

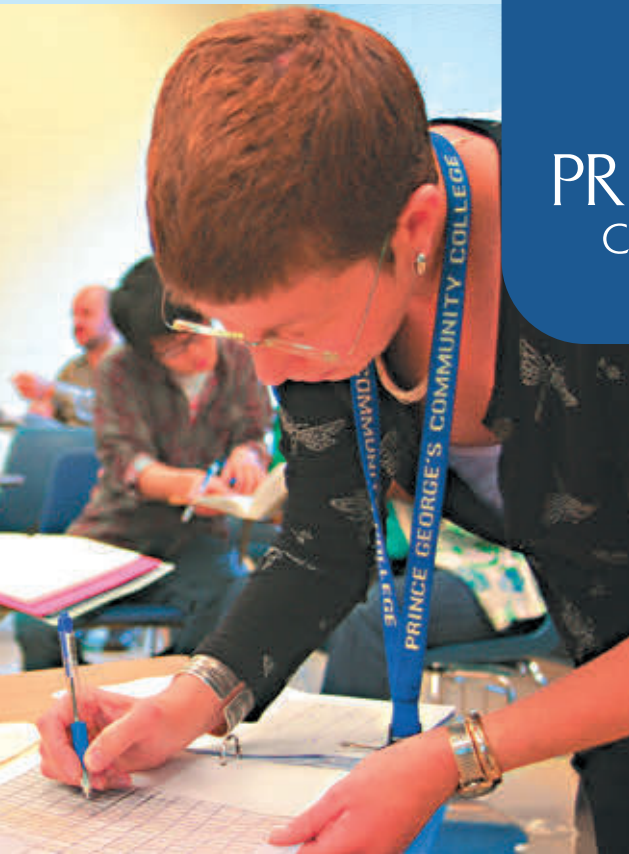
WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

FALL 2025

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 (which includes over 300 courses),
or search for a topic that interests you. See
descriptions of the courses, including their
start dates and prices.

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



Use the QR code
to find out more!

Publication designed by WDCE
and the Office of Communications

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

INSTAGRAM  @pgccnews

FACEBOOK  @pgccnews

LINKEDIN  @PGCC

YOUTUBE  @pgccctv

FLICKR  @pgccnews

X  @pgccnews

MOT-316 Scooter Basic Rider Course

This course is ideal for those wanting to learn to ride a motor scooter. It is the best place to start once you have made the decision to ride. The course teaches the skills and knowledge needed to ride a motor scooter. Covers the basics of operating a motor scooter and safety-oriented mental strategies. Motor scooters are provided for your use. Successful completion of this course is your best path to an M-class endorsement for motor scooters 51 cc and above. Students provide their own DOT certified helmet that covers ears, eye protection, and gloves. College provides training scooters.

3 sessions, \$350* (includes a \$100 lab fee)

20454	M	9/15-9/21	6-9 p.m.	CONT-124
	SSu	9/15-9/21	7:45 a.m.-4 p.m.	CONT-124

MOT-317 Basic Rider Course for Women 1.8 CEUs

This continuing education course is designed for women who want to learn to ride a motorcycle and obtain a license. The course includes classroom and riding instruction to provide the participants with the basic skills needed to operate a motorcycle. Ample supervised riding time allows for the practice of controlling the clutch/throttle, stopping, turning, shifting, and avoiding crashes. Course content is approved by the Maryland Motor Vehicle Administration and meets or exceeds Motorcycle Safety Foundation standards. Instructors are MVA and MSS certified. Topics include responsible riding, proper gear, basic skills, defensive riding strategies, and how to handle various riding situations.

3 sessions, \$350* (includes a \$100 lab fee)

20439	M	9/29-10/5	6-9 p.m.	CONT-124
	SSu	9/29-10/5	7:45 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 PUBLIC

brownka1@pgcc.edu

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

Courses of study are available for new and renewing notaries. Today's notaries public are guarantors of trust and the front line of defense against fraud. Notaries witness signatures and perform other services required by state law. Consequently, they must be solidly grounded to perform essential and challenging notarial duties, learn new skills, and acquire certifications to provide accurate and superior services. Becoming a notary can enhance your job skills, add value to your resume, and allow you to open a mobile notary business. With proper credentials, you can operate a notary signing agent business earning additional income.



Use the QR code to find out more!

GEN-519 Becoming a Notary Public 0.5 CEU

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

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

18622	TWTh	8/19-8/21	online	CNVS
21287	TWTh	9/9-9/11	online	CNVS
21289	TWTh	9/23-9/25	online	CNVS
21290	TWTh	10/7-10/9	online	CNVS
21293	TWTh	10/21-10/23	online	CNVS
21294	TWTh	11/4-11/6	online	CNVS
21297	TWTh	11/18-11/20	online	CNVS
21298	TWTh	12/2-12/4	online	CNVS
21300	TWTh	12/16-12/18	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)

21288	TWTh	9/9-9/11	online	CNVS
21291	TWTh	10/7-10/9	online	CNVS
21295	TWTh	11/4-11/6	online	CNVS
21299	TWTh	12/2-12/4	online	CNVS

GEN-307 Notary Public Procedures 0.5 CEU

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

2 sessions, \$75*

21277	WTh	9/10-9/11	6:30-9 p.m.	REMOTE
21281	WTh	10/15-10/16	6:30-9 p.m.	REMOTE
21284	W	11/12-11/19	6:30-9 p.m.	REMOTE

GEN-339 Applied Notary Practices and Procedures 0.5 CEU

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

2 sessions, \$75*

21279	W	9/24-10/1	6:30-9 p.m.	REMOTE
21283	W	10/29-11/5	6:30-9 p.m.	REMOTE
21285	W	12/3-12/10	6:30-9 p.m.	REMOTE

GEN-363 Advanced Notarial Procedures 0.5 CEU

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

21292	TTh	10/7-10/21	online	CNVS
21296	TTh	11/4-11/18	online	CNVS
21301	TTh	12/16-12/30	online	CNVS
(2 sessions)				

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**

21282	S	10/25-10/25	10 a.m.-1 p.m.	REMOTE
21286	S	12/13-12/13	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**

21278	S	9/20-9/20	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**

21280	S	10/11-10/11	10 a.m.-1 p.m.	REMOTE
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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, and how to use references. With skills like these, you might decide to write resumes for profit.
12 sessions, \$150* (includes a \$75 lab fee)

19949	WF	9/17-11/7	online	E2GO
19950	WF	10/15-12/5	online	E2GO
19951	WF	11/12-1/2	online	E2GO
19952	WF	12/17-2/6	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, \$160* (includes a \$85 lab fee)

19733	WF	9/17-11/7	online	E2GO
19734	WF	10/15-12/5	online	E2GO
19735	WF	11/12-1/2	online	E2GO
19736	WF	12/17-2/6	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, \$160* (includes a \$85 lab fee)

19963	WF	9/17-11/7	online	E2GO
19974	WF	10/15-12/5	online	E2GO

19975	WF	11/12-1/2	online	E2GO
19976	WF	12/17-2/6	online	E2GO

POLICE ACADEMY & SECURITY OFFICER TRAINING

301-546-0175 or
policeacademy@pgcc.edu

MARYLAND CERTIFICATION POLICE ACADEMY

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



Use the QR code to find out more!

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!



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.

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

The registration fee is \$25 per course. Maryland residents age 60 and over pay \$40 per course for those courses with an asterisk (*) next to the price. The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County, or Maryland residents. Additional course fees may be required. See the Schedule of Continuing Education Classes for details.

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

OFFICE USE ONLY

Date _____
Processed by _____

Student Signature

E-mail

Date



PRINCE GEORGE'S
COMMUNITY COLLEGE

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

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ECRWSS
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DRONE OPERATOR

INDUSTRY CERTIFICATION

Enroll TODAY!

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

Register online!



Register in person:

Bladen Hall, Room 126
Monday–Friday
8:30 a.m.–6 p.m.



PRINCE GEORGE'S
COMMUNITY COLLEGE

TDI@pgcc.edu
301-546-0234

www.pgcc.edu/programs-courses/continuing-education/