

# WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

FALL 2026

Job Skills Training • Personal Enrichment



PRINCE GEORGE'S  
COMMUNITY COLLEGE



# 3 WAYS TO REGISTER FOR CLASS

REGISTER HERE



## 1. ONLINE

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

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

## 2. BY MAIL

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

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

## 3. IN PERSON

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

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

## Questions?

Call 301-546-0159



PRINCE GEORGE'S  
COMMUNITY COLLEGE

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


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




Use the QR code or visit [www.ed2go.com/pgcc](http://www.ed2go.com/pgcc) and click "View Catalog."


Publication designed by WDCE and the Office of Communications


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LINKEDIN  @PGCC

YOUTUBE  @pgcctvonline

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"

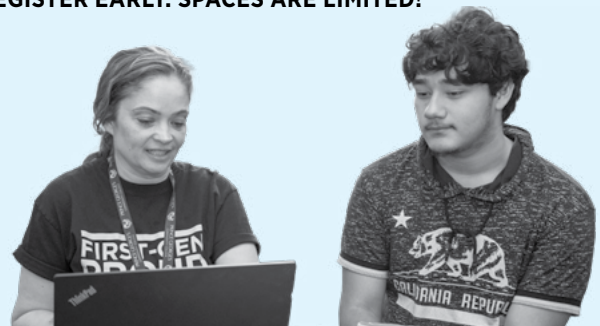
link for returning Continuing Education students. Log in and follow steps 8, 9, and 10 below.

### 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 #30271 for courses that meet from August 17, 2026 to December 31, 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>Contact information for this area.</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>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>28912 MTWThF 11/30-12/18 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>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**

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)**

29825	WF	9/16-11/6	online	E2GO
29827	WF	10/14-12/4	online	E2GO
29828	WF	11/11-1/1	online	E2GO
29829	WF	12/16-2/5	online	E2GO

**OFC-350 Accounting Fundamentals 1**

2.4 CEUs

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while gaining a marketable skill, this course is for you. The basics of double-entry bookkeeping, analyzing and recording financial transactions and preparing various financial reports will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. Learn all the basics from writing checks to preparing an income statement and closing out accounts.

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

29956	WF	9/16-11/6	online	E2GO
29964	WF	10/14-12/4	online	E2GO
29969	WF	11/11-1/1	online	E2GO
29970	WF	12/16-2/5	online	E2GO

**OFC-354 Accounting Fundamentals: Part 2**

2.4 CEUs

This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You will analyze transactions and prepare various corporate financial reports. You will gain practical experience working with dividends, plant asset depreciation, accrued revenues and expenses, retained earnings, and stockholders' equity.

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

29971	WF	9/16-11/6	online	E2GO
29972	WF	10/14-12/4	online	E2GO

29973	WF	11/11-1/1	online	E2GO
29974	WF	12/16-2/5	online	E2GO

**OFC-328 Payroll Accounting** 1.5 CEUs

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

**7 sessions, \$195\***

28975	W	8/19-9/30	6-8:45 p.m.	REMOTE
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**OFC-545 Introduction to QuickBooks Online**

2.4 CEUs

Learn how to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. Gain hands-on experience using this accounting program to help you manage business finances with confidence. Learn to record income and expenses, enter checks and bank transfers, and set up a chart of accounts. Reconcile accounts, manage credit card and loan payments, create invoices and statements, track payables and receivables, and generate financial reports.

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

29976	WF	9/16-11/6	online	E2GO
29977	WF	10/14-12/4	online	E2GO
29978	WF	11/11-1/1	online	E2GO
29979	WF	12/16-2/5	online	E2GO

**OFC-547 Intermediate QuickBooks Online**

2.4 CEUs

This course is designed for students who want to learn how to manage the financial aspects of a small business using QuickBooks Online with the advantage of computing in the cloud. Topics covered include managing inventory, product and service items, payroll and gift cards, fixed assets and loans, banking rules and budgets, adjusting and reviewing the books. Students will gain hands on experience as they master the tools needed 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)**

29984	WF	9/16-11/6	online	E2GO
29985	WF	10/14-12/4	online	E2GO
29986	WF	11/11-1/1	online	E2GO
29987	WF	12/16-2/5	online	E2GO

**OFC-548 Accounting for Managers**

5.3 CEUs

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

**15 sessions, \$450\***

28974	S	8/22-12/5	9 a.m.-12:45 p.m.	BLAD-215
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**OFC-326 Introduction to QuickBooks: Part 1**

1.5 CEUs

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

**5 sessions, \$190\***

28970	Th	8/20-9/17	6-8:45 p.m.	REMOTE
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**OFC-344 QuickBooks: Part 2** 1.5 CEUs

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

**5 sessions, \$190\***

28971	Th	9/24-10/22	6-8:45 p.m.	REMOTE
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**OFC-345 QuickBooks: Part 3** 1.5 CEUs

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

**5 sessions, \$190\***

28972	Th	10/29-12/3	6-8:45 p.m.	REMOTE
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**AQUATICS**

**AQUATICS AND SWIMMING**

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



Use the QR code to find out more!

**SWIMMING LESSONS**

nashsc@pgcc.edu or 301-546-0234

**SWM-347 Introduction to Swimming**

3.8 CEUs

This course introduces students to the fundamentals of swimming, including its history and health benefits. Students practice skills including freestyle, breaststroke, and backstroke. Students learn techniques such as floating, treading water, breathing skills, and water safety. Students develop safety skills to include diving in the deep end of the pool. This is a cross-listed course with credit section PED-1050- Introduction to Swimming. **20 sessions, \$250\***

29540 MW 9/14-11/18 12:30-2:20 p.m. NAT-POOL

**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**

29538 MW 9/9-10/5 3-4 p.m. NAT-POOL

**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**

29539 MW 10/12-11/4 3-4 p.m. NAT-POOL

**WATER AEROBICS**

nashsc@pgcc.edu or 301-546-0234

**SWM-345 Deep Water Aerobics**

Build strength and endurance through high-energy, low-impact aquatic exercise in the deep end of the pool. Participants wear a flotation device while exercising in water deep enough for full submersion. Use the natural resistance and buoyancy of water to improve muscle tone, flexibility, and overall fitness. The class also promotes relaxation and helps reduce stress through creative movement and conditioning exercises. **8 sessions, \$118\***

29532 TTh 9/8-10/1 2:30-3:30 p.m. NAT-POOL

29529 MW 9/9-10/5 6-7 p.m. NAT-POOL

29533 TTh 10/6-11/3 2:30-3:30 p.m. NAT-POOL

29530 MW 10/12-11/4 6-7 p.m. NAT-POOL

29531 MW 11/9-12/7 6-7 p.m. NAT-POOL

29534 TTh 11/10-12/8 2:30-3:30 p.m. NAT-POOL

**SWM-346 Shallow Water Aerobics**

This is a fun and low-impact water aerobics class suitable for all fitness levels. Students who take this class will engage in a shallow water workout that focuses on cardiovascular and resistance training, muscle toning, endurance, flexibility and coordination. **8 sessions, \$118\***

29535 MW 9/9-10/5 5-6 p.m. NAT-POOL

29536 MW 10/12-11/4 5-6 p.m. NAT-POOL

29537 MW 11/9-12/7 5-6 p.m. NAT-POOL

**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. The class is 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\***

29526 TTh 9/8-10/1 7-7:45 p.m. NAT-POOL

29527 TTh 10/6-11/3 7-7:45 p.m. NAT-POOL

29528 TTh 11/10-12/8 7-7:45 p.m. NAT-POOL

**WLN-324 Aquatic Cycling**

Join an 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 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\***

29679 TTh 9/8-10/1 5:30-6:30 p.m. NAT-POOL

29676 TTh 9/8-10/1 3:45-4:45 p.m. NAT-POOL

29673 MW 9/9-10/5 7-8 p.m. NAT-POOL

29670 MW 9/9-10/5 4-5 p.m. NAT-POOL

29680 TTh 10/6-11/3 5:30-6:30 p.m. NAT-POOL

29677 TTh 10/6-11/3 3:45-4:45 p.m. NAT-POOL

29674 MW 10/12-11/4 7-8 p.m. NAT-POOL

29671 MW 10/12-11/4 4-5 p.m. NAT-POOL

29675 MW 11/9-12/7 7-8 p.m. NAT-POOL

29672 MW 11/9-12/7 4-5 p.m. NAT-POOL

29681 TTh 11/10-12/8 5:30-6:30 p.m. NAT-POOL

29678 TTh 11/10-12/8 3:45-4:45 p.m. NAT-POOL

## AUTOMOTIVE

## AUTOMOTIVE TECHNOLOGY

301-546-0062 or tdi@pgcc.edu

PGCC CERTIFICATE  
AUTOMOTIVE TECHNOLOGY

Drive your career to new heights! PGCC's 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)**

29087 TTh 8/18-9/24 6-9:30 p.m. ANXC-002

**AUT-305 Auto Technician:  
Electrical Systems** 1.8 CEUs

Develop practical skills in diagnosing and servicing automotive electrical systems. Students learn battery testing and service, starting and charging system operation, and lighting systems including head, tail, parking, dash, and signal lights. The course also covers gauges, warning devices, driver information systems, horns, wipers, washers, and other vehicle accessories. Instruction follows Auto Service Excellence (ASE) standards and prepares students for real world diagnostic and repair work. **7 sessions, \$300\* (includes a \$60 lab fee)**

29089 MW 8/24-9/16 6-9 p.m. ANXC-002

**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)**

29090 MW 9/21-10/7 6-9 p.m. ANXC-002

**AUT-309 Auto Technician:  
Brake Systems** 1.8 CEUs

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

29088 MW 10/12-10/28 6-9 p.m. ANXC-002

**AUT-312 Auto Technician:  
Intro Light Diesel** 3.0 CEUs

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

29094 TTh 10/6-11/10 6-10 p.m. ANXC-002

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

**AUT-321 Small Gas Engines** 1.5 CEUs

Learn the basic principles of small engine operation and service. This course introduces engine design, operating systems, and core mechanical concepts. Students study engine theory while developing practical troubleshooting and failure analysis skills. Instruction explains how and why engines function, helping students understand the fundamentals of diagnosing problems and maintaining small engines. **5 sessions, \$230\* (includes a \$60 lab fee)**

29093 TTh 11/17-12/3 6-9:15 p.m. ANXC-002

## 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)**

29993 WF 9/16-11/6 online E2GO

29994 WF 10/14-12/4 online E2GO

29995 WF 11/11-1/1 online E2GO

29996 WF 12/16-2/5 online E2GO

## MANAGEMENT &amp; SUPERVISION

brownka1@pgcc.edu

PGCC CERTIFICATE  
MANAGEMENT & SUPERVISION

Build leadership skills for a wide range of professional roles across many industries. This 72-hour program is taught by practicing professionals and training consultants with experience in both public and private-sector organizations. Courses help participants develop practical management and supervision skills. Whether taken individually or as a full program, the training supports career growth for new supervisors and professionals seeking to strengthen their leadership abilities.



Use the QR code to find out more!

**MGT-463 Developing  
Supervisory Skills** 1.2 CEUs

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

29472 T 9/8-9/29 6:30-9:30 p.m. REMOTE

**MGT-756 Assessing Employee  
Performance** 1.2 CEUs

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

29473 T 10/6-11/3 6:30-9:30 p.m. REMOTE

**MGT-757 Human Resources Management Skills for Supervisors** 1.2 CEUs

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

29474 T 11/10-12/1 6:30-9:30 p.m. REMOTE

**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. Learn about your personality traits compared to others and how they impact project completion. You will also develop a plan to improve both your interpersonal skills and your work relationships. **12 sessions, \$183\* (includes a \$108 lab fee)**

29997 WF 9/16-11/6 online E2GO

29998 WF 10/14-12/4 online E2GO

29999 WF 11/11-1/1 online E2GO

30000 WF 12/16-2/5 online E2GO

FREEDOM TO LEARN.

# AUTO maintenance & CDL



Obtain a Class A Commercial Driver's License at PGCC and become qualified to drive heavy and tractor-trailer trucks and buses. Start a long-haul truck or bus driver career with our CDL program. Visit [pgcc.edu/apply](http://pgcc.edu/apply) to get started. **301-546-0062 | [tdi@pgcc.edu](mailto:tdi@pgcc.edu)**

**HUMAN RESOURCES (HR)**  
301-546-0032 or [konange@pgcc.edu](mailto:konange@pgcc.edu)

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

This course is designed to prepare HR professionals for the Society for Human Resource Management (SHRM) Certified Professional (SHRM-CP) and Senior Certified Professional (SHRM-SCP) examinations using the updated SHRM Certification Prep System and the latest SHRM Body of Applied Skills and Knowledge (BASK). Participants will develop essential behavioral competencies such as leadership and navigation, ethical practice, inclusive mindset, relationship management, communication, business acumen, consultation, and analytical aptitude, while strengthening their technical HR expertise across the people, organization, and workplace domains. To ensure you are fully prepared for SHRM certification success, make sure to secure your readiness by enrolling in course MGT 777.



Use the QR code to find out more!

**MGT-777 SHRM Certification Prep+** 3.9 CEUs

This course is designed to prepare HR professionals for the Society for Human Resource Management (SHRM) Certified Professional (SHRM-CP) and Senior Certified Professional (SHRM-SCP) examinations using the updated SHRM Certification Prep System and the latest SHRM Body of Applied Skills and Knowledge (BASK). Develop essential behavioral competencies such as leadership and navigation, ethical practice, inclusive mindset, relationship management, communication, business acumen, consultation, and analytical aptitude, while strengthening their technical HR expertise across the people, organization, and workplace domains. **12 sessions, \$1325\* (includes a \$625 lab fee)**

29823 Th 9/10-12/3 6-9 p.m. REMOTE

29824 S 9/12-12/5 10 a.m.-1:30 p.m. REMOTE

**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-663 Essentials of Human Resource Management** 1.8 CEUs

This SHRM course covers vast introductory HR topics and concepts. This is designed for people who are managing people, performing HR-related tasks as part of their many roles, and to keep abreast and updated in current HR profession. However, this can also be taken by people who are considering a career in human resources. Call the number above for more information. **6 sessions, \$580\* (includes a \$260 lab fee)**

28976 M 10/12-11/16 6-9 p.m. REMOTE

**MGT-728 Principles of Human Resource Management** 1.2 CEUs

Examine the foundations and practices of human resource management. Students explore workforce planning, recruitment, training and development, performance management, and career and reward systems. The course also analyzes current trends and issues that shape human resource practices in modern organizations. Instruction introduces key theories and concepts while helping students understand how effective human resource strategies support organizational performance and employee development. **4 sessions, \$280\* (includes a \$45 lab fee)**

28977 Th 8/27-9/17 6-9 p.m. REMOTE

**MGT-731 Human Resource Law 1.2 CEUs**

This comprehensive course condenses the most critical legislation and/or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics covered, with their associated impacts, include Title VII-Civil Rights Act PPACA Patient Protection and Affordable Care Act-2010 FMLA (Family and Medical Leave Act) FLSA (Fair Labor Standards Act), Equal Pay Act, Portal to Portal Act and many other human resource laws.

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

28978 M 9/14-10/5 6-9 p.m. REMOTE

28985 T 9/22-10/20 6-9 p.m. REMOTE

**MGT-668 Introduction to Employee Benefits 1.2 CEUs**

Explore the structure and management of employee benefit programs. Learn to examine key benefits legislation, including Social Security, Medicare, workers' compensation, and the Family and Medical Leave Act. The course also reviews retirement, health, disability, and other benefits offered in public and private organizations. Instruction introduces compensation plans, deferred compensation options, and methods for designing, administering, and evaluating benefit programs while ensuring compliance with federal, state, and local laws.

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

28979 T 10/27-11/17 6-9 p.m. REMOTE

**MGT-667 Introduction to Compensation 1.2 CEUs**

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

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

28984 Th 10/1-10/22 6-9 p.m. REMOTE

**MGT-648 Successful Recruitment, Selection and Placement 0.9 CEU**

This course provides a comprehensive overview of the recruitment function. 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)**

28980 W 9/9-9/23 6-9 p.m. REMOTE

**MGT-727 HR's Role in Organizational Development and Change Management 0.9 CEU**

This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change.

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

28981 Th 10/29-11/12 6-9 p.m. REMOTE

**MGT-647 Managing Employee Performance 1.2 CEUs**

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

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

28982 W 10/28-11/18 6-9 p.m. REMOTE

28983 TTh 11/19-12/3 6-9 p.m. REMOTE

**MGT-338 Managing Conflict: A Professional Approach 0.6 CEU**

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

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

28992 S 12/5-12/5 9 a.m.-4 p.m. REMOTE

**MGT-564 Ethics in Human Resources 0.6 CEU**

This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include: human

resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers.

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

28991 S 10/24-10/24 9 a.m.-4 p.m. REMOTE

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

This course is designed for students employed in human resources who have the need for a better understanding of diversity and inclusion in the workplace. Topics will include tools to overcome implicit bias in the workplace, common pitfalls when implementing diversity initiatives, and recruitment strategies for ongoing organizational success.

**2 sessions, \$260\* (includes a \$45 lab fee)**

28989 W 10/14-10/21 6-9 p.m. REMOTE

**MGT-734 HR's Role in Creating a Positive Work Environment 0.6 CEU**

This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their 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)**

28986 W 9/30-10/7 6-9 p.m. REMOTE

28987 S 11/21-11/21 9 a.m.-4 p.m. REMOTE

(1 session)

**MGT-720 Creative Thinking and Innovation Techniques 0.6 CEU**

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

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

28988 S 11/7-11/7 9 a.m.-4 p.m. REMOTE

**MGT-423 Leadership** 2.4 CEUs

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you 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)**

29898	WF	9/16-11/6	online	E2GO
29899	WF	10/14-12/4	online	E2GO
29900	WF	11/11-1/1	online	E2GO
29901	WF	12/16-2/5	online	E2GO

**MGT-492 Employment Law** 2.4 CEUs

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Understand 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 any supervisor, manager, or human resources professional. **12 sessions, \$176\* (includes a \$101 lab fee)**

29902	WF	9/16-11/6	online	E2GO
29903	WF	10/14-12/4	online	E2GO
29905	WF	11/11-1/1	online	E2GO
29906	WF	12/16-2/5	online	E2GO

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

No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). This program/course is a good choice if you are looking for project management experience and seek to obtain a professional PMI credential. **12 sessions, \$183\* (includes a \$108 lab fee)**

29947	WF	9/16-11/6	online	E2GO
29948	WF	10/14-12/4	online	E2GO
29951	WF	11/11-1/1	online	E2GO
29954	WF	12/16-2/5	online	E2GO

**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. Receive preparation for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) exams. This course builds payroll knowledge, strengthens professional skills, and advances careers in payroll administration.



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)**

28993	S	10/10-11/7	9 a.m.-4 p.m.	REMOTE
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**BUSINESS SUCCESS SERIES (BOSS)**

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

**PGCC CERTIFICATE BUSINESS OWNERS SUCCESS SERIES (BOSS)**

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

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



Use the QR code to find out more!

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

Jumpstart your business with an action-oriented workshop on strategic planning. Complete exercises that help you go through the steps required to go from an idea to execution from an entrepreneur who has been there and done it. Learn to make S.M.A.R.T. goals and action steps to accomplish those goals as well as discovering your internal assets, service refinement, understanding and implementing best practices and engaging in SWOT analysis. Instructor: Karlene Sinclair-Robinson **1 session, \$45**

29447	M	8/24-8/24	6:30-9:30 p.m.	REMOTE
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**BUS-418 Business Plan: Blueprint for Success** 0.6 CEU

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

29449	MW	8/31-9/2	6:30-9:30 p.m.	REMOTE
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**BUS-411 Financial Aspects of Your Business** 0.6 CEU

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

29450 MW 9/14-9/16 6:30-9:30 p.m. REMOTE

**BUS-427 Accounting and Recordkeeping for Small Business** 0.6 CEU

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

29452 MW 9/21-9/23 6:30-9:30 p.m. REMOTE

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

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

29453 MW 9/28-9/30 6:30-9:30 p.m. REMOTE

**BUS-440 Marketing Strategies for Today & Tomorrow** 0.6 CEU

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

29454 S 10/3-10/3 9 a.m.-4 p.m. REMOTE

**BRANDING & MARKETING**

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

**PGCC CERTIFICATE  
BRANDING AND MARKETING**

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



Use the QR code to find out more!

**BUS-600 Branding Your Business for Success** 0.3 CEU

Learn to build and promote a strong brand for your business. This course introduces branding fundamentals and marketing strategies that help you connect with your audience. Participants develop a clear brand identity and explore ways to present it visually through logos, marketing materials, and websites. The class also teaches practical approaches to packaging ideas and positioning a business for success. Instructor: Latoya Benson. **1 session, \$45**

29455 T 10/20-10/20 6:30-9:30 p.m. REMOTE

**CED-329 Creating Visuals to Brand Your Business** 0.4 CEU

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

29456 S 10/10-10/10 9 a.m.-1 p.m. REMOTE

**BUS-575 Social Media Strategy** 0.3 CEU

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

29457 M 10/12-10/12 6:30-9:30 p.m. REMOTE

**BUS-546 Networking Works!** 0.3 CEU

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

29458 Th 10/15-10/15 6:30-9:30 p.m. REMOTE

**DIGITAL MARKETING**

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

**PGCC CERTIFICATE  
DIGITAL MARKETING**

Explore digital marketing strategies that help businesses connect with customers online. This course introduces key tools and channels including websites, search engines, blogs, social media, video, and email marketing.

Learn how to develop and implement effective digital marketing strategies that support business growth. The course can prepare you for career opportunities as a marketing manager, SEO specialist, content strategist, social media manager, and digital marketing assistant.



Use the QR code to find out more!

**MKT-300 Introduction to Marketing & Content Marketing** 0.5 CEU

This course introduces marketing fundamentals and how to apply them to the growth of a business. It covers the basics of identifying and targeting consumer audiences, and developing effective marketing strategies. The course also examines the impact of digital technology on marketing, as well as how to create and share valuable, relevant, and consistent content to attract and engage pertinent market segments. **2 sessions, \$85\* (includes a \$35 lab fee)**

29433 TTh 10/27-10/29 6:30-9 p.m. REMOTE

**MKT-301 Social Media Marketing** 0.5 CEU

This course provides insight into the fundamentals of the various different social media platforms, methods for engaging with target audiences, creating and implementing successful strategies, analyzing social media metrics, exploring the latest trends, and developing an effective social media presence. **2 sessions, \$85\* (includes a \$35 lab fee)**

29435 TTh 11/3-11/5 6:30-9 p.m. REMOTE

**MKT-302 Google Analytics & Paid Searches (PPC)** 0.5 CEU

Strengthen your data and analytics skills through this online short course. The program introduces core principles and best practices in analytics and data management. Engage with focused readings and practical toolkits that support career-ready learning. The course helps you build a clear understanding of how organizations collect, analyze, and use data to inform decisions and improve performance. **2 sessions, \$85\* (includes a \$35 lab fee)**

29436	TTh	11/10-11/12	6:30-9 p.m.	REMOTE
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**MKT-303 Search Engine & Website Optimization** 0.5 CEU

This interactive short course teaches you the benefits of how your website content, mobile optimization and usability will improve your overall website performance. Discover how to build your SEO strategy and evaluate performance over time. **2 sessions, \$85\* (includes a \$35 lab fee)**

29437	TTh	11/17-11/19	6:30-9 p.m.	REMOTE
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**MKT-304 Email Marketing** 0.5 CEU

This online course provides productive, job-ready abilities to take your email strategy to the next level. Discover creating and testing different email content, time management, data strategy, and critical concepts in marketing automation. As you learn email marketing, you will develop tools to market a product or service. **2 sessions, \$85\* (includes a \$35 lab fee)**

29442	TTh	12/1-12/3	6:30-9 p.m.	REMOTE
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**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 also teaches how to support a 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)**

29444	TTh	12/8-12/10	6:30-9 p.m.	REMOTE
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**VIRTUAL ASSISTANT**

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

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

Develop a strong understanding of best practices used in the federal evaluation process to support fair and competitive source selections. This course examines how agencies create evaluation criteria and scoring plans, prepare and brief evaluation panels, and apply proper procedures during the review

process. Analyze the methodologies contracting officers use to evaluate proposals and make decisions that lead to contract award. **2 sessions, \$95\* (includes a \$20 lab fee)**

29402	TTh	9/15-9/17	6:30-9:30 p.m.	REMOTE
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29403	S	11/7-11/7	9 a.m.-4 p.m.	REMOTE
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(1 session)

**GOVERNMENT CONTRACTING**

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

**PGCC CERTIFICATE GOVERNMENT CONTRACTING**

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



Use the QR code to find out more!

**BUS-603 Types of Government Contracts** 0.6 CEU

Examine the contract types the federal government uses to obtain goods and services. This course explains how agencies select appropriate contract structures and reviews the benefits and risks associated with each type. Develop a clear understanding of common federal contracting methods and the factors that guide contract selection in government procurement. Instructor: Pamela Jenkins. **2 sessions, \$85\* (includes a \$35 lab fee)**

29459	TTh	9/15-9/17	6:30-9:30 p.m.	REMOTE
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29461	TTh	9/22-9/24	6:30-9:30 p.m.	REMOTE
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**BUS-505 Government Contracting: Methods & Procedures** 0.5 CEU

The federal government spends in excess of \$425 billion and awards over 100,000 contracts annually using various contracting methods to acquire products, goods, supplies, and services. This course will familiarize students with the methods, guidelines, and procedures used during the federal acquisition process and a step-by-step analysis of frequently used

documents. Instructor: Dennis Smith. **2 sessions, \$85\* (includes a \$35 lab fee)**

29462	TTh	9/29-10/1	6:30-9 p.m.	REMOTE
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29463	TTh	10/6-10/8	6:30-9 p.m.	REMOTE
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**BUS-534 Writing Proposals for Government Contracts** 0.5 CEU

This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. This course also covers Requests for Proposals (RFP), a method for purchasing goods and services from the private sector, and how to submit a successful proposal. Instructor: Dennis Smith. **2 sessions, \$85\* (includes a \$35 lab fee)**

29464	TTh	10/20-10/22	6:30-9 p.m.	REMOTE
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29465	TTh	10/27-10/29	6:30-9 p.m.	REMOTE
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**BUS-461 Government Contracting: Marketing Business to Government** 0.5 CEU

This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. **2 sessions, \$85\* (includes a \$35 lab fee)**

29468	Th	11/17-11/19	6:30-9 p.m.	REMOTE
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29469	Th	12/1-12/3	6:30-9 p.m.	REMOTE
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**BUS-607 Government Contract Basics: Subcontracts** 0.6 CEU

This course provides a general overview of the phases of the subcontracting process (pre-award, award and post award) for a small business or independent consultant interested in performing as a subcontractor to a federal government (prime) contractor. This course will also provide a basic overview for individuals seeking a career in government contracts or subcontract administration/management. The course provides a high-level overview of activities customarily included in the pre-award stage of a subcontract (e.g., identifying the solicitation, preparation of offer/proposal, offer submission), award stage (e.g., cost or price analyses, negotiations, source selection) and post award stage (e.g., subcontract administration/management and subcontract close-out). The continuing education hours earned for this course can contribute to hours needed to obtain a Certified Contract Management Associate credential or higher. **2 sessions, \$85\* (includes a \$35 lab fee)**

29466	MW	11/2-11/4	6:30-9:30 p.m.	REMOTE
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29467	TTh	11/10-11/12	6:30-9:30 p.m.	REMOTE
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**BUS-330 The Proposal Evaluation & Selection Process** 0.3 CEU

Develop a strong understanding of best practices used in the federal evaluation process to support fair and competitive source selections. This course examines how agencies create evaluation criteria and scoring plans, prepare and brief evaluation panels, and apply proper procedures during the review process. Analyze the methodologies contracting officers use to evaluate proposals and make decisions that lead to contract award. Instructor: Dennis Smith  
**1 session, \$85 (includes a \$35 lab fee)**

29470	T	12/8-12/8	6:30-9:30 p.m.	REMOTE
29471	Th	12/10-12/10	6:30-9:30 p.m.	REMOTE

**NONPROFIT MANAGEMENT**

brownka1@pgcc.edu

**PGCC CERTIFICATE AND CERTIFICATION PREP NONPROFIT MANAGEMENT**

Prepare for a career in the nonprofit sector. This program provides an overview of the fundamental concepts in managing nonprofit organizations.



Use the QR code to find out more!

**BUS-605 Fundamentals of Nonprofit Organizations** 0.6 CEU

Explore the essential principles of starting and managing a nonprofit organization. This course introduces the distinctive purpose of nonprofits and explains key startup requirements. Examine governance, sustainability, and strategies that support organizational growth. As a current or aspiring nonprofit professional, strengthen your understanding of how nonprofits operate and how leaders guide long-term success. Instructor: Kim Rhim  
**2 sessions, \$75\***

29477	TTh	10/6-10/8	6:30-9:30 p.m.	REMOTE
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**VOL-334 Public Relations & Communications** 0.6 CEU

Master the strategies that support effective event promotion and marketing. This course introduces the event planning process, advertising campaigns, creative brainstorming, and budgeting. Participants learn how to overcome common challenges, attract sponsorships, recruit volunteers, and identify target audiences. Learn to design marketing efforts that reach the right audience and support successful events.  
**2 sessions, \$75\***

29478	TTh	10/20-10/22	6:30-9:30 p.m.	REMOTE
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**VOL-335 Introduction to Nonprofit Organizations & Fundraising** 0.6 CEU

This course focuses on writing, editing, and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events.  
**2 sessions, \$75\***

29479	TTh	10/27-10/29	6:30-9:30 p.m.	REMOTE
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**VOL-313 Writing Grant Proposals** 0.6 CEU

Develop and package convincing and hard-hitting grant proposals that will sell your organization's capabilities and meet the needs of the funding organization. **2 sessions, \$75\***

29480	TTh	11/3-11/5	6:30-9:30 p.m.	REMOTE
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**VOL-342 Grant Management** 0.6 CEU

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

29525	TTh	11/10-11/12	6:30-9:30 p.m.	REMOTE
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**BUS-590 Best Practices for Nonprofits** 0.3 CEU

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

29483	T	11/17-11/17	6:30-9:30 p.m.	REMOTE
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**VOL-332 A to Z Grant Writing** 2.4 CEUs

This informative course will equip you with the skills and tools you need to enter the exciting field of grant writing. Learn to research and develop relationships with potential funding grant writing campaigns, and prepare proposals. This course targets nonprofit organizations but many of the course elements also easily translate to the for-profit sector.  
**12 sessions, \$175\* (includes a \$100 lab fee)**

30005	WF	9/16-11/6	online	E2G0
30006	WF	10/14-12/4	online	E2G0
30008	WF	11/11-1/1	online	E2G0
30009	WF	12/16-2/5	online	E2G0

**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, PGCC's 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 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)**

29520	MW	9/14-9/30	6:30-8:30 p.m.	REMOTE
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**MGT-355 PM Professionals PMP Exam Certification Prep** 3.6 CEUs

MGT-355 includes a review of the required body of knowledge including project scope, life cycle, and management methodologies, from project inception and budgeting, schedule and risk management to program closure and quality assurance. Designed for today's busy professional, this remote 12-session course offers support beyond the classroom with a weekly virtual study group, exam practice sessions and online access to class content. In this class you can register 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)**

29521	MW	10/12-11/18	6-9 p.m.	REMOTE
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**RESIDENTIAL PROPERTY MANAGEMENT**

brownka1@pgcc.edu

**RES-333 Introduction to Property Management** 4.5 CEUs

Prepare for an entry-level position, leasing consultant, or assistant property manager with professional training and certification. The management of rental property (apartments) is emphasized, but common interest realty associations (CIRA) and other residential property (manufactured and senior housing, single family homes) are also covered. Course topics include forms and goals of ownership, leasing, human resources management, property operations, resident policies, marketing, budgets and planning, legal and risk management, and government regulations. Instructor: Raquel Phillips. **15 sessions, \$495\* (includes a \$180 lab fee)**

29484 T 8/18-12/1 6-7:30 p.m. HYLAG

**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)**

29830 WF 9/16-11/6 online E2GO

29831 WF 10/14-12/4 online E2GO

29832 WF 11/11-1/1 online E2GO

29833 WF 12/16-2/5 online E2GO

**FINANCIAL SERVICES**

wdce@pgcc.edu or 301-546-0159

**FIN-367 Registered Tax Return Preparer Course** 3.0 CEUs

This course will give you a solid foundation in individual tax preparation, enabling you to complete all of the standard returns. This course focuses on the majority of tax forms needed to complete tax returns for yourself and the general public. Acquire the knowledge and skills necessary to complete federal income tax returns and research tax issues. Gain experience with practice tax case scenarios. Prerequisite: basic knowledge of navigating the internet and familiarity with preparing individual and/or business taxes. **7 sessions, \$325\* (includes a \$125 lab fee)**

28994 S 10/10-11/21 9 a.m.-1 p.m. CAT-212

**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 drivers have regular routes, while others transport passengers on chartered or sightseeing tours.

PGCC offers 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)**

29150 MTWThF 8/17-9/14 online CNVS

29156 MTWThF 8/31-9/28 online CNVS

29158 MTWThF 9/14-10/9 online CNVS

29161 MTWThF 9/28-10/23 online CNVS

29162 MTWThF 10/12-11/6 online CNVS

29165 MTWThF 10/26-11/20 online CNVS

29168 MTWThF 11/9-12/9 online CNVS

29172 MTWThF 11/23-12/22 online CNVS

(18 sessions)

29173 MTWThF 12/7-1/27 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-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, \$3300\* (includes a \$2800 lab fee)**

\*Call for more information

**COMMUNICATION & WRITING**

brownka1@pgcc.edu

**MGT-602 Grammar & Proofreading** 1.8 CEUs

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

29475 Th 9/17-10/22 6:30-9:30 p.m. REMOTE

**MGT-434 Business Writing Intensive** 1.8 CEUs

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

29476 Th 10/29-12/10 6:30-9:30 p.m. REMOTE

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

Become an effective public speaker! In these lessons, you will learn how to talk confidently and persuasively to both large audiences and small groups. Master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview. **12 sessions, \$179\* (includes a \$104 lab fee)**

30001 WF 9/16-11/6 online E2GO

30002 WF 10/14-12/4 online E2GO

30003 WF 11/11-1/1 online E2GO

30004 WF 12/16-2/5 online E2GO

**COMMUNITY FITNESS & 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. Receive tips for healthy eating and basics recipes to enhance your everyday life styles. **8 sessions, \$129\***

29572	TTh	8/18-10/5	3-5:45 p.m.	Largo
(14 sessions)				
29573	TTh	9/8-10/1	5-6 p.m.	Largo
29574	TTh	11/10-12/8	5-6 p.m.	Largo

**WLN-318 Beginning Hand Dancing**

Apply the basic techniques and movements of hand dancing in this introductory course. Each class begins with warm-up exercises that stretch the legs and feet. Students practice fundamental steps and progress to more advanced combinations as skills improve. The course develops aerobic fitness, balance, and flexibility while teaching core movements, including basic step and count, front and back turns, switches, and half turns. **8 sessions, \$129\***

29575	S	8/22-10/17	10-11:30 a.m.	Largo
29578	S	10/24-12/19	10-11:30 a.m.	Largo

**WLN-319 Intermediate Hand Dancing**

Build on basic skills while learning more advanced hand dance techniques and movements in this intermediate course. Each class begins with warm-up exercises that stretch the legs and feet. Students practice advanced steps and develop more complex combinations as proficiency grows. The course strengthens aerobic fitness, balance, and flexibility while introducing intermediate front turns, double turns, pull-in and side-to-side maneuvers, wraps to the waist and shoulders, swing movements, and advanced footwork. **8 sessions, \$129\***

29576	S	8/22-10/17	11:30 a.m.-1 p.m.	Largo
29579	S	10/24-12/19	11:30 a.m.-1 p.m.	Largo

**WLN-322 Advanced Hand Dance Class**

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

attuned to the nuances of the lead. **8 sessions, \$129\***

29577	S	8/22-10/17	1-2:30 p.m.	Largo
29580	S	10/24-12/19	1-2:30 p.m.	Largo

**WLN-325 Line Dancing**

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

29582	W	8/19-10/7	5:30-6:30 p.m.	Largo
29583	W	10/14-12/9	5:30-6:30 p.m.	Largo

**COMPUTERS & INFORMATION TECHNOLOGY****BEGINNER BASICS**

301-546-0631 or anayada@pgcc.edu

**PGCC CERTIFICATE  
COMPUTER SKILLS FOR BUSINESS  
APPLICATIONS**

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



Use the QR code to find out more!

**TEC-400 Introduction to Personal Computers with Windows 10** 1.2 CEUs

This course teaches 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)**

29729	TTh	8/25-9/3	5:30-8:30 p.m.	CAT-105
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**MICROSOFT OFFICE**

301-546-0631 or anayada@pgcc.edu

**INDUSTRY CERTIFICATION  
MICROSOFT OFFICE APPLICATIONS  
INDUSTRY CERTIFICATIONS-  
MICROSOFT OFFICE SPECIALIST**

Advance your career by passing Microsoft Office Specialist (MOS) exams. MOS credentials are recognized globally, and validate your knowledge and skills in Microsoft Office applications. As a PGCC student, you 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 & Procedures** 1.5 CEUs

Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by making daily routine plans, phone etiquette, filing systems, handling information requests, performing clerical functions, receiving visitors, arranging conference calls, and scheduling meetings. Along with administrative skills, you will also be taught how to understand and manage both Microsoft Outlook and email basics. **5 sessions, \$230\* (includes a \$75 lab fee)**

29730	TTh	9/8-9/22	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. **30 sessions, \$420\* (includes a \$150 lab fee)**

29749	TTh	8/17-12/4	online	REMOTE
29750	TTh	8/18-12/5	6-7:40 p.m.	REMOTE

**TEC-402 Introduction to Microsoft Word 2019** 1.8 CEUs

This continuing education course helps business professionals and office support staff strengthen their technology skills through instruction in Microsoft Word 2019. Learn to navigate the Word interface and create, edit, and format text in documents. The course also covers default page settings, page breaks, and cover pages to support efficient document design and professional business communication.  
**5 sessions, \$270\* (includes a \$95 lab fee)**

29731 TTh 9/29-10/15 5:30-8:30 p.m. CAT-105

**TEC-404 Introduction Microsoft Excel 2019** 1.8 CEUs

This continuing education course prepares business professionals and office support staff to use Microsoft Word 2019 for professional document creation. Develop the skills to navigate the Word interface and create, edit, and format text. Instruction also covers default page settings, page breaks, and cover pages to help you produce clear, organized, and professional documents for workplace communication.  
**6 sessions, \$270\* (includes a \$95 lab fee)**

29732 TTh 10/20-11/5 5:30-8:30 p.m. CAT-105

**TEC-407 Introduction to Microsoft Access 2019** 1.8 CEUs

This course introduces the Microsoft Access 2019 database program. The program allows you to design and create databases for presentation, analysis, and sharing of data. Prerequisite: Familiarity with using personal computers, a mouse, and keyboard  
**7 sessions, \$270\* (includes a \$95 lab fee)**

29734 TTh 11/17-12/10 5:30-8:30 p.m. CAT-105

**TEC-406 Introduction to Microsoft PowerPoint 2019** 0.9 CEU

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

29733 S 11/7-11/14 9 a.m.-2:15 p.m. CAT-105

**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. Learn the fundamentals of help desk organization, perform basic assessments, and manage core support functions. The course also covers productivity measurement, problem-resolution strategies, and software tools for tracking and monitoring help desk operations and infrastructure.



Use the QR code to find out more!

**TEC-451 Help Desk Technology, Part 1** 0.6 CEU

Prepare to work in a help desk environment. Through lecture, you will learn the basics of help desk operations and explore the standard tools and processes used in technical support. Prerequisites: Must have a basic understanding of personal computers, network environments, and the Windows operating system. Prerequisites: basic understanding of the personal computer, the network environment and Windows (any version).  
**2 sessions, \$110\* (includes a \$50 lab fee)**

29908 TTh 8/25-8/27 6:30-9:30 p.m. CAT-135

**TEC-452 Help Desk Technology, Part 2** 0.6 CEU

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

29909 TTh 9/8-9/15 6:30-9:30 p.m. CAT-135

**TEC-456 Troubleshooting Microsoft Windows-10** 0.9 CEU

In this nine-hour course, review common error messages within the Microsoft Windows product and practice resolving 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)**

29913 TTh 11/3-11/10 6:30-9:30 p.m. CAT-135

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

In this hands-on class, explore typical Windows and Microsoft Word error messages and learn 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)**

29910 TTh 9/22-9/29 6:30-9:30 p.m. CAT-135

**TEC-455 Troubleshooting Microsoft Excel: Help Desk** 0.9 CEU

In this nine-hour course, students learn to identify common Microsoft Excel error messages and apply practical methods to resolve them. Instruction focuses on troubleshooting techniques that improve accuracy and efficiency when working with spreadsheets. Prerequisites: Must have a working knowledge of Microsoft Windows and prior experience with Excel through an introductory course or equivalent experience.  
**3 sessions, \$150\* (includes a \$50 lab fee)**

29912 TTh 10/20-10/27 9:30 a.m.-12:30 p.m. CAT-135

**TEC-454 Troubleshooting Microsoft Access for Help Desk** 0.9 CEU

Explore typical Windows and Microsoft Access software error messages and learn how to resolve them. Prerequisites: Must have working knowledge of Microsoft Windows and Microsoft Access.  
**2 sessions, \$150\* (includes a \$50 lab fee)**

29911 TTh 10/6-10/13 6:30-9:30 p.m. CAT-135

**TEC-656 AWS Cloud Computing Architecture** 5.6 CEUs

This AWS Academy curriculum develops technical expertise in cloud computing and prepares you 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. Access to course manuals, online knowledge assessments, and hands-on labs.  
**29 sessions, \$440\* (includes a \$140 lab fee)**

29848 MW 8/25-10/8 6-10 p.m. REMOTE

(12 sessions)

29846 MTWThFSSu 8/25-10/13 online CNVS

29847 MTWThFSSu 10/14-12/5 online CNVS

**TEC-661 AWS Cloud Practitioner 3.5 CEUs**

Study and prepare for the AWS Certified Cloud Practitioner credential. Explore cloud computing principles, infrastructure, and storage while learning core AWS services, including VPCs, EC2 instances, and S3 buckets. Students use the AWS Academy curriculum and gain access to internship opportunities and cloud career pathways. The course builds foundational cloud skills and supports preparation for the certification exam.

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

29853 MW 8/25-10/8 6-8:30 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 the SQL programming language 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 prepares 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.

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

29920 M 9/21-10/26 6:30-9:30 p.m. REMOTE

**TEC-534 Oracle Database Administration 19C 1.8 CEUs**

This course prepares entry-level database professionals to administer Oracle Database environments. Students learn to install and maintain Oracle Database 19c instances and create and manage operational databases. Instruction covers performance monitoring, database security, user management, and backup and recovery techniques. The course also prepares you for the Oracle Database Administration Specialist certification exam 1Z0-912.

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

29921 M 11/2-12/7 6:30-9:30 p.m. REMOTE

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

Learn to create, manage, and modify databases using tables, queries, forms, and reports. Using Microsoft Access, construct a variety of tables, relationships, queries, forms, and reports to solve financial, statistical and logical problems. This course prepares students for Microsoft Office Specialist certification exam in Access.

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

29748 MW 8/17-12/2 10-11:40 a.m. CAT-109

29747 MTWThFSSu 10/12-12/6 online CNVS

(14 sessions)

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

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

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

29751 MW 8/17-10/5 6-9:40 p.m. CAT-305

**WEB DESIGN & 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 Part I 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 Cascading Style Sheets (CSS). 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)**

29755 TTh 8/18-10/5 6-8:30 p.m. REMOTE

(14 sessions)

29754 F 8/18-12/5 8-11:35 a.m. CAT-215

**TEC-577 Web Design Technology Part I 4.5 CEUs**

As a continuation of Web Design Technology Part 1, HTML/XHTML and Cascading Style Sheets (CSS) are used to design and create Web pages. These web pages are further enhanced by including advanced elements of HTML, such as forms and frames and by adding multimedia elements, such as audio, video, and animation. JavaScript is further used to make HTML documents interactive. The course also discusses the Document Object Model, the Object-based features of JavaScript, and use of a debugger to debug JavaScript code.

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

29756 TTh 10/6-11/24 6-9:40 p.m. REMOTE

**GRAPHIC ART & 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-803 Computer Graphic Design**

7.8 CEUs

This course surveys the role of computers in visual communication design. Gain basic training in the primary software and peripherals used by designers. Instruction introduces raster painting programs and vector-based graphics applications. Through guided projects, develop creative approaches to design while strengthening technical skills used in digital visual communication. Meets concurrently with credit course ART-1570 for the entire semester.

**14 sessions, \$470\* (includes a \$50 lab fee)**

29871 S 8/29-12/5 9 a.m.-2:30 p.m. REMOTE

**TEC-801 Real-World Graphic Design**

1.8 CEUs

This course features real-life, real-time graphic and web design projects using Adobe Photoshop and Adobe Illustrator. Complete project-based assignments that address common design challenges faced by professionals and business owners. The course provides practical demonstrations of Photoshop, Illustrator, and InDesign while helping students build technical skills and produce professional-quality graphics within the first two class sessions.

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

29925 MW 9/9-9/28 6-9 p.m. REMOTE

**TEC-802 Digital Publishing with InDesign**

1.8 CEUs

This course teaches Adobe InDesign for e-publishing. Explore design considerations for different platforms and devices while creating media-rich content for multiple formats. Through hands-on instruction, you will design a 12-page booklet using their own images, set up pages for digital distribution, and prepare the final project for publication in ePub format.

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

29926 MW 9/28-10/14 6-9 p.m. REMOTE

**TEC-804 3-D Digital Modeling/Animation**

7.7 CEUs

This course introduces three-dimensional modeling and animation techniques, emphasizing creativity, originality, and experimentation. Use industry-standard software to create 3D still images and animated sequences with sound and special effects. The course surveys modeling methods and presents examples from several industries while helping you build the skills to learn and apply multiple software tools. Meets concurrently with credit course ART-2670 for the entire semester. Prerequisite DPR-594: Elements of Computer Graphics Design or you must possess advanced skills using Photoshop, Illustrator or 3D software.

**31 sessions, \$470\* (includes a \$50 lab fee)**

29872 MW 8/24-12/10 3:30-6:15 p.m. CAT-113

**INFORMATION SECURITY**

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

**INDUSTRY CERTIFICATION  
NATIONAL CERTIFICATION EXAM  
PREPARATION: INFORMATION  
SECURITY**

Learn to protect computers and personal information from cyber criminals. Explore security practices such as using antivirus software, setting up secure user accounts, and recognizing safe email, online purchasing, and web browsing habits. The course also introduces online ethics, privacy, and practical prevention strategies to help you reduce the risk of cyberattacks..



Use the QR code to find out more!

**TEC-702 Internet Safety: How to Be Cyber Secure**

0.6 CEU

This course teaches students how to stay safe on the internet. Students examine common cybersecurity threats, learn how cybercriminals steal information, and identify who is behind these attacks. Instruction introduces practical protection strategies, including antivirus software, secure user accounts, safe email practices, online purchasing, and responsible web browsing. The course also explores online ethics, privacy, security, and methods to prevent cyberattacks.

**2 sessions, \$100\* (includes a \$30 lab fee)**

29922 S 9/12-9/19 9 a.m.-1:15 p.m. CAT-135

29923 S 11/7-11/14 9 a.m.-1:15 p.m. CAT-135

**TEC-706 Ethical Hacking & Certification Prep**

6.0 CEUs

Are you interested in systems and application security or desire to take the latest EC-Council's Certified Ethical Hacker (CEH) exam. Learn the tools and methodologies used by ethical hackers and learn updated computer security resources that describe vulnerabilities and innovative methods to protect networks. 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)**

29864 MTWThFSSu 8/24-12/4 online CNVS

29865 MW 8/26-10/7 10 a.m.-1:40 p.m. CAT-212

(12 sessions)

29866 TTh 10/13-12/3 6-9:40 p.m. REMOTE

(14 sessions)

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

3.8 CEUs

This course prepares information assurance and cybersecurity professionals for the CompTIA Security+ certification exam. Review network security, compliance, operational security, threats and vulnerabilities, and application, data, and host security. The course also covers access control, monitoring systems, and responding to network attacks. It serves as a comprehensive review for preparation before taking the Security+ exam. Textbook: "CompTIA Security+ Guide to Network Security Fundamentals" (with CertBlaster Printed Access Card) by Mark Ciamp. ISBN: 978-1-305-093911

**8 sessions, \$450\* (includes a \$150 lab fee)**

29924 MTWThF 12/16-1/10 10 a.m.-Noon REMOTE

**TEC-704 Security+** 4.6 CEUs

Prepare for the CompTIA vendor-neutral Security+ certification exam. Study general, communication, and infrastructure security, along with the basics of cryptography and organizational security practices. The course supports preparation for entry-level security specialist roles recognized across the industry. Prerequisites: Must have 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)**

29855	MTWThFSSu	8/25-12/13	online	CNVS
29854	MTWThFSSu	8/25-12/13	online	CNVS
29857	TTh	8/26-12/11	12:30-1:55 p.m.	CAT-109
(29 sessions)				
29856	TTh	10/14-12/11	6-9:40 p.m.	REMOTE
29858	MW	10/15-12/10	2-5:40 p.m.	CAT-105

**TEC-708 Introduction to Firewalls** 5.3 CEUs

This course provides the basics of next-generation security firewalls, and helps learners to identify common attacks and threats against networks to identify vulnerabilities in network security. The course describes the current cutting-edge technologies that help to prevent and mitigate cyberattacks. Learn key topics such as cryptography, virtual private networks, and endpoint protection. Become competent at configuring basic features of next generation firewalls and prepare to take firewall-related industry certification exams. **14 sessions, \$420\* (includes a \$150 lab fee)**

29869	TTh	8/25-10/10	12:30-4:30 p.m.	CAT-325
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**TEC-705 CISSP Preparation** 5.3 CEUs

Explore and review all eight domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK). Course can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISC2). Meets concurrently with credit course INT-2690 for the entire semester. **14 sessions, \$420\* (includes a \$150 lab fee)**

29860	M	8/25-12/8	6-9:40 p.m.	REMOTE
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**TEC-651 Internet of Things Fundamentals** 4.5 CEUs

This continuing education course explores how everyday devices are integrating with the internet and data analytics to serve the needs of society. Topics include IoT architecture,

network protocols, applications and technologies. The course also provides a high overview of cyber physical systems, sensor technologies, cloud computing, data storage, data mining and business analytics, as well as security and privacy challenges associated with IoT. **14 sessions, \$440\* (includes a \$140 lab fee)**

29793	M	8/25-12/8	6:15-9:45 p.m.	REMOTE
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**TEC-613 Microsoft Azure Administration** 5.3 CEUs

Develops the knowledge and skills required for a Microsoft Azure Administrator. Complete skill-based labs related to storage, configuring virtual machines, containers, monitoring, and backup and recovery. Labs prepare you to manage subscriptions, virtual networking, Azure objects and resources. This course helps prepare for the Microsoft Azure Administrator exam AZ-104. This certification validates knowledge of Azure Administration. Networking and Windows Server experience are recommended. **14 sessions, \$420\* (includes a \$150 lab fee)**

29792	TTh	10/14-12/4	6-9:40 p.m.	REMOTE
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**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. 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)**

29850	MTWThFSSu	8/25-12/13	online	CNVS
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29851	F	8/29-12/5	12-3:40 p.m.	REMOTE
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(13 sessions)

29852	MW	10/15-12/3	6-9:40 p.m.	REMOTE
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(14 sessions)

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

In this course, 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)**

29868	TTh	8/25-10/10	6-9:40 p.m.	REMOTE
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29867	TTh	10/13-12/3	2-6 p.m.	REMOTE
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**TEC-710 Computer Forensics I** 4.5 CEUs

This course introduces the proper handling of digital evidence and the tools and techniques used in digital forensics analysis. Learn documentation practices, report preparation, and the laws and ethics that govern evidence handling and chain of custody. Through hands-on activities, you will conduct a simulated crime scene investigation, collect digital evidence, analyze seized devices using forensic methods, and prepare an examiner's report of findings. **14 sessions, \$420\* (includes a \$150 lab fee)**

29870	MTWThFSSu	8/26-12/14	online	CNVS
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**MOBILE APPLICATION**301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)**TEC-657 Starting Mobile App Development** 4.6 CEUs

Be guided through the mobile application development process. Build projects using a current programming language while learning user interface design, memory management, performance optimization, and mobile security. Instruction focuses on developing applications with the Android application programming interface and introduces skills that transfer to other platforms, including Apple iOS devices. No textbook or paid learning materials are required. **14 sessions, \$420\* (includes a \$150 lab fee)**

29849	M	8/25-12/8	6-9:40 p.m.	REMOTE
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**NETWORKING**301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)**NATIONAL CERTIFICATION NETWORKING**

Prepare for entry-level careers in network programming and automation. Develop skills in network configuration, security, and network programmability while learning to use software tools to automate and deploy networks. The program also prepares you to take the Cisco DevNet Associate certification exam. All courses in this program may be applied toward the Cybersecurity Associate of Applied Science degree.



Use the QR code to find out more!

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

This course introduces the installation and operation of computer networks from a hardware perspective. Build and test working networks and install associated wiring. Instruction focuses on practical networking concepts and hands-on experience with network components. The course also supports preparation for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550.

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

29769	MW	8/24-12/4	6-9:40 p.m.	UTC-216
29768	MW	8/24-12/4	6-9:40 p.m.	UTC-218
29767	MTWThFSSu	8/24-12/4	online	CNVS
29766	MTWThFSSu	8/24-12/4	online	CNVS
29770	TTh	8/26-12/11	6-9:40 p.m.	CAT-212
29772	TTh	10/14-12/4	6-9:40 p.m.	REMOTE
(14 sessions)				
29771	MW	10/15-12/3	9 a.m.-12:40 p.m.	REMOTE
(14 sessions)				

**TEC-601 CCNA 1: Introduction to Networking** 6.2 CEUs

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

**14 sessions, \$660\* (includes a \$220 lab fee)**

29758	M	8/17-10/5	8:30 a.m.-1:30 p.m.	CAT-325
(7 sessions)				
29757	MW	8/17-10/5	Noon-3:30 p.m.	REMOTE
29762	TTh	8/18-12/5	10 a.m.-Noon	REMOTE
(30 sessions)				
29760	TTh	8/18-10/5	12:30-5:30 p.m.	CAT-325
29759	TTh	8/18-10/5	5:30-10:30 p.m.	CAT-325
29761	TTh	10/6-11/24	5:30-10:30 p.m.	REMOTE

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

This course is the second in a three course sequence that prepares students for Cisco Certified Network Associate certification. Learn to design, configure, secure and troubleshoot medium to large networks. Instruction covers virtual local area networks, trunking, inter-VLAN routing, spanning tree protocol, EtherChannel, first hop redundancy protocol, static routing, dynamic host configuration protocol, LAN security, and wireless LAN concepts. Prerequisite: Complete CCNA Part 1 with a passing grade. Course meets concurrently with INT 2450.

**14 sessions, \$660\* (includes a \$220 lab fee)**

29764	MW	8/25-10/8	6-9:50 p.m.	REMOTE
(12 sessions)				
29763	TTh	10/14-12/4	6-9:50 p.m.	REMOTE

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

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

**14 sessions, \$660\* (includes a \$220 lab fee)**

29765	MW	10/15-12/3	6-9:50 p.m.	REMOTE
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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: memory management, process management, device management, file management, and operating systems tools. Class meets concurrently with credit course INT-1700.

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

29789	MW	8/25-10/8	2-5:40 p.m.	REMOTE
(12 sessions)				
29786	MW	8/25-10/8	6-9:40 p.m.	CAT-203

(12 sessions)				
29783	MTWThFSSu	8/25-12/5	online	CNVS
(15 sessions)				
29782	MTWThFSSu	8/25-12/13	online	CNVS
(15 sessions)				
29790	TTh	8/26-12/11	6-9:40 p.m.	REMOTE
(29 sessions)				
29784	TTh	8/26-10/14	8-9:40 a.m.	CAT-109
(13 sessions)				
29785	F	8/29-12/13	8-11:40 a.m.	CAT-109
29791	TTh	10/14-12/4	6-9:40 p.m.	REMOTE
29787	TTh	10/14-12/3	6-9:40 p.m.	Largo
29788	MW	10/15-12/3	9 a.m.-12:40 p.m.	REMOTE

**TEC-608 Linux Fundamentals** 5.3 CEUs

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

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

29776	MW	8/25-10/8	6-9:40 p.m.	REMOTE
(12 sessions)				
29774	MTWThFSSu	8/25-12/13	online	CNVS
29773	MTWThFSSu	8/25-12/13	online	CNVS
29775	TTh	8/26-10/13	9-10:40 a.m.	REMOTE
(13 sessions)				

**TEC-610 Windows Server Administration** 5.3 CEUs

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

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

29780	MW	8/25-12/3	10-11:40 a.m.	Largo
29779	MTWThFSSu	8/25-12/13	online	CNVS
(15 sessions)				
29781	TTh	8/26-12/4	2-3:40 p.m.	REMOTE
(27 sessions)				

### TEC-609 Windows Desktop Client 5.3 CEUs

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

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

29778	MW	8/25-10/8	6-9:40 p.m.	REMOTE
(12 sessions)				
29777	TTh	8/26-10/9	12:30-2:10 p.m.	CAT-212

### COMPUTER PROGRAMMING 301-546-0631 or anayada@pgcc.edu

### TEC-984 Introduction to DevOps 4.9 CEUs

In this course, students learn about the DevOps cultural philosophy, including the importance of bringing together software development and operational teams and how a focus on community completes tasks more effectively. They explore how DevOps can enhance the delivery of new software features and improve system quality and scalability. Students also use techniques and tools needed for developing programs and new features using practices of DevOps. Additionally, students learn how to optimize operational efficiency. Engage in real-life applications and projects to apply DevOps principles to real-world scenarios.

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

29875	TTh	10/6-11/24	6-9:40 p.m.	REMOTE
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### TEC-652 Programming in Java 5.0 CEUs

This course builds basic programming skills with an emphasis on logic, design, and the Java programming language. Learn object-oriented programming concepts, including classes, objects, polymorphism, and inheritance. Instruction covers control structures, methods, arrays, recursion, exception handling, graphical user interfaces, and file input and output. Prepare to apply programming principles to real-world software development tasks.

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

29796	MW	8/25-12/3	6-7:40 p.m.	REMOTE
(28 sessions)				
29795	MW	8/25-12/3	8-9:40 a.m.	REMOTE
(28 sessions)				
29798	TTh	8/26-10/9	6-9:40 p.m.	REMOTE
(13 sessions)				

29797	TTh	8/26-12/11	7-8:40 p.m.	REMOTE
29794	TTh	8/26-12/11	9:30-11:10 a.m.	REMOTE

### TEC-653 Programming Logic & 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. Explore 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)**

29838	MW	8/25-12/10	8-10 a.m.	REMOTE
(30 sessions)				
29835	MW	8/25-10/13	6-9:40 p.m.	CAT-203
29800	MTWThFSSu	8/25-12/5	online	CNVS
29799	MTWThFSSu	8/25-10/13	online	CNVS
29836	TTh	8/26-10/14	6-9:40 p.m.	CAT-203
29840	MW	10/14-12/4	6-9:40 p.m.	REMOTE
(15 sessions)				
29839	TTh	10/15-12/3	6-9:40 p.m.	REMOTE
(14 sessions)				
29837	MW	10/15-12/3	12-3:40 p.m.	REMOTE
(14 sessions)				

### TEC-655 Introduction to Python 5.3 CEUs

This course introduces the concepts, principles, and tools used to develop scripts and programs in Python. Learn to write Python code using loops, branching structures, lists, tuples, dictionaries, and libraries. Instruction also covers object-oriented programming. Through course projects, apply Python skills to practical, real-life programming tasks.

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

29842	MTWThFSSu	8/25-12/13	online	CNVS
(16 sessions)				
29844	TTh	8/26-10/9	6-9:40 p.m.	REMOTE
(13 sessions)				
29845	TTh	10/14-12/3	6-9:40 p.m.	REMOTE
29843	TTh	10/14-12/3	9 a.m.-12:30 p.m.	REMOTE

### HARDWARE

301-546-0631 or anayada@pgcc.edu

### 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)**

29739	MW	8/17-10/1	1:30-3:30 p.m.	LCC
29738	MW	8/17-10/1	6-10 p.m.	CAT-315
29737	TTh	8/18-10/1	11 a.m.-3 p.m.	CAT-315
(14 sessions)				
29741	S	8/22-10/3	9 a.m.-5 p.m.	CAT-315
(7 sessions)				
29915	TTh	8/27-10/10	9 a.m.-1 p.m.	CAT-315
29914	MWTh	9/7-10/22	6:30-9:45 p.m.	ANXC-043
(20 sessions)				
29916	S	10/5-11/23	9 a.m.-5 p.m.	CAT-315
(7 sessions)				

**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.

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

29743	TTh	10/6-11/24	9 a.m.-1 p.m.	CAT-315
29746	MW	10/7-11/23	6-10 p.m.	CAT-325
29918	TTh	10/13-11/19	9 a.m.-1 p.m.	CAT-315
(11 sessions)				
29744	F	10/16-12/4	2-5:30 p.m.	CAT-315
(7 sessions)				
29917	MWTh	10/26-12/14	6:30-9:30 p.m.	CAT-315
(21 sessions)				

**NATIONAL CERTIFICATION COMPTIA IT FUNDAMENTALS**

This course prepares students for the CompTIA IT Fundamentals certification exam. Explore basic computer concepts, types of computers, and hardware and software components. Instruction also covers networking, network protocols, information security, and techniques for maintaining, monitoring, and troubleshooting computer systems. The course introduces emerging technologies and supports professional development in information technology.



Use the QR code to find out more!

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

Pursue professional development in information technology for the CompTIA IT Fundamentals certification exam. Study basic computer concepts, types of computers, and hardware and software components. Instruction also covers networking, network protocols, information security, and methods for maintaining, monitoring, and troubleshooting computer systems. The course introduces emerging technologies and foundational skills

used in IT environments.  
**10 sessions, \$400\* (includes a \$125 lab fee)**

29919	MTh	9/9-10/12	6-9 p.m.	REMOTE
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**ONLINE TRAINING**  
301-546-0631 or [anayada@pgcc.edu](mailto:anayada@pgcc.edu)

**ONLINE IT TRAINING**

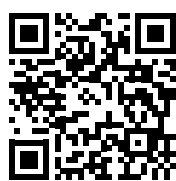
PGCC partners with national training provider ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. Click on "Computer Applications or Technology" to get started.



Use the QR code to find out more!

**PGCC CERTIFICATE PROGRAMMING, NETWORKING & 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-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.certipoint.com](http://www.certipoint.com) to take the exam.  
**7 sessions, \$200\* (includes a \$50 lab fee)**

29735	T	8/18-9/29	6-8:45 p.m.	REMOTE
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**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 document tracking and referencing. Together with Microsoft Office Specialist (MOS) Word Preparation Part 1, this course prepares you for the Microsoft Office Certification exam in Word 2016. You can purchase an exam voucher through [www.certipoint.com](http://www.certipoint.com) to take the exam.

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

29736	T	10/20-12/1	6-8:45 p.m.	REMOTE
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**CONSTRUCTION SKILLED TRADES**

**COMPUTER-AIDED DRAFTING (AUTOCAD)**

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

**INDUSTRY CERTIFICATIONS COMPUTER-AIDED DRAFTING (AUTOCAD)**

Computer-aided drafting (CAD) provides you with the background required to obtain entry-level employment in the CAD field. Learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software.



Use the QR code to find out more!

**TEC-980 AutoCAD Revit Architecture & BIM** 4.5 CEUs

Create integrated architectural project models and document designs with linked two-dimensional drawings using Autodesk's Revit Architecture. This course will introduce concepts of BIM and the tools for parametric building design and documentation, using Revit to produce the schematic design, construction documentation, and design visualization. Meets concurrently with credit course ENT-1680.

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

29873	T	8/25-12/9	6-9 p.m.	REMOTE
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**TEC-981 Introduction to CAD with AutoCAD** 4.2 CEUs

This course covers the basic concepts of computer-aided drafting using the latest version of AutoCAD to produce basic engineering and architectural drawings. This course covers the topics for the Revit Architecture (Imperial) exam. Meets concurrently with credit course ENT-1600.

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

29874 MW 8/24-12/10 12:30-1:40 p.m. REMOTE

**DRONES**

301-546-0062 or tdi@pgcc.edu

**INDUSTRY CERTIFICATION  
DRONE OPERATOR**

Spend a morning with PGCC's 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**

29174 S 9/19-9/19 10 a.m.-1 p.m. CONT-124

**TDL-501 Drones for Recreational Users**

Develop a fundamental understanding of recreational drone operation, safety, and regulations. By the end of this short course, you 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)**

29149 S 10/10-10/10 9 a.m.-4 p.m. CONT-124

**CHILDHOOD EDUCATION**

301-546-7545 or childcare@pgcc.edu

**MARYLAND CERTIFICATION  
CHILD CARE**

PGCC's 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 a certificate programs to earn the credentials you need to become a child care professional.

Training to operate your own family child care business is also available. To open a family child care business, call the Office of Child Care at 301-333-6940 or visit <http://earlychildhood.maryland-publicschools.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 & 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. Explore developmental theories, observe, and assess child behavior and learn to create supportive learning environments. Perfect attendance is required. Prerequisite: Must pass the reading comprehension placement test. **\$275\***

29210 S 9/12-10/24 8:30 a.m.-5 p.m. Largo

29220 M 9/14-10/19 online REMOTE

S 9/19-9/19 10 a.m.-Noon REMOTE

S 10/3-10/3 10 a.m.-Noon REMOTE

S 10/17-10/17 10 a.m.-Noon REMOTE

29211 MW 9/28-11/23 6:30-9:30 p.m. Largo

29221 M 11/2-12/14 online REMOTE

S 11/7-11/7 10 a.m.-Noon REMOTE

S 11/21-11/21 10 a.m.-Noon REMOTE

S 12/12-12/12 10 a.m.-Noon REMOTE

**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. Explore the principles and practices of creating a nurturing, engaging, and educational environment for young children. The course covers various aspects of early childhood education, including developmental theories, curriculum planning, activity design, and classroom management. **\$275\***

29222 M 11/2-12/14 online REMOTE

S 11/7-11/7 10 a.m.-Noon REMOTE

S 11/21-11/21 10 a.m.-Noon REMOTE

S 12/12-12/12 10 a.m.-Noon REMOTE

29212 S 11/7-12/19 8:30 a.m.-5 p.m. Largo

29213 MW 11/30-2/3 6:30-9:30 p.m. Largo

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

This course enhances 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. 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. **sessions \$165\***

29205 MTh 9/21-10/1 online CNVS

29216 TThF 11/10-11/13 6:30-9:30 p.m. Largo

**DCR-315 Infant & 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, 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\***

29223 M 11/2-12/14 online REMOTE

S 11/7-11/7 1-3 p.m. REMOTE

S 11/21-11/21 1-3 p.m. REMOTE

S 12/12-12/12 1-3 p.m. REMOTE

29214 S 11/7-12/19 8:30 a.m.-5 p.m. Largo

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

This course provides students with comprehensive knowledge and practical skills in developing, implementing, and evaluating curriculum for school-age children. 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 for effective curriculum development in educational settings. **\$275\***

29224	M	11/2-12/14	online	REMOTE
	S	11/7-11/7	1-3 p.m.	REMOTE
	S	11/21-11/21	1-3 p.m.	REMOTE
	S	12/12-12/12	1-3 p.m.	REMOTE
29215	S	11/7-12/19	8:30 a.m.-5 p.m.	Largo

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

Learn to 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. Develop the skills 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. Prepare to create high-quality, compliant early childhood programs. 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\***

29225	M	12/14-2/1	online	REMOTE
	S	12/19-12/19	10 a.m.-Noon	REMOTE
	S	1/9-1/9	10 a.m.-Noon	REMOTE
	S	1/23-1/23	10 a.m.-Noon	REMOTE

**DCR-573 Including All Children & 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 inclusive best practices, strategies, and resources for implementing an early childhood or school age environment that is inclusive to all children and families. Review national standards and best practices while highlighting local, state, and national resources. **1 session, \$90\***

29203	M	9/14-9/14	online	CNVS
29204	M	10/19-10/19	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 discussed include: child development, health and safety practices, curriculum planning, supporting children with diverse needs, community engagement, and professionalism in family child care. **7 sessions, \$270\***

29202	MTh	9/14-10/1	online	CNVS
(6 sessions)				
29201	TTh	10/6-10/29	10 a.m.-1 p.m.	UTC-254

**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 NAEYC standards for program accreditation. Topics include: practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. 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)**

29206	S	9/26-9/26	9 a.m.-3:30 p.m.	LARL-205
29207	S	10/31-10/31	9 a.m.-3:30 p.m.	LARL-205
29208	S	11/14-11/14	9 a.m.-3:30 p.m.	LARL-205
29209	S	12/12-12/12	9 a.m.-3:30 p.m.	LARL-205

**EDUCATION TEACHER TRAINING**

301-546-7545 or [educationdept@pgcc.edu](mailto:educationdept@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) Prepare for the Praxis Core exam with an emphasis on the math section. Review numbers and quantities, data interpretation and representation, statistics and probability, and algebra and geometry. Through direct instruction and guided practice, learn to strengthen problem-solving skills and develop study plans, error analysis strategies, and effective test-taking approaches. **1 session, \$60**

29217	S	9/19-9/19	10 a.m.-2 p.m.	Largo
29218	S	10/17-10/17	10 a.m.-2 p.m.	Largo
29219	S	11/14-11/14	10 a.m.-2 p.m.	Largo

**ESL CAREER PATHWAY CERTIFICATION PROGRAM**

301-546-8350 or email [adulthoodeducation@pgcc.edu](mailto:adulthoodeducation@pgcc.edu)

**ESL CAREER PATHWAYS CERTIFICATE PROGRAMS**

ESL Career Pathways courses are free and designed for intermediate and advanced English language learners. Strengthen English skills for employment while preparing for certificates in child care, health care, culinary arts, or construction. These industry-specific credentials are nationally recognized and support career advancement in high-demand fields.



Use the QR code to find out more!

**FORKLIFT & HEAVY EQUIPMENT**

**FORKLIFT**

301-546-0062 or tdi@pgcc.edu

**INDUSTRY CERTIFICATION  
OSHA FORKLIFT**

Operate powered industrial trucks safely in accordance with OSHA standards. Learn the functions and safe use of equipment such as forklifts, pallet jacks, and low lift jacks. Training includes classroom instruction, hands-on practice, and a performance evaluation to demonstrate safe operation. Complete this course to meet the OSHA operator training requirements.



Use the QR code to find out more!

**TDL-520 OSHA Forklift Certification**

0.7 CEU

This course prepares powered industrial lift truck operators to meet OSHA certification requirements. Receive classroom instruction and simulated practical training in the safe operation of sit-down rider lift trucks. Instruction also covers pre-shift inspection and safe operating procedures. After completing the course, you will complete a workplace evaluation conducted and documented by a supervisor to finalize certification.

**1 session, \$350\* (includes a \$300 lab fee)**

29143	Th	9/10-9/10	8 a.m.-3:30 p.m.	ANXC-002
29144	Th	10/15-10/15	8 a.m.-3:30 p.m.	ANXC-002

**TDL-521 OSHA Scissor Lift & Electric Boom**

0.7 CEU

This course provides participants with the knowledge and skills required to safely operate scissor lifts and standard, straight electric boom lifts. Learn about the principles of operation, safety procedures, and best practices for using these types of aerial work platforms in various work environments. After passing the course, you will be issued a training certificate and OSHA wallet card after the course.

**1 session, \$450\* (includes a \$400 lab fee)**

29145	Th	10/1-10/1	8 a.m.-3:30 p.m.	ANXC-002
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**GED, HIGH SCHOOL DIPLOMA & ADULT BASIC SKILLS**

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

**GED® & HIGH SCHOOL DIPLOMA OPTIONS**

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

**GED® OPTION**

Prepare for the General Educational Development (GED®) Test, a national exam given at testing centers around the state. The Adult Education Program does not give the GED® Test, but does offer preparation classes for the test. The test is challenging, and preparation is highly recommended.



Use the QR code to find out more!

**NEDP OPTION**

Earn a high school diploma. The NEDP allows adults who have enhanced their high school-level abilities through work, family, and community to demonstrate their skills in real-life situations. Participants work toward a Maryland high school diploma by demonstrating reading, writing, speaking, math, problem-solving, and critical thinking skills in the context of real-life tasks.



Use the QR code to find out more!

**ADULT LITERACY / BASIC SKILLS**

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



Use the QR code to find out more!

**HEALTH CARE SUPPORT**

**ASSISTED LIVING**

301-546-0795 or  
wdcehealthcare@pgcc.edu

**PGCC CERTIFICATE ASSISTED LIVING MANAGER**

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

This program strengthens your skills as an assisted living manager who oversees daily facility operations. You develop the knowledge and abilities needed to advance in assisted living management. Instruction aligns with standards established by the Maryland Department of Health Office of Health Care Quality and prepares you to manage day-to-day operations in licensed assisted living facilities.



Use the QR code to find out more!

**ALM-300 Assisted Living Manager**

8.3 CEUs

The Assisted Living Manager program provides training in supportive services, supervision, personalized assistance, and/or health-related services to meet the needs of residents who cannot perform or need assistance in activities of daily living. This program enhances the skills of assisted living managers to monitor the day-to-day operations in an assisted living facility. Gain the knowledge, skills, and abilities to advance in this gratifying career and manage the day-to-day operations. An assisted living manager is an individual designated by a licensee to oversee the day-to-day day operations of an assisted living program. COMAR 10.07.14 will be reviewed. Topics include: the aging process; assessing, admitting, and feeding; clinical, mental, and behavior management, facility operations, and emergency planning. This course has been approved by the Maryland Office of Health Care Quality.

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

28913	TF	9/22-10/22	9 a.m.-5 p.m.	HYLAG
	W	10/21-10/21	9 a.m.-5 p.m.	HYLAG

**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. 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 & 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)**

29942 ThFS 11/5-11/7 9 a.m.-3 p.m. Largo

FREEDOM TO LEARN.

**GED<sub>or</sub>  
NEDP**

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.

**COMMUNITY HEALTH WORKERS**

301-546-0795 or  
wdcehealthcare@pgcc.edu

**PGCC CERTIFICATE COMMUNITY HEALTH WORKER**

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



Use the QR code to find out more!

**CHW-300 Community Health Worker, Part 1**

6.0 CEUs

This course is the first in a series of courses designed to develop basic skills needed for the community health worker. Topics in this course include the role and responsibilities of the community health worker, personal management skills, professional skills, and conduct, teaching skills, advocacy, and community capacity-building, use of public health concepts and approaches, documentation, organizational skills, outreach methods and strategies, client and community assessment, cultural responsiveness and mediation, and care coordination and system navigation. **23 sessions, \$851\* (includes a \$251 lab fee)**

28908 MTWTh 8/24-10/1 6-8:30 p.m. REMOTE

**CHW-301 Community Health Worker, Part 2**

6.0 CEUs

This course is the second part of a series of courses designed to develop the basic skills needed to become a community health worker (CHW). Topics include: cultural responsiveness and mediation, care coordination, system navigation, and education for healthy behavioral change, integrative medicine, in-home visits, health-disease prevention and management, integration of behavioral health in medical settings, health, and health care systems, communication, motivational interviewing, and smoking cessation. **23 sessions, \$851\* (includes a \$251 lab fee)**

28909 MTWTh 10/5-11/12 6-8:30 p.m. REMOTE

**CHW-302 Community Health Worker Part 3 Practicum**

6.0 CEUs

This practicum provides an outpatient field experience for community health worker students. You observe trained health professionals and apply skills in a real world setting. A facility preceptor supervises daily activities and evaluates your performance. The course also introduces ethical and professional competencies that support trust, respect, and integrity in patient and community interactions. You also develop a professional resume aligned with your career goals.

**15 sessions, \$250\* (includes a \$100 lab fee)**

28910 MTWThF 11/16-12/11 OFF CAMPUS

**CNA/GNA & 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. **15 sessions, \$1000\* (includes a \$100 lab fee)**

29929 TTh 9/1-10/22 9 a.m.-4 p.m. Largo

29933 MW 9/9-10/28 9 a.m.-4 p.m. UTC-257

29931 MWF 9/21-11/6 5:30-9:30 p.m. Largo

(21 sessions)

29935 TWF 9/29-11/12 5:30-9:30 p.m. LCC-205

(19 sessions)

**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 40hrs of clinical must be taken concurrently with NRC-300 Certified Nursing Assistant Theory to complete the program.

**7 sessions, \$600\***

29930	MTWThF	10/26-11/3	7 a.m.-3:30 p.m.	Largo
29934	MTWThF	11/2-11/10	9 a.m.-4 p.m.	UTC-257
29932	MTWThF	11/9-11/17	7 a.m.-3:30 p.m.	Largo
29936	MTWThF	11/16-11/24	3-11 p.m.	LCC-205

**MARYLAND CERTIFICATION + PGCC CERTIFICATE CERTIFIED MEDICINE AIDE**

Advance your patient care skills as a certified medicine aide. This program prepares geriatric nursing assistants (GNAs) to administer select medications in Maryland nursing homes under the supervision of a nurse or physician. Approved by the Maryland Board of Nursing, the 80-hour course includes classroom instruction and clinical training. Study medication administration, drug classifications, measurements, solutions, and safe procedures used in patient care.



Use the QR code to find out more!

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

Upgrade your training to geriatric nursing assistants to prepare for Maryland State certification as Certified Medicine Aides. Topics include: medicine aide roles, drug administration and classification, rights of medication administration, parenteral and non-parenteral medications and disorders medications.

**12 sessions, \$630\* (includes a \$50 lab fee)**

29937	MW	9/14-10/21	5-9 p.m.	Largo
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**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. **7 sessions, \$450\***

29938	MTWThF	11/9-11/17	7 a.m.-3:30 p.m.	Largo
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**NRC-303 Nursing Home Medicine Aide Update** 0.8 CEU

This course provides the continuing education required by the state of Maryland to renew your medicine aide certificate. You must register within two months before or one month after your birthday. You must also hold active status on the Maryland Board of Nursing registry and submit documentation from a director of nursing verifying recent work hours as a certified medicine aide (CMA) and geriatric nursing assistant (GNA).

**1 session, \$105\***

29939	S	9/19-9/19	8 a.m.-5 p.m.	CNVS
29940	S	10/17-10/17	8 a.m.-5 p.m.	CNVS
29941	S	11/14-11/14	8 a.m.-5 p.m.	CNVS

**EKG FOR HEALTH PROFESSIONALS**

301-546-0795 or  
wdcehealthcare@pgcc.edu

**NATIONAL CERTIFICATION + PGCC CERTIFICATE EKG FOR HEALTH PROFESSIONALS**

This program prepares you to perform electrocardiograms and understand the electrical activity that produces EKG waveforms. You learn to interpret three, five, and twelve-lead EKGs and identify common and life-threatening cardiac rhythm disturbances. Instruction also covers pacemaker rhythms, Holter monitoring, stress monitoring, and basic patient care principles used in clinical settings.



Use the QR code to find out more!

**HES-724 EKG for Health Professionals, Part 1** 5.1 CEUs

This course is designed to provide the knowledge and skills necessary to become an Electrocardiogram (EKG) Technician. Topics include: Cardiac anatomy and physiology, patient preparation, lead placement patient confidentiality, cardiac modalities, pharmacology, stress tests, Holter monitors, pacemakers, and identification of various arrhythmias and irregularities of the heart. **8 sessions, \$650\* (includes a \$100 lab fee)**

29943	S	9/12-10/10	9 a.m.-2 p.m.	Largo
	W	9/19-10/7	5:30-9 p.m.	Largo

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

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

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

29944	S	10/17-11/14	9 a.m.-2 p.m.	Largo
	W	10/17-11/11	5:30-9 p.m.	Largo

**MEDICAL BILLING**

301-546-0795 or  
wdcehealthcare@pgcc.edu

**PGCC CERTIFICATE NATIONAL CERTIFICATION MEDICAL BILLING SPECIALIST**

This certificate program prepares you to work as a medical billing specialist in outpatient settings. You learn medical terminology, data entry in practice management systems, and the processes used to prepare, submit, and resolve insurance claims. Instruction also covers billing procedures, payment processing, and reimbursement practices while emphasizing the legal and regulatory guidelines used in physician offices and medical clinics.



Use the QR code to find out more!

**HMB-305 Medical Billing, Part 2** 2.1 CEUs

Learn the coding principles related to ICD-10-CM, CPT, and HCPCS in the health care setting. Examine coding manuals and select the correct code related to the patient scenario and corresponding characters, abbreviations, and coding conventions. Utilize CMS forms to practice coding. Additional topics include coding compliance programs, clinical documentation improvement related to coding, and the adjudication of reimbursement claims.

**5 sessions, \$610\* (includes a \$20 lab fee)**

28904	Th	10/20-12/1	6-9 p.m.	REMOTE
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**MEDICAL OFFICE ASSISTANT**

301-546-0795 or  
wdcehealthcare@pgcc.edu

**PGCC CERTIFICATE + NATIONAL CERTIFICATION  
MEDICAL OFFICE ASSISTANT**

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



Use the QR code to find out more!

**MOA-301 Professionalism in health care** 2.0 CEUs

This course is designed for prospective or current professionals in the health care field and provides instruction on the key elements of professionalism. Topics include: HIPAA, work ethics and performance, written and verbal communication, personal traits and behaviors, accountability, and career development

**9 sessions, \$400\* (includes a \$100 lab fee)**

28911 T 9/8-11/10 online CNVS

**MOA-309 Medical Administrative Assistant 2** 6.6 CEUs

This course prepares students for an entry-level position in a doctor's office, clinic, or similar health care setting. Emphasis is placed on reimbursement and billing, medical coding and managing patient accounts.

**19 sessions, \$800\* (includes a \$150 lab fee)**

28905 TTh 9/28-12/9 online REMOTE

**PHLEBOTOMY**

301-546-0795 or  
wdcehealthcare@pgcc.edu

**PGCC CERTIFICATE + NATIONAL CERTIFICATION  
PHLEBOTOMY TECHNICIAN**

This program includes theory, skills training, and clinical practice in a blood-drawing facility to meet certification requirements and to acquaint students with employment opportunities. Skills training will include using a practice arm and drawing on each other. Gain the skills to sit for the National Phlebotomy Association certification exam and become a certified Phlebotomy Technologist.



Use the QR code to find out more!

**PHE-300 Phlebotomy Technician** 8.0 CEUs

This course prepares you to collect, prepare, and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy, and physiology, infection control, and patient preparation.

Legal and ethical considerations associated with venipuncture in hospital or outpatient settings are also discussed.

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

28906 MW 8/31-11/18 6-9 p.m. CHS-2229

**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)**

28912 MTWThF 11/30-12/18 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

Obtain 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. Learn to 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 you prepare for the American Council for Exercise (ACE) Certification Exam to become a certified personal trainer. This is a cross-listed course with PED-2400.

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

29581 TTh 9/15-11/24 2-3:50 p.m. Largo

## HOSPITALITY

### CULINARY ARTS

nashsc@pgcc.edu or 301-546-0234

#### THR-300 Kitchen & Service Skills 2.4 CEUs

This hands-on course is designed for individuals with disabilities to build confidence and independence in the kitchen. Acquire 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. Become familiar with 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.

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

29549	Th	9/10-10/29	5-8 p.m.	Largo
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#### 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 you with the practical skills and knowledge necessary to thrive in a commercial kitchen environment. 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, you will be eligible to earn the START Kitchen Cook certificate from the American Hotel and Lodging Educational Institution (AHLEI).

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

29802	S	9/19-11/7	10 a.m.-2:30 p.m.	Largo
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#### 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. 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)**

29553	S	9/19-11/7	10 a.m.-2:30 p.m.	Largo
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#### BAK-300 Professional Baking Certificate, Part 1 3.5 CEUs

This course introduces participants to the fundamentals of baking and pastry production. 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. 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.

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

29550	MT	8/17-9/14	5-8:40 p.m.	Largo
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#### BAK-301 Professional Baking Certificate, Part 2 3.5 CEUs

This advanced course builds upon the foundational skills developed in the Professional Baking Certificate, Part 1, 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. Refine your skills in crafting a variety of fillings, icings, and syrups. 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. 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.

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

29551	MT	9/21-10/19	5-8:40 p.m.	Largo
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#### BAK-302 Professional Baking Certificate, Part 3 3.5 CEUs

This advanced course continues building upon foundational knowledge from Professional Baking Certificate Part 1 and 2, further expanding on students' baking expertise by focusing on artisan bread production and the increasingly vital areas of healthy and specialty baking. Practice the science of baking a diverse range of breads, yeast-leavened products, and artisanal baked goods, including both yeasted and unyeasted varieties. The curriculum also incorporates specialty baking considerations, including creating a variety of baked goods designed to meet contemporary nutritional

needs, encompassing plant-based, gluten-free, heart-healthy, and allergen-friendly options.

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

29552	MT	10/26-11/17	5-8:40 p.m.	Largo
(8 sessions)				

#### 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 the Prince George's Community College bookstore at 301-546-0912 for more information. **2 sessions, \$150\***

29801	S	8/17-8/29	8:30 a.m.-5 p.m.	Largo
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29541	Th	8/20-9/17	6-9:30 p.m.	Largo
(5 sessions)				

29543	S	9/12-9/19	8:30 a.m.-5 p.m.	Largo
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29542	Th	9/24-10/22	6-9:30 p.m.	Largo
(5 sessions)				

29544	S	9/26-10/3	8:30 a.m.-5 p.m.	Largo
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29545	S	10/17-10/24	8:30 a.m.-5 p.m.	Largo
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29546	S	11/7-11/14	8:30 a.m.-5 p.m.	Largo
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### HOSPITALITY MANAGEMENT

nashsc@pgcc.edu or 301-546-0234

#### HSM-716 Hospitality Guest Services Certificate 0.8 CEU

In this hospitality customer service course, learn the fundamental principles of providing exceptional customer service to guests in the hospitality industry. Study the seven key element of service: authenticity, intuition, empathy, delivery, follow-through, and taking initiative to delight to all guests. Apply the concepts of service to effectively communicate with a diverse population of guests. Implement customer service strategies to anticipate guest needs, improve service quality and create memorable experiences. Upon completing this course, you 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\***

29567	W	9/9-9/30	5-7 p.m.	Largo
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29568	W	10/21-11/11	5-7 p.m.	Largo
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**EVENT PLANNING**

nashsc@pgcc.edu or 301-546-0234

**PGCC CERTIFICATE  
EVENT PLANNING**

This course helps event planners, business owners, and independent contractors strengthen the skills needed to plan successful events. Learn how to manage event details from the initial invitation through on-site operations. Instruction covers planning strategies for events such as product launches, conferences, sales meetings, incentive programs, and gala fundraisers while emphasizing the importance of thoughtful design and organization.



Use the QR code to find out more!

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

1.4 CEUs

Get an Event Planning Certificate and obtain fundamental skills in planning social, associations, corporate and government organization events. You will be required to take both Part 1 and 2 in order to receive certification. Upon completion of this course, you will have workable crash course knowledge in event planning. This six-week course will highlight industry expectations and working with clients. Experience site tours at various locations throughout the six-week course.

5 sessions, \$300\* (includes a \$25 lab fee)

29561	MW	9/9-9/21	6-9 p.m.	Largo
	S	9/19-9/19	10 a.m.-2 p.m.	Largo
29563	MW	10/19-10/28	6-9 p.m.	Largo
	S	10/24-10/24	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. Refine your 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, learn 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, you will gain the confidence and proficiency needed to excel in the event planning industry.

5 sessions, \$300\* (includes a \$25 lab fee)

29562	MW	9/28-10/7	6-9 p.m.	Largo
	S	10/10-10/10	10 a.m.-2 p.m.	Largo
29566	MW	11/9-11/18	6-9 p.m.	Largo
	S	11/21-11/21	10 a.m.-2 p.m.	Largo

**INNOHUB-PATHWAY TO  
EMPLOYMENT**

301-546-8236 or  
sgorham56584@pgcc.edu

**PATHWAYS TO EMPLOYMENT**

Acquire the skills to safely operate scissor lifts and standard, straight electric boom lifts. Learn about the principles of operation, safety procedures, and best practices for using these types of aerial work platforms in various work environments. Receive a training certificate and OSHA wallet card upon course completion.



Use the QR code to find out more!

**MOTORCYCLE**

**MOTORCYCLE MECHANICS & REPAIR**  
301-546-0062 or tdi@pgcc.edu

**PGCC CERTIFICATE  
MOTORCYCLE MECHANICS &  
REPAIR**

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



Use the QR code to find out more!

**MOT-323 Motorcycle Mechanics  
& Repair**

2.4 CEUs

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

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

29091	MW	11/9-12/9	6-9 p.m.	ANXC-002
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**MOTORCYCLE SAFETY & CLASS M  
LICENSING**

301-546-0062 or tdi@pgcc.edu

**MOTORCYCLE SAFETY AND  
LICENSING**

The Class M license program prepares beginner and experienced riders to operate motorcycles safely. Certified instructors trained by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation provide professional instruction. Develop the knowledge, skills, and techniques needed for safe riding. The program benefits new riders, self-taught riders, and those seeking formal motorcycle safety training.



Use the QR code to find out more!

FREEDOM TO LEARN.

**MOTORCYCLE  
maintenance**

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

Visit [pgcc.edu/apply](http://pgcc.edu/apply) to get started.  
301-546-0062 | [tdi@pgcc.edu](mailto:tdi@pgcc.edu)

**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. Learn basic motorcycle controls, pre-ride inspections, defensive riding techniques, and strategies for navigating traffic, road hazards, stopping, turning, shifting, and emergency maneuvers. A Class M endorsement will be awarded upon successful completion. All riding exercises are conducted under the supervision of certified instructors using DOT-approved safety standards.

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

29076	M	8/24-8/30	6-8 p.m.	CONT-124
	SSu	8/24-8/30	7:45 a.m.-4 p.m.	CONT-124
29077	T	9/8-9/13	6-8 p.m.	CONT-124
	SSu	9/8-9/13	7:45 a.m.-4 p.m.	CONT-124
29078	M	9/21-9/27	6-8 p.m.	CONT-124
	SSu	9/21-9/27	7:45 a.m.-4 p.m.	CONT-124
29079	M	10/5-10/11	6-8 p.m.	CONT-124
	SSu	10/5-10/11	7:45 a.m.-4 p.m.	CONT-124
29080	M	10/19-10/25	6-8 p.m.	CONT-124
	SSu	10/19-10/25	7:45 a.m.-4 p.m.	CONT-124
29081	M	11/2-11/8	6-8 p.m.	CONT-124
	SSu	11/2-11/8	7:45 a.m.-4 p.m.	CONT-124
29082	M	11/9-11/15	6-8 p.m.	CONT-124
	SSu	11/9-11/15	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. Learn motorcycle controls, pre-ride inspections, defensive riding techniques, and strategies for navigating traffic, road hazards, stopping, turning, shifting, and emergency maneuvers. A Class M endorsement will be awarded upon successful completion. All riding exercises are conducted under the supervision of certified instructors using DOT-approved safety standards.

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

29084	T	9/8-9/8	6-8 p.m.	CONT-124
	S	9/12-9/12	7:30 a.m.-4:30 p.m.	CONT-124
29085	M	10/19-10/19	6-8 p.m.	CONT-124
	S	10/24-10/24	7:30 a.m.-4:30 p.m.	CONT-124
29086	M	11/9-11/9	6-8 p.m.	CONT-124
	S	11/14-11/14	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. Learn basic scooter controls, pre-ride inspections, defensive riding techniques, and strategies for navigating traffic, road hazards, stopping, turning, shifting, and emergency maneuvers. A Class M endorsement will be awarded upon successful completion. All riding exercises are conducted under the supervision of certified instructors using DOT-approved safety standards.

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

29092	M	9/21-9/27	6-8 p.m.	CONT-124
	SSu	9/21-9/27	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. 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)**

29075	MW	11/2-11/4	6-9 p.m.	ANXC-002
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**NOTARY PUBLIC**

[browna1@pgcc.edu](mailto:browna1@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)**

29505	TWTh	8/25-8/27	online	CNVS
29506	TWTh	9/8-9/10	online	CNVS
29508	TWTh	9/22-9/24		REMOTE
29509	TWTh	10/6-10/8	online	CNVS
29512	TWTh	10/20-10/22	online	CNVS
29513	TWTh	11/3-11/5	online	CNVS
29515	TWTh	11/17-11/19	online	CNVS
29516	TWTh	12/1-12/3	online	CNVS
29518	TWTh	12/15-12/17	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)**

29507	TWTh	9/8-9/10	online	CNVS
29510	TWTh	10/6-10/8	online	CNVS
29514	TWTh	11/3-11/5	online	CNVS
29517	TWTh	12/1-12/3	online	CNVS

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

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

29490	WTh	9/9-9/10	6:30-9 p.m.	REMOTE
29495	WTh	10/7-10/8	6:30-9 p.m.	REMOTE
29500	WTh	11/11-11/12	6:30-9 p.m.	REMOTE
29502	WTh	12/2-12/3	6:30-9 p.m.	REMOTE

**GEN-339 Applied Notary Practices and Procedures** 0.5 CEU

Core Course: This course reviews notary practices and procedures for performing proper notarizations. Sharpen your notarial knowledge through exercises in completing notarial certificates, administering verbal declarations, documenting journal entries, and spotting fake ids. Instructors: Elaine Wright Harris, Frederick Harris. Prerequisite: GEN-307. **2 sessions, \$75\***

29494	W	9/23-9/30	6:30-9 p.m.	REMOTE
29499	W	10/21-10/28	6:30-9 p.m.	REMOTE
29501	WTh	11/18-11/19	6:30-9 p.m.	REMOTE
29503	W	12/9-12/16	6:30-9 p.m.	REMOTE

**GEN-363 Advanced Notarial Procedures** 0.5 CEU

Core Course: This course provides Notaries Public with advanced notarial procedures for handling challenging situations with confidence and ease. Learn to perform all notarial requests properly and accurately and how to respond to Apostille and Medallion Signature requests. This is a self-paced, online course with 14 days to complete the assigned work. Instructor: Elaine Wright Harris. Prerequisites: GEN-307 and 339 **2 sessions, \$75\***

29511	T	10/6-10/20	online	CNVS
29519	T	12/15-12/29	online	CNVS
(1 session)				

**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**

29493	S	9/19-9/19	10 a.m.-1 p.m.	REMOTE
29504	S	12/12-12/12	10 a.m.-1 p.m.	REMOTE

**PERSONAL ENRICHMENTS**

**CAREER & PERSONAL FINANCES**  
konange@pgcc.edu

**FIN-345 Introduction to Stock Options** 2.4 CEUs

This course teaches you how to evaluate, buy, and sell investment tools used to build and manage a profitable portfolio. You learn strategies to protect assets and pursue returns in rising, declining, or stable markets. Instruction also explores ways to leverage investment capital and understand opportunities that may offer returns beyond traditional stock investing. **12 sessions, \$178\* (includes a \$103 lab fee)**

29980	WF	9/16-11/6	online	E2GO
29981	WF	10/14-12/4	online	E2GO
29982	WF	11/11-1/1	online	E2GO
29983	WF	12/16-2/5	online	E2GO

**PHOTOGRAPHY**  
301-546-0631 or anayada@pgcc.edu

**PGCC CERTIFICATE DIGITAL PHOTOGRAPHY**

PGCC's digital photography classes are taught by working photographers and unite vision, style, and technical proficiency to clarify students' ideas. The College uses a real-world, hands-on approach to teaching the technique, aesthetics, and conceptualization skills needed to create a photographic portfolio that you 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 compo-

sition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16.

**1 session, \$100\* (includes a \$15 lab fee)**

29891	S	10/24-10/24	9:30 a.m.-3:30 p.m.	CAT-105
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**PHO-300 Digital Photography: the Basics** 1.8 CEUs

Learn how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Receive an introduction to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. **7 sessions, \$270\* (includes a \$135 lab fee)**

29880	TTh	8/25-9/15	6:30-9:30 p.m.	CAT-103
29879	MW	11/9-11/30	6:30-9:30 p.m.	CAT-105

**PHO-346 Adobe Photoshop Elements 15, Part 1** 1.5 CEUs

This is the first of a three-part series, that provides an understanding of how to create extraordinary photos and share your memories in online albums or print unique creations. You will be shown how to easily organize and protect all your photo and video clips. Students should have basic PC and Windows skills. **5 sessions, \$240\* (includes a \$100 lab fee)**

29887	MW	9/7-9/23	6:30-9:30 p.m.	CAT-105
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**PHO-347 Adobe Photoshop Elements 15, Part 2** 1.5 CEUs

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

29888	MW	9/28-10/14	6:30-9:30 p.m.	CAT-105
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**PHO-348 Adobe Photoshop Elements 15, Part 3** 1.5 CEUs

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

29889	MW	10/19-11/4	6:30-9:30 p.m.	CAT-105
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**PHO-343 Introduction to Photoshop Creative Cloud** 2.4 CEUs

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

29885 TTh 9/15-10/8 6:30-9:30 p.m. CAT-103

**PHO-344 Advanced Photoshop Creative Cloud** 2.4 CEUs

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

29886 TTh 10/13-11/5 6:30-9:30 p.m. CAT-103

**PHO-316 Using Lighting to Create Spectacular Portraits** 0.6 CEU

Study the lighting techniques that are needed to create spectacular portraits. Topics include: lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-300: Digital Photography: The Basics.

**1 session, \$100\* (includes a \$40 lab fee)**

29881 S 10/10-10/10 9 a.m.-4 p.m. CAT-103

**PHO-317 Presentation & Display Techniques for Photographs** 0.6 CEU

The presentation of printed digital images is critical to their appeal. Topics will include cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring original prints and artwork for matting, as well as ready-to-be framed prints or art work to both sessions.

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

29882 S 11/7-11/14 9 a.m.-12 p.m. CAT-103

**PHO-327 Introduction to Sports Photography** 1.2 CEUs

Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semi-manual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of

the Prince George's Community College Owls sports teams and a follow up critique. Meets on Friday and Wednesday to photograph the men's soccer games (dates subject to change) 9/14, 9/17, 9/21 and 9/24) **6 sessions, \$180\* (includes a \$65 lab fee)**

29883 TTh 8/25-9/10 5-8 p.m. CAT-105

**PHO-329 Light-Essence of Photography** 0.6 CEU

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

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

29884 S 9/19-9/26 9 a.m.-12 p.m. CAT-103

**PHO-357 Smartphone Photography** 0.6 CEU

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

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

29890 S 9/12-9/12 9:30 a.m.-3:30 p.m. CAT-105

**POLICE ACADEMY & 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](mailto: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.dlr.state.md.us/license/mrec](http://www.dlr.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 & Practices for Salespersons** 6.9 CEUs

This continuing education course provides instruction on real estate principles, agency, ethics, environmental concerns and the law. Topics include: property ownership, legal descriptions, taxation, contracts, agency, mortgages, zoning, ethics and fair housing and environmental hazards.

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

29522 S 8/22-11/28 9 a.m.-1:40 p.m. CAT-110

(14 sessions)

29523 TTh 9/15-12/3 6:30-9:30 p.m. HYL4G

**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). Included among the topics covered are study and content-retention strategies; selected-response test-taking recommendations (with an emphasis on the timed exam setting); and specific real estate industry concepts, terminology, and vocabulary.

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

29524 MTWTh 8/24-8/27 6:30-8:30 p.m. Largo

**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. PGCC's 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. PGCC's 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 you the soft and 21st century skills necessary to begin, compete, and succeed in your chosen profession.



Use the QR code to find out more!

**TRANSPORTATION & 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)**

29805	WF	9/16-11/6	online	E2GO
29806	WF	10/14-12/4	online	E2GO
29807	WF	11/11-1/1	online	E2GO
29808	WF	12/16-2/5	online	E2GO

**OCC-592 Manufacturing Applications 2.4 CEUs**

In this online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You will also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you will learn about the elements of a logistics system, including warehousing and receiving.

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

29809	WF	9/16-11/6	online	E2GO
29810	WF	10/14-12/4	online	E2GO
29811	WF	11/11-1/1	online	E2GO
29812	WF	12/16-2/5	online	E2GO

**OCC-593 Manufacturing Fundamentals 2.4 CEUs**

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

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

29813	WF	9/16-11/6	online	E2GO
29814	WF	10/14-12/4	online	E2GO
29815	WF	11/11-1/1	online	E2GO
29816	WF	12/16-2/5	online	E2GO

**TRAVEL SERVICE**

nashsc@pgcc.edu or 301-546-0234

**PGCC CERTIFICATE  
TRAVEL & 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 & 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. 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. 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. You must successfully complete Part 1 and Part 2 to receive a certificate. **5 sessions, \$300\* (includes a \$25 lab fee)**

29569 T 9/8-10/6 6-9 p.m. Largo

**TVL-307 Travel & 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. 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, you will have the skills to package and promote travel experiences and develop client-focused travel solutions. **5 sessions, \$300\* (includes a \$25 lab fee)**

29570 T 10/20-11/7 6-9 p.m. Largo

**VETERINARY ASSISTANT**

301-546-0879 or pattern@pgcc.edu

**VET-320 Veterinary  
Assistant Series** 9.6 CEUs

This ed2go online course is a bundled series of four courses designed to prepare students for a rewarding career as a veterinary assistant. Taught by a practicing veterinarian and college instructor, the course covers history, vaccinology, parasites, nutrition, workplace safety, pet first aid and CPR, parasites, confidentiality, communication, medical records, prescriptions, behavioral counseling for puppies and kittens, reproduction, anatomy, breeding, pregnancy, infertility, disease, disorders and more. Students must meet technology requirements and in lieu of partial drops or refunds, may transfer to open sessions of the same course.

**48 sessions, \$504\* (includes a \$384 lab fee)**

29818	WF	9/16-2/5	online	E2G0
29819	WF	10/14-3/5	online	E2G0
29820	WF	11/11-4/2	online	E2G0
29821	WF	12/16-5/7	online	E2G0

**VIDEOGRAPHY**

301-546-0631 or anyada@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. You 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)**

29894 M 8/24-10/12 6-9 p.m. CAT-137

**VID-356 Videography, Part 2** 2.1 CEUs

In this class, the second of a two-part series, the student will produce and edit a three-minute video using pre-and post-production techniques learned in Part 1. Learn to digitize footage and make a rough cut of a film. Time permitting, the instructor will teach how to upload their films to YouTube and a personal Wiki. Prerequisite: VID-308.

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

29895 M 10/21-12/2 6-9 p.m. CAT-137

**VID-357 Video Production  
Techniques** 2.8 CEUs

In this hands-on course, learn the fundamentals of documentary video production from concept to final product. Instruction covers interviewing techniques, audio and lighting setup, and effective shot sequencing. Also, learn to prepare photos for production, use a green screen and chroma key in Final Cut Pro, and present multimedia content on the web using industry-standard distribution methods. Textbook required: "The Filmmaker's Handbook, A Comprehensive Guide for the Digital Age" (3rd edition); Ascher & Edward Pincus. **6 sessions, \$300\* (includes a \$80 lab fee)**

29907 W 9/30-11/4 6-9:45 p.m. CAT-137

**VID-352 Final Cut Pro X** 3.6 CEUs

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

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

29893 TTh 8/25-10/8 6:30-9:30 p.m. CAT-137

**VID-351 Final Cut Pro X,  
Advanced Editing** 3.6 CEUs

This is a hands-on course that teaches advanced Final Cut Pro X editing and finishing techniques. Learn how to create fantastic effects using filters creatively, color correct like a pro, and create complex audio mixes. This class also covers advanced workflows for managing media, including editing multicam clips for multiple camera video productions. This class is designed for anyone looking for advanced editing for professional quality videos. Prerequisites: APP-350: Final Cut Pro X or permission of the IT Coordinator.

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

29892 TTh 10/13-12/3 6:30-9:30 p.m. CAT-137

## 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 FALL CLASSES

#### TEC-601 CCNA 1: Introduction to Networking See Page 23

29761	TTh	10/6-11/24	5:30-10:30 p.m.	REMOTE
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#### TEC-482 CompTIA A+ Certification Preparation: Part 1 See Page 24

29739	MW	8/17-10/1	1:30-3:30 p.m.	LCC-205
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#### DCR-550 Medication Administration See Page 27

29206	S	9/26-9/26	9 a.m.-3:30 p.m.	LCC-205
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29207	S	10/31-10/31	9 a.m.-3:30 p.m.	LCC-205
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29208	S	11/14-11/14	9 a.m.-3:30 p.m.	LCC-205
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29209	S	12/12-12/12	9 a.m.-3:30 p.m.	LCC-205
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#### NRC-300 Certified Nursing Assistant: Theory See Page 29

29935	TWF	9/29-11/12	5:30-9:30 p.m.	LCC-205
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(19 sessions)

#### NRC-301 Certified Nursing Assistant: Clinical See Page 30

29936	MTWThF	11/16-11/24	3-11 p.m.	LCC-205
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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 FALL CLASSES

#### TEC-605 CompTIA Network+ Certification Preparation See Page 23

29769	MW	8/24-12/4	6-9:40 p.m.	UTC-216
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29768	MW	8/24-12/4	6-9:40 p.m.	UTC-218
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#### DCR-510 Family Child Care Pre-Service See Page 27

29201	TTh	10/6-10/29	10 a.m.-1 p.m.	UTC-254
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#### NRC-300 Certified Nursing Assistant: Theory See Page 29

29933	MW	9/9-10/28	9 a.m.-4 p.m.	UTC-257
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#### NRC-301 Certified Nursing Assistant: Clinical See Page 30

29934	MTWThF	11/2-11/10	9 a.m.-4 p.m.	UTC-257
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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](http://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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□□□ - □□□	□□□□	□□ / □□	_____
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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**



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TO LEARN.



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