



PRINCE GEORGE'S
COMMUNITY COLLEGE

CONTINUING EDUCATION CLASSES

FALL 2019

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



OCC-361 Basic Rider Course (BRC)

A beginner licensing course for those 16 1/2 years of age and older. Under age 18 requires a parent or guardian, signed waiver. Equipment and Motorcycle is provided by the college. Students learn: clutch-throttle control, starting and stopping the motorcycle, turning, and crash avoidance skills. Riders must complete an MVA required e-Course and pass the riding and knowledge test. Participants must achieve minimum performance standards in order to continue in the course. Actual class time may vary.
3 sessions, \$275* (includes a \$35 lab fee)

49338	T	9/3-9/3	6-9 p.m.	CE-124
	SSU	9/7-9/8	7:45 a.m.-4 p.m.	CE-124
53602	M	9/16-9/16	6-9 p.m.	CE-124
	SSU	9/21-9/22	7:45 a.m.-4 p.m.	CE-124
53603	M	9/30-9/30	6-9 p.m.	CE-124
	SSU	10/5-10/6	7:45 a.m.-4 p.m.	CE-124
53604	M	10/14-10/14	6-9 p.m.	CE-124
	SSU	10/19-10/20	7:45 a.m.-4 p.m.	CE-124
53606	M	10/28-10/28	6-9 p.m.	CE-124
	SSU	11/2-11/3	7:45 a.m.-4 p.m.	CE-124
53607	M	11/11-11/11	6-9 p.m.	CE-124
	SSU	11/16-11/17	7:45 a.m.-2 p.m.	CE-124
53608	M	11/18-11/18	6-9 p.m.	CE-124
	SSU	11/23-11/24	7:45 a.m.-4 p.m.	CE-124

OCC-419 Motorcycle Alternate Basic Rider Course

0.7 CEU

The MSF BRC2U-LW is intended for Riders with current on-street riding experience who are looking to get licensed. A student must currently own a motorcycle or owned one in the previous calendar year, and has ridden on the street in the same time frame. Dirt Bike or off-road riding does not count as acceptable experience. Students are encouraged to use their own Motorcycle but can elect to use the colleges Training Motorcycles. Riders must complete an MVA required e-Course and pass the riding and knowledge test. E-Course information will be given on first night of class. Riders personal motorcycles must be legally transported to the training site for this course. Personal motorcycles must pass a safety evaluation prior to class. During range activities instructors evaluate the student's skills, including clutch and throttle control, safe stopping, turns, shifting, and ability to reach a speed of 25 mph. Riders who cannot demonstrate these skills will not be allowed to continue in the class. Those under 18 must take OCC-361. Actual class time may vary.

1 session, \$225* (includes a \$35 lab fee)

53617	S	10/5-10/5	7:30 a.m.-3 p.m.	CE-124
53618	S	11/23-11/23	7:30 a.m.-3 p.m.	CE-124

OCC-365 Experienced Rider Course (BRC2-SP)

This 6-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)

53590	S	11/16-11/16	7:30 a.m.-3 p.m.	CE-124
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NOTARY PUBLIC

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

301-546-7545

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.

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***

53223	S	9/14-9/14	10 a.m.-4 p.m.	Largo
53230	W	10/16-10/23	:30-9:30 p.m.	Largo

Class held on 2 Wednesday evenings - 6:30p-9:30p

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*

53224	S	9/28-9/28	10 a.m.-4 p.m.	Largo
53225	T	11/5-11/5	6:30-9:30 p.m.	Largo

Class held on 2 Tuesdays - 11/5 & 11/12, 6:30p - 9:30p

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*

53229	S	10/12-10/12	10 a.m.-4 p.m.	Largo
53226	TTH	12/3-12/12	online (4 sessions)	BLBD

You can log in online for 10 consecutive days, 24/7

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**

54591	TTH	10/15-10/24	online	BLBD
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You can log in online for 10 consecutive days, 24/7

Notations in "red" were added by Elaine Wright Harris.

GEN-365 Annual Notary Public Day

Calling All Notaries Public Professionals! This day is set aside each year to recognize Notaries Public for their service and contribution to national and international commerce. It is filled with teaching, discussion and special events by top industry executives and experts in the profession - often including officials from the Department of the Secretary of State. Workshop highlights include: Building Business by Understanding Taxes, Embracing the Future: E-Notarization, Income Opportunities for Notaries, and 15 more! Hosted by Elaine Wright Harris. Lecture with classroom breakout sessions, 8 hours. **1 session**

53369	S	11/16-11/16	9 a.m.-5:30 p.m.	Largo
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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**

53228	TTH	9/24-10/3	online	BLBD
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You can log in online for 10 consecutive days, 24/7

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**

53227	S	11/2-11/2	10 a.m.-1 p.m.	Largo
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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 (NPI) and how to synchronize data files and pictures across multiple devices.

Instructor: Donnell Smith (1 session, 3 hours) **1 session, \$42**

58157	S	10/5-10/5	10 a.m.-1 p.m.	Largo
53158	S	12/7-12/7	10 a.m.-1 p.m.	Largo

PERSONAL ENRICHMENTS

CAREER & PERSONAL FINANCES

301-546-7545

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)**

53957	WF	10/16-12/6	online	E2GO
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53958	WF	12/11-1/31	online	E2GO
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JCL-363 Twelve Steps to a Successful Job Search 2.4 CEUs

Get the job you want that best meets your needs – regardless of your expertise or economy. Get complete step-by-step instructions on how to build rapport with the interviewer, while mastering the six phases of a successful interview. This motivational course will increase your confidence, and provide the foundation you need to get the job you want. **12 sessions, \$150* (includes a \$75 lab fee)**

53959	WF	9/11-11/1	online	E2GO
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53960	WF	11/13-1/3	online	E2GO
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FIN-340 Key to Successful Money Management 2.4 CEUs

If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed. **12 sessions, \$150 (includes a \$75 lab fee)**

53947	WF	9/11-11/1	online	E2GO
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53948	WF	11/13-1/3	online	E2GO
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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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Subtotal \$ □□□□

Fees All standard students add a registration fee of **\$25.00** unless your course specifies that it is "Tuition Free" \$ □□ 25

- 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