

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

SPRING 2026

Job Skills Training • Personal Enrichment



PRINCE GEORGE'S
COMMUNITY COLLEGE



3 WAYS TO REGISTER FOR CLASS

REGISTER HERE



1. ONLINE

Use the QR code to register online.
You **MUST** have an email address and
you **MUST** pay with a credit card.
No application is required.
Online registration
is a breeze!

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

2. BY MAIL

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

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

3. IN PERSON

To register in person, visit the Office
of Records and Registration, Bladen
Hall, Room 126 at the Largo campus.

Monday–Friday
8:30 a.m. – 6 p.m.

Questions?

Call 301-546-0159



PRINCE GEORGE'S
COMMUNITY COLLEGE

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SO MANY ONLINE COURSES, WE COULDN'T LIST THEM ALL!

View the entire online Ed2go course inventory (over 300 courses), or search for a topic that interests you. See descriptions of the courses, including their start dates and prices.



Use the QR code
or visit www.ed2go.com/pgcc
and click "View Catalog."

Publication designed by WDCE
and the Office of Communications

Prince George's Community College
301 Largo Road, Largo, MD 20774
301-546-7422

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FACEBOOK  @pgccnews

LINKEDIN  @PGCC

YOUTUBE  @pgcctv

FLICKR  @pgccnews

X  @pgccnews



pgcc.edu



PRINCE GEORGE'S
COMMUNITY COLLEGE

eLearning Course Options

Invest in yourself!

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

Register Today!

10 Steps for Registering Online



NOTE FOR RETURNING PGCC STUDENTS

If you have previously enrolled in a course at Prince George's Community College, you will be required to log in before you can register. Go to www.pgcc.edu and select Continuing Education via Programs & Courses. Next, select the "Register"

link for returning Continuing Education students. Log in and follow steps 8, 9, and 10 below.

Instructions for New PGCC Students

1. Go to www.pgcc.edu and select "Programs & Courses."
2. Go to "Continuing Education."
3. Click "Enroll" if you are a new student. Otherwise, click "Register."
4. 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.
5. After receiving the confirmation email, make note of the User ID and temporary password.
6. Go back to the welcome screen, click "Login to register" 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 "Search for sections" 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. Print the confirmation page and keep it for your records.

REGISTER EARLY. SPACES ARE LIMITED!



ONLINE COURSES301-546-0463 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:

- 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. 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 will 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 will 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:

- HYLAC—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 will 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:

- Follow the instructions on the inside front cover of this schedule to register and pay.
- *Use Course Code Number #25686 for courses that meet from January 2 to April 30, 2026.
- 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 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 will see a course description, hours, and price.
3. Do not enroll or pay for the course at the ProTrain website.
4. Call PGCC for enrollment and payment instructions at 1-800-371-2963.
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 motivated.**
- **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.

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 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 are 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:

5. Go to www.pgcc.edu and click on "Owl Link".
6. Click on "Workforce Development & Cont. Ed. Students" and then on "Search Cont. Ed. Classes."
7. In the Course Code Number box, enter the course number and SYN # for your section (e.g., HES-418 89131).
8. 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.

HOW TO USE THIS SCHEDULE

Program of study or specialization within a career field.	HEALTH CARE SUPPORT PHLEBOTOMY TECHNICIAN 301-546-0795	] Area of study or career field.
Description of a program, versus a single course, which may lead to attaining a certificate or licensing options.	PGCC CERTIFICATE + NATIONAL CERTIFICATION PHLEBOTOMY TECHNICIAN This program includes theory, skills training, and 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 to sit for the National Phlebotomy Association certification exam and become a certified Phlebotomy Technologist.	] Contact information for this area.
To find out more about the program, use the supplied QR code.	 Use the QR code to find out more!	
Course number and course title.	HE-300 Phlebotomy Technician 8.0 CEUs	] Continuing Education Units offered.
Course description.	This course prepares individuals to collect, prepare, and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy, and physiology, infection control, and patient preparation. Legal and ethical considerations associated with venipuncture in hospital or outpatient settings are also considered. 25 sessions, \$1120* (includes a \$160 lab fee)	
Number of sessions, costs, and fees.	25228 MW 1/26-4/29 6-9 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.

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

AHAccokeek Hall	CEContinuing Education Building	MHMarlboro Hall
ANXCAnnex C	CHChesapeake Hall	NATNatatorium
ABAuto Bay-Facilities Building	CHSCenter for Health Studies	NHNovak Field House
BHBladen Hall	LHLanham Hall	CPACenter for Performing Arts
CACCulinary Arts Center	CDSCCharlene Dukes Student Center	TBATo Be Arranged
CATCenter for Advanced Technology		

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
CHCF Cherry Hill Composting Facility
CKAR Community Development Corporation
ECOF Eco City Farm
GTSV Greenbelt Travel Services

ONLINE COURSES AND HYBRID

Canvas See page 6
ed2go See page 5
Gotomeeting See page 6
HYAFB See page 5
HYLAG Largo See page 5
HYLCC Laurel See page 5
ProTrain See page 6
Zoom See page 6

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, \$183* (includes a \$108 lab fee)

24439	WF	1/14-3/6	online	E2GO
24440	WF	2/11-4/3	online	E2GO
24441	WF	3/18-5/8	online	E2GO
24442	WF	4/15-6/5	online	E2GO

OFC-350 Accounting Fundamentals 1

2.4 CEUs

Demand for accounting professionals currently exceeds supply. If you are 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 will cover all the basics from writing checks to preparing an income statement and closing out accounts.

12 sessions, \$177* (includes a \$102 lab fee)

24899	WF	1/14-3/6	online	E2GO
24901	WF	2/11-4/3	online	E2GO
24902	WF	3/18-5/8	online	E2GO
24904	WF	4/15-6/5	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 will gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.

12 sessions, \$177* (includes a \$102 lab fee)

24906	WF	1/14-3/6	online	E2GO
24907	WF	2/11-4/3	online	E2GO

24908	WF	3/18-5/8	online	E2GO
24909	WF	4/15-6/5	online	E2GO

OFC-328 Payroll Accounting 1.5 CEUs

This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. Textbook required.

14 sessions, \$195*

24374	MF	1/20-3/16	online	CNVS
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OFC-545 Introduction to QuickBooks Online

2.4 CEUs

Learn how to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. Gain hands-on experience as you learn all the ways this well-designed accounting program makes it a snap to manage your business' finances—from recording income and expenses; entering checks and bank transfer entries; setting up a chart of accounts, reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports.

12 sessions, \$184* (includes a \$109 lab fee)

24910	WF	1/14-3/6	online	E2GO
24911	WF	2/11-4/3	online	E2GO
24912	WF	3/18-5/8	online	E2GO
24913	WF	4/15-6/5	online	E2GO

OFC-547 Intermediate QuickBooks Online

2.4 CEUs

This course is designed for students who want to learn how to manage the financial aspects of a small business using QuickBooks online with the advantage of computing in the cloud. Topics covered include: managing inventory, product and service items, payroll and gift cards, fixed assets and loans, banking rules and budgets, adjusting and reviewing the books. Students will gain hands on experience as they master the tools they need to successfully use QuickBooks online. Additionally, students will gain the confidence to take control of the financial accounting for their business

12 sessions, \$184* (includes a \$109 lab fee)

24928	WF	1/14-3/6	online	E2GO
24929	WF	2/11-4/3	online	E2GO
24930	WF	3/18-5/8	online	E2GO
24931	WF	4/15-6/5	online	E2GO

OFC-548 Accounting for Managers

5.3 CEUs

This course focuses on sources of accounting information such as budgets, financial reports and ratios to aid managers in decision-making. The course adopts a user's approach and does not emphasize the technical aspects of accounting, such as creating journal entries and financial reports. **15 sessions, \$450***

24373	S	1/24-5/9	9 a.m.-12:45 p.m.	BLAD-215F
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OFC-326 Introduction to QuickBooks: Part 1

1.5 CEUs

Students will be shown how to establish a chart of accounts, vendor, customer, inventory, and payroll records and how to enter typical transactions, as well as, how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or QuickBooks: Part 2. Prerequisites: OFC-361 or OFC-341 or accounting experience. Students must have a basic understanding of key accounting and bookkeeping terms. Meets concurrently with credit course ACC-1070. Textbook required. **9 sessions, \$190***

24375	MF	1/26-2/27	online	CNVS
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OFC-344 QuickBooks: Part 2 1.5 CEUs

Students will establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks. Accounting background helpful but not required. Students must take QuickBooks: Part 2 to register for QuickBooks: Part 3. Prerequisite: OFC-326. Meets concurrently with credit course ACC-1090. Textbook required. **10 sessions, \$190***

24376	MF	3/2-4/3	online	CNVS
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OFC-345 QuickBooks: Part 3 1.5 CEUs

Students will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required using the QuickBooks application. Students must take QuickBooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Textbook required. **10 sessions, \$190***

24377	MF	4/6-5/8	online	CNVS
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MGT-628 Supply Chain Management Fundamentals

2.4 CEUs

This course will help you succeed as a supply chain management professional. You will master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling

(MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations, including the Certified in Production and Inventory Management (CPIM) exam.

12 sessions, \$183* (includes a \$108 lab fee)

25180	WF	1/14-3/6	online	E2GO
25181	WF	2/11-4/3	online	E2GO
25182	WF	3/18-5/8	online	E2GO
25183	WF	4/15-6/5	online	E2GO

AQUATICS

AQUATICS AND SWIMMING

Are you interested in swimming, improving your skills, or taking aquatic wellness and personal enrichment courses? If so, you've come to the right place. We offer a variety of aquatic classes that are open to the College community and the general public and are offered in the Robert I. Bickford Natatorium located at our main Largo campus.



Use the QR code to find out more!

WATER AEROBICS

Sabrina Nash (301) 546-0234

SWM-345 Deep Water Aerobics

This course focuses on high-energy, low-impact aquatic exercises that take place in the deep water of the pool. Participants exercise with a flotation device in water deep enough to fully submerge. Participants will benefit from the buoyancy and water resistance used in developing muscle tone, increased endurance, and figure improvement; water buoyancy aids in relaxation, increased endurance, flexibility, and figure improvement; and stress and tension release through creative exercises in deep water. **8 sessions, \$118***

24562	MW	2/2-3/2	6:30-7:30 p.m.	NAT-POOL
24566	TTh	2/3-2/26	2:30-3:30 p.m.	NAT-POOL
24564	MW	3/16-4/8	6:30-7:30 p.m.	NAT-POOL
24568	TTh	3/17-4/9	5:30-6:30 p.m.	NAT-POOL

24565	MW	4/20-5/13	6:30-7:30 p.m.	NAT-POOL
24569	TTh	4/21-5/14	2:30-3:30 p.m.	NAT-POOL

SWM-346 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, resistance, muscle toning, endurance, flexibility and coordination. **8 sessions, \$118***

24570	MW	2/2-3/2	3-4 p.m.	NAT-POOL
24571	MW	3/16-4/8	3-4 p.m.	NAT-POOL
24573	MW	4/20-5/13	3-4 p.m.	NAT-POOL

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, \$118***

24559	TTh	2/3-2/26	7-7:45 p.m.	NAT-POOL
24560	TTh	3/17-4/9	7-7:45 p.m.	NAT-POOL
24561	TTh	4/21-5/14	7-7:45 p.m.	NAT-POOL

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 **8 sessions, \$118***

24541	MW	2/2-3/2	7-8 p.m.	NAT-POOL
24538	MW	2/2-3/2	4-5 p.m.	NAT-POOL
24548	TTh	2/3-2/26	5:30-6:30 p.m.	NAT-POOL
24545	TTh	2/3-2/26	3:45-4:45 p.m.	NAT-POOL
24543	MW	3/16-4/8	7-8 p.m.	NAT-POOL
24539	MW	3/16-4/8	4-5 p.m.	NAT-POOL
24549	TTh	3/17-4/9	5:30-6:30 p.m.	NAT-POOL
24546	TTh	3/17-4/9	3:45-4:45 p.m.	NAT-POOL
24544	MW	4/20-5/13	7-8 p.m.	NAT-POOL
24540	MW	4/20-5/13	4-5 p.m.	NAT-POOL

24550	TTh	4/21-5/14	5:30-6:30 p.m.	NAT-POOL
24547	TTh	4/21-5/14	3:45-4:45 p.m.	NAT-POOL

AUTOMOTIVE

AUTOMOTIVE TECHNOLOGY

301-546-0062 or tdi@pgcc.edu

PGCC CERTIFICATE AUTOMOTIVE TECHNOLOGY

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. Courses focus on ASE certification and are designed for both beginner and advanced students. Basic theory, engine, brake systems and electrical systems are taught by a highly qualified technician.



Use the QR code to find out more!

AUT-302 Auto Technician:

Basic Theory

3.9 CEUs

This course provides students with basic entry-level fundamentals of automotive internal combustion engine systems, history, maintenance, and repair. Students will explore diagnostic repairs, electrical system diagnosis, brake inspection and service, engine performance, periodic maintenance, oil changes, lubrication, and coolant system service. The course utilizes Auto Service Excellence (ASE) content.

12 sessions, \$580* (includes a \$60 lab fee)

24344	TTh	1/20-2/26	6-9:30 p.m.	ANXC-002
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AUT-305 Auto Technician:

Electrical Systems

1.8 CEUs

This course provides students with basic 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. The course utilizes Auto Service Excellence (ASE) content.

6 sessions, \$300* (includes a \$60 lab fee)

24345	MW	1/26-2/11	6-9 p.m.	ANXC-002
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**AUT-307 Auto Technician:
Engine Performance** 1.8 CEUs

This course provides students with hands-on skills to diagnose and repair engine performance issues. Topics include ignition systems, fuel and air induction, and computer systems diagnostics. Emphasis is placed on using diagnostic tools and interpreting scan data to ensure optimal engine operation. The course utilizes Auto Service Excellence (ASE) content.
6 sessions, \$300* (includes a \$60 lab fee)

24346	MW	2/18-3/16	6-9 p.m.	ANXC-002
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**AUT-309 Auto Technician:
Brake Systems** 1.8 CEUs

This class provides students with basic automotive brake systems fundamentals. Students will learn brake theory, troubleshooting, hands-on service, and repairing today's brake systems, and shop safety regulations. The course utilizes Auto Service Excellence (ASE) content.
6 sessions, \$300* (includes a \$60 lab fee)

24162	MW	3/18-4/6	6-9 p.m.	ANXC-002
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**AUT-312 Auto Technician:
Intro Light Diesel** 3.0 CEUs

This course provides basic diesel engine operation and diagnosis. Students will be exposed to diesel technology used in the light-duty diesel market, fuel controls, diagnostics systems, and emission controls. Students will learn service procedures for common diesel faults. The course utilizes Auto Service Excellence (ASE) content.
10 sessions, \$510* (includes a \$60 lab fee)

24347	TTh	3/17-4/16	6-9 p.m.	ANXC-002
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SMALL GAS ENGINE
301-546-0062 or tdi@pgcc.edu**AUT-321 Small Gas Engines** 1.5 CEUs

This course provides students with 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.
5 sessions, \$230* (includes a \$60 lab fee)

24348	TTh	4/21-5/5	6-9:15 p.m.	ANXC-002
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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 will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive workplace.
12 sessions, \$178* (includes a \$103 lab fee)

24982	WF	1/14-3/6	online	E2G0
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24983	WF	2/11-4/3	online	E2G0
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24984	WF	3/18-5/8	online	E2G0
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24985	WF	4/15-6/5	online	E2G0
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**OFC-540 Administrative Assistant
Applications** 2.4 CEUs

Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect the administrative assistant's responsibilities and activities. Explore key management functions such as planning, control and motivation; find out how marketing differs from sales and learn the basic of operations management.
12 sessions, \$178* (includes a \$103 lab fee)

25164	WF	1/14-3/6	online	E2G0
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25165	WF	2/11-4/3	online	E2G0
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25166	WF	3/18-5/8	online	E2G0
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25167	WF	4/15-6/5	online	E2G0
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MANAGEMENT AND SUPERVISION

brownka1@pgcc.edu

**PGCC CERTIFICATE
MANAGEMENT AND SUPERVISION**

This 72-hour course program focuses on building leadership skills for a broad range of duties in virtually every economic sector. Taught by practicing professionals and training consultants who understand public-private sector business practices. These courses either alone or as a program will help build the skills you need as a new manager/supervisor, or to bolster your career at any level.



Use the QR code
to find out more!

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*

25032	W	2/4-2/25	6:30-9:30 p.m.	REMOTE
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**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***

25033	W	3/4-4/1	6:30-9:30 p.m.	REMOTE
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**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***

25034 W 4/8-4/29 6:30-9:30 p.m. REMOTE

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 will 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, \$183* (includes a \$108 lab fee)

25008 WF 1/14-3/6 online E2GO

25009 WF 2/11-4/3 online E2GO

25010 WF 3/18-5/8 online E2GO

25011 WF 4/15-6/5 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, \$183* (includes a \$108 lab fee)

25012 WF 1/14-3/6 online E2GO

25013 WF 2/11-4/3 online E2GO

25014 WF 3/18-5/8 online E2GO

25015 WF 4/15-6/5 online E2GO

HUMAN RESOURCES (HR)

konange@pgcc.edu

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

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 certifications can open doors for professional advancement, align standards with changing expectations, and signal advanced professional development to employers. Ensure you are 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.



Use the QR code to find out more!

PGCC CERTIFICATE HUMAN RESOURCE MANAGEMENT

Prepare for an entry-level Human Resources (HR) position by obtaining a Human Resource Management certificate. 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 allow you to focus on specialized areas, enhance particular skills, and explore emerging trends in the HR management field. Individual courses may be taken without pursuing the overall program certificate.



Use the QR code to find out more!

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 by appointment only from Lanham Hall, Room 224N, prior to the start of class. Cost includes the training materials. Email konange@pgcc.edu for more information.

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

24241 Th 2/5-4/30 6-9:30 p.m. REMOTE

24242 S 2/7-5/2 10 a.m.-1:30 p.m. REMOTE

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. Email konange@pgcc.edu for more information.

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

24243 M 4/20-5/25 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)

24244 Th 1/29-2/19 6-9 p.m. ZOOM

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)

24245	M	2/9-3/2	6-9 p.m.	ZOOM
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MGT-668 Introduction to Employee Benefits 1.2 CEUs

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

24246	T	3/24-4/14	6-9 p.m.	ZOOM
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MGT-667 Introduction to Compensation 1.2 CEUs

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

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

24251	M	3/23-4/13	6-9 p.m.	ZOOM
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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)

24247	Th	2/26-3/19	6-9 p.m.	ZOOM
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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)

24248	Th	4/2-4/16	6-9 p.m.	ZOOM
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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)

24249	W	3/18-4/8	6-9 p.m.	ZOOM
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24250	T	4/21-5/12	6-9 p.m.	ZOOM
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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)

24369	S	4/25-4/25	9 a.m.-4 p.m.	ZOOM
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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)

24368	S	3/28-3/28	9 a.m.-4 p.m.	ZOOM
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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)**

24367	Th	4/23-4/30	6-9 p.m.	ZOOM
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MGT-734 HR's Role in Creating a Positive Work Environment 0.6 CEU

This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their coworkers in a collaborative and collegial manner create a positive workplace. This course will also cover managing conflict, effective communication, providing feedback, 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 sessions, \$260* (includes a \$45 lab fee)

24365	S	4/18-4/18	9 a.m.-4 p.m.	ZOOM
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MGT-720 Creative Thinking and Innovation Techniques 0.6 CEU

This course is designed to improve students' creative thinking skills to create an innovative work environment. Emphasis is placed on the process of moving a creative idea to an innovative solution within one's span of control. Topics include entrepreneur versus intrapreneur, drivers and blockers of innovative change, and encouraging creativity in the workplace.

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

24366	S	4/11-4/11	9 a.m.-4 p.m.	ZOOM
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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, \$184* (includes a \$109 lab fee)

24449	WF	1/14-3/6	online	E2GO
24450	WF	2/11-4/3	online	E2GO
24453	WF	3/18-5/8	online	E2GO
24455	WF	4/15-6/5	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, \$176* (includes a \$101 lab fee)

24866	WF	1/14-3/6	online	E2GO
24867	WF	2/11-4/3	online	E2GO
24868	WF	3/18-5/8	online	E2GO
24870	WF	4/15-6/5	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, \$183* (includes a \$108 lab fee)

24871	WF	1/14-3/6	online	E2GO
24873	WF	2/11-4/3	online	E2GO
24875	WF	3/18-5/8	online	E2GO
24876	WF	4/15-6/5	online	E2GO

PAYROLL

konange@pgcc.edu

FUNDAMENTAL PAYROLL CERTIFICATION CERTIFIED PAYROLL PROFESSIONAL

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.



Use the QR code to find out more!

MGT-763 PayTrain Fundamentals 3.0 CEUs

This 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 Mastery course. Training materials must be picked up by appointment only from Lanham Hall, Room 224N, prior to the start of class. Alternatively, a book mailing option is available.

5 sessions, \$895* (includes a \$450 lab fee)

24371	S	1/10-2/7	9 a.m.-4 p.m.	ZOOM
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MGT-776 PayTrain Mastery 3.6 CEUs

This course is designed to assist experienced payroll professionals seeking compliance training, professional development, or Certified Payroll Professional (CPP) certification in developing the knowledge and skills required to maintain payroll compliance, prevent costly penalties, and help prepare for the CPP certification exam. Topics include: payroll concepts, calculations of pay, calculation of deductions and net pay, fringe benefits, retirement plans, cafeteria plans, payroll reporting and employment taxes, record keeping and payroll practices, payroll accounting, payroll management administration, health benefits, and international payment. Training

materials must be picked up by appointment only from Lanham Hall, Room 224N, prior to the start of class. Alternatively, a book mailing option is available.

6 sessions, \$960* (includes a \$450 lab fee)

24372	S	2/21-4/4	9 a.m.-4 p.m.	ZOOM
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SMALL BUSINESS

brownka1@pgcc.edu

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, \$176* (includes a \$101 lab fee)

25086	WF	1/14-3/6	online	E2GO
25087	WF	2/11-4/3	online	E2GO
25088	WF	3/18-5/8	online	E2GO
25089	WF	4/15-6/5	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 policies, contracting, marketing, and more.

12 sessions, \$176* (includes a \$101 lab fee)

25094	WF	1/14-3/6	online	E2GO
25095	WF	2/11-4/3	online	E2GO
25096	WF	3/18-5/8	online	E2GO
25097	WF	4/15-6/5	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 will 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, \$177* (includes a \$102 lab fee)

25090	WF	1/14-3/6	online	E2GO
25091	WF	2/11-4/3	online	E2GO
25092	WF	3/18-5/8	online	E2GO
25093	WF	4/15-6/5	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 will work through all of the major components of writing a business plan and emerge with your first draft in hand. Most importantly, you will have completed the first—and most difficult—step on the path to small business success.

12 sessions, \$185* (includes a \$110 lab fee)

25054	WF	1/14-3/6	online	E2G0
25055	WF	2/11-4/3	online	E2G0
25056	WF	3/18-5/8	online	E2G0
25057	WF	4/15-6/5	online	E2G0

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 will 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 on a shoestring budget.

12 sessions, \$178* (includes a \$103 lab fee)

25125	WF	1/14-3/6	online	E2G0
25126	WF	2/11-4/3	online	E2G0
25127	WF	3/18-5/8	online	E2G0
25128	WF	4/15-6/5	online	E2G0

BUSINESS SUCCESS SERIES (BOSS)

brownka1@pgcc.edu

PGCC CERTIFICATE BUSINESS OWNERS SUCCESS SERIES (BOSS)

Most small business and start-up owners have a common goal—success! BOSS has the resources to help you grow and prosper. With an instructional team of experts in various business subjects, the BOSS program will help you develop new entrepreneurial skills and strengthen existing ones.

Students will be provided an understanding of branding strategies to promote and extend a brand while building an image. The course provides an overview of marketing communication channels for increasing profits, building awareness, loyalty, and satisfaction. Finally, students will discover the power of networking, creating an elevator pitch, building stakeholder relationships, generating leads, and enhancing credibility.



Use the QR code to find out more!

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

Jump-start 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 S.M.A.R.T. 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

25016	M	1/26-1/26	6:30-9:30 p.m.	REMOTE
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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***

25017	MW	2/2-2/4	6:30-9:30 p.m.	REMOTE
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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***

25018	MW	2/9-2/11	6:30-9:30 p.m.	REMOTE
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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***

25019	MW	2/23-2/25	6:30-9:30 p.m.	REMOTE
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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***

25020	MW	3/2-3/4	6:30-9:30 p.m.	REMOTE
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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*

25021	S	3/7-3/7	9 a.m.-4 p.m.	REMOTE
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BRANDING AND MARKETING

brownka1@pgcc.edu

**PGCC CERTIFICATE
BRANDING AND MARKETING**

This program was developed to give participants an understanding of branding strategies for promoting a business, extending a business brand, and building a business image. In addition, it provides an overview of the appropriate marketing communications channels for increasing profits and building customer awareness, loyalty, and customer satisfaction.



Use the QR code
to find out more!

BUS-600 Branding Your Business for Success 0.3 CEU

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

25022 W 3/18-3/18 6:30-9:30 p.m. REMOTE

CED-329 Creating Visuals to Brand Your Business 0.4 CEU

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)

25023 S 3/21-3/21 9 a.m.-1 p.m. REMOTE

BUS-575 Social Media Strategy 0.3 CEU

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

25024 M 3/23-3/23 6:30-9:30 p.m. REMOTE

BUS-546 Networking Works! 0.3 CEU

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

25025 Th 3/26-3/26 6:30-9 p.m. REMOTE

BUS-608 Growing Your Business With Digital Marketing 2.4 CEUs

Learn how you can successfully market your business on the internet and answer the question, "how to grow my business?" even if you have little or no money to spend! In this practical, hands-on course, you will develop a digital marketing plan for your business. You will start by exploring different kinds of business websites and determining your goals for your web presence.

12 sessions, \$181* (includes a \$106 lab fee)

25062 WF 1/14-3/6 online E2G0

25063 WF 2/11-4/3 online E2G0

25064 WF 3/18-5/8 online E2G0

25065 WF 4/15-6/5 online E2G0

DIGITAL MARKETING

brownka1@pgcc.edu

**PGCC CERTIFICATE
DIGITAL MARKETING**

Digital Marketing Certificate
Digital marketing refers to online marketing efforts conducted on the internet. In the process of conducting digital marketing, a business might leverage websites, search engines, blogs, social media, video, email, and similar channels to reach customers.

The course introduces business leaders and small business owners to digital marketing tools and how to create and utilize digital marketing strategies to enhance business success. Marketing career opportunities include Marketing Manager, SEO Specialist, Content Strategist or Content Marketer, Social Media Manager, Digital Marketer, or an entry position as an assistant.



Use the QR code
to find out more!

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, \$85* (includes a \$35 lab fee)

25026 TTh 3/31-4/2 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, \$85* (includes a \$35 lab fee)

25027 TTh 4/7-4/9 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, \$85* (includes a \$35 lab fee)

25028 TTh 4/14-4/16 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, \$85* (includes a \$35 lab fee)

25029 TTh 4/21-4/23 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, \$85* (includes a \$35 lab fee)

25030 TTh 4/28-4/30 6:30-9 p.m. REMOTE

VIRTUAL ASSISTANT

brownka1@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 is 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 road map - 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 are 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)

25039 TTh 2/17-2/19 6:30-9:30 p.m. REMOTE

25040 S 4/18-4/18 9 a.m.-4 p.m. REMOTE

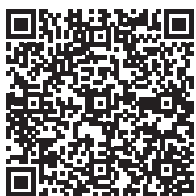
(1 session)

GOVERNMENT CONTRACTING

brownka1@pgcc.edu

PGCC CERTIFICATE GOVERNMENT CONTRACTING

This program provides knowledge and understanding of the regulatory aspects associated with government contracting management. It is designed to prepare career seekers with a basic background in the federal contract process, types of government contracts, marketing to the government, methods and procedures, and the proposal/evaluation process. The continuing education hours earned in this program can contribute to the hours needed to obtain a Certified Contract Management Associate™ credential or higher.



Use the QR code to find out more!

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* (includes a \$35 lab fee)

25208 TTh 2/10-2/12 6:30-9:30 p.m. REMOTE

25209 TTh 2/17-2/19 6:30-9:30 p.m. REMOTE

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* (includes a \$35 lab fee)

25210 TTh 2/24-2/26 6:30-9:30 p.m. REMOTE

25211 TTh 3/3-3/5 6:30-9:30 p.m. REMOTE

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* (includes a \$35 lab fee)

25212 TTh 3/17-3/19 6:30-9:30 p.m. REMOTE

25213 TTh 3/24-3/26 6:30-9:30 p.m. REMOTE

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* (includes a \$35 lab fee)

25216 TTh 4/7-4/9 6:30-9:30 p.m. REMOTE

25217 TTh 4/14-4/16 6:30-9:30 p.m. REMOTE

BUS-607 Government Contract Basics: Subcontracts 0.6 CEU

This course provides a general overview of the phases of the subcontracting process (pre-award, award and post award) for a small business or independent consultant interested in performing as a subcontractor to a federal government (prime) contractor. This course

will also provide a basic overview for individuals seeking a career in government contracts subcontract administration/management.

The course provides a high-level overview of activities customarily included in the pre-award stage of a subcontract (e.g., identifying the solicitation, preparation of offer/proposal, offer submission), award stage (e.g., cost or price analyses, negotiations, source selection) and post award stage (e.g., subcontract administration/management and subcontract close-out). The continuing education hours earned for this course can contribute to hours needed to obtain a Certified Contract Management Associate credential or higher.

2 sessions, \$85* (includes a \$35 lab fee)

25214 MW 3/30-4/1 6:30-9:30 p.m. REMOTE

25215 TTh 3/31-4/2 6:30-9:30 p.m. REMOTE

BUS-330 The Proposal Evaluation and Selection Process 0.3 CEU

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, \$85 (includes a \$35 lab fee)

25218 Th 4/23-4/23 6:30-9:30 p.m. REMOTE

25219 Th 4/30-4/30 6:30-9:30 p.m. REMOTE

NONPROFIT MANAGEMENT

brownka1@pgcc.edu

PGCC CERTIFICATE NONPROFIT MANAGEMENT

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.



Use the QR code to find out more!

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 are 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***

25220	Th	2/19-2/26	6:30-9:30 p.m.	REMOTE
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VOL-334 Public Relations and Communications 0.6 CEU

Examine 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, getting to know your audience, and identifying who you should be marketing to." **2 sessions, \$75***

25222	TTh	3/17-3/19	6:30-9:30 p.m.	REMOTE
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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, \$181* (includes a \$106 lab fee)**

25058	WF	1/14-3/6	online	E2GO
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25059	WF	2/11-4/3	online	E2GO
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25060	WF	3/18-5/8	online	E2GO
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25061	WF	4/15-6/5	online	E2GO
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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. **2 sessions, \$75***

25221	TTh	3/3-3/5	6:30-9:30 p.m.	REMOTE
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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. **2 sessions, \$75***

25223	TTh	3/24-3/26	6:30-9:30 p.m.	REMOTE
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VOL-342 Grant Management 0.6 CEU

This course provides an overview of how to successfully implement and manage a grant award, including different types of grants that may be awarded. It also covers the grant award process, grant recipient responsibilities, programmatic and financial grant management concepts, federal laws and regulations, and best practices for grants management. **2 sessions, \$75***

25227	TTh	3/31-4/2	6:30-9:30 p.m.	REMOTE
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BUS-590 Best Practices for Nonprofits 0.3 CEU

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**

25226	T	4/7-4/7	6:30-9:30 p.m.	REMOTE
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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 sector. **12 sessions, \$175* (includes a \$100 lab fee)**

25049	WF	1/14-3/6	online	E2GO
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25050	WF	2/11-4/3	online	E2GO
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25051	WF	3/18-5/8	online	E2GO
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25052	WF	4/15-6/5	online	E2GO
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VOL-337 Becoming a Grant Writing Consultant 2.4 CEUs

Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. **12 sessions, \$183* (includes a \$108 lab fee)**

25204	WF	1/14-3/6	online	E2GO
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25205	WF	2/11-4/3	online	E2GO
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25206	WF	3/18-5/8	online	E2GO
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25207	WF	4/15-6/5	online	E2GO
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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, \$184* (includes a \$109 lab fee)**

25098	WF	1/14-3/6	online	E2GO
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25099	WF	2/11-4/3	online	E2GO
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25100	WF	3/18-5/8	online	E2GO
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25101	WF	4/15-6/5	online	E2GO
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PROJECT MANAGEMENT SERIES

brownka1@pgcc.edu

PGCC CERTIFICATE AND CERTIFICATION PREP PROJECT MANAGEMENT

Project management is a rapidly growing profession. Research indicates employers must fill nearly 2.2 million new project-oriented roles annually through 2027. Whether 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.

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).



Use the QR code to find out more!

MGT-626 Project Management Fundamentals 2.4 CEUs

This online course provides those new to project management, with the essential information you will need to prepare for and complete your first project. Experienced project managers, will gain knowledge to increase your skills and competencies. This online course will help prepare you to take the Certified Associate in Project Management (CAPM®) and the Project Management Professional (PMP®) exams offered by the Project Management Institute (PMI®).

12 sessions, \$183* (includes a \$108 lab fee)

25192	WF	1/14-3/6	online	E2GO
25193	WF	2/11-4/3	online	E2GO
25194	WF	3/18-5/8	online	E2GO
25195	WF	4/15-6/5	online	E2GO

MGT-750 Principles of Project Management 1.2 CEUs

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

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

25037	MW	1/21-2/9	6:30-8:30 p.m.	REMOTE
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MGT-355 PM Professionals PMP Exam Certification Prep 3.6 CEUs

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

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

25038	MW	3/23-4/29	6-9 p.m.	REMOTE
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MGT-746 Project Management Fundamentals II 2.4 CEUs

The course will also discuss how to manage projects once the project's execution phase begins. This course includes reporting project progress, anticipating and handling problems as they arise. You will also learn

to turn the project over to your customer so you can close down the project and move on to your next assignment. **12 sessions, \$183* (includes a \$108 lab fee)**

25200	WF	1/14-3/6	online	E2GO
25201	WF	2/11-4/3	online	E2GO
25202	WF	3/18-5/8	online	E2GO
25203	WF	4/15-6/5	online	E2GO

RESIDENTIAL PROPERTY MANAGEMENT

brownka1@pgcc.edu

RES-318 Maintenance and Residential Property Management 4.5 CEUs

This course is designed to prepare students to develop and implement maintenance systems for residential properties. Course topics include: the property manager's role in maintenance; conducting inspections; developing and scheduling maintenance programs, budgeting for maintenance, staffing and contracting, energy management, customer service; government codes and regulations, and safety and security.

Prerequisite: RES-333, Introduction to Residential Property Management.

Instructor: Raquel Phillips

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

24676	T	1/6-4/21	6-7:30 p.m.	HLAG
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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, \$176* (includes a \$101 lab fee)

24445	WF	1/14-3/6	online	E2GO
24446	WF	2/11-4/3	online	E2GO
24447	WF	3/18-5/8	online	E2GO
24448	WF	4/15-6/5	online	E2GO

FINANCIAL SERVICES

wdce@pgcc.edu or 301-546-0159

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, \$325* (includes a \$125 lab fee)

24370	S	1/17-2/28	9 a.m.-1 p.m.	Largo
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FEC-301 Financial Behavior and Behavior Change 0.8 CEU

This course equips students with the skills to explore financial aspirations, examine financial self-perceptions, recognize economic opportunities and aversions, and achieve financial behavior change. It emphasizes self-assessment, financial identity, financial socialization, goal setting, maximizing income, and the importance of financial behavior change in supporting financial success. **4 sessions**

24854	M	2/9-3/16	6-8 p.m.	Largo
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FEC-302 Financial Decision-making 0.8 CEU

This course equips students 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**

24855	M	3/23-4/20	6-8 p.m.	Largo
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FEC-303 Credit Improvement Mastery 0.5 CEU

This course is tailored to empower students with 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. Students will also gain practical experience with debt management tools and learn the benefits of credit-builder loans. **3 sessions**

21658	Th	1/8-1/29	online	ZOOM
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FEC-304 Financial Counseling and Coaching Mastery 0.5 CEU

This comprehensive course is designed to equip students with the skills and methodologies essential for effective financial counseling and coaching. It covers strategic counseling approaches, diverse counseling techniques, the COACH Model methodology (C. Client-Driven Goal-Setting; O. Ongoing Assessment of Current Situation; A. Action Planning; CH. Checking), and the optimal use of money management tools and software. Additionally, it emphasizes the importance of accountability in the counseling and coaching process. **3 sessions**

24853	MTTh	2/2-2/5	7-8:30 p.m.	Largo
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FEC-310 Organizing Strategies in Investment Education

This course provides participants with access to a Certified Financial Planner® and a solid foundation in investment principles and strategies. Through a combination of theoretical knowledge and practical application, learners will develop the skills necessary to make informed investment decisions. **5 sessions**

25241	W	1/21-2/18	7-8 p.m.	Largo
24848	W	1/21-2/18	online	CNVS
25242	T	2/17-3/3	7-8:30 p.m.	Largo
(3 sessions)				
24849	T	2/17-3/3	online	CNVS
(3 sessions)				
25243	W	2/25-4/1	7-8 p.m.	Largo
24850	W	2/25-4/1	online	CNVS
25244	T	3/31-4/14	7-8:30 p.m.	Largo
(3 sessions)				
24851	T	3/31-4/14	online	CNVS
(3 sessions)				

FEC-309 Job and Career Readiness Counseling 0.5 CEU

This course provides students with the knowledge and skills necessary to counsel their clients on a variety of aspects regarding job and career readiness. Topics covered include identifying career goals, developing resumes and cover letters, preparing for interviews, networking effectively, and navigating the job market. Designed for those supporting workforce readiness, the course focuses on practical tools and strategies to help clients confidently pursue and secure employment. **5 sessions**

21633	W	4/1-4/29	online	ZOOM
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FEC-310 Organizing Strategies in Investment Education

This course provides participants with access to a Certified Financial Planner® and a solid foundation in investment principles and strategies. Through a combination of theoretical knowledge and practical application, learners will develop the skills necessary to make informed investment decisions. **5 sessions**

25245	W	4/8-5/6	7-8 p.m.	Largo
24852	W	4/8-5/6	online	CNVS

COMMERCIAL DRIVER LICENSE (CDL): CLASS A&B

301-546-0062 or tdi@pgcc.edu

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

Most tractor-trailer operators deliver goods spanning several states. Bus drivers transport people between work, school, and shopping malls across state or national borders. Some drive regular routes, while others transport passengers on chartered or sightseeing tours.

We offer licensing programs for Class A (tractor-trailer) and Class B (straight trucks, passenger and school buses, dump and concrete mixer trucks, and utility vehicles). Courses include classroom instruction, hands-on training, license testing, and job placement assistance.



Use the QR code to find out more!

CDL-329 Entry-Level Driver Training Theory 10.0 CEUs

This course will satisfy the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) theory requirements for commercial vehicle operation. Students will become proficient in basic vehicle operation, safe operating procedures, advanced operating procedures, vehicle systems, hours of service, and other non-driving activities. **20 sessions, \$160* (includes a \$92 lab fee)**

24349	MTWThF	1/12-2/9	online	CNVS
24350	MTWThF	1/26-2/23	online	CNVS
24351	MTWThF	2/9-3/16	online	CNVS
24352	MTWThF	2/17-3/23	online	CNVS

24353	MTWThF	3/2-4/3	online	CNVS
24354	MTWThF	3/16-4/10	online	CNVS
24355	MTWThF	3/30-4/24	online	CNVS
24356	MTWThF	4/13-5/8	online	CNVS
24357	MTWThF	4/27-5/22	online	CNVS

CDL-330 Commercial Driver's License: Class A 5.0 CEUs

This course prepares students for the Commercial Driver's Class-A License exam. Topics include air brakes, tank truck operation, double and triple trailers, combination units, hazardous materials, operation of an air brake system, and exam preparation. **25 sessions, \$4300* (includes a \$3800 lab fee)**

*Call for more information.

CDL-332 Commercial Driver's License, Class B Non-DC & MD 5.0 CEUs

This course prepares students for the Commercial Driver's Class-B License exam. Topics include pre-trip inspections, basic vehicle control, safe driving techniques, backing maneuvers, and on-the-road driving in various traffic conditions. Emphasis is placed on safety procedures, defensive driving, and compliance with state and federal regulations. This course is specifically designed for individuals residing outside of Washington, D.C., and Maryland. **25 sessions, \$3300* (includes a \$2800 lab fee)**

24360	MTWThF	1/20-2/24	5-7 p.m.	HYLAG
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CDL-331 Commercial Driver's License: Class B 5.0 CEUs

This course prepares students for the Commercial Driver's Class-B License exam. Topics include pre-trip inspections, basic vehicle control, safe driving techniques, backing maneuvers, and on-the-road driving in various traffic conditions. Emphasis is placed on safety procedures, defensive driving, and compliance with state and federal regulations. **25 sessions, \$2500* (includes a \$2000 lab fee)**

*Call for more information.

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***

25035	Th	2/12-3/26	6:30-9:30 p.m.	REMOTE
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MGT-434 Business Writing Intensive

1.8 CEUs

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

25036	Th	4/2-5/7	6:30-9:30 p.m.	REMOTE
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OFC-347 Grammar Refresher 2.4 CEUs

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice.

12 sessions, \$166* (includes a \$91 lab fee)

25129	WF	1/14-3/6	online	E2GO
25130	WF	2/11-4/3	online	E2GO
25131	WF	3/18-5/8	online	E2GO
25132	WF	4/15-6/5	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, \$175* (includes a \$100 lab fee)**

25148	WF	1/14-3/6	online	E2GO
25149	WF	2/11-4/3	online	E2GO
25150	WF	3/18-5/8	online	E2GO
25151	WF	4/15-6/5	online	E2GO

OFC-321 Effective Business Writing

2.4 CEUs

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

12 sessions, \$183* (includes a \$108 lab fee)

25152	WF	1/14-3/6	online	E2GO
25153	WF	2/11-4/3	online	E2GO
25154	WF	3/18-5/8	online	E2GO

25155	WF	4/15-6/5	online	E2GO
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SKB-386 Keys to Effective Editing

2.4 CEUs

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

12 sessions, \$176* (includes a \$101 lab fee)

25184	WF	1/14-3/6	online	E2GO
25185	WF	2/11-4/3	online	E2GO
25187	WF	3/18-5/8	online	E2GO
25188	WF	4/15-6/5	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, \$179* (includes a \$104 lab fee)

25045	WF	1/14-3/6	online	E2GO
25046	WF	2/11-4/3	online	E2GO
25047	WF	3/18-5/8	online	E2GO
25048	WF	4/15-6/5	online	E2GO

OFC-358 Fundamentals of Technical Writing

2.4 CEUs

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

12 sessions, \$182* (includes a \$107 lab fee)

25160	WF	1/14-3/6	online	E2GO
25161	WF	2/11-4/3	online	E2GO
25162	WF	3/18-5/8	online	E2GO
25163	WF	4/15-6/5	online	E2GO

COMMUNITY FITNESS & NUTRITION

Sabrina Nash (301) 546-0234

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.

8 sessions, \$118*

24530	TTh	1/27-2/19	5-6 p.m.	Largo
24531	TTh	2/24-3/26	5-6 p.m.	Largo
24533	TTh	4/7-4/30	5-6 p.m.	Largo

WLN-318 Beginning Hand Dancing

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

24553	S	1/24-3/21	10-11:30 a.m.	Largo
24556	S	3/28-5/23	10-11:30 a.m.	Largo

WLN-319 Intermediate Hand Dancing

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

24554	S	1/24-3/21	11:30 a.m.-1 p.m.	Largo
24557	S	3/28-5/23	11:30 a.m.-1 p.m.	Largo

WLN-322 Advanced Hand Dance Class

Advanced hand dance class builds upon a student's level of knowledge by incorporating a series of moves into combinations that produce a consistent flow of symmetry between partners as they dance in sync with one another. The lead dancer will learn proper technique for managing the dance and the partner will learn techniques

for following. The lead dancer will learn combinations, create turns, moves, sequences and patterns. The follower is more attuned to the nuances of the lead. **8 sessions, \$129***

24555	S	1/24-3/21	1-2:30 p.m.	Largo
24558	S	3/28-5/23	1-2:30 p.m.	Largo

WLN-325 Line Dancing

Line dancing is a popular form of dance that involves individuals dancing in synchronized patterns or lines. This course includes a series of choreographed routines set to various genres of music. Our line dancing course offers a fun and engaging way to learn new dance steps, improve physical fitness, enhance coordination and balance, and uplift mental well-being. Participants can expect to gain confidence on the dance floor, develop new friendships, and enjoy the contagious energy and joy that line dancing brings. **8 sessions, \$129***

24499	W	2/4-4/1	5:30-6:30 p.m.	Largo
24500	W	3/18-5/6	5:30-6:30 p.m.	Largo

COMPUTERS & INFORMATION TECHNOLOGY

BEGINNER BASICS

301-546-0631 or anayada@pgcc.edu

PGCC CERTIFICATE COMPUTER SKILLS FOR BUSINESS APPLICATIONS

This five-course program hones your proficiency in using a personal computer (PC) for general business applications with Microsoft Office. You will develop skills in word processing, spreadsheets, and data management.



Use the QR code
to find out more!

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)

25351	TTh	2/3-2/12	5:30-8:30 p.m.	CAT-105
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MICROSOFT OFFICE
301-546-0631 or anayada@pgcc.edu

INDUSTRY CERTIFICATION MICROSOFT OFFICE APPLICATIONS INDUSTRY CERTIFICATIONS- MICROSOFT OFFICE SPECIALIST

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. PGCC can prepare you for the following exams:

- Microsoft Office Specialist in Access 2016
- Microsoft Office Specialist in Word 2016
- Microsoft Office Specialist in Excel 2016

Find out more!



Use the QR code
to find out more!

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 Microsoft Outlook and email basics.

5 sessions, \$230* (includes a \$75 lab fee)

25347	TTh	2/17-3/3	5:30-8:30 p.m.	CAT-105
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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)

25349	TTh	3/17-4/2	5:30-8:30 p.m.	CAT-105
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TEC-404 Introduction to 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)

25348	TTh	4/14-4/30	5:30-8:30 p.m.	CAT-135
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TEC-406 Introduction to 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 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)

25350	S	3/21-3/28	9:30 a.m.-2:15 p.m.	CAT-105
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HELP DESK

301-546-0631 or anayada@pgcc.edu

PGCC CERTIFICATE HELP DESK TECHNOLOGY

Our Help Desk Technology certificate program prepares students to support a client's technology concerns. Students will learn the fundamentals of help desk organization, basic help desk assessments and functions, productivity measurements and problem resolution, software technologies to track and monitor the help desk infrastructure, and much more.



Use the QR code
to find out more!

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)

25346 TTh 1/27-1/29 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)

25344 TTh 2/3-2/5 6:30-9:30 p.m. CAT-135

TEC-456 Troubleshooting MS Windows-10 0.9 CEU

In this nine-hour course, the student will review common error messages within the MS-Windows product and practice to resolve them. They will also learn how to resolve other problems to keep the personal computer operating at its peak capacity.

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

25341 TTh 2/26-3/5 6:30-9:30 p.m. CAT-135

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

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

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

25345 TTh 2/17-2/24 6:30-9:30 p.m. CAT-135

TEC-455 Troubleshooting MS-Excel: Help Desk 0.9 CEU

In this nine-hour class, students will be shown typical MS-Excel software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience. **3 sessions, \$150* (includes a \$50 lab fee)**

25343 TTh 3/17-3/24 9:30 a.m.-12:30 p.m. CAT-135

TEC-454 Troubleshooting MS-Access for Help Desk 0.9 CEU

Students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows and MS-Access.

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

25342 TTh 3/26-4/2 6:30-9:30 p.m. CAT-135

DATABASE DESIGN

301-546-0631 or anayada@pgcc.edu

NATIONAL CERTIFICATION SQL FUNDAMENTALS

In this course, you will learn the fundamentals of SQL using Oracle Database Technology. This course also provides knowledge and skills in manipulating, restricting, and sorting data, using single, group, and conversion functions, setting operators and subqueries, controlling user access, managing schema objects, and many more. This course prepares you for the Oracle Database SQL 1Z0-071 (or current exam) to earn Oracle Database SQL Certified Associate certification, the first step to other Oracle certifications.



Use the QR code to find out more!

TEC-526 Oracle Database SQL 2.4 CEUs

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

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

25307 M 2/2-3/2 6:30-9:30 p.m. REMOTE

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)

25308 M 3/23-4/27 6:30-9:30 p.m. REMOTE

GRAPHIC ART & DESIGN

301-546-0631 or anayada@pgcc.edu

PGCC CERTIFICATE DIGITAL GRAPHICS SUITE CERTIFICATE

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. Learn to express your personal creativity on a digital platform

301-546-0873 or itcerts@pgcc.edu



Use the QR code to find out more!

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 and 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 two class sessions!

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

25311 TTh 2/10-2/26 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)

25312 TTh 3/24-4/9 6-9 p.m. REMOTE

INFORMATION SECURITY

301-546-0631 or anayada@pgcc.edu

INDUSTRY CERTIFICATION NATIONAL CERTIFICATION EXAM PREPARATION: INFORMATION SECURITY

Become empowered to combat cyber criminals with an abundance of techniques, including antivirus software, setting up proper accounts on your computer for daily use, the dos and don'ts of email, online purchasing, and safe web browsing. Other topics include online ethics, privacy, security, and safety prevention methods for cyber attacks.



Use the QR code
to find out more!

TEC-701 Introduction to Cyber Security

1.5 CEUs

This course is a comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security.

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

25309 S 4/4-4/25 9 a.m.-1 p.m. CAT-135

TEC-702 Internet Safety: How to Be Cyber Secure

0.6 CEU

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)

25310 S 3/21-3/28 9 a.m.-1:15 p.m. CAT-135

HARDWARE

301-546-0631 or anayada@pgcc.edu

TEC-486 Build and Repair Your Own Computer

1.8 CEUs

Students will learn how to build and repair a personal computer. Lecture focuses on the steps involved in building a computer from scratch. Lab time includes extensive teacher involvement with the student. The student is responsible for purchasing the computer components as specified in the parts list and vendor information provided at the first class and a tool kit. Learn how to differentiate between hardware and software related problems.

6 sessions, \$295* (includes a \$95 lab fee)

25337 F 3/20-4/24 6-9 p.m. ANXC-043

NATIONAL CERTIFICATION COMPTIA A+

Students who complete this program should be able to repair and upgrade personal computers. They also should be prepared to take the CompTIA A+ certification examination in personal computer hardware and operating systems. All courses in this program can be used in the Computer Engineering Technology A.A.S. program and the Information Technology A.A.S. degree.



Use the QR code
to find out more!

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.

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

25339 MWTh 1/30-3/19 6:30-9:45 p.m. ANXC-043

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.

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

25340 MWTh 3/27-5/6 6:30-9:45 p.m. ANXC-043

NATIONAL CERTIFICATION COMPTIA IT FUNDAMENTALS

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.



Use the QR code
to find out more!

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)**

25338 MTh 1/26-3/2 6-9 p.m. REMOTE

CONSTRUCTION SKILLED TRADES

CARPENTRY

301-546-0964 or trades@pgcc.edu

CRP-330 Carpentry Level 1, Part 1 8.8 CEUs

This course provides the first part of 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, floor, wall, roof, ceiling and stair systems. Successful completion of the course earns students the NCCER Carpentry Level 1 credential.

21 sessions, \$1130* (includes a \$80 lab fee)

24456 MWF 1/21-3/18 9 a.m.-1:15 p.m. ANXA-106

CRP-331 Carpentry Level 1, Part 2 8.8 CEUs

This course provides the second part of 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, floor, wall, roof, ceiling and stair systems. Successful completion of the course earns students the NCCER Carpentry Level 1 credential.

21 sessions, \$1130* (includes a \$80 lab fee)

24457 MWF 3/20-5/6 9 a.m.-1:15 p.m. ANXA-106

FREEDOM TO LEARN.

HVAC/R

Become a certified HVAC/R technician at PGCC! Learn how to install and maintain heating, ventilation, air conditioning, and refrigeration systems with our HVAC/R System 1 certificate program.



Visit pgcc.edu/apply to get started.

301-546-0964
trades@pgcc.edu

CONSTRUCTION CORE SKILLS

301-546-0964 or trades@pgcc.edu

CONSTRUCTION CORE SKILL CERTIFICATION

This program offers the knowledge needed prior to training in a building trade or working on a construction site. Students learn basic safety, 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 and the Occupational Safety and Health Administration (OSHA) 10 certification.



Use the QR code to find out more!

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)

24459 TTh 1/20-4/28 9-11:57 a.m. Largo

24458 TTh 1/20-4/28 6-8:57 p.m. Largo

CONSTRUCTION ELECTRICAL

301-546-0964 or trades@pgcc.edu

PGCC CERTIFICATE ELECTRICITY AND ADVANCED ELECTRICAL

This program provides the training needed to prepare those interested in a career in the electrical profession using the National Center for Construction Education and Research (NCCER) curriculum. Electricians install electrical systems; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints and state and local codes.



Use the QR code to find out more!

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)

24467 MW 1/21-3/18 9 a.m.-1:15 p.m. ANXA-106

24466 MW 1/21-3/18 5:30-9:45 p.m. ANXA-106

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)

24469	MW	3/23-5/6	9 a.m.-1:15 p.m.	ANXA-106
24468	MW	3/23-5/6	5:30-9:45 p.m.	ANXA-106

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.

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

24463	TTh	1/20-2/24	5-10:15 p.m.	ANXA-106
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ELC-323 Construction Electricity 2: Part 1 4.8 CEUs

Continuation of the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum to prepare students for the construction industry. Topics include theory and application of AC and DC motors; components, circuits, and connections; conduit bending; and selection and sizing of pull and junction boxes and handholes.

10 sessions, \$560* (includes a \$50 lab fee)

24464	TTh	2/26-4/2	5-10:15 p.m.	ANXA-106
(9 sessions)				

ELC-324 Construction Electricity 2: Part 2 4.5 CEUs

This course completes the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics include conductor installations, cable tray, conductor terminations, and splices, and control systems and fundamental concepts.

9 sessions, \$560* (includes a \$50 lab fee)

24465	TTh	4/7-5/5	5-10:15 p.m.	ANXA-106
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HVAC/R

301-546-0964 or trades@pgcc.edu

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

Commercial, residential, and industrial buildings require skilled installation, diagnostics, repair, and maintenance HVAC/R technicians. 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.



Use the QR code to find out more!

HVC-376 HVAC/R Level 2:

Part 4 4.5 CEUs

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

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

23117	MW	4/6-5/27	6-9 p.m.	Largo
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LOCKSMITHING

301-546-0964 or trades@pgcc.edu

PGCC CERTIFICATE GENERAL LOCKSMITHING

This program offers a comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. After the program, students will be familiar with impressions, lock-picking, closed circuit TV, safe lock installation, troubleshooting, and automotive lock opening.



Use the QR code to find out more!

KEY-300 Locksmithing 101 4.9 CEUs

This course teaches entry-level locksmithing techniques, the use of hand tools, power tools, and special machines associated with the trade. The course includes review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines introduction to impressions and lockpicking, lock functions and finishes. The course introduces students to the career opportunities within the locksmith trade. Prerequisite: Locksmith Background Screening. Textbook required.

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

24400	MW	1/12-3/4	5:30-9 p.m.	ANXA-112
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KEY-301 Locksmithing 102 4.9 CEUs

This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text required and tools second week.

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

24401	MW	3/16-4/29	5:30-9 p.m.	ANXA-112
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KEY-305 Locksmithing 201 4.9 CEUs

This course focuses on specialty topics within the locksmithing industry. Master keying will continue on an intermediate level.

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. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required.

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

24404	TTh	1/13-2/26	5:30-9 p.m.	ANXA-112
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KEY-304 Locksmithing 202 4.9 CEUs

This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305.

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

24406	TTh	3/3-4/23	5:30-9 p.m.	ANXA-112
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PLUMBING

301-546-0964 or trades@pgcc.edu

PGCC CERTIFICATE BASIC PLUMBING

Plumbers install and repair the water, drainage, waste disposal, and gas systems in homes and commercial and industrial buildings. Prince George's Community College provides the requisite training of the basic skills and knowledge needed for entry-level employment to launch a career in the plumbing profession.



Use the QR code to find out more!

PLM-310 Plumbing Level 1, Part 1

8.8 CEUs

This course provides the first part of the first level of training of the National Center for Construction Education & Research (NCCER) curriculum in plumbing. Students gain an understanding of how plumbing systems work and the role and career path of a plumber in construction. They learn mathematics for the plumbing trade, how to read plumbing drawings, and the basics of plumbing safety. They acquire the skills and knowledge needed to install plumbing fixtures and copper, plastic, cast iron, and steel piping systems. Successful completion of the course earns students the NCCER Plumbing Level 1 credential.

21 sessions, \$1100* (includes a \$50 lab fee)

24460	MWF	1/21-3/18	9 a.m.-1:15 p.m.	ANXA-106
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PLM-311 Plumbing Level 1, Part 2

8.8 CEUs

This course provides the second part of the first level of training of the National Center for Construction Education & Research (NCCER) curriculum in Plumbing. Students gain an understanding of how plumbing systems work and the role and career path of a plumber in construction. They learn mathematics for the plumbing trade, how to read plumbing drawings and the basics of plumbing safety. They acquire the skills and knowledge needed to install plumbing fixtures and copper, plastic, cast iron and steel piping systems. Successful completion of the course earns students the NCCER Plumbing Level 1 credential.

21 sessions, \$1100* (includes a \$50 lab fee)

24461	MWF	3/20-5/6	9 a.m.-1:15 p.m.	ANXA-106
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STATIONARY ENGINEERING

301-546-0964 or trades@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***

24451	T	1/27-4/28	6-9 p.m.	CAT-307
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WELDING

301-546-0964 or trades@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)

24452	MW	1/12-6/16	5-9:15 p.m.	ANXA-115
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WLD-301 Advanced Arc Welding

6.0 CEUs

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

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

24454	MW	1/19-5/6	5-9:15 p.m.	ANXA-115
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DRONES

301-546-0062 or tdi@pgcc.edu

INDUSTRY CERTIFICATION DRONE OPERATOR

Spend a morning with our experienced drone pilot and enjoy learning about the emergence of unmanned aerial systems (UAS), or "drones," and their implications for the national and international stage today and in the future. Discuss their history, types, characteristics, uses, and current issues, such as privacy and safety.



Use the QR code to find out more!

TDL-500 Introduction to Drones

Learn from an experienced Drone pilot about the emergence of unmanned aerial systems (UAS) or 'drones' and their implications for the national and international stage. Discuss their history, types, characteristics, privacy, and safety. **1 session, \$15**

24236	S	3/7-3/7	10 a.m.-1 p.m.	CONT-124
24237	S	4/11-4/11	10 a.m.-1 p.m.	CONT-124

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)

24234	S	3/28-3/28	9 a.m.-4 p.m.	CONT-124
24235	S	4/25-4/25	9 a.m.-4 p.m.	CONT-124

ESL CAREER PATHWAY CERTIFICATION PROGRAM

301-546-8350 OR email
adulthoodeducation@pgcc.edu;
[https://www.pgcc.edu/go/esl/
certificateprograms/esl/](https://www.pgcc.edu/go/esl/certificateprograms/esl/)

ESL CAREER PATHWAYS CERTIFICATE PROGRAMS

Courses are free. ESL Career Pathways classes are for you if you are an intermediate or advanced English language learner, wish to develop English language skills for employment, or want to obtain certificates in Childcare, Health Care, Culinary Arts, or Construction. These certificates are nationally recognized and industry-specific.



Use the QR code
to find out more!

FORKLIFT AND HEAVY EQUIPMENT

FORKLIFT

301-546-0062 or tdi@pgcc.edu

INDUSTRY CERTIFICATION OSHA FORKLIFT

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



Use the QR code
to find out more!

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)

24239	Th	3/19-3/19	8 a.m.-3:30 p.m.	ANXC-002
24240	Th	4/23-4/23	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

This course gives participants the knowledge and skills 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 afterward. One-day training session.



Use the QR code
to find out more!

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)

24238	Th	4/9-4/9	8 a.m.-3:30 p.m.	CONT-124
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GED, HIGH SCHOOL DIPLOMA AND ADULT BASIC SKILLS

301-546-0891 or 301-546-8350;
ged@pgcc.edu or nedp@pgcc.edu

GED® AND HIGH SCHOOL DIPLOMA OPTIONS

The Adult Education Program offers two options for adults and young adults seeking to earn a Maryland High School Diploma: preparation for the GED® exam and the National External Diploma Program.

GED® OPTION

Prepare for the General Educational Development (GED®) Test, 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 test is challenging, and preparation is highly recommended.



Use the QR code
to find out more!

NEDP OPTION

Earn a high school diploma. The NEDP allows adults who have enhanced their high school-level abilities through work, family, and community 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.



Use the QR code
to find out more!

ADULT LITERACY / BASIC SKILLS

Work on your basic reading skills. Priority is given to individuals who do not hold a high school diploma.



Use the QR code to find out more!

HEALTH CARE SUPPORT**ASSISTED LIVING**

301-546-0795 or
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE ASSISTED LIVING MANAGER

The PGCC Assisted Living Manager program provides training in supportive services, supervision, personalized assistance, and/or health-related services to meet the needs of residents who cannot perform or need assistance in daily living activities.

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 as determined by the Maryland Department of Health and Mental Hygiene's Office of Health Care Quality



Use the QR code to find out more!

ALM-300 Assisted Living Manager

8.3 CEUs

The Assisted Living Manager program provides training in supportive services, supervision, personalized assistance, or 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 in an assisted living facility. Students who complete the program will have the knowledge, skills, and abilities to advance in this gratifying career and manage the day-

to-day operations. An assisted living manager is an individual designated by a licensee to oversee the day-to-day operations of an assisted living program. COMAR 10.07.14 will be reviewed. Topics include the aging process; assessing, admitting, and feeding; clinical, mental, and behavior management, facility operations, and emergency planning. This course has been approved by the Maryland Office of Health Care Quality.

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

25233	TTh	3/24-4/23	9 a.m.-4 p.m.	CNVS
	W	4/22-4/22	9 a.m.-4 p.m.	CNVS

REGISTERED NURSE TRAINING

301-546-0745 or
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE REGISTERED NURSING IN ASSISTED LIVING

Enhance your health care role as a registered nurse case manager or delegating nurse. Our Maryland Board of Nursing-approved program for registered nurse (RN) case managers and delegating nurses is designed for RNs working in Maryland's assisted living facilities. This program equips registered nurses with essential knowledge on delegation, covering Nurse Practice Act requirements and the foundational principles for supervising nursing functions. Participants will learn to confidently delegate and oversee medication technicians, enhancing their role as trusted leaders in patient care.



Use the QR code to find out more!

NRC-302 Registered Nurse Case Manager and Delegating Nurse: Assistant Living

1.6 CEUs

This course is required by the Maryland Board of Nursing 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 who delegates nursing functions in the assisted living setting, including medication administration. **3 sessions, \$315* (includes a \$100 lab fee)**

25119	ThFS	4/9-4/11	9 a.m.-3 p.m.	Largo
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HES-570 Principles of Adult Education: Train the Trainer

1.6 CEUs

This course is designed to meet the Maryland Board of Nursing faculty requirements for teaching in Certified Registered Nurse (CNA) programs. This course for RNs combines classroom learning, instructional technology, and a learning lab where students will demonstrate competency in applying knowledge of the principles of adult learning and methods of instruction. This class is for students who have at least two years' experience (one in long-term care) and a desire to instruct in an approved CNA program. Topics will include principles of adult learning, adult learning styles and strategies for addressing them, cultural diversity in the classroom, and barriers to learning.

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

25120	W	2/8-2/25	4:30-8:30 p.m.	Largo
	S	2/21-2/28	9 a.m.-1 p.m.	Largo
25121	W	4/15-4/22	4:30-8:30 p.m.	Largo
	S	4/18-4/25	9 a.m.-1 p.m.	Largo

COMMUNITY HEALTH WORKERS

301-546-0795 or
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE COMMUNITY HEALTH WORKER

Community Health Workers (CHWs) are integral members of the health care team. They serve as a liaison between healthcare providers, social services, and the community to facilitate access to services and address issues that create barriers in healthcare delivery. CHWs provide care, education, support, follow-up, resources, and referrals in community settings such as homes and neighborhoods.



Use the QR code to find out more!

CHW-300 Community Health Worker Part 1

6.0 CEUs

This course is the first in a series of courses designed to develop basic skills needed for the community health worker. Topics in this course include the role and responsibilities of the community health worker, personal management skills, professional skills, and conduct, teaching skills, advocacy, and community capacity-building, use of public

health concepts and approaches, documentation, organizational skills, outreach methods and strategies, client and community assessment, cultural responsiveness and mediation, and care coordination and system navigation. **24 sessions, \$851* (includes a \$251 lab fee)**

25234 MTWTh 3/16-4/23 6-8:30 p.m. CNVS

CHW-301 Community Health Worker Part 2 6.0 CEUs

This course is the second part of a series of courses designed to develop the basic skills needed to become a community health worker (CHW). Topics include cultural responsiveness and mediation, care coordination, system navigation, and education for healthy behavioral change, integrative medicine, in-home visits, health-disease prevention and management, integration of behavioral health in medical settings, health, and health care systems, communication, motivational interviewing, and smoking cessation. **24 sessions, \$851* (includes a \$251 lab fee)**

25235 MTWTh 4/27-6/4 6-8:30 p.m. CNVS

DENTAL ASSISTING

301-546-0879 or patternn@pgcc.edu

DEN-300 Introduction to Dental Assisting Part 1 4.8 CEUs

This introductory course is the first in a series of three courses designed for those interested in an entry-level position as a dental assistant. Topics will include basic dental theory, terminology, sterilization techniques, four-handed dental assisting and tooth anatomy. **15 sessions, \$800* (includes a \$275 lab fee)**

24470 ThF 2/19-4/16 5:30-8:30 p.m. CHS-2103

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

This course is second in a series of three courses designed to prepare dental assistants for the Dental Assisting National Board (DANB) Radiation Health and Safety exam. Topics include an introduction to x-ray machines, digital radiography, intraoral and extraoral radiology, evaluation of radiographic images for diagnostic value, basic radiographic landmarks, safety, techniques for patient care, infection control standard precautions for patients, operators and equipment, and exam preparation. Prerequisite: DEN-300 or DEN-340. **13 sessions, \$1000* (includes a \$345 lab fee)**

24471 ThF 4/23-6/4 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, communication skills, telephone techniques, patient relations, records management, scheduling and recall systems, insurance processing, financial arrangements, collection procedures, equipment and inventory management, and using dental software. Textbooks required at first class session. Prerequisite: DEN-301 or DEN-341. **11 sessions, \$450***

24472 ThF 1/8-2/12 5:30-8:30 p.m. CHS-2103

CNA/GNA & CERTIFIED MEDICINE AIDE

301-546-0745 or wdehealthcare@pgcc.edu

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

Prepare for a career as a nursing assistant, and be ready to work in various health care settings. The Maryland Board of Nursing approves this program. Become eligible to sit for the Maryland GNA state exam.



Use the QR code
to find out more!

NRC-300 Certified Nursing Assistant: Theory 8.4 CEUs

The course is designed to prepare students to function in a health care environment utilizing knowledge, skill, and judgment in providing quality care as Certified Nursing Assistants. Topics include physical and psychosocial care skills, the role of the nursing assistant and preparation for the nursing assistant state exam. This course when accompanied with NRC-301: Certified Nursing Assistant: Clinical meets the requirements for approval by the Maryland Board of Nursing. **14 sessions, \$1000* (includes a \$100 lab fee)**

25108 TTh 1/5-2/25 9 a.m.-4 p.m. UTC

25102 TTh 1/6-2/19 9 a.m.-4 p.m. Largo

25103 MWF 1/12-3/4 5:30-9:30 p.m. Largo

(21 sessions)

25111 TWTh 1/27-3/19 5:30-9:30 p.m. LCC, 205

NRC-301 Certified Nursing Assistant: Clinical 4.9 CEUs

This course will provide practical clinical experience conducted within a Prince George's County skilled nursing facility approved by the Maryland Board of Nursing (MBON). The 40 hours of clinical must be taken concurrently with NRC-300 Certified Nursing Assistant Theory to complete the program. **7 sessions, \$600***

25104 MTWThF 2/23-3/3 7 a.m.-3:30 p.m. off campus

25113 SSu 2/28-3/28 7 a.m.-3:30 p.m. LCC-205

25110 MTWThF 3/2-3/17 7 a.m.-3:30 p.m. off campus

25106 MTWThF 3/16-3/24 7 a.m.-3:30 p.m. off campus

MARYLAND CERTIFICATION + PGCC CERTIFICATE CERTIFIED MEDICINE AIDE

Elevate patient care as a certified medicine aide. Become a Trusted Provider of Patient Care. The Certified Medicine Aide (CMA) Program prepares geriatric nursing assistants (GNAs) to administer specific medications to residents in a Maryland nursing home under the supervision of a nurse or physician. This program has been approved by the Maryland Board of Nursing.

Our 80-hour medicine aide course includes 48 hours of theory and 32 hours of clinical. Some topics include administering non-parenteral medications, procedures and techniques for administering drugs, drug classification, drug solutions, measurements, and standards.



Use the QR code
to find out more!

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)**

25114 MW 1/5-2/18 5:30-9:30 p.m. Largo

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***

25115	SSu	2/28-3/8	7 a.m.-3:30 p.m.	Largo
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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***

25116	S	1/17-1/17	8:30 a.m.-5 p.m.	CNVS
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25117	S	2/21-2/21	8:30 a.m.-5 p.m.	CNVS
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25118	S	3/21-3/21	8:30 a.m.-5 p.m.	CNVS
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MEDICAL BILLING

301-546-0795 or
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE NATIONAL CERTIFICATION MEDICAL BILLING SPECIALIST

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, and 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.



Use the QR code
to find out more!

HMB-304 Medical Billing Part 1 5.2 CEUs

This course, Part 1 of 2, provides instruction on gaining the necessary skills to become a medical billing specialist, medical coder, or medical office manager. Topics include working with coding manuals, coding disorders and services, and learning billing applications. This course is designed to give an opportunity to explore the health care code sets used within medical coding: CPT, and ICD-10-CM. Codes are presented along with an account of healthcare billing basic, as well as a description of the relationship of coding and billing, medical, and regulatory concepts in the field.

26 sessions, \$460* (includes a \$20 lab fee)

25237	TTh	1/27-4/30	6-8 p.m.	CNVS
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HES-357 Basic Medical Terminology 2.4 CEUs

Basic Medical Terminology introduces students to medical terminology that is used in an office, hospital, or other medical setting. This short course will give students a better understanding of basic word structure, suffixes, and prefixes in relation to the basic structure and functions of the human body.

8 sessions, \$335*

25239	T	1/13-3/3	online	CNVS
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25240	T	4/28-6/16	online	CNVS
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MEDICAL OFFICE ASSISTANT

301-546-0795 or
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE + NATIONAL CERTIFICATION MEDICAL OFFICE ASSISTANT

Learn the administrative and basic clinical duties performed in a physician's office, clinic, or health care setting. Gain the skills you need to sit for the National Healthcareer Association certification exam to become a certified Medical Administrative Assistant.



Use the QR code
to find out more!

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. 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)**

25229	MW	2/10-4/21	6-9 p.m.	CHS-2229
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MOA-308 Medical Administrative Assistant 1 6.6 CEUs

This course prepares students for an entry-level position in a doctor's office, clinic, or similar health care setting. Emphasis is placed on the skills and attributes of the professional medical assistant and the roles and responsibilities. **22 sessions, \$800* (includes a \$150 lab fee)**

25043	MW	1/21-4/8	online	CNVS
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MOA-309 Medical Administrative Assistant 2 6.6 CEUs

This course prepares students for an entry-level position in a doctor's office, clinic, or similar health care setting. Emphasis is placed on reimbursement and billing, medical coding and managing patient accounts. **22 sessions, \$800* (includes a \$150 lab fee)**

25044	MW	4/13-6/29	online	CNVS
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ELECTRONIC HEALTH RECORDS

301-546-0795 or
wdcehealthcare@pgcc.edu

NATIONAL CERTIFICATION ELECTRONIC HEALTH RECORDS

Medical Office Assistants are on the front line of the health care field, performing the administrative tasks needed in the outpatient and inpatient settings to keep the health care office running smoothly. Responsibilities vary by setting, but may include scheduling and managing appointments, using computer operating systems such as EMR and practice management systems to manage office tasks, reviewing and responding to practice correspondence, greeting patients, and answering phones.



Use the QR code
to find out more!

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)

25287 T 3/17-4/28 6-9 p.m. CNVS

PHLEBOTOMY

301-546-0795 or
wdcehealthcare@pgcc.edu

PGCC CERTIFICATE + NATIONAL CERTIFICATION PHLEBOTOMY TECHNICIAN

This program includes theory, skills training, and 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 to sit for the National Phlebotomy Association certification exam and become a certified Phlebotomy Technologist.



Use the QR code to find out more!

PHE-300 Phlebotomy Technician 8.0 CEUs

This course prepares individuals to collect, prepare, and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy, and physiology, infection control, and patient preparation. Legal and ethical considerations associated with venipuncture in hospital or outpatient settings are also considered. **25 sessions, \$1120*** (includes a \$160 lab fee)

25228 MW 1/26-4/29 6-9 p.m. CHS-2229

PERSONAL TRAINER

Sabrina Nash; 301-546-0234

NATIONAL CERTIFICATION PERSONAL TRAINER

Start an exciting career as a personal trainer, wellness or fitness coach. Gain the skills needed to identify the anatomy and basic principles of exercise physiology, nutrition related to physical fitness, and exercise equipment's safe usage. 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.



Use the QR code to find out more!

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

24535 TTh 2/3-4/16 6-7:55 p.m. Largo

HOSPITALITY**CULINARY ARTS**

Sabrina Nash; 301-546-0234

CUL-722 Kitchen Cook Certificate

This course aims to provide in-demand culinary skills for those looking to enter the food service industry. The Kitchen Cook certificate course will equip individuals with the practical skills and knowledge necessary to thrive in a commercial kitchen environment. Participants will learn how to use commercial kitchen equipment, maintain

safety and sanitation standards, and practice managing food inventory while preparing high-quality food items. Upon successful completion of this course, students will be eligible to earn the START Kitchen Cook certificate from the American Hotel and Lodging Educational Institution (AHLEI). **8 sessions, \$400*** (includes a \$150 lab fee)

24518 F 3/20-5/8 10 a.m.-2:30 p.m. Largo

HCT-300 Healthy Cooking Certificate Training 4.5 CEUs

Elevate your cooking with essential techniques for preparing healthy, flavorful meals. This comprehensive certificate course emphasizes fundamental skills and knowledge in creating nutritious alternatives to everyday dishes. You will explore topics such as knife skills, proper cut measurements, kitchen safety, food buying principles, portion and temperature controls, all while learning to prepare delicious, balanced meals. A key focus will be a deeper understanding of wellness as it relates to nutrition and eating foods that fuel the body.

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

24508 S 2/7-4/4 10 a.m.-2:30 p.m. Largo

HSM-655 ServSafe 1.7 CEUs

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. Completion of this course rewards the opportunity to test for a ServSafe® certification. Meets concurrently with credit course HSM 1550. Required textbook: ServSafe Essentials (7th edition) with exam, English. Call Prince George's Community College bookstore at 301-546-0912 for more information.

2 sessions, \$150*

24510 Th 1/22-2/19 6-9:30 p.m. Largo

(5 sessions)

24513 S 1/24-1/31 8:30 a.m.-5 p.m. Largo

24511 T 2/3-3/3 6-9:30 p.m. Largo

(5 sessions)

24514 S 2/14-2/21 8:30 a.m.-5 p.m. Largo

24515 S 3/21-3/28 8:30 a.m.-5 p.m. Largo

24516 S 4/11-4/18 8:30 a.m.-5 p.m. Largo

24517 SSu 4/18-4/19 9 a.m.-2:30 p.m. Largo

HOSPITALITY MANAGEMENT

Sabrina Nash; 301-546-0234

HSM-716 Hospitality Guest Services Certificate 0.8 CEU

In this hospitality customer service course, registrants will understand the fundamental principles of providing exceptional customer service to guests in the hospitality industry. Students will study the 7 Key Elements of Service: authenticity, intuition, empathy, delivery, follow-through, and taking the Initiative to delight all guests. Students will apply the concepts of service to effectively communicate with a diverse population of guests. Students will implement customer service strategies to anticipate guest needs, improve service quality and create memorable experiences. Upon completing this course, students will be eligible to earn a Gold Star Customer Service industry certificate issued by the American Hotel and Lodging Educational Institute (AHLEI).

4 sessions, \$150*

24496	Th	2/5-2/26	6-8 p.m.	Largo
24497	Th	4/2-4/23	6-8 p.m.	Largo

EVENT PLANNING

Sabrina Nash; 301-546-0234

**PGCC CERTIFICATE
EVENT PLANNING**

Design for event planners, owners, and independent contractors who seek additional knowledge and skills that will assist them in planning a successful event. Any event you plan, and the stage is a reflection on you from the initial invitation to onsite operations. Whether planning a product launch, conference, sales meeting, incentive event, or gala fundraiser, remember that the magic of a truly memorable event is in the details.



Use the QR code to find out more!

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)

24480	MW	2/23-3/4	6-9 p.m.	Largo
	S	3/7-3/7	10 a.m.-2 p.m.	Largo

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)

24491	MW	3/16-3/25	6-9 p.m.	Largo
	S	3/28-3/28	10 a.m.-2 p.m.	Largo

**INNOHUB-PATHWAY TO
EMPLOYMENT**301-546-8236 or
sgorham56584@pgcc.edu**PATHWAYS TO EMPLOYMENT**

This course gives participants the knowledge and skills 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 afterward. One-day training session.



Use the QR code to find out more!

MOTORCYCLE**MOTORCYCLE MECHANICS & REPAIR**

301-546-0062 or tdi@pgcc.edu

**PGCC CERTIFICATE
MOTORCYCLE MECHANICS
AND REPAIR**

Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes teach for learning theory, maintenance, and repair of today's motorcycles and their components. Keeping your bike in a safe riding condition is essential to your health and safety, and anyone who owns a motorcycle will significantly benefit from the knowledge learned in our program.



Use the QR code to find out more!

MOT-323 Motorcycle Mechanics and Repair 2.4 CEUs

This comprehensive course is designed for individuals interested in learning the technical skills to diagnose, service, and repair motorcycles. Students will explore engine systems, electrical components, fuel systems, suspension, braking, and drivetrain mechanics through hands-on training and classroom instruction.

8 sessions, \$360* (includes a \$60 lab fee)

24578	MW	4/20-5/13	6-9 p.m.	ANXC-002
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FREEDOM TO LEARN.

**MOTORCYCLE
maintenance**

Understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble-free riding. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic, keeping your bike in a safe riding condition is essential.

Visit pgcc.edu/apply to get started.
301-546-0062 | tdi@pgcc.edu

MOTORCYCLE SAFETY & CLASS-M LICENSE301-546-0062 or tdi@pgcc.edu**MOTORCYCLE SAFETY AND LICENSING**

Our Class-M license program is tailored for both beginner and experienced riders. Learn how to ride safely. The Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation train and certify our instructors. 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, which PGCC has offered for over 35 years.



Use the QR code to find out more!

MOT-312 Basic Rider Course 1.6 CEUs

This course is approved by the Maryland Motor Vehicle Administration (MVA) for obtaining the Class M license. Students learn basic motorcycle controls, pre-ride inspections, defensive riding techniques, and strategies for navigating traffic, road hazards, stopping, turning, shifting, and emergency maneuvers. A Class M endorsement will be awarded upon successful completion. All riding exercises are conducted under the supervision of certified instructors using DOT-approved safety standards.

3 sessions, \$350* (includes a \$50 lab fee)

24474	M	3/16-3/16	6-8 p.m.	CONT-124
	SSu	3/21-3/22	8 a.m.-4 p.m.	CONT-124
24475	M	3/23-3/23	6-8 p.m.	CONT-124
	SSu	3/26-3/29	8 a.m.-4 p.m.	CONT-124
24476	M	3/30-3/30	6-8 p.m.	CONT-124
	SSu	4/4-4/5	8 a.m.-4 p.m.	CONT-124
24477	M	4/6-4/6	6-8 p.m.	CONT-124
	SSu	4/11-4/12	8 a.m.-4 p.m.	CONT-124
24478	M	4/13-4/13	6-8 p.m.	CONT-124
	SSu	4/18-4/19	8 a.m.-4 p.m.	CONT-124
24479	M	4/20-4/20	6-8 p.m.	CONT-124
	SSu	4/25-4/26	8 a.m.-4 p.m.	CONT-124

MOT-314 Basic Rider Course 2-LW 0.9 CEU

This course is for experienced motorcycle riders and is approved by the Maryland Motor Vehicle Administration (MVA) to obtain the Class M license. Students learn motorcycle controls, pre-ride inspections, defensive riding techniques, and strategies for navigating traffic, road hazards, stopping, turning, shifting, and emergency maneuvers. A Class M endorsement will be awarded upon successful completion. All riding exercises are conducted under the supervision of certified instructors using DOT-approved safety standards.

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

24551	M	4/13-4/13	6-8 p.m.	CONT-124
	S	4/18-4/18	8 a.m.-4 p.m.	CONT-124

MOT-318 Scooter Basic Rider Course

1.6 CEUs

This course is approved by the Maryland Motor Vehicle Administration (MVA) for obtaining the Class M license. Students learn basic scooter controls, pre-ride inspections, defensive riding techniques, and strategies for navigating traffic, road hazards, stopping, turning, shifting, and emergency maneuvers. A Class M endorsement will be awarded upon successful completion. All riding exercises are conducted under the supervision of certified instructors using DOT-approved safety standards.

3 sessions, \$350* (includes a \$50 lab fee)

24575	M	4/20-4/20	6-8 p.m.	CONT-124
	SSu	4/25-4/26	8 a.m.-4 p.m.	CONT-124

FREEDOM TO LEARN.

NOTARY PUBLIC

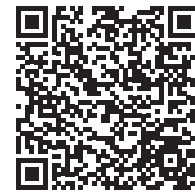
Becoming a notary can enhance your job skills, add value to your resume, and allow you to open a mobile notary business. With proper credentials, you can operate a notary signing agent business earning additional income.

Visit pgcc.edu/apply to get started.
brownka1@pgcc.edu

NOTARY PUBLICbrownka1@pgcc.edu**PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC**

Courses of study are available for new and renewing notaries. Today's notaries public are guarantors of trust and the front line of defense against fraud. Notaries witness signatures and perform other services required by state law. Consequently, they must be solidly grounded to perform essential and challenging notarial duties, learn new skills, and acquire certifications to provide accurate and superior services.

Becoming a notary can enhance your job skills, add value to your resume, and allow you to open a mobile notary business. With proper credentials, you can operate a notary signing agent business earning additional income.



Use the QR code to find out more!

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, 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)

24689	TWTh	1/20-1/22	online	CNVS
24691	TWTh	2/10-2/12	online	CNVS
24694	TWTh	3/3-3/5	online	CNVS
24696	TWTh	3/24-3/26	online	CNVS
24698	TWTh	4/7-4/9	online	CNVS
24700	TWTh	4/21-4/23	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)

24690	TWTh	1/20-1/22	online	CNVS
24692	TWTh	2/10-2/12	online	CNVS
24695	TWTh	3/3-3/5	online	CNVS
24699	TWTh	4/7-4/9	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***

24608	WTh	1/21-1/22	6:30-9 p.m.	REMOTE
24612	WTh	3/4-3/5	6:30-9 p.m.	REMOTE
24616	WTh	4/8-4/9	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***

24609	W	2/4-2/11	6:30-9 p.m.	REMOTE
24614	WTh	3/18-3/19	6:30-9 p.m.	REMOTE
24617	W	4/15-4/22	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***

24693	TTh	2/17-3/3	online	CNVS
24697	TTh	3/24-4/7	online	CNVS
24701	TTh	4/28-5/12	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**

24611	S	2/21-2/21	10 a.m.-1 p.m.	REMOTE
24618	S	4/18-4/18	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**

24613	S	3/7-3/7	10 a.m.-1 p.m.	REMOTE
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GEN-518 Traditional vs. the Remote Notary

New laws and technology permit notary public professionals to provide notarial services to the general public, businesses, and government traditionally, face-to-face utilizing pen and paper, or remotely via audiovisual products and online services. Learn to execute each method while preserving core principles for deterring

fraud. Notary public professionals can now choose to provide services as a traditional, remote, or dual notary. Instructors: Wanda Moore and Elaine Wright Harris.

1 session, \$45

24610	S	2/7-2/7	10 a.m.-1 p.m.	REMOTE
24615	S	3/21-3/21	10 a.m.-1 p.m.	REMOTE

PERSONAL ENRICHMENTS**CAREER & PERSONAL FINANCES**

brownka1@pgcc.edu

JCL-359 Resume Writing 2.4 CEUs

Create an effective resume or transform the one you have into a powerful tool to market you. Topics include resume formats on paper and online, employment objectives, maximizing your work experience, what to (and what not to) reveal, overcoming work history gaps and age discrimination, how to use references. With skills like these, you might decide to write resumes for profit.

12 sessions, \$183* (includes a \$108 lab fee)

25168	WF	1/14-3/6	online	E2GO
25169	WF	2/11-4/3	online	E2GO
25170	WF	3/18-5/8	online	E2GO
25171	WF	4/15-6/5	online	E2GO

FIN-345 Introduction to Stock Options 2.4 CEUs

This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks.

12 sessions, \$178* (includes a \$103 lab fee)

24922	WF	1/14-3/6	online	E2GO
24923	WF	2/11-4/3	online	E2GO
24924	WF	3/18-5/8	online	E2GO
24925	WF	4/15-6/5	online	E2GO

FIN-361 The Analysis and Valuation of Stock 2.4 CEUs

This comprehensive course is designed to show you how to research and value stocks. Topics covered in the course include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.

12 sessions, \$173* (includes a \$98 lab fee)

25172	WF	1/14-3/6	online	E2GO
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25173	WF	2/11-4/3	online	E2G0
25174	WF	3/18-5/8	online	E2G0
25175	WF	4/15-6/5	online	E2G0

PHOTOGRAPHY

301-546-0631 or anayada@pgcc.edu

PGCC CERTIFICATE DIGITAL PHOTOGRAPHY

Our digital photography classes are taught by working photographers and unite vision, style, and technical proficiency to clarify student ideas. The College uses a real-world, hands-on approach to teaching students the technique, aesthetics, and conceptualization skills needed to create a photographic portfolio that all students can be proud to have.



Use the QR code to find out more!

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)

25331	S	3/7-3/7	9 a.m.-3:30 p.m.	CAT-105
25332	S	4/25-4/25	9 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)

25355	TTh	1/27-2/12	6:30-9:30 p.m.	CAT-103
25330	MW	4/13-4/29	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.

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

25333	MW	2/23-3/16	6:30-9:30 p.m.	CAT-105
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PHO-347 Adobe Photoshop Elements 15, Part 2 1.5 CEUs

This is the second course in the three-part series on Adobe Photoshop Elements 15, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks.

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

25334	MW	3/23-4/6	6:30-9:30 p.m.	CAT-105
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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)

25356	TTh	3/3-4/2	6:30-9:30 p.m.	CAT-103
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PHO-344 Advanced Photoshop Creative Cloud 2.4 CEUs

This is the second of a two-part series on Adobe Photoshop Creative Cloud using the format MAC, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools, and the Save-for-Web tool.

8 sessions, \$365* (includes a \$135 lab fee)

25357	TTh	4/7-4/30	6:30-9:30 p.m.	CAT-103
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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)

25353	S	3/21-3/21	9 a.m.-4 p.m.	CAT-103
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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)

25354	S	4/18-4/25	9 a.m.-12 p.m.	CAT-103
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PHO-327 Introduction to Sports Photography 1.2 CEUs

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

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

25335	TW	1/20-1/28	4-7 p.m.	CAT-105
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25336	TTh	4/21-4/30	4-7 p.m.	CAT-105
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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.

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

25352	S	2/21-2/28	9 a.m.-12 p.m.	CAT-103
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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)

25327	S	2/21-2/21	9 a.m.-3 p.m.	CAT-105
25328	S	4/4-4/4	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

Certified by the Maryland Police and Correctional Training Commissions, the academy is seeking qualified applicants to participate in a 26-week, 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.



Use the QR code
to find out more!

FREEDOM TO LEARN.

SECURITY OFFICER TRAINING

Receive training and hands-on experience in ethics, protection methodologies, public relations, crisis deterrence, first aid, and gang violence..

Visit pgcc.edu/apply to get started.

PGCC CERTIFICATE SECURITY OFFICER TRAINING

This entry-level program was created to satisfy the demands of today's growing security industry. Student officers will receive training through classroom lectures and hands-on experience. Topics include 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.



Use the QR code
to find out more!

REAL ESTATE

brownka1@pgcc.edu

CERTIFICATION PREPARATION REAL ESTATE LICENSURE

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



Use the QR code
to find out more!

RES-536 Real Estate Principles and Practices for Salespersons 6.9 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, contracts, agency, mortgages, zoning, ethics and fair housing and environmental hazards.

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

24677 S 1/24-5/9 9 a.m.-1:40 p.m.

(15 sessions)

24678 TTh 2/3-4/30 6:30-9:30 p.m.

FIN-348 Investing in Real Estate

2.4 CEUs

In today's dynamic economic climate, investing/divesting in real estate might be financially wise. How do you know, and where do you start? In this course, you'll explore how to identify, finance and negotiate a deal and how to take advantage of lease options, foreclosures, quick flips, rehabs and mobile homes. You need a specific game plan, tailored to your individual goals to find your next investment.

12 sessions, \$174* (includes a \$99 lab fee)

25176	WF	1/14-3/6	online	E2GO
25177	WF	2/11-4/3	online	E2GO
25178	WF	3/18-5/8	online	E2GO
25179	WF	4/15-6/5	online	E2GO

RES-459 Real Estate Law 2.4 CEUs

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

12 sessions, \$176* (includes a \$101 lab fee)

25196	WF	1/14-3/6	online	E2GO
25197	WF	2/11-4/3	online	E2GO
25198	WF	3/18-5/8	online	E2GO
25199	WF	4/15-6/5	online	E2GO

RES-537 Real Estate Refresher

This course is designed for those students who are currently preparing for the Maryland Real Estate Salesperson licensing exam through PSI. It will also provide support for those who were unsuccessful in passing one or both parts of their Maryland PSI licensing exam and must re-take the exam(s). Included among the topics covered are study and content-retention strategies; selected-response test-taking recommendations (with an emphasis on the timed exam setting); and specific real estate industry concepts, terminology, and vocabulary.

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

25320	MTWTh	1/26-1/29	6:30-8:30 p.m.	Largo
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SAGE**SEASONED ADULTS GROWING EDUCATIONALLY (SAGE)**

301-546-0923 or sage@pgcc.edu
Lanham Hall, Suite 224

SAGE SENIORS PROGRAM

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, and virtually via Zoom.

SAGE classes are designed to help you keep both your mind and body engaged. Our creative, competent, and caring faculty enrich your experience and enhance supportive camaraderie. SAGE courses include art, creative writing, literature, tai chi, yoga, aerobics, weights, ballroom dancing, American history, Spanish, Italian, American Sign Language, music appreciation, current issues, computers, crafts, aquatic exercise, and French.



Use the QR code
to find out more!

SCHOLARSHIP OPPORTUNITY**WORKFORCE DEVELOPMENT SEQUENCE SCHOLARSHIP**

Take the next step in your career with a financial award by applying to our a scholarship. The scholarship is designed to provide a maximum award of \$2,000 for approved noncredit courses that lead to employment, licensure, or job skill enhancement.

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



Use the QR code
to find out more!

TEAMBUILDERS ACADEMY

301-546-8514 or
teambuildersacademy@pgcc.edu

TEAMBUILDERS ACADEMY

Currently offering accelerated adult career training in construction energy, and utility. Our mission is to provide job readiness-related soft skills and trade-related technical skills training, to enhance employability.

Training consists 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 chosen profession.



Use the QR code
to find out more!

TRANSPORTATION & DISTRIBUTION

301-546-0062 or tdi@pgcc.edu

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, \$183* (includes a \$108 lab fee)

24163	WF	1/14-3/6	online	E2GO
24164	WF	2/11-4/3	online	E2GO
24165	WF	3/18-5/8	online	E2GO
24166	WF	4/15-6/5	online	E2GO

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 will also discover how the

application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you will learn about the elements of a logistics system, including warehousing and receiving. **12 sessions, \$176* (includes a \$101 lab fee)**

24167	WF	1/14-3/6	online	E2GO
24168	WF	2/11-4/3	online	E2GO
24169	WF	3/18-5/8	online	E2GO
24170	WF	4/15-6/5	online	E2GO

OCC-593 Manufacturing Fundamentals

2.4 CEUs

In this online course, you will learn how successful organizations use costs to communicate manufacturing progress and how to effectively develop short and long-term budgets. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. You will discover how the application of technology turns an ordinary company into a high-performing organization. You will also find out how ISO 9000 and enterprise resource planning (ERP) makes the most of a manufacturer's potential.

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

24109	WF	1/14-3/6	online	E2GO
24111	WF	3/18-5/8	online	E2GO
24112	WF	4/15-6/5	online	E2GO

TRAVEL SERVICE

Sabrina Nash (301) 546-0234

PGCC CERTIFICATE TRAVEL AND TOURISM

The certificate course is designed for travel planners, owners, agents, and independent contractors seeking knowledge about IATA or CLIA qualifications to practice as a travel agent.

301-546-0236

TVL-306 Travel and Tourism Certificate, Part 1

1.4 CEUs

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

24492	T	2/3-3/3	6-9 p.m.	Large
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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 offsite visits to venues such as hotels, travel and tourism agencies within the region. Successful completion of Parts 1 and 2 are required to receive a certificate.

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

24494 T 3/17-4/14 6-9 p.m. Largo

VIDEOGRAPHY

301-546-0631 or anayada@pgcc.edu

PGCC CERTIFICATE VIDEOGRAPHY

Producing videos encompasses consideration of many aspects of communication. Some are the selection of subjects to be presented, the capabilities of available equipment, and non-linear video editing (computer software) skills in the current market. Making commercial-quality movies and video programs requires further knowledge of these creative possibilities.



Use the QR code to find out more!

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. **4 sessions, \$300* (includes a \$80 lab fee)**

25326 M 2/2-2/25 6-9 p.m. CAT-137

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.

5 sessions, \$300* (includes a \$80 lab fee)

25324 M 3/2-3/30 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.

3 sessions, \$300* (includes a \$80 lab fee)

25325 W 4/6-4/27 6-9 p.m. CAT-137

VID-353 Introduction to Motion 5

3.0 CEUs

Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control.

12 sessions, \$605* (includes a \$150 lab fee)

25314 TTh 2/10-3/26 6-9 p.m. CAT-137

VID-354 Adobe Premiere Pro 3.6 CEUs

This course will discuss producing and editing video for multimedia or web productions. Adobe Premiere Pro is a timeline-based video editing software application. It is part of the Adobe Creative Cloud, which includes video editing, graphic design, and web development programs. This course emphasizes capture, editing and outputting of video using a desktop digital workstation.

10 sessions, \$605* (includes a \$150 lab fee)

25313 TTh 4/2-5/5 6-9 p.m. CAT-137

Prince George's County Promise Scholarship 2025-2026

Scholarship Opportunity for Recent High School Graduates
Apply Now!



Earn a TUITION-FREE Associate Degree or Certificate/License

Requirements for all students:

- Recent graduate of a Prince George's County public school, private school or home school (2025 or 2026)
- 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



GENERAL INFORMATION



Find out more about:

1. Eligibility
2. Cancellation of Classes
3. Room Assignments and Changes
4. Holidays
5. College Closings
6. Parking
7. Smoke and Tobacco-Free Campus
8. Nondiscrimination Information
9. Title IX
10. Student Right to Know Act
11. Annual Security Report
12. FERPA
13. Servicemembers Opportunity College
14. Drug and Alcohol Prevention
15. Alumni Association
16. Disabled Students
17. Accessible Transportation
18. Complaints
19. Disclaimer

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 bookstores accept 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 campus 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)

301-546-0912

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

301-546-0109

Lanham Hall, Room 101

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

Visit 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/seven 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 (spring and fall): 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.

CLASS LOCATIONS: EXTENSION CENTERS



LAUREL COLLEGE CENTER

www.laurelcollegecenter.org

A Maryland Regional Higher Education Center

312 Marshall Avenue
Laurel, MD 20707
301-546-8940

Office Hours

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

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 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, follow these steps:

- 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

Free parking is available in the lots directly across from the building near the front and side entrance parking lots. Parking is also available in the yellow-marked spaces at the Laurel Shopping Center. (There's a walkway to the 2nd-floor entrance, between T-Mobile and KPOT Korean BBQ & Hot Pot.).

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.

These courses are offered at Laurel for the spring 2026 semester. To locate the class description and schedule, see the index on page 1 of this schedule.

LAUREL SPRING CLASSES

NRC-300 Certified Nursing Assistant:
Theory See Page 29

Syn# 25111	TWTh	1/27–3/19	5:30–9:30 p.m.
Laurel College Center, 205 (14 sessions)			

NRC-301 Certified Nursing Assistant:
Clinical See Page 29

Syn# 25113	SSu	2/28–3/28	7 a.m.–3:30 p.m.
Laurel College Center, 205			



UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8882 (English and Spanish)
pgcc.edu/go/utc/

Office Hours

Mon.–Thurs. 8:30 a.m.–8 p.m.
Fri. 8:30 a.m.–4:30 p.m.
Sat. 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 spring and fall semesters, about 60 classes in the summer, and a full range of services.

UNIVERSITY TOWN CENTER
SPRING CLASSESNRC-300 Certified Nursing Assistant:
Theory See Page 29

Syn# 25108	TTh	1/5–2/25	9 a.m.–4 p.m.
University Town Center (14 sessions)			

CAMPUS LOCATIONS DEGREE AND EXTENSION CENTERS

LARGO MAIN CAMPUS MAP



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 MAIN CAMPUS

301 Largo Road
Largo, MD 20774-2199
301-546-PGCC (7422)

LOCATIONS MAP



DEGREE CENTERS

Joint Base Andrews
1413 Arkansas Road
Joint Base Andrews, MD 20762
301-546-0778

Laurel College Center
312 Marshall Avenue, Suite 205
Laurel, MD 20707
301-546-8940
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org

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

EXTENSION CENTER

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



FREEDOM TO LEARN

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

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

pgcc.edu



PRINCE GEORGE'S
COMMUNITY COLLEGE

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 age 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. 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.

Call 301-546-0688 with any questions regarding a refund.



PRINCE GEORGE'S
COMMUNITY COLLEGE

Workforce Development and Continuing Education
Continuing Education Student Registration

Send check to:
Cashier's Office
Prince George's Community College
301 Largo Road, Largo, MD 20774

PLEASE PRINT CLEARLY

Student ID (if known) _____ **Date** Month ____ / Day ____ / Year ____

Semester Year: _____ ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Name Last: _____ First: _____ Middle Init.: _____

Address Zip: _____ Number & Street: _____

Telephone Home: _____ - _____ Cell: _____ - _____ Work: _____ - _____

Date of Birth (required) Month ____ / Day ____ / Year ____

Ethnicity/Gender

☐ Native American	☐ Black/African American	☐ White	☐ Multiple	☐ Male
☐ Asian	☐ Hispanic	☐ Pacific Islander	☐ Other	☐ Female

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

CourseSynonym # (Number)(Section)	Start Date (mm)	Course Name (dd)	
____ - ____	____	____ / ____	_____
____ - ____	____	____ / ____	_____
____ - ____	____	____ / ____	_____
____ - ____	____	____ / ____	_____
____ - ____	____	____ / ____	_____

The registration fee is \$25 per course. Maryland residents age 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 Classes 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

E-mail

Date



PRINCE GEORGE'S
COMMUNITY COLLEGE

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

Non Profit Org.
USPS Postage
PAID
PGCC

ECRWSS
RESIDENTIAL DELIVERY

Sharpen your skills or explore something new, flexible, affordable, and fully online.

FEATURED COURSES:

Perfect for busy
schedules and
lifelong learners.



PRINCE GEORGE'S
COMMUNITY COLLEGE

DISTRIBUTION

AND LOGISTICS MANAGEMENT

PARALEGAL

WORKERS COMPENSATION

SMALL BUSINESS

STARTUPS

Learn new skills. Open new doors.
REGISTER TODAY! ed2go.com/pgcc

