

Crtv Arts

Fine Arts/Creativity

ART-311 Drawing 1

The objective of this class is for students to learn to draw what they see. In-class and homework assignments will consist of practice with geometric objects, still life subjects, composition, and shadow. Students will work in pencil and charcoal. The instructor will provide charcoal and paper for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is \$40. Instructor: Ricardo Pontes. **5 sessions, \$150***

Syn# 45897	T	4/10-5/8	6:30-9:30 PM	Laurel College Center
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ART-312 Watercolor: Landscapes

This class introduces students to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. Intermediate and advanced painters are welcome too. The approximate cost of materials for this course is \$90. Instructor: Barbara Mechler. **5 sessions, \$150***

Syn# 45484	S	3/3-3/31	10:00 AM-1:00 PM	Laurel College Center
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ART-313 Oil Painting: Landscapes

Investigate color mixing and brush techniques in one of the most popular of all art media. Assignments will consist of several quick studies and one sustained project. Both beginning and experienced students are welcome. Students will have the choice of using either oil or acrylic paints. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is \$90. However, students should bring the materials currently have for review by instructor to the first session. Instructor: Barbara Mechler. **5 sessions, \$150***

Syn# 45483	S	4/21-5/19	10:00 AM-1:00 PM	Laurel College Center
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ART-391 Studio Time

One and a half hours to practice painting techniques with guided assignments and one-on-one instruction. (To follow ART-312 and ART-313 in the same art room.) **5 sessions, \$25**

Syn# 45481	S	3/3-3/31	1:30-3:00 PM	Laurel College Center
Syn# 45482	S	4/21-5/19	1:30-3:00 PM	Laurel College Center

ART-392 Design and Create Jewelry!

Former owner of the Beader's Workshop will teach you how to design a classic beaded necklace, create stunning wire wrapped bauble rings, and make chandelier earrings. Each student is required to purchase a bead kit complete with everything needed for the three projects from the instructor. Cost for kit is \$55.00. Tools are available for use and purchase. Projects are subject to change. Instructor: Vivian Pollard **3 sessions, \$50**

Syn# 48828	W	5/9-5/23	6:30-8:30 PM	Laurel College Center
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ART-389 Fashion Sketching 1

Do you have a passion for Fashion? Join Tracy K. Banks, Fashion Designer & Dressmaker and other fashion enthusiasts to create a technical flat sketch as if it were laid out flat on a table, very similar to the drawings on the back side of a commercial store bought pattern for dressmaking. The drawing is a two-dimensional flat drawing without a figure drawn to scale. Supply list: Bring to class fashion magazines, tracing paper, pad (size 9"x12"), fine point mechanical pencil, gum eraser, color markers, fine point Sharpie tm black marker, masking tape and clear plastic 1" ruler. Optional supplies: small swatches of fabric. Additionally, a \$10 instructional workbook with templates and handouts will be required for class participation, fee payable to the instructor. **1 session, \$30**

Syn# 45895	S	4/21-4/21	10:00 AM-1:00 PM	Laurel College Center
Syn# 45896	S	5/12-5/12	10:00 AM-1:00 PM	Laurel College Center

ART-390 Fashion Sketching 2

Begin your clothing business without any formal training in the fashion industry. Join Tracy K. Banks, Fashion Designer & Dressmaker and other fashion enthusiasts interested in developing fabulous dimensional fashion figure sketches drawing your very own garments and figures with style and detail. Supply list: Bring to class with your fashion magazines, tracing paper pad (size 9"x12") fine point mechanical pencil, gum eraser, color markers, fine point Sharpie tm black marker, masking tape, and a clear plastic 1" ruler. Optional supplies: small swatches of fabric. Additionally, a \$20 instructional workbook with templates and handouts will be required for student participation in class. Fee payable to the instructor. **1 session, \$30**

Syn# 45893	S	4/28-4/28	10:00 AM-1:00 PM	Laurel College Center
Syn# 45894	S	5/19-5/19	10:00 AM-1:00 PM	Laurel College Center

Creative Writing

SKB-459 How to Publish a Book in "Today's Market"

0.4 CEU

Whether you've got the first spark of an idea or a finished manuscript, in this course you'll gain the tools you need to publish your book. Discover how to groom your book to fit an established market. Learn how to find the right publisher (traditional? POD? E-publisher? Yourself?), write an attention-grabbing query letter, outline or synopsis, and manage the submission process. Find out what to expect, and what to look out for, when it's contract-signing time. Learn how to promote yourself once your book is out. Whether you write fiction or nonfiction, if your goal is to get published, this course is for you! 4 hours. **2 sessions, \$90* (includes a \$30 lab fee)**

Syn# 49387	S	3/24-3/31	2:00-4:00 PM	Laurel College Center
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SKB-460 Introduction to Plot and Structure for Fiction Writers**0.6 CEU**

In this three-session course, discover what's driving your plot, develop your story's three acts, and learn how to create exciting openings, middles, and conclusions. Next, tap into the universal language of myths with Joseph Campbell's Hero's Journey. Finally, discover how to structure a story at the sentence-level. 6 hours. **3 sessions, \$115* (includes a \$40 lab fee)**

Syn# 49388	S	5/5-5/19	2:00-4:00 PM	Laurel College Center
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*Permfng Arts/Music***COM-347 Voiceovers: Such a Voice**

Voice-overs are hot today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll be taught about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Larissa Gallagher, 15 years of experience as a professional performer, will demonstrate voice-over technique and will introduce students to the voice-over business as a whole. She will talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording, and best of all, hear the results! **1 session, \$59**

Syn# 47522	S	3/24-3/24	10:00 AM-12:00 PM	Laurel College Center
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Creative Arts*Floral Design***OCU-338 Basic Floral Design**

Learn the basic principles of floral design while creating eight eye-catching arrangements. Use of tools, names of flowers and their usage, bow demonstration, color theory and effects, current trends affecting the floral industry, logistics of opening a retail shop, and sources for wholesale products will be covered. Students should bring a floral knife and wire cutters to class. A \$250 floral supplies fee payable to the instructor is due at the first class. **8 sessions, \$150***

Syn# 45892	M	2/27-4/23	6:30-8:30 PM	Laurel College Center
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Business Skills*General***MGT-414 Anger Management****0.6 CEU**

Don't let anger get the best of you! Discover ways to deal with the natural emotion of anger. Learn to develop communication, empathy, problem solving, and conflict resolution skills. By using non-violent alternatives, you can foster a "win-win" environment that channels your anger productively. **2 sessions, \$69***

Syn# 47587	T	2/21-2/28	6:30-9:45 PM	Laurel College Center
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Syn# 47588	S	4/21-4/21	9:00 AM-4:30 PM (1 session)	Laurel College Center
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Business Serv*Event Planning***BUS-422 Conference Planning Management****0.6 CEU**

Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger. **1 session, \$50***

Syn# 45492	S	3/3-3/3	9:00 AM-4:00 PM	Laurel College Center
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BUS-460 The Site Selection Process

Learn the basic steps of the site selection process. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. **1 session, \$25**

Syn# 45493	Th	3/8-3/8	6:30-9:30 PM	Laurel College Center
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BUS-347 Working with Hotels

Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include: writing a request for proposal (RFP), developing a meeting resume and preparing addendums that will protect the organization. Instructor: Beverly Litsinger. **1 session, \$25**

Syn# 45489	Th	3/22-3/22	6:30-9:30 PM	Laurel College Center
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BUS-410 Starting Your Meeting Planning Company**0.6 CEU**

Have you ever thought of starting your own meeting management company and didn't know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger. **1 session, \$50***

Syn# 45491	S	4/14-4/14	9:00 AM-4:00 PM	Laurel College Center
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BUS-371 Marketing Your Meetings and Exhibits

Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, how to identify and understand your competition and how to monitor the results of your marketing plan. Instructor: Beverly Litsinger. **1 session, \$25**

Syn# 45490	Th	4/19-4/19	6:30-9:30 PM	Laurel College Center
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BUS-467 Creating a RFP (Request for Proposal)

0.6 CEU

Request for Proposal (referred to as RFP) is a invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information and the company's history. RFPs often include the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. Instructor: Beverly Litsinger. **1 session, \$50***

Syn# 45498	S	5/5-5/5	9:00 AM-4:00 PM	Laurel College Center
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BUS-307 Developing Sponsorship Opportunities

Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a year long basis. Instructor: Beverly Litsinger C.M.P. **1 session, \$25**

Syn# 45488	Th	5/17-5/17	6:30-9:30 PM	Laurel College Center
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BUS-466 Crash Course in Event Planning

0.5 CEU

Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. The student should be ready to discuss an event on which they are currently working, such as a baby shower, birthday, conference, retreat etc. Lets work together to make your event a success! Instructor: Lisa Byrd. **2 sessions, \$45***

Syn# 45495	T/Th	3/13-3/15	6:30-9:00 PM	Laurel College Center
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BUS-516 Parties for Every Occasion

This course demonstrates how to plan colorful and fun filled parties and highlights several party styles, touching on most walks of life. To guarantee planning success, "party time" is a guide on using proven best practices for children's parties, holiday gatherings, themed festivities, destination affairs, cocktail and dinner receptions and many other socials. Instructor: Jennifer Saul **1 session, \$25**

Syn# 45499	M	3/19-3/19	6:30-9:30 PM	Laurel College Center
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BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues

Ever thought about using a Museum or a Historic Site as an alternative for a meeting or banquet? Whether you are coordinating for a small elegant dinner for two or hosting a conference for hundreds, here is how to determine if a Museum or Historic Site is suitable for you, your clients and attendees. Instructor: Renee Maxwell. **1 session, \$25**

Syn# 45504	Th	5/10-5/10	6:30-9:30 PM	Laurel College Center
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Business Ops

Government

BUS-354 Contract Opportunities in the State and County

This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions and the opportunity to contact contracting officers specializing in procurement. Instructor: Mike Turner. **1 session, \$25**

Syn# 49514	M	4/30-4/30	6:30-9:30 PM	Laurel College Center
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Non-Profit

VOL-313 Writing Grant Proposals

0.6 CEU

Develop and package convincing and hard-hitting grant proposals that will sell your organization's capabilities and meet the needs of the funding organization. Instructor: Honore Francois. **1 session, \$50***

Syn# 47066	F	3/16-3/16	9:00 AM-4:00 PM	Laurel College Center
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BUS-464 How to Create a Women's Organization

0.6 CEU

Learn how to you design a women's organization in your local area. Topics will include: How to get started, how to draw a crowd, how to get established in the local community, how to will create a simple marketing strategy using free radio ads, how to set benchmarks for success, and how to find no-fee speakers. Instructor: Alegra Hassan. **2 sessions, \$50***

Syn# 46095	M	4/23-4/30	7:30-9:30 PM	Laurel College Center
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Small Business

BUS-418 Business Plan: Blueprint for Success

0.6 CEU

Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. one hour lunch break. Instructor: Joel Leifer. **1 session, \$50***

Syn# 46098	S	3/31-3/31	9:00 AM-4:00 PM	Laurel College Center
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BUS-414 Legal Issues for Business Owners**0.6 CEU**

Every business person knows that the advice of a good attorney can be critical to success. This course provides the opportunity to discuss business/legal issues with an attorney who has owned and operated numerous small and large businesses. Topics will include: a business owner's rights and liability under the law, what to do if sued, how to limit exposure to liability exposure, customer nonpayment issues, operating a business from your house, other issues relevant to participating students. Instructor: Charles J. Kenny, ESQ. **2 sessions, \$50***

Syn# 46360	T	4/24-5/1	6:30-9:30 PM	Laurel College Center
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BUS-440 Marketing Strategies for Today and Tomorrow**0.6 CEU**

Learn the timeless marketing basics that every business owner must know, including; the marketing metrics, targeting by profiling, advertising, sales, customer service and web strategies and more. **1 session, \$50***

Syn# 46160	S	5/12-5/12	9:00 AM-4:00 PM	Laurel College Center
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BUS-427 Accounting and Recordkeeping for Small Business**0.6 CEU**

A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include: a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehmen, CPA. **1 session, \$50***

Syn# 44417	S	1/21-1/21	9:00 AM-4:00 PM	Laurel College Center
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BUS-435 Basic Federal Tax Information for Small Businesses**0.6 CEU**

This course provides guidelines to new or prospective business owners on their rights and obligations under our nation's tax system. Topics will include: types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting, and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) that specializes in start-up business. Instructor: Betty Stehman. **1 session, \$50***

Syn# 44414	S	2/4-2/4	9:00 AM-4:00 PM	Laurel College Center
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BUS-511 Business Formation Basics

Do you know the difference between a Corporation, a Partnership, and a Limited Liability Company? Learn about the various documents that are required to form each of these business entities. Explore the advantages and disadvantages of each type of business organization. Find out how to properly document business decisions and what forms are needed to accomplish the proper documentation. This course is presented by Betty Stehman, CPA. The presentation will be done in easy to understand English (as little legalese as possible). Instructor: Betty Stehman, C.P.A. **2 sessions, \$50***

Syn# 45915	Th	3/22-3/29	6:30-9:30 PM	Laurel College Center
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BUS-328 Is Entrepreneurship Really for You?

Thinking about starting a business? Have you recently started your own business or getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. **1 session, \$25**

Syn# 48798	W	5/16-5/16	6:30-9:30 PM	Laurel College Center
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BUS-407 Starting a Small Business**1.2 CEUs**

Learn from a colleague of the author of Starting a Small Business how to create effective business strategies, how to analyze competition, how to set up books for successful financial management, and much more. You will have ample opportunity to ask questions and to develop worksheets specifically tailored to your own businesses, and you will come away from class with tips, techniques, and an action plan you can start using right away. You will also receive a copy of Starting a Small Business. **2 sessions, \$170***

Syn# 47525	S	5/5-5/12	9:00 AM-4:00 PM	Laurel College Center
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BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing

Everything your business develops should remain your exclusive asset, such as company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, and trade secrets laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, ESQ. **1 session, \$25**

Syn# 46999	W	5/9-5/9	6:30-9:30 PM	Laurel College Center
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BUS-479 Establishing a Consulting Practice**0.6 CEU**

If you have a marketable skill, you can develop your own full- or part-time consulting business by identifying future trends and opportunities in the consulting industry; estimating start-up costs and monthly expenses; locating clients, and marketing your services. Instructor: Eric Cole. **1 session, \$50***

Syn# 47001	S	5/5-5/5	9:00 AM-4:00 PM	Laurel College Center
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BUS-531 How to Find, Select, and Finance an Affordable Franchise

Take control of your future and own your business through franchising. In this new economy find out how you can select the right franchise. Topics to be discussed include: pros and cons of franchising, franchising vs. independent start-ups, researching franchise opportunities, fundamentals of purchasing a new or existing franchise, the Offering Circular and the Franchise Agreement. Create your own possibilities! **1 session, \$25**

Syn# 46196	M	3/12-3/12	6:30-9:30 PM	Laurel College Center
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BUS-530 Three Techniques that Every Salesperson Should Know

Increase your sales by mastering the three main ingredients of the selling process feature-benefit selling, handling objections and closing the sale. Instructor: Robert Gatewood. **1 session, \$25**

Syn# 46156	M	5/7-5/7	6:30-9:30 PM	Laurel College Center
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BUS-541 Visibility (V+C=P)

In order to be profitable, you need to be visible and have credibility. You will explore the three phases of this relationship marketing to increase your business profitability. Instructor: Eric Cole **1 session, \$25**

Syn# 48824	W	3/28-3/28	6:30-9:30 PM	Laurel College Center
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Computers

Keyboarding

OFC-314 Introduction to Keyboarding

1.8 CEUs

Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. Text/software is available at Howard Community College or Prince George's Community College Bookstore (not included in course cost). **6 sessions, \$144* (includes a \$45 lab fee)**

Syn# 45260	T	1/31-3/6	6:30-9:30 PM	Laurel College Center
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Beginners

DPR-436 Working with Windows

0.9 CEU

See the basic concepts and features of this operating system, including the desktop, online Help, My Computer, Windows Explorer, Internet Explorer, accessories, and Web integration features. See how to gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up system, and find information on the Internet. **3 sessions, \$150* (includes a \$55 lab fee)**

Syn# 46166	M/W/F	4/16-4/20	6:30-9:30 PM	Laurel College Center
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MS-Office

DPR-470 Introduction to MS-Excel: Version 2007

1.2 CEUs

See how to create, modify, print, and format worksheets; use templates, styles and AutoFormats, and find and replace data. Prerequisite: Windows or equivalent Personal Computers (PC) skills. **6 sessions, \$215* (includes a \$80 lab fee)**

Syn# 46168	T/Th	2/7-2/16	6:30-9:30 PM (4 sessions)	Laurel College Center
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DPR-471 Microsoft Excel Level 2: Version 2007

1.2 CEUs

See how to create 3-dimensional formulas, display multiple workbooks, filter lists using autofilter and outline data and how to create charts, import data from other Office applications, create comments and publish worksheets to the Web. Prerequisite: Introduction to Microsoft Excel Level 1 or equivalent experience. **4 sessions, \$215* (includes a \$80 lab fee)**

Syn# 46170	T/Th	3/6-3/15	6:30-9:30 PM	Laurel College Center
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Database Design

DPR-624 Introduction to Database Design

0.6 CEU

This class covers the logical and comprehensive approaches to defining what your anticipated outcomes/needs are and then how to most effectively attain your information goals by developing considered database parameters. Prerequisite: Personal Computers (PC) knowledge and MS-Access or permission of the instructor. No text required. Please bring a USB compatible flash drive to every class session. **2 sessions, \$75* (includes a \$25 lab fee)**

Syn# 46165	M	2/6-2/13	6:30-9:30 PM	Laurel College Center
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DPR-327 Introduction to SQL

2.4 CEUs

For many new or intermediate database developers, it's difficult to know where to start when designing a relational database. It's easy to make the mistake of assuming that the functionality of a database will take shape over time, or the design will fall into place as you build the database. This course covers the steps to effectively plan and design functional, efficient databases. It will start with an introduction to SQL and Relational Database Management Systems, the Fundamentals of SQL Concepts and Principles, and Creating and altering RDBMS objects. Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CD and other media. You should have some familiarity with data tables and basic knowledge of how to create queries in microsoft Access. Text: The SQL Bible by Kreigel and Trukhnov. **4 sessions, \$150* (includes a \$40 lab fee)**

Syn# 46167	M	3/5-3/26	6:30-9:30 PM	Laurel College Center
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Construction

Const. Mgmt.

CST-354 Construction Planning and Scheduling

4.2 CEUs

Using computers, this course will provide a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. Uses Microsoft Project 2007 with special emphasis on the planning process. Text required at first class. Instructor: David Furman.

14 sessions, \$380*

Syn# 44680	Th	2/2-5/10	6:00-9:00 PM	Laurel College Center
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Education

Child Care

DCR-310 Child Care: 90 Hours

9.0 CEUs

This certificate course is approved by Maryland State Department Education (MSDE) to satisfy the 90 hours of classroom training for directors and child care teachers working with children ages birth through six in a group child care setting licensed by MSDE Office of Child Care. This course also may be used in place of the pre-service family child care modules. The first 45 hours satisfies the Child Growth & Development requirement, and the second 45 hours satisfies the Curriculum/ Methods requirement. Perfect attendance is required. Prerequisite: Students must successfully pass the reading comprehension placement test. Textbook information is available at Prince George's community College Bookstore. Note: All online classes require mandatory campus visits.

12 sessions, \$320*

Syn# 45888	S	2/4-5/5	8:30 AM-4:30 PM	Laurel College Center
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DCR-322 Infant/Toddler Care

5.4 CEUs

Gain the skills necessary to work with infants and toddlers at home or in a child care center and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers and directors working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must attend all class hours and successfully complete class assignments to receive a certificate. Purchase textbook from HCC bookstore before class. (T) For this section you will complete part of the course in the classroom and part online. Attendance is mandatory at all weekly class meetings. Access to a computer and sufficient computer skills to write and submit assignments online are necessary to participate in the course **7 sessions, \$230***

Syn# 47526	Th	4/19-5/31	6:30-9:30 PM	Laurel College Center
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DCR-456 School-Age Curriculum Development: 45 Hours

4.5 CEUs

Discuss curriculum development for school-age children. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self concept. Examine age appropriate activities to promote optimum development of children in the after school setting. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George's Community College Bookstore. Note: All online classes require mandatory campus visits. **6 sessions, \$175***

Syn# 45889	S	3/17-5/5	8:30 AM-4:30 PM	Laurel College Center
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DCR-466 Child Care Administration for Directors

4.5 CEUs

Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Perfect attendance is required. Textbook information is available at Prince George's Community College Bookstore. Note: All online classes require mandatory campus visits. **6 sessions, \$175***

Syn# 45890	S	2/11-3/17	8:30 AM-4:30 PM	Laurel College Center
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DCR-457 Family Child Care Pre-Service Module 1: Child Development 0.4 CEU

Basic child development concepts including stages of child growth and development (birth through adolescence), overview of leading theorist, and overview of learning differences will be examined. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. **1 session, \$30***

Syn# 47565	S	3/17-3/17	9:00 AM-1:00 PM	Laurel College Center
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DCR-458 Family Child Care Pre-Service Module 2: Curriculum

0.4 CEU

Gain a better understanding of the components of family child care curriculum, how to create a developmentally appropriate family child care curriculum, and how to plan and design a family child care home. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. **1 session, \$30***

Syn# 47568	S	3/17-3/17	1:30-5:30 PM	Laurel College Center
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DCR-459 Family Child Care Pre-Service Module 3: Health/Safety/Nutrition 0.4 CEU

Create health and safety policies that are practical and promote best practices. Explore the food pyramid and how it impacts menu planning. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. **1 session, \$30***

Syn# 47571	S	3/24-3/24	9:00 AM-1:00 PM	Laurel College Center
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DCR-460 Family Child Care Pre-Service Module 4: Special Needs

0.4 CEU

Learn basic information surrounding inclusive child care setting, Americans with Disabilities Act. (ADA) requirements, health and behavioral development issues and concerns. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. **1 session, \$30***

Syn# 47581	S	3/24-3/24	1:30-5:30 PM	Laurel College Center
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DCR-461 Family Child Care Pre-Service Module 5: Professionalism **0.4 CEU**

Discover the importance of policies, handbooks, contracts and supervision. Learn practices for establishing a professional environment that meets Maryland State Department Education (MSDE) Office of Child Care requirements. This course satisfies MSDE Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. **1 session, \$30***

Syn# 47583	S	3/31-3/31	9:00 AM-1:00 PM	Laurel College Center
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DCR-462 Family Child Care Pre-Service Module 6: Community **0.4 CEU**

An overview will be provided on the importance of developing and maintaining relationships with children, families and the larger community. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. **1 session, \$30***

Syn# 47585	S	3/31-3/31	1:30-5:30 PM	Laurel College Center
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DCR-510 Family Child Care Pre-Service **2.4 CEUs**

This course satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: Four clock-hours of training in each of the state approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. Text is available at the Howard Community College or Prince George's Community College Bookstore (not included in course cost). Text required. **3 sessions, \$150***

Syn# 47563	S	3/17-3/31	9:00 AM-5:30 PM	Laurel College Center
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DCR-485 Medication Administration **0.6 CEU**

Gain skills to administer medications safely to children in child care centers and family child care homes. This state-approved curriculum provides six clock hours of Maryland State Department Education (MSDE) Core of Knowledge: Health, Safety and Nutrition and addresses National Association for Education of Young Children (NAEYC) standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications in accordance with state child care licensing requirements; instruction is provided by qualified health professionals. MSDE Medication Administration handbook provided in class. Core of Knowledge: Six clock hours. Health Service Nurse (HSN). **1 session, \$59* (includes a \$15 lab fee)**

Syn# 47527	S	2/25-2/25	9:00 AM-3:30 PM	Laurel College Center
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DCR-464 Emergency Preparedness Training **0.6 CEU**

This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires completion of a written emergency plan for center room, program, family child care program or informal program. This training will build upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. **1 session, \$40* (includes a \$40 lab fee)**

Syn# 47533	S	2/4-2/4	9:00 AM-3:30 PM	Laurel College Center
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Hospitality

Management

HSM-651 Introduction to the Hospitality Industry

This course will focus on basic management theories and principles as they apply to hotels and resorts, restaurants, food service operations, clubs, cruise ships, meeting and event planning, conference centers, convention bureaus, and casino hotels. Students will study business ethics, franchising, management contracts, human resources, and marketing and sales. Meets concurrently with credit course HSM-1510. Text required: ISBN 0-86612-261-3, 2004, by Rocco M. Angelo and Andrew N. Vladimir. **15 sessions, \$360***

Syn# 49347	M	1/30-5/14	6:00-9:15 PM (14 sessions)	Laurel College Center
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Language

American Sign

COM-325 Sign Language 1 **2.4 CEUs**

This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. Text required at first class: "Humphries and Padden Learning American Sign Language" (Pearson Education, Inc.) **8 sessions, \$170***

Syn# 45576	M	4/16-6/11	6:30-9:30 PM	Laurel College Center
Syn# 45579	S	4/21-6/16	9:00 AM-12:00 PM	Laurel College Center

COM-330 Sign Language 2 **2.4 CEUs**

This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Text required. Prerequisites: COM-325: Sign Language 1 or 24-hours of previous instruction. **8 sessions, \$150***

Syn# 44424	W	2/1-3/21	6:30-9:30 PM	Laurel College Center
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Conv Foreign

LGE-370 Introduction to Spanish: Part 1

2.0 CEUs

This short introductory course covers the basics of Spanish for work and leisure. Topics will include: pronunciation, vocabulary, and various dialogues through role-playing. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Text required. **8 sessions, \$130***

Syn# 44431	T	2/7-3/27	6:30-9:00 PM	Laurel College Center
Syn# 46364	Th	4/19-6/7	6:30-9:00 PM	Laurel College Center

LGE-328 Introduction to Spanish: Part 2

2.0 CEUs

In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Text required. Prerequisite: LGE-370: Introduction to Spanish, Part 1. **8 sessions, \$110***

Syn# 44434	Th	2/2-3/22	6:30-9:00 PM	Laurel College Center
Syn# 46356	S	4/14-6/9	9:30 AM-12:00 PM	Laurel College Center
Syn# 46357	M	4/16-6/11	6:30-9:00 PM	Laurel College Center

LGE-307 Beginning French

Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Text required. **8 sessions, \$144***

Syn# 45264	Th	1/19-3/8	7:00-9:30 PM	Laurel College Center
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LGE-348 Introduction to German

Become acquainted with the German people through their native tongue. Learn the German phonetic system, alphabet and pronunciation, and basic everyday vocabulary. The present tense of verbs and how to form questions, statements and imperatives are also taught. Text required. **8 sessions, \$144***

Syn# 45263	T	1/17-3/6	7:00-9:30 PM	Laurel College Center
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Oral & Written

ENR-537 Speaking with Confidence

Purge your fears and gain more confidence speaking before groups. This information-packed course, led by professional speaker and humorist Allan Misch, helps you to learn a fascinating new process to rapidly eliminate or severely reduce speaking anxieties. Gain confidence by applying powerful speech, organization, and practice strategies. A \$15 material fee is due to the instructor at the first class. **1 session, \$88***

Syn# 47524	S	5/5-5/5	9:00 AM-4:00 PM	Laurel College Center
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Sales

Real Estate Appraisal

RES-403 Appraisal Principles and Procedures

6.0 CEUs

This course is the first in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, the valuation process, property description, and an overview of the approaches to value. The course meets for a total of 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended and is required for the third course in this series. **16 sessions, \$640***

Syn# 45720	M/W	3/5-5/2	6:00-10:00 PM	Laurel College Center
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RES-400 Real Estate: Appraisal Standards and Ethics

1.5 CEUs

This course is required for real estate appraisal licensure by the Maryland Real Estate Appraisers Commission. Topics will include licensing and certification requirements, appraisal agencies and organizations, and uniform standards of professional appraisal practice. Text required at first class, Uniform Standards of Professional Appraisal Practice and the accompanying student manual from The Appraisal Foundation, 1-800-348-2831 or www.appraisalfoundation.org. Prerequisites: RES-403: Appraisal Principles and Procedures. **3 sessions, \$250***

Syn# 45721	F/S	5/4-5/5	8:30 AM-4:30 PM	Laurel College Center
		Su	5/6-5/6	10:00 AM-12:00 PM Laurel College Center

RES-404 Appraisal Practices and Analysis: Part 1

3.0 CEUs

This course is the third in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include: residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 30 classrooms hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended. **8 sessions, \$320***

Syn# 45722	M/W	5/7-6/4	6:00-10:00 PM	Laurel College Center
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RES-405 Appraisal Practices and Analysis, Part 2

3.0 CEUs

This course is the last in a series of four (4) courses designed to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics to be covered include: residential markets and analysis, highest and best use, site valuation and the cost approach. This course meets for a total of 45 classrooms hours. A financial calculator, the Hewlett-Packard 12C is recommended. Prerequisite RES404 **12**

sessions, \$500*

Syn# 41190	M/W	1/9-2/22	6:00-10:00 PM	Laurel College Center
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Transport

Commercial Driver

CDL-315 CDL Learner's Permit Preparation

This course will prepare students for the MVA, CDL Class-A or B Commercial Driver permit exam. The six hour course will cover the following topics: general knowledge, air brakes, transporting passengers and combination vehicles. It is recommended that students get a Commercial Driver License (CDL) Driver's Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 prior to start of class. **2 sessions, \$60***

Syn# 45935	T/Th	2/21-2/23	6:00-9:00 PM	Laurel College Center
Syn# 45936	T/Th	4/10-4/12	6:00-9:00 PM	Laurel College Center

Community

Home Environment

ENR-460 Interior Decorating Basics

Have you ever wanted to redecorate, but didn't know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Gina G. Courbron, IRIS, IDS, IFDA. **1 session, \$25**

Syn# 45998	Th	2/16-2/16	6:30-9:30 PM	Laurel College Center
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ENR-440 Colorful Home Environments

Gain the confidence to bring beautiful color into your surroundings. Learn about the psychology of color and how it affects our moods. Get helpful tips on how to select a color scheme and paint hues that beautify and enhance your living space. Instructor: Gina G. Courbron, IRIS, IDS, IFDA. **1 session, \$25**

Syn# 45994	Th	4/19-4/19	6:30-9:30 PM	Laurel College Center
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ENR-441 The Art of Furniture Arrangement

Do you ever think that your home and furniture are conspiring against you? Learn guidelines to help you create enjoyable spaces and functional arrangements that make guests and family feel comfortable and at ease. Then, apply principals in your own living space and bring examples to share and review with the instructor. Instructor: Gina Courbron, IRIS, IDS, IFDA. **2 sessions, \$35**

Syn# 46002	Th	5/3-5/10	6:30-8:30 PM	Laurel College Center
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ENR-356 Feng Shui Basics

You heard the term so come for an evening of fun to get acquainted with the 3,000 year old Chinese practice of art and placement. Through the Tibetan Black Sect Tradition of Feng Shui learn the history, Basic Principles, the four Cardinal Rules and how to get around the Ba-gua map and apply your knowledge to bring harmony and balance into your life. Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. **1 session, \$25**

Syn# 46020	W	4/25-4/25	6:30-9:30 PM	Laurel College Center
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ENR-523 Simplifying Using Feng Shui

Are you a pack rat, live with a pack rat or know of one? Do you get upset when required to give up your possessions? Yarrow teaches in this course the unfavorable consequences that belie a packrat lifestyle. And why it is that many people cling to items that have long outlived their usefulness. Join us for one of the most contemporary, dynamic and humorous approaches to "clearing your clutter" guided by ancient Feng Shui principles. Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. **1 session, \$25**

Syn# 46019	W	5/9-5/9	6:30-9:30 PM	Laurel College Center
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ENR-514 Home Staging: The Key to Selling a Home for Top Dollar

Selling a home? Real Estate professional? Want to distinguish your home from the competition? This course is for you! Home Staging is a proven marketing tool to prepare a home to sell quickly and for top dollar. This course will provide students with an overview of the benefits for low-cost staging tips and techniques that set the stage for an open house. Instructor: Nicci Parrish, ASP IAHSP. **1 session, \$25**

Syn# 46367	W	4/18-4/18	6:30-9:30 PM	Laurel College Center
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ENR-530 The Art of Accessorizing

Accessories bring a room to life and give it personality - your personality. Learn how to create a haven that your family will love by making each room warm, comfortable, and welcome. Instructor: Gina Courbron, Interior Designer, IRIS, CISS, IDS Associate **1 session, \$25**

Syn# 45996	Th	3/8-3/8	6:30-9:30 PM	Laurel College Center
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ENR-531 Arranging and Hanging Artwork

Once you have gone through the trouble of collecting your favorite pieces of art, it's easy to think that the hard part is over. But, where are you going to hang that amazing artwork? Learn valuable techniques in creating that wonderful wall display. Instructor: Gina Courbron, Interior Designer, IRIS, CISS, IDS Associate **1 session, \$20**

Syn# 45995	Th	3/29-3/29	6:30-8:30 PM	Laurel College Center
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Lifestyles

ENR-437 Fit and Fabulous in 15 Minutes

Are you stressed out? Over worked? Would you like to be Fit and Fabulous in 15 Minutes? Come learn the secrets, get the theories and even try a bunch of the exercises that will change your routine forever in this interactive combination lecture and workout class. Learn secrets from the international modeling industry to be slim and trim and have fabulous skin. You can learn to sneak in exercise at the gym or at the office so you never diet. Learn the benefits of these amazing secrets and how they can battle stubborn health issues like diabetes, high cholesterol and osteoporosis; relieve joint aches and arthritis; even balance hormones and brain activity so you can think more clearly and get more done at work. All these topics plus and extended question and answer. Instructor: Kiona Leah. **1 session, \$25**

Syn# 46353	T	3/20-3/20	6:30-9:30 PM	Laurel College Center
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ENR-375 Develop Your Psychic Ability

Is this really "psychic development" or should be called "intuitive development"? Find out what your intuitive gifts are. Learn how messages are received and the meaning of divination tools and their uses. Get connected to the universal energy stream through guided meditation and energy work. Feel free to bring your cards or other divination tools to class for demonstration and practice. Instructor: Gena Wilson, LCSW. **1 session, \$20**

Syn# 45571	W	3/7-3/7	7:00-9:00 PM	Laurel College Center
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ENR-427 Past Life Regression and Future Life Progression

Experience a first hand review of your past lives and a peek into your soul's future lives. Deepen your understanding of your current life. Instructor: Gena Wilson, LCSW, Hypnotherapies, Psychics, Angel messenger and Animal Communicator. Instructor: Gena Wilson, LCSW. **1 session, \$20**

Syn# 45573	W	4/18-4/18	7:00-9:00 PM	Laurel College Center
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ENR-362 Interpreting Your Dreams

This seminar will offer easy guidance into the world of dream interpretation. Dreams are powerful indicators that provide us with insight about our lives. Learn the five basics to unlocking the meaning of your dreams and find out how to utilize your dream life to receive answers from your higher self. Instructor: Gena Wilson LCSW. **1 session, \$20**

Syn# 45560	W	3/21-3/21	7:00-9:00 PM	Laurel College Center
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ENR-529 The Chakra System and Auras

Use the basics of this system of energy and find out how to balance these energy spirals. You will also be given techniques to see auras and what the colors of the aura mean. Instructor: Gena Wilson, LCSW. **1 session, \$20**

Syn# 45574	W	5/2-5/2	7:00-9:00 PM	Laurel College Center
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ENR-533 A Family Affair

This Family Reunion and Oral History workshop is designed to lay the groundwork for planning a family reunion and how to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, create a budget, and arrange activities for all age groups. Also, discover ways to share family antidotes, history through photographs, family bibles, and create a family tree. Instructor: Nathania Branch Miles. **1 session, \$25**

Syn# 46217	W	3/28-3/28	6:30-9:30 PM	Laurel College Center
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ENR-536 Widowhood: Financial and Emotional Challenges

The grief experienced at the loss of a loved one is often compounded by having to face the challenges of multiple financial decisions along with new and sometimes unexpected realities. The average age of widowhood in the U.S. is 55. Whether you have just gone through this experience and are still trying to cope with these issues, have questions about how to review your current situation, or would just like to have a general overview of what to expect, you will find ideas and resources to help you negotiate this sometimes confusing landscape. This course is also valuable for those supporting widowed friends or relatives. You will receive a free Dream/Plan/Track book and a 2009 Social Security Guide. Taught by Adrienne Newberg, Financial Advisor. **1 session, \$49**

Syn# 47589	S	5/5-5/5	10:00 AM-12:00 PM	Laurel College Center
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Personal Finance

FIN-307 Fundamentals of Investing

This course, designed for beginning and seasoned investors, covers the details of the vast investment options available today such as stocks, mutual funds, bonds, CDs, etc. You will discuss how to achieve your financial goals, how to evaluate investments, the ways to purchase investments, the issues involved in investing, and other considerations. **3 sessions, \$75***

Syn# 47378	Th	3/15-3/29	6:30-9:00 PM	Laurel College Center
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