB portable drive to each class. $20 fee for printed materials (payable to the instructor at the first class).
6 sessions, $240* (includes a $100 lab fee)

| 12174 | MW | 10/21-11/6 | 6:30-9:30 p.m. | CAT-105 |

PHO-343 Introduction to Photoshop Creative Cloud — 2.4 CEUs
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.
8 sessions, $365* (includes a $135 lab fee)

| 12170 | TTh | 9/17-10/10 | 6:30-9:30 p.m. | CAT-103 |

PHO-344 Advanced Photoshop Creative Cloud — 2.4 CEUs
This is the second of a two-part series on Adobe Photoshop Creative Cloud using the format MAC, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools, and the Save-for-Web tool.
7 sessions, $365* (includes a $135 lab fee)

| 12171 | TTh | 10/15-11/7 | 6:30-9:30 p.m. | CAT-103 |

PHO-316 Using Lighting to Create Spectacular Portraits — 0.6 CEU
Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-300: Digital Photography: The Basics.
1 session, $100* (includes a $40 lab fee)

| 12166 | S | 10/12-10/12 | 9 a.m.-4 p.m. | CAT-103 |

PHO-317 Presentation and Display Techniques for Photographs — 0.6 CEU
The presentation of printed digital images is critical to their appeal. Topics will include cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring original prints and artwork for matting, as well as ready-to-be framed prints or art work to both sessions.
2 sessions, $100* (includes a $40 lab fee)

| 12167 | S | 11/9-11/16 | 9 a.m.-12 p.m. | CAT-105 |

PHO-327 Introduction to Sports Photography 1.2 CEUs

Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semi-manual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of the Prince George's Community College Owls sports teams and a follow up critique. Meets on Friday and Wednesday and will be photographing the men's soccer games (dates subject to change) 9/14, 9/17, 9/21 and 9/24)

3 sessions, $180* (includes a $65 lab fee)

| 12168 | TTh | 8/27-9/3 | 5-8 p.m. | CAT-105 |

PHO-329 Light-Essence of Photography 0.6 CEU

Light establishes mood, defines character, and creates a setting. Discover how professional photographers manipulate natural and artificial light sources to enhance and strengthen an image. Prerequisite: PHO-300: Digital Photography: The Basics.

4 sessions, $100* (includes a $40 lab fee)

| 12169 | S | 9/1-9/28 | 9 a.m.-12 p.m. | CAT-103 |

PHO-357 Smartphone Photography 0.6 CEU

In this course you will learn to use your smartphone camera properly. Apply helpful lighting and composition techniques to capture the best images possible and finish your images into works of art with various apps. From technical execution to creative compositions, you will likely come away with your best smartphone photos after finishing this class. Bring to class your fully-charged iPhone or Smartphone and power cord. Know your phone's basic functions ahead of time, as each student's phone will be different.

1 session, $85* (includes a $35 lab fee)

| 12175 | S | 9/14-9/14 | 9 a.m.-3:30 p.m. | CAT-105 |

POLICE ACADEMY & SECURITY OFFICER TRAINING

301-546-0175 or policeacademy@pgcc.edu

MARYLAND CERTIFICATION POLICE ACADEMY

Program information

Certified by the Maryland Police and Correctional Training Commissions, the Prince George's Community College Police Academy is seeking qualified applicants to participate in a 26-week, full-time, daytime training program. Student officers will be trained in law enforcement operations and functions, including firearms training and emergency vehicle operations. Upon successful completion of the program and by meeting agency standards, graduates will be eligible to be hired by most Maryland law enforcement agencies.

Program requirements

To be a candidate for this program, participants must:
- Be at least 21 years old upon graduation from the academy.
- Be a U.S. citizen.
- Be a high school graduate or equivalent recognized by the StatePof 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.

REAL ESTATE
brownka1@pgcc.edu

CERTIFICATION PREPARATION
REAL ESTATE LICENSURE

Program information
The Prince George's Community College 60-hour course meets the Maryland Real Estate Commission's requirement for those who want to earn a Maryland real estate sales license. For more information visit the Maryland Real Estate Commission's website at www.dllr.state.md.us/license/mrec. 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.

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* 20th 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-536 Real Estate Principles & Practices for Salespersons   6.8 CEUs
This continuing education course provides instruction on real estate principles, agency, ethics, environmental concerns and the law. Topics include property ownership, legal descriptions, taxation contractracts, agency, mortgages, zoning, ethics and fair housing and environmental hazards.
23 sessions, $650* (includes a $150 lab fee)

11759	S	8/31-12/14	9 a.m.-1:40 p.m.
		(15 sessions)	
11760	TTh	9/3-11/21	6:30-9:30 p.m.

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 Prince George's Community College

SAGE
301-546-0923 or
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. To register, go to www.pgcc.edu and select Owl Link. Questions? Email 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
- 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 or email us at wdce@pgcc.edu

TEAMBUILDERS ACADEMY
301-546-8514 or
teambuildersacademy@pgcc.edu

TEAMBUILDERS ACADEMY

Program information
TeamBuilders Academy (TBA) is a Prince George's Community College Workforce Development Program, currently offering a 14-week cohort-based accelerated adult career training in Utility and Construction. TBA's mission is to provide job readiness-related soft skills training combined with occupational trade-related technical skills training, allowing participants the opportunity to enhance their employability skill set while gaining vocational skills in an applied-learning model. Classes are held Monday – Friday from 9 a.m. – 3:30 p.m.

TBA's training curriculum consist of Professional Development, which is a combination of interactive lectures, visual presentations, small group interactions, and role-playing activities designed to teach program participants the soft and 21st century skills necessary to begin, compete and succeed in their occupational trade or chosen profession. Following, participants move into Occupational and additional employability trainings such as OSHA Safety, Introduction to Craft Skills, HVAC Level 1, Career Coaching, Resume Development, etc.

Program requirements:
- Participant must be 21 years of age or older
- Complete online application
- Attend mandatory information session
- Provide the following:
1. High School Diploma or GED Certificate
2. Proof of Prince George's County residency.
3. Birth Certificate
4. Social Security Card
5. Valid Maryland Driver's License or Maryland State-Issued ID
6. DD214 (Veterans Only)

For more information
Please see our contact information above.

TRANSPORTATION & DISTRIBUTION
301-546-0062 or tdi@pgcc.edu

OCC-592
Manufacturing Applications 2.4 CEUs
In this online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You'll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you'll learn about the elements of a logistics system, including warehousing and receiving.
12 sessions, $160* (includes a $85 lab fee)

11112	WF	9/11-11/1	online	E2GO
11114	WF	10/16-12/6	online	E2GO
11119	WF	11/13-1/3	online	E2GO
11135	WF	12/18-2/7	online	E2GO

OCC-591 Distribution and Logistics Management 2.4 CEUs
In this course, all elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).
12 sessions, $164* (includes a $89 lab fee)

11099	WF	9/11-11/1	online	E2GO
11102	WF	10/16-12/6	online	E2GO
11105	WF	11/13-1/3	online	E2GO
11107	WF	12/18-2/7	online	E2GO

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 design for travel planners, owners, and agents, independent contractors that seek knowledge about IATA or CLIA qualifications to practice as a travel agent.

Coursework
Part 1 is the first of two series with 4 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 off-site 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)

11592	T	9/3-10/1	6-9 p.m.

TVL-307 Travel and Tourism Certificate, Part 2 1.4 CEUs
The travel and tourism certificate introduce 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 off-site 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)

11595	T	10/8-11/12	6-9 p.m.

VIDEOGRAPHY
301-546-0873 or hawkincc@pgcc.edu

PGCC CERTIFICATE VIDEOGRAPHY

Program information
Document your achievement in producing videos. This program includes the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (software) skills. As technology advances and prices fall into more affordable ranges, video presentations are becoming more popular in many professions, including teaching, government, traditional photography, real estate, marketing, medicine, and the ministry. For work, for fun, or for home videos, this program can help enhance your skills.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- Videography: Part 1
- Videography: Part 2
- Any Final Cut Pro, Motion 5 or Adobe Premiere Pro course

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

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

For more information
Please see our contact information above.

VID-355 Videography: Part 1   2.1 CEUs
This course, the first of a two-part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills.
7 sessions, $300* (includes a $80 lab fee)

| 12179 | M | 8/26-10/14 | 6-9 p.m. | |

VID-356 Videography: Part 2   2.1 CEUs
In this class, the second of a two-part series, the student will produce and edit a three-minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and a personal Wiki. Prerequisite: VID-308.
7 sessions, $300* (includes a $80 lab fee)

| 12180 | M | 10/21-12/2 | 6-9 p.m. | CAT-137 |

VID-357 Video Production Techniques   2.8 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, is production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Textbook required: *The Filmmaker's Handbook, A Comprehensive Guide for the Digital Age* (3rd edition); Ascher & Edward Pincus.
6 sessions, $300* (includes a $80 lab fee)

| 12181 | W | 10/2-11/12 | 6-9:45 p.m. | CAT-137 |

VID-352 Final Cut Pro X   3.6 CEUs
Final Cut Pro X is a revolutionary video editing application that makes it possible for beginners and experienced users to produce professional quality videos. Students work with dramatic real-world media to learn the practical techniques used daily in editing projects. This class is designed for anyone looking to edit professional-quality video with Final Cut Pro X and who prefers hands-on and interactive instruction to best explore its functionality. Basic knowledge of OS X and basic computer navigation, and editing terminology is highly recommended.
14 sessions, $605* (includes a $150 lab fee)

| 12178 | TTh | 8/27-10/10 | 6:30-9:30 p.m. | CAT-137 |

VID-351 Final Cut Pro X, Advanced Editing   3.6 CEUs
This is a hands-on course that teaches advanced Final Cut Pro X editing and finishing techniques. Students will be taught how to create fantastic effects using filters creatively, color correct like a pro, and create complex audio mixes. This class also covers advanced workflows for managing media, including editing multicam clips for multiple camera video productions. This class is designed for anyone looking for advanced editing for professional quality videos. Prerequisites: APP-350: Final Cut Pro X or permission of the IT Coordinator.
14 sessions, $605* (includes a $150 lab fee)

| 12177 | TTh | 10/15-12/5 | 6:30-9:30 p.m. | CAT-137 |

SELF-GUIDED ONLINE COURSES

Learn **online at your own pace**, and gain specific skills and knowledge to advance your professional or personal development.

Prince George's Community College

- A to Z Grant Writing
- Accounting Fundamentals
- Achieving Success with Difficult People
- Administrative Assistant Fundamentals
- Certificate in Food, Nutrition, and Health
- Certificate in Gerontology
- Computer Skills for the Workplace
- Creating WordPress Websites
- Discover Sign Language
- Explore a Career in Medical Coding
- Explore a Career as a Paralegal
- Fundamentals of Supervision and Management
- Grammar Refresher
- Human Anatomy and Physiology
- Intermediate Microsoft Excel 2019
- Introduction to Microsoft Excel 2019
- Introduction to Natural Health and Healing
- Introduction to SQL Keyboarding
- Keys to Effective Communication
- Medical Math
- Medical Terminology: A Word Association Approach
- Project Management Fundamentals
- Real Estate Investing
- Spanish For Medical Professionals
- Speed Spanish
- Stocks, Bonds, and Investing: Oh, My!
- Twelve Steps to a Successful Job Search
- Understanding Adolescents
- Using Social Media in Business
- Write Fiction Like a Pro

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- Resident of Prince George's County.
- First-time college student.

For more information visit
www.pgcc.edu/go/promisescholarship/
Or contact scholarships@pgcc.edu | 301-546-7588

PRINCE GEORGE'S COUNTY
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PRINCE GEORGE'S
COMMUNITY COLLEGE

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:

Sept. 4	Labor Day
Oct. 22	College Enrichment Day (except LCC)
Nov. 27	Cyber Day
Nov. 28–Dec. 1	Thanksgiving Break
Dec. 23–Jan. 5	Winter Break

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 to subscribe.

It is the practice of the College to hold all regular classes on all days scheduled on the College calendar. Should an emergency arise that requires the cancellation of classes and activities, please check the College's website at www.pgcc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

In case of hazardous weather, classes at local public school locations will be canceled when the Prince George's County Board of Education announces that the public schools will be closed. Other sites, such as the Laurel College Center, Skilled Trades Center, Westphalia Training Center, and University Town Center will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at extension centers and sites will be canceled.

When the College announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This policy applies to all on-campus classes.

PARKING

Park in student lots only. You may receive a ticket if you park in spaces designated for faculty 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.

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 grounds 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 grounds 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.

An individual who believes they or any other individual or group of individuals have been subject to prohibited discrimination may, on their own or through a representative, file a written complaint with the College's Vice-President for Equity, Culture and Talent, Chanelle Whittaker (Kent Hall, Room 132, 301-546-0050, whittacm@pgcc.edu).

Shaundricka Ranel, the College's Senior Director, Compliance, Policy and Title IX (Kent Hall, Room 133, 301-546-7011, ranelsm@pgcc.edu), coordinates the College's efforts to comply with Title IX of the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex.

Sabrina Thomas (Annex B, Room 19, 301-546-5211, thomassm@pgcc.edu) serves as the College's ADA Coordinator, and is responsible for coordinating the College's overall efforts to comply with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which prohibit discrimination on the basis of disability. She is responsible for processing ADA accommodation requests from College employees.

Thomas Mays (Lanham Hall, Room 101G, 301-546-7594, maysto@pgcc.edu), the College's Director of Disability and Support Services, is responsible for processing accommodation requests from College students in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973, which addresses students with disabilities in post-secondary educational settings.

Keith Murvin (Annex B, Room 9, 301-546-0606 murvinek@pgcc.edu) addresses reports of accessibility issues with facilities.

Inquiries regarding compliance with these laws may also be directed to the Office of Civil Rights for the United States Department of Education.

Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting either of the employees listed above who process ADA accommodation requests.

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. Scroll to the bottom of the page for Consumer Annual information.

ANNUAL SECURITY REPORT

At Prince George's Community College, every effort is made to increase students' awareness of issues involving their safety and security. While the College is located in an attractive suburban environment, it is within the proximity of two metropolitan areas and not isolated from safety issues of society in general.

Relative to the Campus Security Act of 1990, PGCC provides information regarding the safety and security of college community members. This information can be obtained from the College Police Substation located in Bladen Hall or on the web at www.pgcc.edu. Scroll to the bottom of the page to College Police and Emergency Management, then select Annual Security Reports.

FERPA

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) 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.

SERVICEMEMBERS OPPORTUNITY COLLEGE

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.

DRUG AND ALCOHOL PREVENTION

The College's Drug and Alcohol Abuse Prevention Program is part of a nationwide effort to prevent the illegal use of drugs and alcohol and to keep drugs out of schools, campuses, neighborhoods, and the workplace.

The program prohibits the illicit possession, use, or distribution of drugs and alcohol by employees and students on college property, or as a part of any college activity. In the event of any violation, the College will impose appropriate disciplinary sanctions on students, under the Code of Conduct, and on employees, under the Personnel Action Procedures, up to and including expulsion or dismissal, and referral to the appropriate criminal authorities for prosecution, and may require the completion of an appropriate rehabilitation program.

The College's Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the 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.

ALUMNI ASSOCIATION

The Prince George's Community College Alumni Association is open to all persons who have attended Prince George's Community College and attained 15 credit hours or completed four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discounted use of the Natatorium. Alumni Association members are welcome to use Career Services.
Call 301-546-0858 for more information.

(General Information cont.)

DISABLED STUDENTS

If you require special services (e.g., interpreters, recorded materials), you must register and pay for your course one month or more before the start of your class. Call 301-546-0838, (TTY/TDD) 301-546-0122 for more information. Disability documentation required.

ACCESSIBLE TRANSPORTATION

Accessible transportation will be provided
to accommodate handicapped persons
on all school-sponsored trips. Requests for
accommodation must be made a minimum
of 15 days prior to any trip.

COMPLAINTS

Individuals may file a complaint with the
College via the Student Complaint Form link
at the bottom of the College's home page
at www.pgcc.edu.

DISCLAIMER

The provisions of this publication are not to
be regarded as a contract between the student
and Prince George's Community College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College and its students.
The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.
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.pgccbookstore.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 textbooks for rent or purchase, and a wide selection of school supplies, electronics, collegiate merchandise, 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 textbooks for rent or purchase for UTC courses only. The store also offers school supplies, electronics, and collegiate merchandise.

Visit 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 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 registration 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 complete 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

University Town Center
6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8360

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
Registration and advising are not available at this location.

For all other locations listed in this schedule, see page 83.
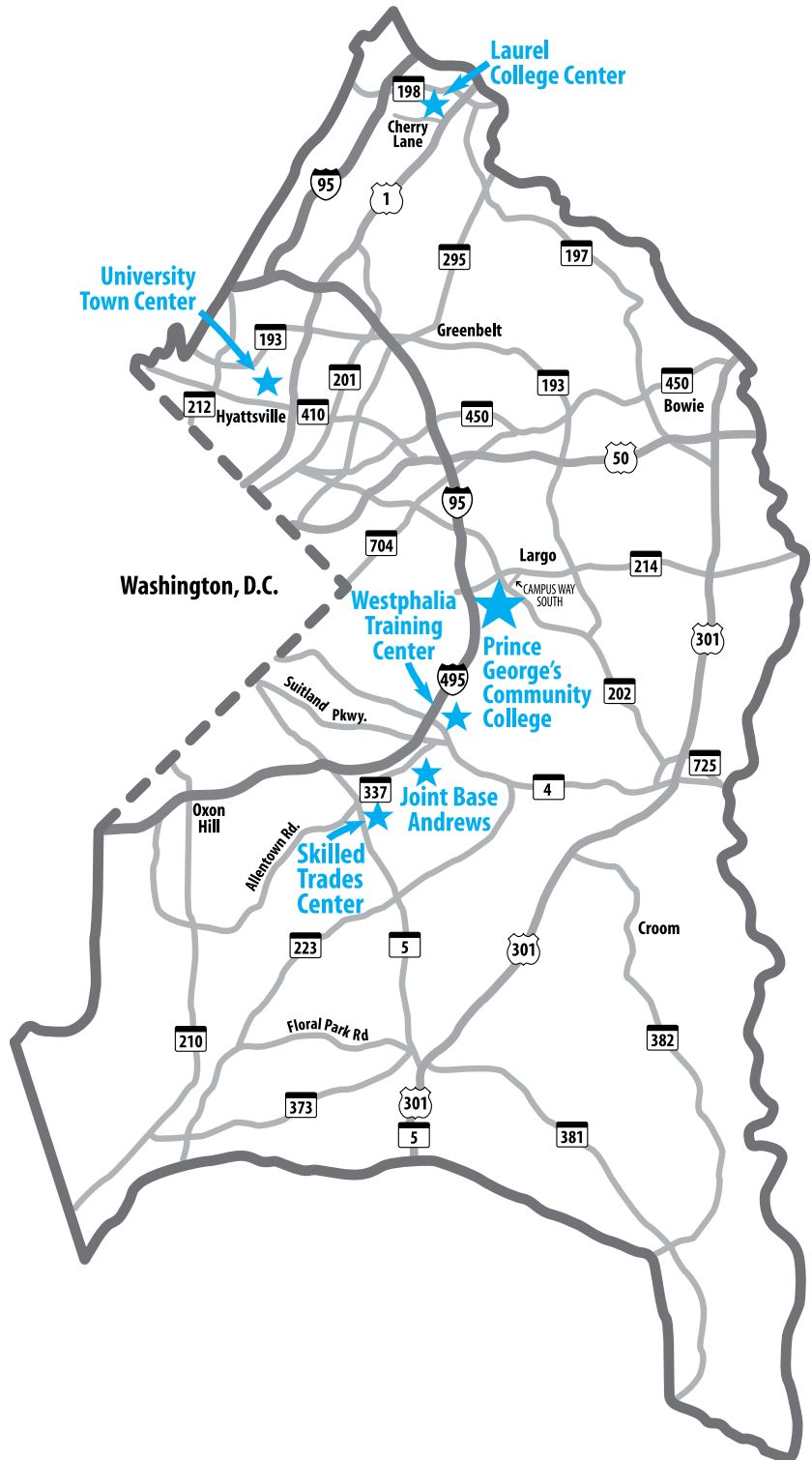
1. Accokeek Hall

   eLearning
   Library

2. Annex A

3. Annex B

   Human Resources and
      Organizational Development

4. Annex C

5. Auto Bay

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)

7. Bladen Hall (south)

   College Police Substation
   College Lab Services (computer labs)
   Testing Center

8. Center for Advanced Technology

   College Lab Services (computer labs)

9. Center for Health Studies

10. Center for Performing Arts

    Grand Theater
    Proscenium Theater
    Black Box Theater
    Conference Center
    Encore Cafe

11. Chesapeake Hall

12. Continuing Education Building

    Classrooms

13. Culinary Arts Center

14. Facilities Management Building

    College Police
    Auto Bay

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

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

18. Marlboro Hall

    Closed for renovations

19. Novak Field House

    Owl's Home Basketball Arena

20. Picnic Grove

21. Robert I. Bickford Natatorium

    Pool
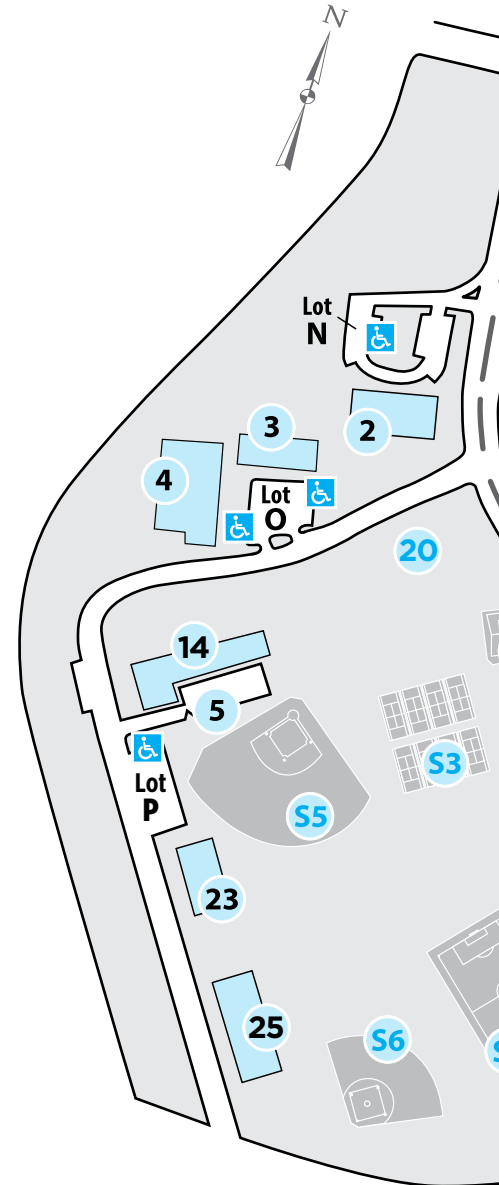   Racquetball Courts
    Weight Room
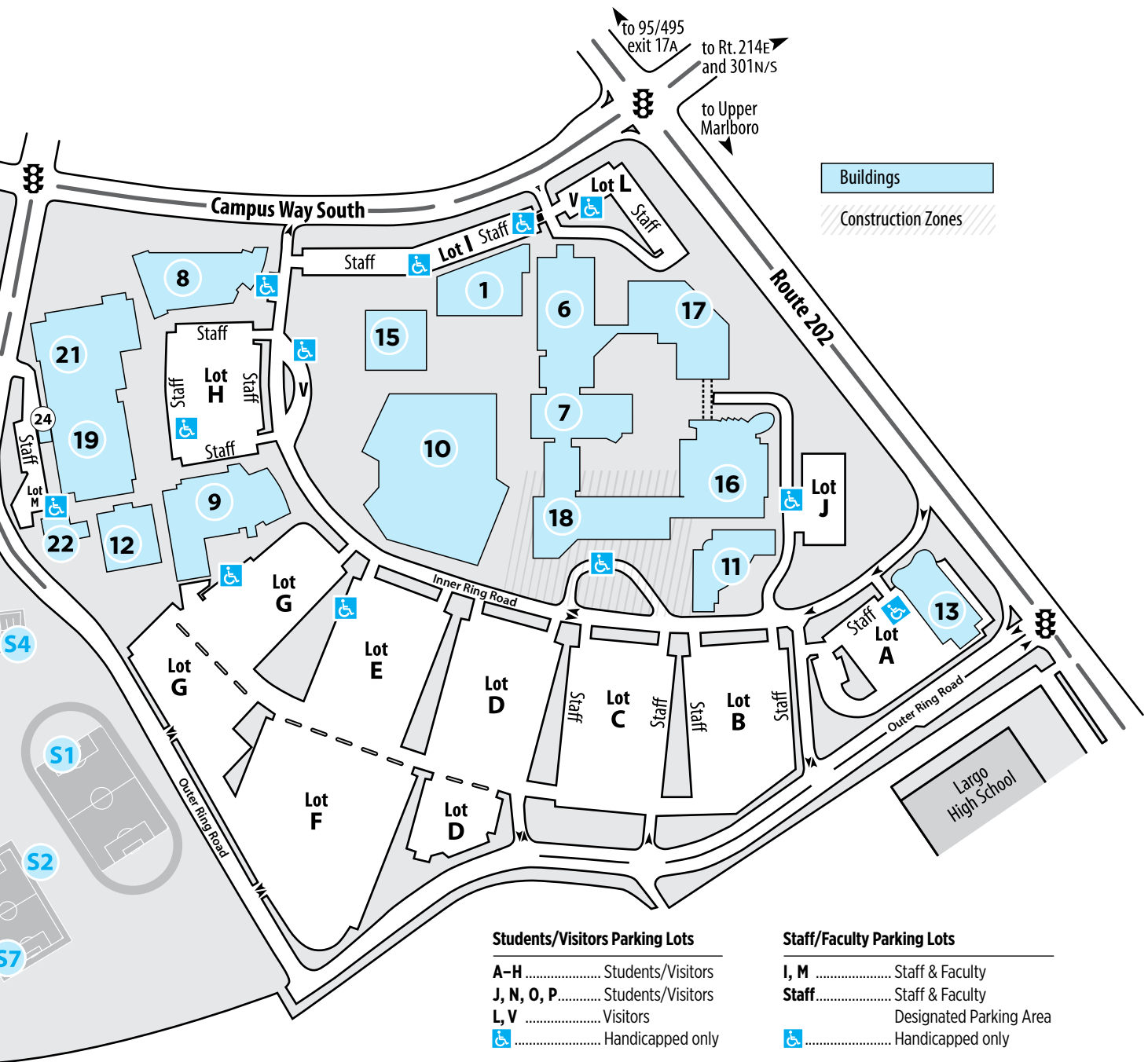
22. Steel Arts Building

23. Temporary Building

24. Temporary Building

25. Warehouse

ATHLETICS FACILITIES

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

to 95/495 exit 17A

to Rt. 214E and 301N/S

to Upper Marlboro

Buildings

Construction Zones

Campus Way South

Route 202

Lot L

Lot I

Staff

Lot H

Lot M

Lot G

Lot G

Lot E

Lot D

Lot F

Lot D

Lot C

Lot B

Lot A

Lot J

Inner Ring Road

Outer Ring Road

Outer Ring Road

Largo High School

S4 S1 S2 S7

Students/Visitors Parking Lots

A–H .... Students/Visitors
J, N, O, P .... Students/Visitors
L, V .... Visitors
♿ .... Handicapped only

Staff/Faculty Parking Lots

I, M .... Staff & Faculty
Staff .... Staff & Faculty
                 Designated Parking Area
♿ .... Handicapped only

Largo Campus—Class Location Abbreviations

AH ....Accokeek Hall	**CH** ....Chesapeake Hall
ANXC ....Annex C	**KH** ....Kent Hall
AB ....Auto Bay	**LH** ....Lanham Hall
BH ....Bladen Hall	**CDSC** ....Charlene Dukes
CAC ....Culinary Arts Center	Student Center
CAT ....Center for Advanced	**MH** ....Marlboro Hall
Technology	**NA** ....Natatorium
CHS ....Center for Health Studies	**NF** ....Novak Field House
CE ....Continuing Education	**CPA** ....Center for Performing Arts
Building	

CLASS LOCATIONS: EXTENSION CENTERS

LAUREL COLLEGE CENTER

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. 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

Networking, Page 34

TEC-601 CCNA 1: Introduction to Networking

Hardware, Page 37

HRA-301 Repair and Maintenance of Personal Computers

TEC-482 CompTIA A+ Certification Preparation: Part 1

SKILLED TRADES CENTER

6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-0894

Launched in January 2007, Prince George's Community College's Skilled Trades Center is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

HVAC/R, Page 46

HVC-372 HVAC/R Level 1 Part 3

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.

Networking, Page 34

TEC-605 CompTIA Network+ Certification
                   Preparation

Certified Nursing Assistant, Page 55

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

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in **Prince George's Community College**

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

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

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

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 (Letter)	(Number)	Synonym # (Section)	Start Date (mm)	(dd)	Course Name
					_____
					_____
					_____
					_____
					_____

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.

OFFICE USE ONLY
Date _____
Processed by _____

_____
Student Signature

_____   _____
Email   **Date**

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