

# WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASSES

SPRING 2024

Job Skills Training • Personal Enrichment



PRINCE GEORGE'S  
COMMUNITY COLLEGE



# 3 WAYS TO REGISTER FOR CLASS

## 1. ONLINE

To register online, you **MUST** have an email address and you **MUST** pay with a credit card. No application is required. Online registration is fun using Owl Link.

pgcc.edu

click!

OWL LINK

click!

Workforce Dev. & Cont. Ed.

## 2. BY MAIL

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

**Cashier's Office**

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

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

## 3. IN PERSON

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

Monday–Friday  
8:30 a.m.–6 p.m.

### Questions?

Call 301-546-0159



PRINCE GEORGE'S  
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### 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\***

04668	WTh	1/17-1/18	6:30-9 p.m.	REMOTE
04672	W	2/21-2/28	6:30-9 p.m.	REMOTE
04676	W	3/20-3/27	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\***

04670	W	1/31-2/7	6:30-9 p.m.	REMOTE
04674	WTh	3/6-3/7	6:30-9 p.m.	REMOTE
04677	W	4/3-4/10	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\***

04703	TTh	2/13-2/27	online	CNVS
04706	TTh	3/19-4/2	online	CNVS
04709	TTh	4/16-4/30	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**

04673	S	2/24-2/24	10 a.m.-1 p.m.	REMOTE
04680	S	4/27-4/27	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**

04671	S	2/10-2/10	10 a.m.-1 p.m.	REMOTE
04678	S	4/6-4/6	10 a.m.-1 p.m.	REMOTE

### 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**

04669	S	1/20-1/20	10 a.m.-1 p.m.	REMOTE
04675	S	3/9-3/9	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, \$150\* (includes a \$75 lab fee)**

04497	WF	1/17-3/8	online	E2GO
04498	WF	2/14-4/5	online	E2GO
04499	WF	3/13-5/3	online	E2GO
04500	WF	4/17-6/7	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)**

04760	WF	1/17-3/8	online	E2GO
04761	WF	2/14-4/5	online	E2GO
04762	WF	3/13-5/3	online	E2GO
04763	WF	4/17-6/7	online	E2GO