



PRINCE GEORGE'S
COMMUNITY COLLEGE

Transforming lives.

CONTINUING EDUCATION CLASSES

SPRING 2018

Job Skills Training
Personal Enrichment
Workforce Development



S	4/28-4/28	7:45 a.m.-5 p.m.	CE-124
Su	4/29-4/29	7:45 a.m.-4 p.m.	CE-124
27633 M	4/30-4/30	6:30-8:30 p.m.	CE-124
S	5/5-5/5	7:45 a.m.-5 p.m.	CE-124
Su	5/6-5/6	7:45 a.m.-4 p.m.	CE-124
27634 T	5/1-5/1	6:30-8:30 p.m.	CE-124
S	5/5-5/5	7:45 a.m.-5 p.m.	CE-124
Su	5/6-5/6	1-8 p.m.	CE-124
27635 M	5/7-5/7	6:30-8:30 p.m.	CE-124
S	5/12-5/12	7:45 a.m.-5 p.m.	CE-124
Su	5/13-5/13	7:45 a.m.-4 p.m.	CE-124

OCC-419 Motorcycle Alternate Basic Rider Course 0.7 CEU

A seven-hour course for students with basic riding skills who wish to earn a Class-M license and legally ride on public roads. Students may ride their own motorcycles provided they are legally transported to the training site. Vehicle 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 and may consider enrolling in OCC-361. To successfully complete the course, riders must pass riding skills and knowledge tests. Those under 18 must take OCC-361.

Note: Actual class time may vary.
1 session, \$225* (includes a \$35 lab fee)

27599 S	3/24-3/24	7:30 a.m.-3 p.m.	CE-124
27600 S	4/7-4/7	7:30 a.m.-3 p.m.	CE-124
27601 S	4/28-4/28	7:30 a.m.-3 p.m.	CE-124

OCC-365 Experienced Rider Course (BRC2)

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. 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.

Note: Actual class time may vary.
1 session, \$150* (includes a \$20 lab fee)

27585 S	4/14-4/14	7:30 a.m.-3 p.m.	CE-124
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OCC-418 Introduction to Motorcycle Touring

This course will set you off with a wealth of knowledge that will help you make your rides more enjoyable and as safe as possible. Topics will include print and on-line touring resources, styles of touring, equipment to enhance your riding enjoyment, lodging options and effective route planning. While the target audience is the touring novice, all students will come away with valuable information and find this a fun forum for sharing his/her experiences others. **2 sessions, \$85**

27693 WTh	4/4-4/5	6:30-9:30 p.m.	CE-124
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NOTARY PUBLIC

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 301-546-0788

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

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. Instructors: Elaine Wright and Frederick Harris. **1 session, \$72***

28905 S 2/24-2/24 10 a.m.-4 p.m. Largo

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. Instructor: Elaine Wright and Frederick Harris. **1 session, \$72***

28906 S 3/24-3/24 10 a.m.-4 p.m. Largo

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. Instructor: Elaine Wright Harris. **1 session, \$72***

28907 S 4/21-4/21 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 variable techniques to capture their markets. Instructor: Elaine Wright. **4 sessions, \$42**

28903 TTh 1/16-1/25 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 (NPI) and how to synchronize data files and pictures across multiple devices. Instructor: Donnell Smith **1 session, \$42**

28904 S 2/10-2/10 10 a.m.-1 p.m. Largo

GEN-371 Notaries Public Protect Client's (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**

28760 S 4/14-4/14 10 a.m.-1 p.m. Largo

**GEN-372 Electronic Journaling Simplified**

Today's technology now provides "electronic" journaling through the app, NotaryAct, which runs on computers and most smart devices. NotaryAct affords Notaries Public with legal protection while safeguarding the public's trust that important documents are executed properly. Notarizations are performed in a legally compliant and secure manner by quickly capturing critical evidence of each transaction. NotaryAct is affordable. It includes features of the paper journal, while providing expanded and quicker data entry and retrieval. **1 session, \$42**

28811 S 3/31-3/31 10 a.m.-1 p.m. Largo

PERSONAL ENRICHMENT**CAREER & PERSONAL FINANCES**

richejl@pgcc.edu

FIN-390 Math Refresher

No theory or memorization here. Learn how to use math to your advantage and simplify your life. You'll learn how to best manage your income and expenses by checking paystubs, invoices, and bank statements for errors and overcharges. You'll become more comfortable handling money and comparing investments when you can calculate percentages and interest rates and understand mortgages, credit cards, and loans. This is math for everyday life. **Note: Start each month upon request.** Contact e-mail above.

12 sessions, \$150 (includes a \$75 lab fee)

27820 WF 4/11-6/1 online E2G0

JCL-359 Resume Writing 2.4 CEUs

Create an effective resume or transform the one you have into a powerful tool that will get you interviews and highlight the product you are marketing: YOU! Topics include resume formats, employment objectives, making the most of your work experience, what (and what not) to reveal, overcoming work history gaps and age discrimination, how to use references, online resumes and Internet Resume Secrets. This course is invaluable for creating your own resume, or learning to write resumes and cover letters for profit.

12 sessions, \$150* (includes a \$75 lab fee)

28291 WF 1/17-3/9 online E2G0

28292 WF 2/14-4/6 online E2G0

28293 WF 3/14-5/4 online E2G0

28294 WF 4/11-6/1 online E2G0

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.

For best availability, mail your form and payment 2 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 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



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