



PRINCE GEORGE'S
COMMUNITY COLLEGE

CONTINUING EDUCATION CLASSES

SPRING 2020

Job Skills Training
Personal Enrichment
Workforce Development



3 WAYS TO REGISTER FOR CLASS

1. ONLINE

To register online, you **MUST** have an e-mail 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 2 weeks before the class is scheduled to begin.

3. IN PERSON

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

Monday-Thursday 8:30AM-8PM
Friday 8:30AM-5PM

Questions?

Call 301-546-0159



PRINCE GEORGE'S
COMMUNITY COLLEGE



NOTARY PUBLIC

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

301-546-0712 or brownka1@pgcc.edu

Program information

Today's Notary Public is on the front line of defense against fraud. Notaries act as "trust agents" to affirm and acknowledge the authentication of the many documents required for commercial and/or personal use before they can be used or officially recorded for any legal effect. Consequently, Notaries Public must be solidly grounded in the education needed to understand their role, be able to perform both basic and challenging notarial duties, and learn new skills and certifications in preparation for new opportunities. Becoming a notary can enhance your job skills and add value to your resume, or allow you to open a mobile notary or notary signing agent business as an independent contractor, earning money by handling mortgage signings, notarizing trust documents and performing many other tasks.

Coursework

Students who successfully complete the following core courses will be eligible to receive the certificate:

- GEN-307 Notary Public Procedures
- GEN-339 Applied Notary Practices and Procedures
- GEN-363 Advanced Notarial Procedures

Additional post-certificate courses are available to help build, market, and grow your own notarial business. Classes fill quickly; please register for all 3 core courses early to guarantee a seat.

Program requirements

To qualify for this program, participants must:

- be at least 18 years of age
- live or work in Maryland
- be known to be of good character, integrity, and abilities

For more information

Please see our contact information above.

OCC-584 Basic Rider Course 2-LW 0.9 CEU

BRC2U-LW is for riders with current, on-street riding experience needing a motorcycle license. Students must currently own a motorcycle or have riding experience on the street within the last year. Students can use their own street legal motorcycle or elect to use a college training motorcycle. To earn a license, riders must complete an MVA E-Course and pass all exams. E-Course information will be given on first night of class. For ages 18 and over.

2 sessions, \$225* (includes a \$35 lab fee)

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|-------|---|-----------|----------|----------|
| 58056 | M | 3/30-3/30 | 6-7 p.m. | CONT-124 |
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| S | 4/4-4/4 | 7:30 a.m.-4:30 p.m. | CONT-124 |
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| 58059 | M | 4/13-4/13 | 6-9 p.m. | CONT-124 |
|-------|---|-----------|----------|----------|

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|---|-----------|---------------------|----------|
| S | 4/18-4/18 | 7:30 a.m.-4:30 p.m. | CONT-124 |
|---|-----------|---------------------|----------|

OCC-579 Basic Rider Course 2-SP

This 7-hr. course is for licensed motorcyclists who want to improve or refresh their skills. Riders use their own street legal motorcycles, which must be in good operating condition. Riders provide their own gear including: a DOT certified helmet that fully covers the ears, eye protection, long sleeve shirt or jacket, gloves, long leg pants and sturdy over-the-ankle footwear. Riders who successfully complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. Actual class time may vary.

1 session, \$150* (includes a \$20 lab fee)

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|-------|---|-----------|------------------|----------|
| 55452 | S | 4/25-4/25 | 7:30 a.m.-3 p.m. | CONT-124 |
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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. **1 session, \$72***

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|-------|---|-----------|----------------|-------|
| 58825 | S | 2/22-2/22 | 10 a.m.-4 p.m. | Largo |
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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. GEN-307 recommended.

1 session, \$72*

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| 58826 | S | 3/14-3/14 | 10 a.m.-4 p.m. | Largo |
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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. GEN-339 recommended. **1 session, \$72***

58828 S 4/18-4/18 10 a.m.-4 p.m. Largo

GEN-345 Marketing Your Notarial Services

Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all notaries, notary signing agents, and licensed Maryland title insurance producers can increase their businesses by using creative marketing techniques to capture their markets. Instructor: Elaine Wright Harris. Classroom delivery, 1 session, 3 hours **4 sessions, \$42**

58823 TTh 3/31-4/9 [online](#) BLBD

GEN-367 Refresher for Notaries Public

This course is designed to refresh the skills for all Notary Publics — seasoned or novice - who perform only a few or many notarizations per month. Topics are geared to improving notary consistency and accuracy and include responding to improper requests, recording journal entries, charging the proper fees, executing the 3 most common notarizations, and understanding the Apostille process for notarizing documents going out of the country. (10 days/24-hour access). **4 sessions, \$42**

58822 TTh 1/21-1/30 [online](#) BLBD

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. Classroom delivery, 1 session, 3 hours **1 session, \$42**

58824 S 4/25-4/25 10 a.m.-1 p.m. Largo

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, 3 hours) **1 session, \$42**

58827 S 3/28-3/28 10 a.m.-1 p.m. Largo

GEN-517 Notary Enrichment Day

As each year begins, Notary professionals should look back and analyze the year — how their businesses have grown and been enhanced, what works, what doesn't. More importantly, they should plan steps that can be taken now to ensure continuing growth! In this open forum, workshops are presented on notarization tips, tracking and mobile notary software applications, and best practices in evolving businesses - including working smarter through improved time management. Classroom delivery, 1 session, 4 hours **1 session**

58872 S 1/18-1/18 9:30 a.m.-3:30 p.m. Largo

PERSONAL ENRICHMENT**HOME INTERIOR**

301-546-7545

ENR-541 Introduction to Interior Design 2.4 CEUs

Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. Interior decorating and design takes training as well as talent. You'll delve into color theory, industry trends, spatial arrangements, floor plans and traditional and modern interior design ideas so you can explore a range of careers. **12 sessions, \$150* (includes a \$75 lab fee)**

58797 WF 1/15-3/6 [online](#) E2G0

58798 WF 2/12-4/3 [online](#) E2G0

58799 WF 3/18-5/8 [online](#) E2G0

58800 WF 4/15-6/5 [online](#) E2G0

PHOTOGRAPHY**PGCC CERTIFICATE DIGITAL PHOTOGRAPHY**
301-546-0873 or itcerts@pgcc.edu**Program information**

This program is designed to cover the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building technical skills and enhancing your creativity.

Coursework

Students who successfully complete the following courses will be eligible to receive the certificate:

- PHO-300 Digital Photography: The Basics
- PHO-346 and PHO-347 Adobe Photoshop Elements 15: Part 1 and Part 2 (PC users) OR
- PHO-343 and PHO-344 Introduction to Photoshop CC and Advanced Photoshop CC (MAC users)
- PHO-329 Light—the Essence of Photography
- PHO-316 Using Lighting to Create Spectacular Portraits
- PHO-317 Presentation and Display Techniques for Photographs

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements

Students should bring a USB compatible flash drive to all class sessions.

For more information

Please see our contact information above.





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

Native American Black/African American White Multiple Male

Asian Hispanic Pacific Islander Other Female

Status If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the [Payment Information](#) section of this book.

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

| Course <small>(Letter)</small> | Synonym # <small>(Number)</small> | Start Date <small>(mm) (dd)</small> | Course Name | Tuition |
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Fees

All standard students add a registration fee of **\$25.00** unless your course specifies that it is "Tuition Free" Subtotal \$ □□□□

← select only one, if it applies to you

Out of county Maryland residents add **\$5.00 per course** unless your course specifies that it is "Tuition Free" \$ □□□□

Out of state residents add **\$10.00 per course** unless your course specifies that it is "Tuition Free" \$ □□□□

Total \$ □□□□

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