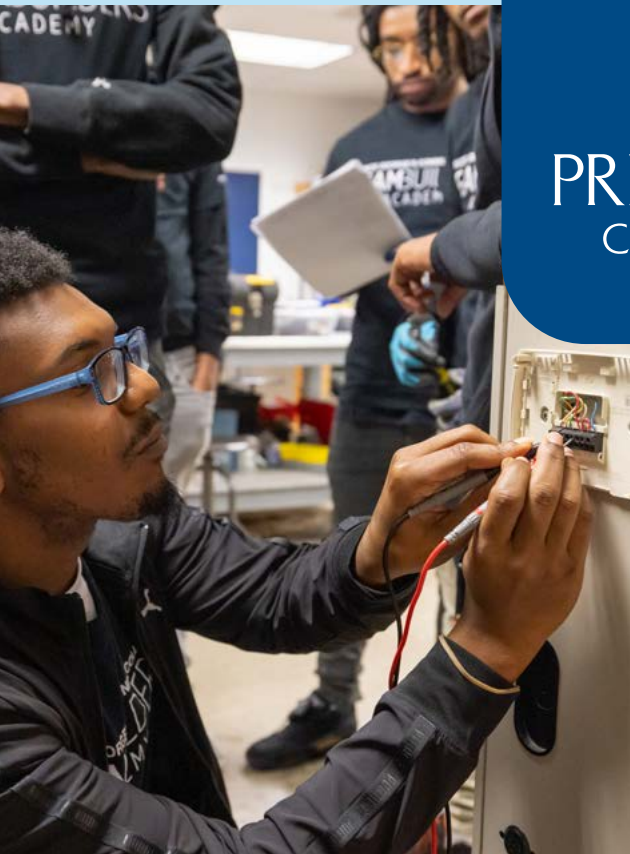


# WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

SUMMER 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!

## 2. BY MAIL

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

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

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

## 3. IN PERSON

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

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

## Questions?

Call 301-546-0159



PRINCE GEORGE'S  
COMMUNITY COLLEGE

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**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](http://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

- INSTAGRAM  @pgccnews
- 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](http://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](http://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 COURSES

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

Online courses allow you to update your skills, discover a new talent, or chart a career path at your convenience using your computer. If your schedule makes it difficult to attend in-person classes, or if you just want to try something new, consider enrolling in our online or hybrid courses. Study, complete assignments, and communicate with your instructor and classmates from the convenience of your computer.

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

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

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

### Other scheduling options

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

- Go to [ed2go.com/pgcc](http://ed2go.com/pgcc).
- Search for your desired course.
- Click the "Add to Cart" button.
- Choose the month you want to begin the course.

### For more information

The eLearning Services Department can help you access and succeed in our online courses and programs. Visit us at [www.pgconline.com](http://www.pgconline.com), or contact us at the number or email above.

## WHAT ARE ONLINE COURSES?

The computer becomes the classroom! Online courses are delivered via your computer rather than in person. You can work more independently and set your learning hours to fit your schedule. You 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:

- HYLAG—a hybrid course that meets on the Largo campus.
- HYLCC—a hybrid course that meets at the Laurel College Center.

## WHAT IF I'M NOT REALLY TECHNICAL?

PGCC eLearning Services offers technical assistance for online students to help you learn to log in to your online classroom and navigate your class. Technical assistance sessions can be conducted by phone (you must be connected to the internet while on the phone), or in person, upon request. If you are interested, contact eLearning at 301-546-0463 or send an email to: [eLearning@pgcc.edu](mailto:eLearning@pgcc.edu).

### To take most online courses, you 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](http://www.ed2go.com/pgcc).
2. Browse the catalog by department or search for courses by keyword.
3. Select your course(s). You'll see a course description, start date, and price.
4. Click the "Add To Cart" button and complete the ed2go enrollment process.
5. Do not pay for the course at the ed2go website.
6. Make a note of the class section number.

### To register and pay for your course:

- Follow the instructions on the inside front cover of this schedule to register and pay.
- Use Course Code Number #29119 for courses that meet from May 1 to August 15, 2026.
- For problems with registration, payment, or locating the course on PGCC's Owl Link, email us at [ed2go@pgcc.edu](mailto:ed2go@pgcc.edu).

**To check hardware and software requirements:**

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

**To Start your Course:**

1. Go to [www.ed2go.com/pgcc](http://www.ed2go.com/pgcc).
2. Click on "My Classroom."
3. Log in to get started.

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

1. Select your course(s) from this schedule.
2. Use the instructions on the inside front cover of this schedule to register and pay for your course.
3. Be sure to provide both a phone number and email when you register so that we can contact you with instructions.
4. Activate your Owl Link account; you will need this to access your Canvas course.

**To Start Your Canvas Course:**

On the start date of your course, login at <https://pgconline.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](http://www.joingotomeeting.com))

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

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

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

**HOW TO GET STARTED**

1. Choose the class you want to take from this schedule, or by searching for courses at [www.pgcc.edu](http://www.pgcc.edu).
2. Choose the section you want to attend with the dates, times, and location that best meet your needs.
3. Make a note of your choice, including the course number (HES-418) and the SYN number (89131).
4. You 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](http://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**

<p>Program of study or specialization within a career field.</p>	<p><b>HEALTH CARE SUPPORT</b></p> <hr/> <p><b>PHLEBOTOMY TECHNICIAN</b> 301-546-0795 or <a href="mailto:wdcehealthcare@pgcc.edu">wdcehealthcare@pgcc.edu</a></p>	<p>Area of study or career field.</p>
<p>Description of a program, versus a single course, which may lead to attaining a certificate or licensing options.</p>	<div style="border: 1px solid #00a0e3; padding: 10px;"> <p><b>PGCC CERTIFICATE + NATIONAL CERTIFICATION PHLEBOTOMY TECHNICIAN</b></p> <p>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.</p> </div>	<p>Contact information for this area.</p>
<p>To find out more about the program, use the supplied QR code.</p>	<div style="border: 1px solid #00a0e3; padding: 10px;">  <p>Use the QR code to find out more!</p> </div>	
<p>Course number and course title.</p>	<p><b>PHE-301 Phlebotomy Technician Clinical</b></p>	<p>Continuing Education Units offered.</p>
<p>Course description.</p>	<p>This course provides students with hands-on work experience and practice to successfully perform the role and responsibilities of a phlebotomist technician in a professional setting. Students complete 80 hours and a minimum of 30 successful venipunctures under the supervision of an experienced phlebotomist.</p>	
<p>Number of sessions, costs, and fees.</p>	<p><b>10 sessions, \$210* (includes a \$75 lab fee)</b></p>	<p>Your schedule choices. Each 5-digit SYN number shows an available section. The schedule and location are listed for each section.</p>
	<div style="border: 1px solid #00a0e3; padding: 5px;"> <p>28749 MTWThF 5/4-5/29 OFF CAMPUS</p> </div>	

**CLASS LOCATION ABBREVIATIONS**

These location codes are used in the class descriptions in this schedule. Addresses for these locations are at the back of this schedule.

**LARGO CAMPUS**

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

**EXTENSION CENTERS**

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

**OFF CAMPUS**

<b>AYT1</b> ..... AYT1 Institute
<b>AYT3</b> ..... AYT3 Clinic
<b>CHCF</b> ..... Cherry Hill Composting Facility
<b>CKAR</b> ..... Community Development Corporation
<b>ECOF</b> ..... Eco City Farm
<b>GTSV</b> ..... Greenbelt Travel Services

**ONLINE COURSES AND HYBRID**

<b>Canvas</b> ..... See page 6
<b>ed2go</b> ..... See page 5
<b>Gotomeeting</b> ..... See page 6
<b>HYAFB</b> ..... See page 5
<b>HYLAG Largo</b> ..... See page 5
<b>HYLCC Laurel</b> ..... See page 5
<b>ProTrain</b> ..... See page 6
<b>Zoom</b> ..... See page 6

## ACCOUNTING

### ACCOUNTING

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

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

This course is designed for individuals pursuing professional development in the business career field and provides instruction on techniques to improve your decision-making skills at work. Topics include analytical approaches you can use for making business decisions, probability concepts, mean and standard deviation, survey analysis, expected value, qualitative and quantitative forecasting, modeling and simulation. **12 sessions, \$183\* (includes a \$108 lab fee)**

28557	WF	5/13-7/3	online	E2GO
28560	WF	6/17-8/7	online	E2GO
28561	WF	7/15-9/4	online	E2GO
28562	WF	8/12-10/2	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)**

28627	WF	5/13-7/3	online	E2GO
28628	WF	6/17-8/7	online	E2GO
28629	WF	7/15-9/4	online	E2GO
28631	WF	8/12-10/2	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)**

28632	WF	5/13-7/3	online	E2GO
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28633	WF	6/17-8/7	online	E2GO
28635	WF	7/15-9/4	online	E2GO
28637	WF	8/12-10/2	online	E2GO

#### **OFC-545 Introduction to QuickBooks Online** 2.4 CEUs

Learn how to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. Gain hands-on experience as you learn all the ways this well-designed accounting program makes it a snap to manage your business finances, including: recording income and expenses; entering checks and bank transfer entries; setting up a chart of accounts, checking account reconciliation and credit card management; create and print invoices, receipts, and statements; payables, inventory, and receivables tracking; create estimates; generate reports. **12 sessions, \$184\* (includes a \$109 lab fee)**

28639	WF	5/13-7/3	online	E2GO
28641	WF	6/17-8/7	online	E2GO
28642	WF	7/15-9/4	online	E2GO
28643	WF	8/12-10/2	online	E2GO

#### **OFC-547 Intermediate QuickBooks Online** 2.4 CEUs

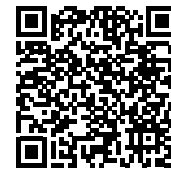
This course is designed for students who want to learn how to manage the financial aspects of a small business using QuickBooks online with the advantage of computing in the cloud. Topics covered include: managing inventory, product and service items, payroll and gift cards, fixed assets and loans, banking 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)**

28658	WF	5/13-7/3	online	E2GO
28659	WF	6/17-8/7	online	E2GO
28660	WF	7/15-9/4	online	E2GO
28661	WF	8/12-10/2	online	E2GO

## AQUATICS

### AQUATICS AND SWIMMING

Are you interested in swimming, improving your skills, or taking aquatic wellness and personal enrichment courses? PGCC offers a variety of aquatic classes that are open to the College community and the general public located in the Robert I. Bickford Natatorium on the main Largo campus.



Use the QR code to find out more!

### SWIMMING LESSIONS

[nashsc@pgcc.edu](mailto:nashsc@pgcc.edu) or 301-546-0234

#### **SWM-309 Adult Beginner (14 and over)**

This course introduces students to the fundamental skills necessary to become confident and capable swimmers within a safe and supportive environment. Designed for adult beginners, the course emphasizes orientation to the aquatic environment and the development of essential aquatic skills. Instruction focuses on water entry and exit, breath control, submersion, floating, and basic treading in chest-deep water. Students are introduced to foundational leg actions appropriate for this level of swimming. Through structured lessons, students work toward building proficiency in basic swimming techniques while developing greater confidence and practicing water safety. Because this course covers a wide range of basic skills, some students may benefit from repeating it to gain confidence before enrolling in the intermediate level.

**8 sessions, \$118**

28555	MW	6/1-6/24	3-4 p.m.	NAT-POOL
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#### **SWM-310 Adult 2: Intermediate (14 and over)**

Intermediate Swimming is designed for participants who have completed SWM-309 or who are already comfortable in chest-deep water, able to submerge their face, and swim the front crawl for at least 15 yards. This course expands on fundamental aquatic skills while introducing more advanced strokes, including the front crawl, breaststroke, and back crawl. Students continue to practice essential techniques such as water entry and exit, breath control, submerging, floating, gliding, and treading in deeper water. Emphasis is placed on developing endurance, refining stroke mechanics, and increasing overall water

confidence. In addition, participants learn key safety concepts and basic rescue skills to help themselves and others in aquatic emergencies. **8 sessions, \$118**

28556	MW	7/6-7/29	3-4 p.m.	NAT-POOL
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**WATER AEROBICS**

nashsc@pgcc.edu or 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 floatation 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\***

28551	MW	6/1-6/24	6:30-7:30 p.m.	NAT-POOL
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28553	TTh	6/2-6/25	2:30-3:30 p.m.	NAT-POOL
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28552	MW	7/6-7/29	6:30-7:30 p.m.	NAT-POOL
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28554	TTh	7/7-7/30	2:30-3:30 p.m.	NAT-POOL
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**SWM-344 Aqua Zumba**

Aqua Zumba is an upbeat, medium-impact water exercise course designed to improve muscular strength, flexibility, cardiovascular fitness, and reduce stress. Set to a vibrant mix of music including Latin, Caribbean, and old-school favorites. Aqua Zumba blends the excitement of dance into a safe, challenging, water workout that is cardio conditioning and body toning. **8 sessions, \$118\***

28547	TTh	6/2-6/25	7-7:45 p.m.	NAT-POOL
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28550	TTh	7/7-7/30	7-7:45 p.m.	NAT-POOL
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**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, and 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\***

28497	MW	6/1-6/24	7-8 p.m.	NAT-POOL
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28493	MW	6/1-6/24	4-5 p.m.	NAT-POOL
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28503	TTh	6/2-6/25	5:30-6:30 p.m.	NAT-POOL
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28500	TTh	6/2-6/25	3:45-4:45 p.m.	NAT-POOL
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28498	MW	7/6-7/29	7-8 p.m.	NAT-POOL
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28495	MW	7/6-7/29	4-5 p.m.	NAT-POOL
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28505	TTh	7/7-7/30	5:30-6:30 p.m.	NAT-POOL
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28502	TTh	7/7-7/30	3:45-4:45 p.m.	NAT-POOL
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**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)**

28583	TTh	5/26-7/7	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)**

28622	MW	6/1-6/17	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)**

28728	MW	6/22-7/8	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 modern brake systems, and shop safety regulations. The course utilizes Auto Service Excellence (ASE) content.

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

28730	MW	7/13-7/26	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.

**8 sessions, \$510\* (includes a \$60 lab fee)**

28727	TTh	7/14-8/6	6-9 p.m.	ANXC-002
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## BUSINESS SKILLS

### GENERAL BUSINESS SKILLS

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)**

28662	WF	5/13-7/3	online	E2GO
28663	WF	6/17-8/7	online	E2GO
28664	WF	7/15-9/4	online	E2GO
28665	WF	8/12-10/2	online	E2GO

### 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 needed as a new manager/supervisor, or to bolster careers at any level.



Use the QR code to find out more!

#### 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)**

28738	WF	5/13-7/3	online	E2GO
28739	WF	6/17-8/7	online	E2GO
28740	WF	7/15-9/4	online	E2GO
28741	WF	8/12-10/2	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)**

28742	WF	5/13-7/3	online	E2GO
28743	WF	6/17-8/7	online	E2GO
28744	WF	7/15-9/4	online	E2GO
28745	WF	8/12-10/2	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-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)**

28255	Th	6/4-6/25	6-9 p.m.	REMOTE
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#### 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)**

28256	M	6/15-7/6	6-9 p.m.	REMOTE
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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 Standards 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)**

28258	M	7/20-8/10	6-9 p.m.	REMOTE
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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)**

28257	W	6/17-7/1	6-9 p.m.	REMOTE
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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)**

28259	Th	8/6-8/20	6-9 p.m.	REMOTE
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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)**

28261	W	7/22-7/29	6-9 p.m.	REMOTE
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**MGT-734 HR's Role in Creating a Positive Work Environment** 0.6 CEU

This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their 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. **2 sessions, \$260\* (includes a \$45 lab fee)**

28260	Th	7/9-7/16	6-9 p.m.	REMOTE
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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 do not 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)**

28590	WF	5/13-7/3	online	E2GO
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28591	WF	6/17-8/7	online	E2GO
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28592	WF	7/15-9/4	online	E2GO
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28593	WF	8/12-10/2	online	E2GO
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**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)**

28598	WF	5/13-7/3	online	E2GO
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28600	WF	6/17-8/7	online	E2GO
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28602	WF	7/15-9/4	online	E2GO
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28603	WF	8/12-10/2	online	E2GO
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**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)**

28623	WF	5/13-7/3	online	E2GO
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28624	WF	6/17-8/7	online	E2GO
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28625	WF	7/15-9/4	online	E2GO
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28626	WF	8/12-10/2	online	E2GO
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**PAYROLL**

[konange@pgcc.edu](mailto: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

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

28253	S	6/13-7/18	9 a.m.-4 p.m.	REMOTE
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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, recordkeeping 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

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

28254 S 8/1-9/25 9 a.m.-4 p.m. REMOTE

**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!

**MKT-305 Digital Marketing Strategies** 0.5 CEU

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

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

25031 TTh 5/5-5/7 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. Redefine your future as a virtual assistant! Embark on a transformative learning experience with our virtual assistant business mastery class. This course provides a practical roadmap to building a successful virtual assistant business—from finding your niche and streamlining operations to mastering client communication, marketing strategies, branding, technology tools, and financial management. Whether you are just starting out or an experienced professional, you will gain the skills and knowledge needed to confidently build, manage, and grow your business.

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

28675 TTh 7/14-7/16 6:30-9:30 p.m. REMOTE

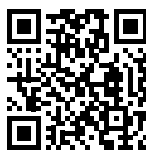
**PROJECT MANAGEMENT SERIES**

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-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)**

28671 MW 5/4-5/20 6:30-8:30 p.m. REMOTE

**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)**

28672 MW 6/1-7/8 6-9 p.m. REMOTE

**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)**

28586 WF 5/13-7/3 online E2G0

28587 WF 6/17-8/7 online E2G0

28588 WF 7/15-9/4 online E2G0

28589 WF 8/12-10/2 online E2G0

**FINANCIAL SERVICES**

wdce@pgcc.edu or 301-546-0159

**FIN-380 Enrolled Agent (EA) Information Session**

Interested in becoming a federally licensed tax professional? Join us for an enrolled agent (EA) information session to learn how you can earn the prestigious EA credential and expand your career opportunities in taxation. This session will provide an overview of the EA role, exam structure, and how our upcoming Enrolled Agent Exam Preparation

course starting this summer can help you succeed. **1 session**

28544 Th 5/14-5/14 6-7:30 p.m. ZOOM

**FEC-320 Financial Responsibility** 0.8 CEU

This course provides students with the financial literacy skills needed to demonstrate effective financial awareness and responsibility. It covers basic money management, such as savings, spending, and the importance of financial fundamentals in achieving stability. **5 sessions**

28763 T 6/2-6/30 6:30-7:50 p.m. Largo

**FEC-300 Financial Responsibility** 0.8 CEU

This course provides students with the financial literacy skills needed to demonstrate effective financial awareness and responsibility. It covers basic money management, such as savings, spending, and the importance of financial fundamentals in achieving stability. **5 sessions**

28754 T 6/2-6/30 6:30-7:50 p.m. Largo

**FEC-326 Financial Education Competency Modules** 0.6 CEU

This course provides foundational and practical financial literacy skills essential for lifelong financial security and informed decision-making. Through comprehensive modules, students will master key concepts in income management, budgeting, savings strategies, credit building, debt management, and basic investing. The curriculum emphasizes understanding financial responsibilities and opportunities to empower participants to achieve their personal economic goals. **3 sessions**

28764 W 5/13-5/27 6:30-8:10 p.m. Largo

**FEC-306 Financial Education Competency Modules** 0.5 CEU

This course provides foundational and practical financial literacy skills essential for lifelong financial security and informed decision-making. Through comprehensive modules, students will master key concepts in income management, budgeting, savings strategies, credit building, debt management, and basic investing. The curriculum emphasizes understanding financial responsibilities and opportunities to empower participants to achieve their personal economic goals. **3 sessions**

28753 W 5/13-5/27 6:30-8:10 p.m. Largo

**COMMERCIAL DRIVER'S LICENSE (CDL): CLASS A&B**

301-546-0062 or tdi@pgcc.edu

**COMMERCIAL DRIVER'S 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)**

28636 MTWThF 5/11-6/8 online CNVS

28638 MTWThF 5/26-6/23 online CNVS

28640 MTWThF 6/8-7/7 online CNVS

28644 MTWThF 6/22-7/20 online CNVS

28645 MTWThF 7/6-7/31 online CNVS

28646 MTWThF 7/20-8/14 online CNVS

28647 MTWThF 8/3-8/28 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 and 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)**

\*Call for more information

**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

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

You can become an effective public speaker! In these lessons, you will learn how to talk confidently and persuasively to both large audiences and small groups. Students will develop strong verbal and nonverbal communication skills while learning strategies to overcome the fear of public speaking. The course emphasizes organizing and delivering effective speeches of varying lengths and practicing confident, professional communication for settings ranging from meetings to job interviews. **12 sessions, \$179\* (includes a \$104 lab fee)**

28746 WF 5/13-7/3 online E2GO

28748 WF 6/17-8/7 online E2GO

28750 WF 7/15-9/4 online E2GO

28751 WF 8/12-10/2 online E2GO

## COMMUNITY FITNESS AND NUTRITION

nashsc@pgcc.edu or 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\***

24534	TTh	5/5-5/28	5-6 p.m.	Largo
28542	TTh	6/2-6/25	5-6 p.m.	Largo
(3 sessions)				
28543	TTh	7/7-7/30	5-6 p.m.	Largo
(3 sessions)				

### 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\***

28519	S	5/30-7/25	10-11 a.m.	Largo
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### 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\***

28524	S	5/30-7/25	11:15 a.m.-12:15 p.m.	Largo
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### 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\***

28525	S	5/30-7/25	12:30-1:30 p.m.	Largo
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### 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. **4 sessions, \$129\***

28514	W	5/5-5/28	5:30-6:30 p.m.	Largo
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## COMPUTERS AND 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)**

27799	TTh	5/1-8/15	5:30-8:30 p.m.	CAT-105
25351	TTh	5/19-5/28	5:30-8:30 p.m.	CONT-104

### 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 will 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. **4 sessions, \$230\* (includes a \$75 lab fee)**

27801	TTh	6/2-6/11	5:30-8:30 p.m.	CAT-105
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### TEC-532 Problem Solving With Spreadsheets: MOS Excel Preparation 4.5 CEUs

This is a comprehensive course in the use of electronic spreadsheet software to solve problems, analyze financial and other data, set and evaluate scenarios, and effectively present data from spreadsheets in charts. This course will prepare you for the beginner and intermediate Microsoft Office Certification (MOS exams)

in Excel 2016. This course meets concurrently with credit course INT-2140.  
**28 sessions, \$420\* (includes a \$150 lab fee)**

27824	M	5/26-8/4	online	CNVS
27823	MTWThFSSu	5/26-8/4	online	CNVS

**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)**

27802	TTh	6/16-7/2	5:30-8:30 p.m.	CAT-105
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**TEC-404 Introduction Microsoft Excel 2019** 1.8 CEUs

This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2019. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros.

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

27804	TTh	7/7-7/23	5:30-8:30 p.m.	CAT-105
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**TEC-407 Introduction to MS Access 2019** 1.8 CEUs

This course introduces the Microsoft Access 2019 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard.

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

27807	TTh	7/28-8/13	5:30-8:30 p.m.	CAT-105
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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)**

27806	S	7/18-7/25	9 a.m.-2:15 p.m.	CONT-104
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**HELP DESK**  
 301-546-0631 or [anayada@pgcc.edu](mailto: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 operations 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)**

27811	TTh	5/12-5/14	6:30-9:30 p.m.	CAT-135
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**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)**

27812	TTh	5/19-5/21	6:30-9:30 p.m.	CAT-135
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**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)**

27816	TTh	7/21-7/28	6:30-9:30 p.m.	Largo
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**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)**

27813	TTh	6/2-6/9	6:30-9:30 p.m.	Largo
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**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)**

27815	TTh	7/7-7/14	6:30-9:30 p.m.	Largo
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**TEC-454 Troubleshooting MS-Access for Help Desk** 0.9 CEU

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

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

27814	TTh	6/16-7/2	6:30-9:30 p.m.	Largo
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**TEC-656 AWS Cloud Computing Architecture** 5.6 CEUs

This AWS Academy curriculum is designed to help students develop technical expertise in cloud computing and prepare them for the AWS Certified Solutions Architect – Associate certification exam. The course is delivered through instructor-led classes, knowledge assessments, hands-on labs, and project work. Students have access to course manuals, online knowledge assessments, and hands-on labs. **29 sessions, \$440\* (includes a \$140 lab fee)**

27849	MTWTh	5/26-7/2	6-9:40 p.m.	REMOTE
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27848	MTWThFSSu	5/27-6/30	online	CNVS
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### TEC-661 AWS Cloud Practitioner 3.5 CEUs

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

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

27851 MTW 5/26-6/30 6-9:40 p.m. REMOTE

### DATABASE DESIGN

301-546-0631 or [anayada@pgcc.edu](mailto: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.

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

27821 M 6/1-7/20 6:30-9:30 p.m. REMOTE

### TEC-531 Problem Solving With Databases-MOS Access 5.3 CEUs

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

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

27822 MTWThFSSu 5/26-8/4 online CNVS

### WEB DESIGN AND MANAGEMENT

301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)

#### PGCC CERTIFICATE WEB DESIGN AND MANAGEMENT

This two-course Web Design and Management certificate is designed to build and enhance the student's skill in designing and developing applications for personal and professional use. In order to start this program, students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers and have at least an intermediate knowledge of the internet.



Use the QR code to find out more!

### TEC-576 Web Design Technology 4.5 CEUs

This course provides an overview of the major applications, relevant standards, and protocols for Web Design. Students will develop a website using storyboarding, HTML that conform to the WC3 standard, and Cascade styles sheets. Students will also learn to use anchor link, image, list, text formatting, form tags in documents, text, code and HTML editor, and use File Protocol (FTP) to upload and download documents to a web server.

**15 sessions, \$325\* (includes a \$75 lab fee)**

27825 MTWThFSSu 5/26-6/30 online CNVS

### TEC-577 Web Design Technology Part II 4.5 CEUs

As a continuation of Web Design Technology Part I, HTML/XHTML and Cascading Style Sheets (CSS) are used to design and create

Web pages. These Web pages are further enhanced by including advanced elements of HTML, such as forms and frames and by adding multi-media elements, such as audio, video, and animation. JavaScript is further used to make HTML documents interactive. Other topics discussed include the Document Object Model, the Object-based features of JavaScript, and use of a debugger to debug JavaScript code.

**16 sessions, \$325\* (includes a \$75 lab fee)**

27826 MTTh 7/2-8/4 6-9:30 p.m. REMOTE

### GRAPHIC ART AND DESIGN

301-546-0631 or [anayada@pgcc.edu](mailto: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](mailto: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 will be creating graphics within two sessions.

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

27858 TTh 6/2-6/18 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.  
**3 sessions, \$270\* (includes a \$95 lab fee)**

27859 S 6/13-6/27 9 a.m.-3:30 p.m. REMOTE

**INFORMATION SECURITY**

301-546-0631 or [anayada@pgcc.edu](mailto: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 do's 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-706 Ethical Hacking and Certification Prep** 6.0 CEUs

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

27856 MTWThFSSu 5/26-6/30 online CNVS

**TEC-703 Security+ Certification Preparation Bootcamp** 3.8 CEUs

This course, designed for information assurance and cyber security professionals,

provides instruction to prepare for the Security+ certification exam. Topics include: network security, compliance and operational security, threats and vulnerabilities, application, data and host security access control and monitoring and responding to network attacks. This course is a great review for those who have taken Security+ and need additional assistance in preparing for the exam. Textbook: CompTIA Security+ Guide to Network Security Fundamentals (with CertBlaster Printed Access Card) by Mark Ciamp. ISBN: 978-1-305-093911  
**4 sessions, \$450\* (includes a \$150 lab fee)**

27852 MWF 6/9-6/20 9 a.m.-4 p.m. Largo

**TEC-704 Security+** 4.6 CEUs

Topics include: general security, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral Security+ exam. Successful completion of this exam is generally globally recognized as equivalent to an entry-level security specialist position. Prerequisites: intermediate computer/pc skills with experience in the DOS, Windows, Unix and Linux operating systems and familiarity with the A+ operating systems technologies and GUI and Command Language Interface commands. This class meets concurrently with credit course INT-1620.  
**16 sessions, \$420\* (includes a \$150 lab fee)**

27855 MTWThFSSu 5/26-8/4 online CNVS

27853 MWTh 5/27-6/30 1-4:45 p.m. REMOTE  
 (15 sessions)

27854 MWTh 7/1-8/3 6-8:30 p.m. REMOTE  
 (15 sessions)

**TEC-613 Microsoft Azure Administration** 5.3 CEUs

This course develops the knowledge and skills required for a Microsoft Azure Administrator. Students complete skill-based labs related to storage, configuring virtual machines, containers, monitoring, and backup and recovery. Labs prepare students to manage subscriptions, virtual networking, Azure objects and resources. This course helps prepare students for the Microsoft Azure Administrator Exam AZ-104 exam. This certification validates a learner's knowledge of Azure Administration. Networking and Windows Server experience are recommended.  
**16 sessions, \$420\* (includes a \$150 lab fee)**

27837 MTWTh 7/2-8/4 10 a.m.-12:30 p.m. CAT-212

**TEC-658 Cloud+ Preparation** 5.3 CEUs

This course maps to the Cloud+ Certification exam, which validates the skills needed to maintain and optimize cloud infrastructure services. Students will learn how to implement, maintain, and deliver cloud technologies and to understand aspects of Information Technology (IT) security. Cloud+ is a good introductory course for students who want to explore cloud computing, as well as, those who feel they need extra preparation for Advanced Virtualization courses like VMware, Citrix, and Amazon Web Service (AWS). Meets concurrently with credit course INT-2688.  
**15 sessions, \$420\* (includes a \$150 lab fee)**

27850 MTWTh 5/26-7/2 10 a.m.-12:30 p.m. REMOTE

**TEC-707 Introduction to Cybersecurity Analyst** 5.3 CEUs

In this course, students learn the fundamentals, deployment, integration, and management of cyber-analytics tools. Skills taught in this course include device registration, policy packages, shared objects, centralized logging and reporting, and troubleshooting. Learners explore system administration and management, register devices for log collection and centralization, perform forensic analysis of logs based on simulated network attacks, create reports, and explore solutions to common misconfiguration issues. The course objectives support the CompTIA CySA+ certification.  
**14 sessions, \$440\* (includes a \$140 lab fee)**

27857 MTWThFSSu 5/26-8/4 online CNVS

**NETWORKING**

301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)

**NATIONAL CERTIFICATION NETWORKING**

This program prepares students for entry-level jobs in Network programming and automation. Students who complete this program will be prepared to take the Cisco DevNet Associate Certification. This entry-level industry certification validates a student's skill in configuring and securing medium sized networks, networking programmability, and using software to automate and deploy networks. All courses within this program can be used as part of the Cybersecurity A.A.S degree.



Use the QR code to find out more!

**TEC-605 CompTIA Network+ Certification Preparation** 5.0 CEUs

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

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

27828	MTWThFSSu	5/26-8/4	online	CNVS
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**TEC-601 CCNA 1: Introduction to Networking** 6.2 CEUs

This is the first of a three-course sequence preparing students for Cisco CCNA certification. The course includes OSI and TCP/IP models; Ethernet concepts and operation; TCP and UDP protocols and ports; network design using IPv4 and IPv6 subnets; router and switch configuration and network security. Prerequisite is Network+. Course meets concurrently with INT 1450. Please note: the class meets only the first half of the semester. HY01 is taught as a hybrid course, with face-to-face meeting the first two weeks and every other week after that; the balance of the course is conducted online. Students will bring their textbooks and other required materials, including a flash drive, to the first face-to-face class. Students must have internet access and a web browser. **5 sessions, \$660\* (includes a \$220 lab fee)**

27827	MTWThFSSu	5/26-8/4	online	CNVS
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**TEC-611 Understanding Operating Systems** 4.5 CEUs

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

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

27835	MTTh	5/26-6/30	12-3:30 p.m.	REMOTE
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27834	MTWThFSSu	7/1-8/4	online	CNVS
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27833	MTWThFSSu	7/1-8/4	online	CNVS
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27836	MTTh	7/2-8/4	6-9:40 p.m.	REMOTE
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**TEC-608 Linux Fundamentals** 5.3 CEUs

This course is designed to enable the student, who works in the IT field, to learn the fundamental concepts of the Linux operating system. Topics to be covered include: using graphical environments and tools, introductory command line basics, file structures, basic commands, pipes, redirect,

and an introduction to basic scripting using Perl or Bash. This course will help prepare you for the Linux+ exam.

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

27830	MTWThFSSu	5/26-8/4	online	CNVS
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27829	TWTh	5/26-6/30	6-8:20 p.m.	REMOTE
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**TEC-610 Windows Server Administration** 5.3 CEUs

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

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

27832	MTWThFSSu	5/26-8/4	online	CNVS
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**TEC-609 Windows Desktop Client** 5.3 CEUs

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

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

27831	MTWTh	5/26-6/30	6-9:40 p.m.	REMOTE
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**COMPUTER PROGRAMMING**

301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)

**TEC-652 Programming in Java** 5.0 CEUs

This course is designed for students whose job or career advancement requires them to obtain basic competency in programming Logic and Design and to apply them specifically to the Java programming language. Topics include: object-oriented programming (classes/objects), control structures, methods, arrays, polymorphism, inheritance, recursion, exception handling, graphical user interfaces, file input/output. **15 sessions, \$440\* (includes a \$140 lab fee)**

27838	MWTh	5/27-7/1	6-8:20 p.m.	REMOTE
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**TEC-653 Programming Logic and Design** 4.5 CEUs

Introduction to computer programming concepts with emphasis on structured program logic and design. Design tools such as pseudo-code and flowcharting are covered. Students

are introduced to several software packages that may be used to develop flowcharts and pseudo-code. This course does not teach a particular programming language, but rather emphasizes problem-solving techniques that can be applied to programming in any language. This course meets concurrently with credit course INT-1111. Please note: This course does not require material textbooks or other learning resources for which students must pay. **13 sessions, \$420\* (includes a \$150 lab fee)**

27842	MTTh	5/26-6/30	9-11:30 a.m.	REMOTE
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27841	MTWThF	5/26-8/4	online	CNVS
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27839	MTWTh	5/26-6/30	online	CNVS
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27845	MTTh	5/27-7/1	6-9:40 p.m.	AAFB, 107
(15 sessions)				

27844	MTWTh	7/1-8/4	6-9:40 p.m.	REMOTE
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27843	MTWTh	7/1-8/4	2-4:30 p.m.	REMOTE
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27840	MTWThF	7/1-8/4	online	CNVS
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**TEC-655 Introduction to Python** 5.3 CEUs

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

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

27847	MTWThFSSu	5/26-8/4	online	CNVS
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27846	MTTh	7/2-8/4	6-9:40 p.m.	REMOTE
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**HARDWARE**

301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)

**HRA-301 Repair and Maintenance of Personal Computers** 1.8 CEUs

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

**6 sessions, \$200\***

27790	TTh	5/1-8/15	10 a.m.-1:30 p.m.	Largo
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**TEC-481 IT Fundamentals and Computer Literacy** 7.0 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; networking

protocols; information security; maintaining, monitoring, and troubleshooting computer systems, and future technologies. **10 sessions**

28567 MTWTh 7/1-7/18 9 a.m.-3 p.m. Largo

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

28568 MWTh 5/11-6/22 6:30-9:45 p.m. ANXC-043  
(18 sessions)

27817 MTWTh 6/8-6/30 1:30-3:30 p.m. REMOTE

**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)**

28569 MWTh 6/29-8/6 6:30-9:45 p.m. ANXC-043

(18 sessions)  
27819 MTWTh 6/29-7/30 9 a.m.-12:30 p.m. REMOTE

**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)**

27820 MTh 5/1-8/15 6-9 p.m. REMOTE

28570 MTh 6/1-6/25 6-9 p.m. REMOTE

(8 sessions)

**ONLINE TRAINING**  
301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)

**ONLINE IT TRAINING**

PGCC partners with national training provider ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. Click on Computer Applications or Technology to get started.



Use the QR code to find out more!

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

Earn any of our four certificates in these IT areas with 100% online coursework! PGCC partners with the national training provider ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. This series of courses is designed to give you an in-depth background in your field(s) of interest.



Use the QR code to find out more!

**TEC-914 Introduction to PC Troubleshooting** 2.4 CEUs

This course takes you through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and to solve them. Once you have mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows PC. **12 sessions, \$176\* (includes a \$101 lab fee)**

27867 WF 5/1-8/15 online E2G0

**TEC-912 Understanding the Cloud** 2.4 CEUs

This continuing education course will explore how the cloud works, what drives its growth and how the student can use cloud services. Topics include: building blocks of clouds, different kinds of clouds, data centers and social networking. Describe the three categories of cloud services: infrastructure, platforms, and software. Examine the concept of big data. Explain how social networking has played an important role in the growth of cloud. **12 sessions, \$174\* (includes a \$99 lab fee)**

27865 WF 5/1-8/15 online E2G0

### TEC-852 Computer Skills for the Workplace 2.4 CEUs

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We will focus on practical application for software most common to the workplace. When you finish this course, you will understand why employers consider technological literacy so critical to the success of any organization.

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

27861 WF 5/1-8/15 online E2GO

27860 WF 5/1-8/15 online E2GO

### TEC-408 Microsoft Office Specialist (MOS) Word Preparation, Part 1 2.4 CEUs

An introductory course that emphasizes the effective use of word processing features to create, format and manage documents. Together with Microsoft Office Specialist (MOS) Word Preparation Part 2, this course prepares students for the Microsoft Office Certification exam in Word 2016. Students must purchase an exam voucher through [www.certiport.com](http://www.certiport.com) to take the exam.

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

27809 MTWThFSu 5/26-6/30 online CNVS

### TEC-409 Microsoft Office Specialist (MOS) Word Preparation, Part 2 2.4 CEUs

An introductory course that emphasizes the effective use of word processing features to create, format and manage documents using graphics and hyperlinks. Additional topics include: coverage of document tracking and referencing. Together with Microsoft Office Specialist (MOS) Word Preparation Part 1, this course prepares students for the Microsoft Office Certification exam in Word 2016. Students must purchase an exam voucher through [www.certiport.com](http://www.certiport.com) to take the exam.

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

27810 MTWThFSu 7/1-8/4 online CNVS

### TEC-870 Microsoft Excel - Pivot Tables 2.4 CEUs

This course is intended for professionals who want to improve their data analytic skills to more effectively and efficiently aggregate and analyze business data. It provides instruction on the reporting, analysis and statistical features in Microsoft Excel which allow individuals to efficiently and effectively analyze business and operational data. Topics include: pivot table concepts and use, data analytics and statistical concepts, and application of

these concepts to sample data and case studies.  
**12 sessions, \$187\* (includes a \$112 lab fee)**

27862 WF 5/1-8/15 online E2GO

### TEC-918 How to Get Started in Game Development 2.4 CEUs

Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences.

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

27868 WF 5/1-8/15 online E2GO

### TEC-913 Introduction to PC Security 2.4 CEUs

This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. Learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.

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

27866 WF 5/1-8/15 online E2GO

### TEC-889 Creating WordPress Websites 2 2.4 CEUs

Discover how to use WordPress, the world's most popular Web page publisher, to create and manage dynamic websites and blogs without any technical coding! Learn everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. Find out how to use WordPress plugins to add a shopping cart, optimize search engine results, and keep your website secure.

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

27863 WF 5/1-8/15 online E2GO

### TEC-895 Introduction to InDesign CC 2.4 CEUs

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

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

27864 WF 5/1-8/15 online E2GO

## CONSTRUCTION SKILLED TRADES

### CONSTRUCTION CORE SKILLS

301-546-0964 or [trades@pgcc.edu](mailto: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.  
**20 sessions, \$1015\* (includes a \$40 lab fee)**

28438 TTh 5/26-7/30 9 a.m.-1:15 p.m. ANXA-104

28437 TTh 5/26-7/30 5:30-9:45 p.m. ANXA-104

**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-384 HVAC Level 2, Part 2 8.8 CEUs**

This course provides the second part of the second level of training of the National Center for Construction Education and Research (NCCER) curriculum in HVAC (Heating, Ventilating and Air Conditioning). Students gain an understanding of alternating current generation and use, indoor air quality control, and commercial air distribution systems. They acquire the skills and knowledge required for the installation and maintenance of compressors, refrigerants and oils, metering devices, chimneys, sheet metal and fiberglass duct systems, commercial HVAC systems and air quality equipment. Successful completion of the course earns students the NCCER HVAC Level 2 credential. The NCCER HVAC curriculum is recognized by North American Technician Excellence (NATE), an independent, third-party certification body for HVACR technicians.

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

28370 MW 5/4-7/29 6-9:30 p.m. ANXA-107

**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)**

26089 MW 5/11-6/29 5:30-9 p.m. Largo

**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)**

26090 MW 7/1-8/17 5:30-9 p.m. Largo

**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)**

26091 TTh 5/12-6/25 5:30-9 p.m. Largo

**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)**

26092 TTh 6/30-8/13 5:30-9 p.m. Largo

**DRONES**

301-546-0964 or trades@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**

28756 S 6/6-6/6 10 a.m.-1 p.m. Largo

28757 S 7/11-7/11 10 a.m.-1 p.m. Largo



FREEDOM TO LEARN.

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**

**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)**

28734 S 6/20-6/20 9 a.m.-4 p.m. CONT-127

28735 S 7/25-7/25 9 a.m.-4 p.m. CONT-127

**CHILDHOOD EDUCATION**

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

**MARYLAND CERTIFICATION  
CHILD CARE**

Our child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education's Office of Child Care. Enroll in one of our certificate programs to earn the credentials you need to become a child care professional.

Training to operate your own family childcare business is also available. To open a family childcare business, call the Office of Child Care at 301-333-6940 or visit <http://earlychildhood.marylandpublicschools.org/> and attend their free orientation session. We offer the required certification course.



Use the QR code to find out more!

**DCR-303 Child Growth and Development: 45 Hours** 4.5 CEUs

This course provides a comprehensive overview of child growth and development from birth through early childhood. It covers physical, cognitive, emotional, and social development, along with practical strategies for working effectively with young children. Students will explore developmental theories, observe, and assess child behavior and learn to create supportive learning environments. Perfect attendance is required. Prerequisite: students must pass the reading comprehension placement test. **\$275\***

28460 S 5/9-6/27 8:30 a.m.-5 p.m. Largo  
(6 sessions)

28454	M	5/11-6/15	online	CNVS
	S	5/16-6/13	10 a.m.-12 p.m.	Largo
			(9 sessions)	
28461	MW	6/1-7/20	6:30-9:30 p.m.	Largo
			(15 sessions)	
28455	M	7/6-8/10	online	CNVS
	S	7/11-8/8	10 a.m.-12 p.m.	Largo
			(9 sessions)	

**DCR-531 PreSchool Curriculum/Activities 45 Hours** 4.5 CEUs

This course is designed to provide educators and caregivers with an in-depth understanding of preschool curriculum development and activities. Students will explore the principles and practices of creating a nurturing, engaging, and educational environment for young children. The course will cover various aspects of early childhood education, including developmental theories, curriculum planning, activity design, and classroom management. **\$275\***

28456	M	7/13-8/17	online	CNVS
	S	7/18-8/15	10 a.m.-12 p.m.	Largo
			(9 sessions)	
28462	S	7/18-8/22	8:30 a.m.-5 p.m.	Largo
			(6 sessions)	
28463	MW	8/3-9/23	6:30-9:30 p.m.	Largo
			(15 sessions)	

**DCR-455 Communication Skills for Child Care Professionals** 0.9 CEU

This course is designed to enhance the communication skills of child care professionals. The focus will be on developing effective communication strategies for interacting with children, parents, and colleagues in a child care setting. Students will learn how to convey information clearly, listen actively, and resolve conflicts effectively. This course meets the Maryland State Department of Education (MSDE) Office of Child Care training requirement for Directors and Senior Staff in a Child Care setting. **\$165\***

25408	MTh	5/11-5/21	online	CNVS
			(4 sessions)	
28441	MTh	6/1-6/11	online	CNVS
			(4 sessions)	
28466	TThF	7/14-7/17	6:30-9:30 p.m.	Largo
			(3 sessions)	

**DCR-315 Infant and Toddler: 45 Hours** 4.5 CEUs

This course provides a comprehensive understanding of the developmental needs and caregiving strategies for infants and toddlers (birth to age three). Through theoretical insights and practical applications, students will learn about physical, cognitive, social, and emotional development in early childhood. The course emphasizes creating nurturing environments that support the growth and development of young children. **\$275\***

28458	M	7/13-8/17	online	CNVS
	S	7/18-8/15	1-3 p.m.	Largo
			(9 sessions)	
28465	S	7/18-8/22	8:30 a.m.-5 p.m.	Largo
			(6 sessions)	

**DCR-456 School-Age Curriculum Development: 45 Hours** 4.5 CEUs

This course is designed to provide students with comprehensive knowledge and practical skills in developing, implementing, and evaluating curriculum for school-age children. Students will explore topics that focus on the cognitive, social, emotional, and physical development of school-age children. The course combines theoretical knowledge with practical applications to prepare students for effective curriculum development in educational settings. **\$275\***

28457	M	7/13-8/17	online	CNVS
	S	7/18-8/15	10 a.m.-12 p.m.	Largo
			(9 sessions)	
28464	S	7/18-8/22	8:30 a.m.-5 p.m.	Largo
			(6 sessions)	

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

This course is designed to equip current and aspiring directors with the knowledge and skills necessary to effectively lead and manage early childhood education programs. This course covers program planning, family and community partnerships, human resource management, financial management, legal and ethical considerations, facility management and quality improvement. Students will learn to articulate the principles of effective early childhood program administration, develop and implement comprehensive plans, manage finances, navigate legal and ethical challenges, recruit and retain staff, engage families and communities, ensure safe and conducive learning environments. This course prepares directors to create high-quality, compliant early childhood programs. Students will develop

a comprehensive administration plan for a hypothetical early childhood education program, demonstrating their readiness to lead center activity. Prerequisites: qualifying score on the reading comprehension placement test and completion of the 90-hour certificate. Perfect attendance is required. **9 sessions, \$275\***

28459	M	7/13-8/17	online	CNVS
	S	7/18-8/15	1-3 p.m.	HYLAG

**DCR-573 Including All Children and the ADA** 0.3 CEU

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

**1 session, \$90\***

25434	S	5/16-5/16	2-5 p.m.	Largo
28468	S	6/6-6/6	2-5 p.m.	Largo
28467	S	6/6-6/6	9 a.m.-12 p.m.	Largo
28442	M	6/8-6/14	online	CNVS
28470	S	7/25-7/25	2-5 p.m.	Largo
28469	S	7/25-7/25	9 a.m.-12 p.m.	Largo
28443	M	8/3-8/9	online	CNVS

**DCR-510 Family Child Care Pre-Service** 2.4 CEUs

Family Child Care Pre-Service is designed to prepare prospective family child care providers with the essential knowledge and skills required by the Maryland State Department of Education (MSDE) Family Child Care Curriculum. This course focuses on foundational competencies necessary for delivering high-quality care in a home-based setting. Key topics include: child development, health and safety practices, curriculum planning, supporting children with diverse needs, community engagement, and professionalism in family child care. **8 sessions, \$270\***

25430	TTh	5/5-5/28	1-4 p.m.	UTC
28452	TTh	7/7-7/30	10 a.m.-1 p.m.	UTC
28444	MTh	7/13-7/30	online	CNVS
		(6 sessions)		
28453	TTh	8/4-8/27	10 a.m.-1 p.m.	UTC

**DCR-550 Medication Administration** 0.6 CEU

Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and the National Association for the Education of Young Children standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, asthma and allergies medications. Instruction is provided by qualified health professionals. A "Medication Administration" handbook provided in class. Core of Knowledge: 6 clock hrs. (HSN) Health, Safety and Nutrition. **1 session, \$100\* (includes a \$55 lab fee)**

28445	S	5/16-5/16	9 a.m.-3:30 p.m.	LCC
28446	S	6/13-6/13	9 a.m.-3:30 p.m.	LCC
28447	S	7/18-7/18	9 a.m.-3:30 p.m.	LCC
28448	S	8/15-8/15	9 a.m.-3:30 p.m.	LCC

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

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

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

25418	S	5/9-5/9	10 a.m.-2 p.m.	Largo
25419	S	5/16-5/16	10 a.m.-2 p.m.	Largo
28449	S	6/13-6/13	10 a.m.-2 p.m.	Largo
28450	S	7/18-7/18	10 a.m.-2 p.m.	Largo
28451	S	8/15-8/15	10 a.m.-2 p.m.	Largo

**ESL CAREER PATHWAY CERTIFICATION PROGRAM**

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

**ESL CAREER PATHWAYS CERTIFICATE PROGRAMS**

Courses are free. English as a Second Language 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, Healthcare, 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](mailto:tdi@pgcc.edu)

**INDUSTRY CERTIFICATION OSHA FORKLIFT**

A powered industrial truck is defined by Occupational Safety and Health Administration 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 Occupational Safety and Health Administration 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)**

28648	Th	6/11-6/11	8 a.m.-3:30 p.m.	ANXC-002
28649	Th	7/16-7/16	8 a.m.-3:30 p.m.	ANXC-002

## 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 National External Diploma Program 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 health-related services to meet the needs of residents who cannot perform or need assistance in activities-of-daily living.

This program enhances the skills of assisted living managers to monitor the day-to-day operations of an assisted living facility. Students that complete the program will have the knowledge, skills, and abilities to advance in this gratifying career and manage the day-to-day operations of an assisted living facility 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!

#### HES-497 Assisted Living Manager Refresher 2.1 CEUs

This course provides a 20-hour refresher for the Assisted Living Manager, who must take it every two years in order to maintain certification. It is required by the Office of Health Care Quality at the Maryland Department of Health and Mental Hygiene. Topics will include basic first aid, infection control, blood-borne pathogens, food safety and therapeutic diets, emergency and disaster planning, and fire and life safety.

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

28670 ThFS 6/25-6/27 9 a.m.-4 p.m. CHS-2211

## 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: Asst. 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)**

28723 ThFS 8/13-8/15 9 a.m.-3 p.m. Largo

# GED<sub>or</sub>NEDP

FREEDOM TO LEARN.

Seeking to earn a Maryland High School Diploma? Prepare for the GED® Exam or work toward a diploma by demonstrating learned real-life skills through the NEDP process. Visit [pgcc.edu/apply](http://pgcc.edu/apply) to get started.

**301-546-0891 | [ged@pgcc.edu](mailto:ged@pgcc.edu)**

**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 health-care 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-302 Community Health Worker  
Part 3 Practicum** 6.0 CEUs

This practicum course is designed to provide students an outpatient/field experience, prepare students to observe trained health professionals, and apply the skills and knowledge as a community health worker in a real-world setting. A preceptor assigned by the facility will provide daily supervision and evaluate the student's knowledge and skills. This course also introduces students to ethical and professional competencies, emphasizing behaviors, attitudes, and values that foster trust, respect, and integrity in interactions with patients and the community. Additionally, students will develop a professional resume that highlights their skills, qualifications, and experiences aligned with their career goals. **10 sessions, \$250\* (includes a \$100 lab fee)**

25236 MTWThF 6/8-7/17 OFF CAMPUS

**DENTAL ASSISTING**

301-546-0879 or patternn@pgcc.edu

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

ic landmarks, safety, techniques for patient care, infection control standard precautions for patients, operators and equipment, and exam preparation. Textbooks are required at first class session. Prerequisite: DEN-301 or DEN-341. **11 sessions, \$450\***

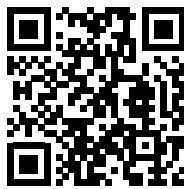
28474 TTh 6/9-7/14 5:30-8:30 p.m. CHS-2103

**CNA/GNA AND CERTIFIED  
MEDICINE AIDE**

301-546-0745 or  
wdcehealthcare@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 judgement 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. **21 sessions, \$1000\* (includes a \$100 lab fee)**

28712 MWF 5/4-6/24 5:30-9:30 p.m. Largo

28710 TTh 5/5-6/18 9 a.m.-4 p.m. Largo  
(14 sessions)

28714 TTh 5/11-6/29 9 a.m.-4 p.m. UTC  
(14 sessions)

28716 TWTh 5/12-6/25 5:30-9:30 p.m. LCC

**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\***

28711 MTWThF 6/22-6/30 7 a.m.-3:30 p.m. Largo

28713 MTWThF 6/29-7/9 7 a.m.-3:30 p.m. Largo

28715 MTWThF 7/6-7/14 7 a.m.-3:30 p.m. UTC

28717 MTWThF 7/13-7/21 3-11 p.m. LCC

**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-parental 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 disorder medications. **12 sessions, \$630\* (includes a \$50 lab fee)**

28718 MW 5/4-6/17 5-9 p.m. Largo

### HES-667 Medicine Aide Clinical 3.2 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 32 hours of clinical must be taken concurrently with HES-666 Medicine Aide Theory to complete the program. **4 sessions, \$450\***

28719 SSu 6/13-6/21 7 a.m.-3:30 p.m. Largo

### 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\***

28720 S 5/16-5/16 8:30 a.m.-5 p.m. CNVS

28721 S 6/13-6/13 8:30 a.m.-5 p.m. CNVS

28722 S 7/11-7/11 8:30 a.m.-5 p.m. CNVS

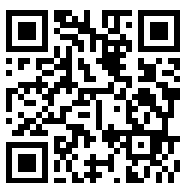
### MEDICAL BILLING

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 two, 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 explore the health care code sets used within medical coding: CPT, and ICD-10-CM. Codes are presented along with an account of health care billing basics, 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)**

28669 TTh 7/14-10/8 6-8 p.m. REMOTE

### HMB-305 Medical Billing Part 2 2.1 CEUs

Students in this course will learn the coding principles related to ICD-10-CM, CPT, and HCPCS in the health care setting. Students will use coding manuals and select the correct code related to the patient scenario and corresponding characters, abbreviations, and coding conventions. Students will also utilize CMS forms to practice coding. Additional topics include coding compliance programs, the purpose of clinical documentation improvement related to coding and the adjudication of claims related reimbursement. **7 sessions, \$610\* (includes a \$20 lab fee)**

25238 T 5/5-6/16 6-9 p.m. CNVS

### HES-357 Basic Medical Terminology 2.4 CEUs

This course 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\***

28668 MTWThF 6/15-8/7 online CNVS

FREEDOM TO LEARN.

## BASIC MEDICAL TERMINOLOGY

Effectively communicate, write, and interpret medical terms in the workplace including organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology.

Visit [pgcc.edu/apply](http://pgcc.edu/apply) to get started.  
**301-546-0795**  
**wdcehealthcare@pgcc.edu**

### 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-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)**

28666 MW 7/6-9/21 6-9 p.m. REMOTE

### 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 health care industry, clinical standards compliance, health care data management concepts, and EHR challenges. **7 sessions, \$440\* (includes a \$150 lab fee)**

28667 T 8/4-9/15 online 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-301 Phlebotomy Technician Clinical**

This course provides students with hands-on work experience and practice to successfully perform the role and responsibilities of a phlebotomist technician in a professional setting. Students complete 80 hours and a minimum of 30 successful venipunctures under the supervision of an experienced phlebotomist.

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

28749 MTWThF 5/4-5/29 OFF CAMPUS

**PERSONAL TRAINER**  
nashsc@pgcc.edu or 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)**

28736 TTh 5/26-7/30 12:30-2:30 p.m. Largo

**HOSPITALITY**

**CULINARY ARTS**  
nashsc@pgcc.edu or 301-546-0234

**THR-300 Kitchen and Service Skills** 2.4 CEUs

This hands-on course is designed for individuals with disabilities to build confidence and independence in the kitchen. Students learn fundamental food safety and sanitation practices, including proper cleaning, storage, and safe handling techniques. Instruction covers essential cooking skills such as measuring, chopping, mixing, and preparing simple recipes. In addition, students are introduced to hospitality and customer service principles,

with opportunities to practice teamwork, communication, and service skills. Emphasizing safety and practical application, the course supports the development of daily living skills in an inclusive learning environment. **3 sessions, \$300\* (includes a \$50 lab fee)**

28477 Th 6/4-7/23 5-8 p.m. Largo

**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 Institute (AHLEI).

**8 sessions, \$400\* (includes a \$150 lab fee)**

28492 F 6/5-8/7 10 a.m.-2:30 p.m. Largo

**CUL-306 Grilling Basics**

Master the art of grilling in this fun and flavorful class. Whether you are firing up a gas or charcoal grill, you will learn essential techniques for temperature control, searing, and flare-up management. Discover how to season and marinate meats, seafood, and veggies for maximum flavor. By the end of this course, you will be able to use various techniques to grill a variety of foods safely.

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

24520 SSu 5/9-5/10 9 a.m.-2:30 p.m. CAC-103

28490 SSu 5/30-5/31 9 a.m.-2:30 p.m. Largo

28491 SSu 8/8-8/9 9 a.m.-2:30 p.m. Largo

(3 sessions)

**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)**

28481 S 6/6-8/1 10 a.m.-2:30 p.m. Largo

**BAK-300 Professional Baking Certificate, Part I** 3.5 CEUs

This course introduces participants to the fundamentals of baking and pastry production. Learners gain hands-on experience with the tools, techniques, and methods used in a professional bakeshop. Emphasis is placed on understanding ingredient functions, recipe preparation, and proper baking techniques. Students prepare a variety of baked goods, including yeast breads, quick breads, cakes, cookies, custards, and frozen desserts. Whether you are baking for personal enjoyment or looking to strengthen your culinary foundation, this course offers the perfect blend of creativity, science, and delicious outcomes. **10 sessions, \$300\* (includes a \$50 lab fee)**

28486	TTh	6/2-7/2	5-8:40 p.m.	Largo
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**BAK-301 Professional Baking Certificate, Part II** 3.5 CEUs

This advanced course builds upon the foundational skills developed in the Professional Baking Certificate, Part I, propelling students into a professional level of specialized cake production, chocolate work, and confectionery creation. The curriculum delves deeper into advanced cake types and techniques, including creamed and foamed cakes, classical tortes, and contemporary wedding and specialty cake designs. Students refine their skills in crafting a variety of fillings, icings, and syrups. Participants also learn how to use and assemble an array of decorating mediums, including marzipan and fondant. A portion of the course focuses on the art and science of chocolate and confectionery production. Students gain a comprehensive understanding of the theory behind crystallization of fats, sugar manipulation, chocolate components, and ingredient functionality. Hands-on practice covers essential techniques such as chocolate tempering, ganache, confections, and petit fours. This course provides the advanced knowledge and practical experience necessary for aspiring baking professionals to succeed in a demanding and creative industry. **10 sessions, \$300\* (includes a \$50 lab fee)**

28489	TTh	7/7-8/6	5-8:40 p.m.	Largo
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**HSM-655 ServSafe** 1.7 CEUs

This course provides an overview of the principles of food microbiology, important foodborne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of foodborne 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. Please call Prince George's

Community College bookstore at 301-546-0912 for more information. **2 sessions, \$150\***

24519	S	5/2-5/9	8:30 a.m.-5 p.m.	Largo
28482	S	5/30-6/6	8:30 a.m.-5 p.m.	CAT-205
28483	S	6/20-6/27	8:30 a.m.-5 p.m.	CAT-205
28484	S	7/11-7/18	8:30 a.m.-5 p.m.	Largo
28485	S	7/25-8/1	8:30 a.m.-5 p.m.	Largo

**HOSPITALITY MANAGEMENT**  
nashsc@pgcc.edu or 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\***

28480	Th	6/4-6/25	6-8 p.m.	CAT-205
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**EVENT PLANNING**  
nashsc@pgcc.edu or 301-546-0234**PGCC CERTIFICATE EVENT PLANNING**

This course is designed 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 seeking a certificate and 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, \$300\* (includes a \$25 lab fee)**

28475	MW	6/1-6/10	6-9 p.m.	Largo
	S	6/13-6/13	10 a.m.-2 p.m.	Largo

**EVT-301 Event Planning Certificate, Part 2** 1.4 CEUs

Event Planning Certificate Part 2 is a continuation of EVT-300 (Event Planning Certificate I), designed for students seeking to deepen their expertise in event coordination. This course builds upon the foundational concepts introduced in EVT-300, with a greater emphasis on practical application and advanced strategies. Students will refine their skills in vendor management, learning how to effectively coordinate with caterers, entertainers, decorators, and other service providers. The course also explores event marketing and promotion, equipping students with techniques to attract and engage target audiences. Additionally, participants will focus on "day-of" event execution, mastering the logistics and troubleshooting required to ensure smooth and successful events. Through real-world scenarios and hands-on activities, students will gain the confidence and proficiency needed to excel in the event planning industry. **5 sessions, \$300\* (includes a \$25 lab fee)**

28476	MW	6/15-6/24	6-9 p.m.	Largo
	S	6/27-6/27	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 Occupational Safety and Health Administration wallet card afterward. One-day training session.



Use the QR code to find out more!

**MOTORCYCLE**

**MOTORCYCLE SAFETY AND CLASS-M LICENSING**

301-546-0062 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 professional training.



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 Department of Transportation-approved safety standards.

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

28595	M	5/4-5/10	6-8 p.m.	CONT-124
	SSu	5/4-5/10	7:45 a.m.-4 p.m.	CONT-124
28596	M	5/11-5/17	6-8 p.m.	CONT-124
	SSu	5/11-5/17	7:45 a.m.-4 p.m.	CONT-124
28597	T	5/26-5/31	6-8 p.m.	CONT-124
	SSu	5/26-5/31	7:45 a.m.-4 p.m.	CONT-124
			(2 sessions)	
28605	M	6/1-6/7	6-8 p.m.	CONT-124
	SSu	6/1-6/7	7:45 a.m.-4 p.m.	CONT-124
28606	M	6/8-6/14	6-8 p.m.	CONT-124
	SSu	6/8-6/14	7:45 a.m.-4 p.m.	CONT-124
28607	M	6/15-6/21	6-8 p.m.	CONT-124
	SSu	6/15-6/21	7:45 a.m.-4 p.m.	CONT-124
28608	M	6/22-6/28	6-8 p.m.	CONT-124
	SSu	6/22-6/28	7:45 a.m.-4 p.m.	CONT-124
28609	M	7/6-7/12	6-8 p.m.	CONT-124
	SSu	7/6-7/12	7:45 a.m.-4 p.m.	CONT-124
28610	M	7/13-7/19	6-8 p.m.	CONT-124
	SSu	7/13-7/19	7:45 a.m.-4 p.m.	CONT-124
28611	M	7/27-8/2	6-8 p.m.	CONT-124
	SSu	7/27-8/2	7:45 a.m.-4 p.m.	CONT-124
28612	M	8/10-8/16	6-8 p.m.	CONT-124
	SSu	8/10-8/16	7:45 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 Department of Transportation-approved safety standards.  
**2 sessions, \$250\* (includes a \$50 lab fee)**

28579	M	5/11-5/11	6-8 p.m.	CONT-124
	S	5/16-5/16	7:30 a.m.-4:30 p.m.	CONT-124
28580	M	6/15-6/15	6-8 p.m.	CONT-124
	S	6/20-6/20	7:30 a.m.-4:30 p.m.	CONT-124
28581	M	7/13-7/13	6-8 p.m.	CONT-124
	S	7/18-7/18	7:30 a.m.-4:30 p.m.	CONT-124
28582	M	8/10-8/10	6-8 p.m.	CONT-124
	S	8/15-8/15	7:30 a.m.-4:30 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 Department of Transportation-approved safety standards.

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

28630	M	6/8-6/14	6-8 p.m.	CONT-124
	SSu	6/8-6/14	7:45 a.m.-4 p.m.	CONT-124
28634	M	7/13-7/19	6-8 p.m.	CONT-124
	SSu	7/13-7/19	7:45 a.m.-4 p.m.	CONT-124

**MOT-322 Basic Motorcycle Maintenance 0.6 CEU**

This hands-on class is designed for new and experienced riders who want to learn the fundamentals of motorcycle care. Students will gain practical skills in routine maintenance tasks such as oil changes, chain adjustments, brake inspections, tire checks, and battery care. The course also covers essential safety checks and basic troubleshooting to keep your bike running smoothly and safely.

**2 sessions, \$95\* (includes a \$40 lab fee)**

28578	MW	8/3-8/5	6-9 p.m.	ANXC-002
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**NOTARY PUBLIC**

brownka1@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)**

28686	TWTh	5/5-5/7	online	CNVS
28688	TWTh	5/19-5/21	online	CNVS
28689	TWTh	6/9-6/11	online	CNVS
28694	TWTh	6/23-6/25	online	CNVS
28695	TWTh	7/7-7/9	online	CNVS
28697	TWTh	7/21-7/23	online	CNVS
28698	TWTh	8/4-8/6	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)**

28687	TWTh	5/5-5/7	online	CNVS
28692	TWTh	6/9-6/11	online	CNVS
28696	TWTh	7/7-7/9	online	CNVS
28699	TWTh	8/4-8/6	online	CNVS

**GEN-307 Notary Public Procedures**

0.5 CEU

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\***

28677	WTh	5/13-5/14	6:30-9 p.m.	REMOTE
28679	WTh	6/17-6/18	6:30-9 p.m.	REMOTE
28683	WTh	7/15-7/16	6:30-9 p.m.	REMOTE

**GEN-339 Applied Notary Practices and Procedures**

0.5 CEU

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 false identification.

Instructors: Elaine Wright Harris, Frederick Harris. Prerequisite: GEN-307.

**3 sessions, \$75\***

28678	MW	5/27-6/3	6:30-9 p.m.	REMOTE
28681	MW	7/1-7/8	6:30-9 p.m.	REMOTE
28684	W	7/29-8/5	6:30-9 p.m.	REMOTE
(2 sessions)				

**GEN-363 Advanced Notarial Procedures**

0.5 CEU

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 **3 sessions, \$75\***

28693	T	6/16-6/30	online	CNVS
28700	T	8/11-8/25	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**

28680	S	6/20-6/20	10 a.m.-1 p.m.	REMOTE
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**GEN-371 Notaries Public Protect Client Info (NPPI)**

0.3 CEU

Notaries public can avoid potential penalties by protecting their client's Non-Public Personal Information (NPPI). Penalties may include commission suspension, fines, or criminal charges. Learn how to assess risks and determine preventative measures. Develop a plan to protect NPPI and effectively execute notarial duties in accordance with legal and professional requirements and standards. Instructor: Wanda Moore **1 session, \$45**

28682	S	7/11-7/11	10 a.m.-1 p.m.	REMOTE
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**PERSONAL ENRICHMENTS**

**CAREER AND PERSONAL FINANCES**

wdce@pgcc.edu or 301-546-0159

**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)**

28651	WF	5/13-7/3	online	E2G0
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28653	WF	6/17-8/7	online	E2GO
28654	WF	7/15-9/4	online	E2GO
28655	WF	8/12-10/2	online	E2GO

**PHOTOGRAPHY**

301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)

**PGCC CERTIFICATE  
DIGITAL PHOTOGRAPHY**

Our digital photography classes are taught by working photographers who 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), camera manual and a bag lunch with you. Enroll early; class size limited to 16. **1 session, \$100\* (includes a \$15 lab fee)**

27798	S	7/11-7/11	9:30 a.m.-3:30 p.m.	Largo
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**PHO-300 Digital Photography: The Basics** 1.8 CEUs

In this class students will be shown how to use a digital camera. Topics 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. **5 sessions, \$270\* (includes a \$135 lab fee)**

27791	TTh	5/26-6/9	6:30-9:30 p.m.	CAT-103
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**PHO-326 Digital Photography: Beyond the Basics** 1.8 CEUs

This continuation class is designed for digital SLR camera owners who have started using the manual modes (aperture priority, shutter priority or manual) and want to learn more and take their photography a step further.

You will be shown how to fine tune exposure and focus, and introduced you to the more advanced settings to get the most out of your camera and grow your photography skills. **5 sessions, \$271\* (includes a \$136 lab fee)**

27793	MW	5/27-6/10	6:30-9:30 p.m.	Largo
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**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)**

27796	MW	6/15-6/29	6:30-9:30 p.m.	Largo
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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)**

27797	MW	7/6-7/20	6:30-9:30 p.m.	Largo
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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. **7 sessions, \$365\* (includes a \$135 lab fee)**

27794	TTh	6/16-7/7	6:30-9:30 p.m.	Largo
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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)**

27795	TTh	7/14-8/6	6:30-9:30 p.m.	Largo
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**PHO-304 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 curated 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. **12 sessions, \$178\* (includes a \$103 lab fee)**

27792	WF	5/1-8/15	online	E2GO
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**POLICE ACADEMY AND SECURITY OFFICER TRAINING**

301-546-0175 or [policeacademy@pgcc.edu](mailto: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!

**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](http://www.dllr.state.md.us/license/mrec). The College does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination through PSI Examination Services. Download the candidate guide at [www.psiexams.com](http://www.psiexams.com).



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.

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

28674 TTh 5/19-8/6 6:30-9:30 p.m. HYLAG

**RES-537 Real Estate Refresher** 0.8 CEU

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). Topics covered include: 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)**

28673 MTWTh 6/1-6/4 6:30-8:30 p.m. CAT-212

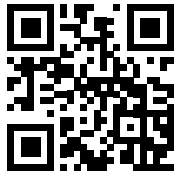
**SAGE**

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

**SAGE SENIORS PROGRAM**

A tuition-free program of stimulating courses for Maryland residents age 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!

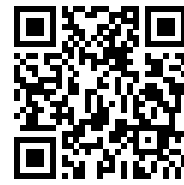
**TEAMBUILDERS ACADEMY**

301-546-8514 or  
[teambuildersacademy@pgcc.edu](mailto: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 AND  
DISTRIBUTION**

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

28532	WF	5/13-7/3	online	E2G0
28533	WF	6/17-8/7	online	E2G0
28534	WF	7/15-9/4	online	E2G0
28535	WF	8/12-10/2	online	E2G0

**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)**

28536	WF	5/13-7/3	online	E2GO
28537	WF	6/17-8/7	online	E2GO
28538	WF	7/15-9/4	online	E2GO
28539	WF	8/12-10/2	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)**

28545	WF	5/13-7/3	online	E2GO
28546	WF	6/17-8/7	online	E2GO
28548	WF	7/15-9/4	online	E2GO
28549	WF	8/12-10/2	online	E2GO

**TRAVEL SERVICE**  
 nashsc@pgcc.edu or 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

This comprehensive course provides a foundational overview for anyone looking to enter the dynamic world of travel and tourism. Students will explore key components of the travel and hospitality industries, including transportation (airlines, cruises, rail, and more), accommodations (hotels, resorts), and entertainment venues (theme parks, casinos, restaurants, shopping, and live events). The course also introduces destination awareness and essential geography skills tailored for travel professionals. Participants will gain practical online and internet skills to support modern travel planning and business development, as well as insights into what happens behind the scenes. The course covers the core qualifications and industry

standards needed to pursue certifications with major organizations like IATA (International Air Transport Association) and CLIA (Cruise Lines International Association). Whether you are looking to start your own travel business or work within the industry, this course offers the tools and knowledge to get started with confidence. Students must successfully complete Parts 1 and 2 to receive a certificate. **5 sessions, \$300\* (includes a \$25 lab fee)**

28478	T	5/12-6/9	6-9 p.m.	Largo
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**TVL-307 Travel and Tourism Certificate, Part 2** 1.5 CEUs

This advanced course builds on the foundational knowledge gained in Part I of the Travel and Tourism Certificate program. Designed for individuals pursuing a career in the travel industry or seeking to grow a travel-related business, this course focuses on sales and marketing techniques essential for success in today's competitive market. Students will learn how to advertise travel services, package tours and cruises, and grow their cruise business through effective promotional strategies. When available, the course includes hands-on learning through off-site visits to key industry locations, such as convention and visitors bureaus (CVBs), hotels, and a regional port. These site visits offer students the opportunity to observe real-world operations and network with professionals in the field. By the end of the course, students will have the skills to package and promote travel experiences and develop client-focused travel solutions.  
**5 sessions, \$300\* (includes a \$25 lab fee)**

28479	T	6/16-7/14	6-9 p.m.	Largo
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**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.  
**7 sessions, \$300\* (includes a \$80 lab fee)**

27871	M	5/18-7/6	6-9 p.m.	Largo
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**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.  
**6 sessions, \$300\* (includes a \$80 lab fee)**

28566	M	7/13-8/17	6-9 p.m.	Largo
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**VID-352 Final Cut Pro X** 3.6 CEUs

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

27870	TTh	6/2-7/9	6-9 p.m.	Largo
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PRINCE GEORGE'S  
COMMUNITY COLLEGE

## The GI Bill®: You served. You earned it. Now use it at PGCC.

Your military service earned you valuable education benefits—and Prince George's Community College is ready to help you use them. At PGCC, veterans, service members, and military families can use GI Bill® benefits toward approved degree and certificate programs designed to support career advancement, transition, and long-term success.

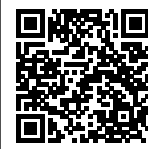
**Your Future Is Our Mission.  
Register Today.**



## 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/](http://www.pgcc.edu/go/promisescholarship/) or contact  
[scholarships@pgcc.edu](mailto:scholarships@pgcc.edu)  
301-546-7588**



PRINCE GEORGE'S COUNTY  
**PROMISE**  
Scholarship



## 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](http://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](http://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](http://www.pgcc.edu) and click on Programs and Courses.

### Disability Support Services

**301-546-0838**

**301-546-0122 (TTY/TDD)**

**Lanham Hall, Room 101A**

Assistance for students with disabilities.

Mon.–Fri.: 8:30 a.m.–4:30 p.m.

### Financial Aid

**301-546-0822**

**Bladen Hall, Room 121**

You must be inside the office 30 minutes before closing. Hours are subject to change.

Mon.–Thurs.: 8:30 a.m.–6 p.m.  
Fri.: 12 p.m.–6 p.m.

### General Information/Directory Assistance

**301-546-7422**

Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.  
Sat.: 9 a.m.–1 p.m.

### Help Desk (Owl Link)

**301-546-0637**

**Bladen Hall, Room 106**

Mon.–Fri.: 8 a.m.–8 p.m.  
Sat.: 10 a.m.–3 p.m.

### Library

**301-546-0476**

**Accokeek Hall**

Mon.–Thurs.: 8 a.m.–8 p.m.  
Fri.: 8 a.m.–5 p.m.  
Sat.–Sun.: Closed

### Lost and Found

**301-546-0853**

**Largo Student Center, Room 149**

Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

### Online Registration

Visit [pgcc.edu](http://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](http://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](http://www.pgccbookstore.com). You also may call 301-546-0912 to order textbooks. Have the syn number of the course ready when you call or access the website.

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

#### DCR-550 Medication Administration See Page 23

28445	S	5/16-5/16	9 a.m.-3:30 p.m.	LCC
28446	S	6/13-6/13	9 a.m.-3:30 p.m.	LCC
28447	S	7/18-7/18	9 a.m.-3:30 p.m.	LCC
28448	S	8/15-8/15	9 a.m.-3:30 p.m.	LCC

#### NRC-300 Certified Nursing Assistant: Theory See Page 25

28716	TWTh	5/12-6/25	5:30-9:30 p.m.	LCC
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#### NRC-301 Certified Nursing Assistant: Clinical See Page 25

28717	MTWThF	7/13-7/21	3-11:00 p.m.	LCC
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### UNIVERSITY TOWN CENTER

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

#### DCR-510 Family Child Care Pre-Service See Page 23

25430	TTh	5/5-5/28	1-4 p.m.	UTC
28452	TTh	7/7-7/30	10 a.m.-1 p.m.	UTC
28453	TTh	8/4-8/27	10 a.m.-1 p.m.	UTC

#### NRC-300 Certified Nursing Assistant: Theory See Page 25

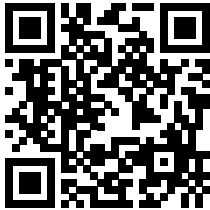
28714	TTh	5/11-6/29	9 a.m.-4 p.m.	UTC
(14 sessions)				

#### NRC-301 Certified Nursing Assistant: Clinical See Page 25

28715	MTWThF	7/6-7/14	7 a.m.-3:30 p.m.	UTC
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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

**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](http://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](mailto: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](mailto:enroll@pgcc.edu) to have the forms mailed to you. Be sure to put "Tuition Waiver Forms" in the subject line of your email.

Notwithstanding the provisions for exemption contained herein, the College reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

**NOTE:** *Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Records and Registration, 301-546-7422.*

## FEES (SUBJECT TO CHANGE)

### Registration Fees

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

Students younger than 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](http://www.pgccbookstore.com).

**NOTE:** *The College will not bill in order to reimburse the student. Students paying their own tuition must be reimbursed by their employer or agency. The purchase order, tuition assistance form or letter of intent will not be accepted after payment has been made by the student.*

## RETURNED CHECKS

If the College receives final notice of a check being returned for any reason prior to the start of class, you will be dropped from all classes with no financial obligation other than the returned check fee and registration fee. All checks are deposited twice.

If the College receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you — the student — will be liable for tuition and fees for all remaining courses plus the returned check fee, regardless of whose check was used to pay your tuition.

No certificates will be issued until the indebtedness has been paid.

## DROPPING A COURSE/REFUNDS

Individuals who withdraw from a course up until the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date. Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash, the refund will be sent by check to the student's address of record. If payment was made by a third party, the refund will go to that party. It may take up to 14 business days to process a refund.

If you choose to drop a course after the refund period, it must be done in person at the Office of Records and Registration or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

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**

<input type="checkbox"/> Native American	<input type="checkbox"/> Black/African American	<input type="checkbox"/> White	<input type="checkbox"/> Multiple	<input type="checkbox"/> Male
<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Other	<input type="checkbox"/> Female

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

<b>CourseSynonym #</b> <small>(Number)(Section)</small>	<b>Start Date</b> <small>(mm)</small>	<b>Course Name</b> <small>(dd)</small>
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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  
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Workforce Development and Continuing Education  
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