

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

SPRING 2026

Job Skills Training • Personal Enrichment



PRINCE GEORGE'S
COMMUNITY COLLEGE



3 WAYS TO REGISTER FOR CLASS

REGISTER HERE



1. ONLINE

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

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

2. BY MAIL

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

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

3. IN PERSON

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

Monday–Friday
8:30 a.m. – 6 p.m.

Questions?

Call 301-546-0159



PRINCE GEORGE'S
COMMUNITY COLLEGE

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

Our Class-M license program is tailored for both beginner and experienced riders. Learn how to ride safely. The Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation train and certify our instructors. Successful motorcycling is not just a matter of being careful and having good instincts; it requires specialized knowledge, skills, techniques, and strategies. If you have never ridden, are self-taught, or have learned from friends, you will benefit from our professional training, which PGCC has offered for over 35 years.



Use the QR code to find out more!

MOT-312 Basic Rider Course 1.6 CEUs

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

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

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

MOT-314 Basic Rider Course 2-LW

0.9 CEU

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

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

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

MOT-318 Scooter Basic Rider Course

1.6 CEUs

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

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

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

FREEDOM TO LEARN.

NOTARY PUBLIC

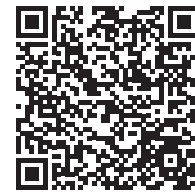
Becoming a notary can enhance your job skills, add value to your resume, and allow you to open a mobile notary business. With proper credentials, you can operate a notary signing agent business earning additional income.

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

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

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

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



Use the QR code to find out more!

GEN-519 Becoming a Notary Public

0.5 CEU

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

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

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

GEN-520 Renewing Your Notary Commission 0.4 CEU

Notaries public are responsible for performing notarial duties properly and accurately. Renewing notaries public whose commission has not expired are required to take a course of study before applying for renewal of the notary public commission. This course of study provides guidance for notaries public on the scope of duties and responsibilities associated with the performance of notarial acts. A notary whose commission has expired must take the "Becoming A Notary" Course and Examination. This course is for informational purposes only. It is not intended to provide legal advice. This is a three-day online self-paced course on Canvas. Upon completion of the course (no exam), you will receive a Certificate of Completion. Instructors: Elaine Wright Harris and Frederick Harris. **3 sessions, \$75* (includes a \$35 lab fee)**

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

GEN-307 Notary Public Procedures 0.5 CEU

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

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

GEN-339 Applied Notary Practices and Procedures 0.5 CEU

CORE COURSE: This course reviews notary practices and procedures for performing proper notarizations. Students will have an opportunity to sharpen their notarial knowledge through exercises in completing notarial certificates, administering verbal declarations, documenting journal entries, and spotting fake ids. Instructors: Elaine Wright Harris, Frederick Harris. Prerequisite: GEN-307. **2 sessions, \$75***

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

GEN-363 Advanced Notarial Procedures 0.5 CEU

CORE COURSE: This course provides notaries public with advanced notarial procedures for handling challenging situations with confidence and ease. Learn to perform all notarial requests properly and accurately and how to respond to Apostille and Medallion Signature requests. This is a self-paced, online course with 14 days to complete the assigned work. Instructor: Elaine Wright Harris. Prerequisites: GEN-307 and 339 **5 sessions, \$75***

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

GEN-369 21st Century Notary: Information Technology for the Mobile Notary

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

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

GEN-371 Notaries Public Protect Client Info (NPPI) 0.3 CEU

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

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

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

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

1 session, \$45

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

PERSONAL ENRICHMENTS**CAREER & PERSONAL FINANCES**

brownka1@pgcc.edu

JCL-359 Resume Writing 2.4 CEUs

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

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

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

FIN-345 Introduction to Stock Options 2.4 CEUs

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

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

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

FIN-361 The Analysis and Valuation of Stock 2.4 CEUs

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

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

25172	WF	1/14-3/6	online	E2GO
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