

Continuing Education & Business Services

Fall 2014 Non-Credit Schedule



ASHI CPR & First Aid



Solar Installer



New Careers in Distribution and Transportation



Pet Grooming



Programs In Every Direction



Genealogy



Fun With Science



Business



Real Estate

It's Convenient to Register Online

- Go to Hagerstown Community College website
(www.hagerstowncc.edu)
 - Click on the Web Advisor link
 - At the top of the page click “Continue to Web Advisor”
-

New Student:

- Click on the Continuing Education tab
- Search/Register for Continuing Education Classes - This will take you to a search screen. For the best results, fill in “Search for” with the course title if it is known
- Click Submit at the bottom of the screen to search
- Put a check in the box next to the class you want to register for
- Click on the submit button
- Fill out the Personal Identification Information
- Fill out the Additional Registration Information
- Proceed to payment - enter credit card information to pay for your course

A confirmation letter will be mailed to your home address

Returning Students:

- Log in with your HCC user id. *If you do not know your HCC user id please call the help desk at 240-500-2891.*
- Click on the Continuing Education tab
- Search/Register for Continuing Education Classes - This will take you to a search screen. For the best results, fill in “Search for” with the course title if it is known
- Click submit at the bottom of the screen
- Put a check in the box next to the class you want to register for
- Click submit at the bottom of the screen
- Proceed to payment - enter credit card information to pay for your course

A confirmation letter will be mailed to your home address

Fall 2014

HCC CONTINUING EDUCATION



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Off-Campus Locations
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Hagerstown Community College does not assume any responsibility for any errors or changes that may be printed in our schedule.



Veterinary Assistant

Veterinary Training Principles II

Pre-requisite Veterinary Assistant Part I. This course offers more advanced topics for students able to complete basic veterinary assistant material. Topics include: animal nutrition and disease, medication for veterinary assistants, fluid therapy, clinical procedures, anesthesia, surgery, emergency care and pet CPR. (Textbook included in the materials fee)

Total: \$457 — Senior Total: \$337

PET-037-C	M 5:30PM–8:30PM K. Tracey	Sep 22 – Dec 13 VM 8
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Animal Care Office Professional

Train to work at a Veterinary office front desk, shelter front desk, groomer front desk or any animal related office position or improve your current skills if already employed in such a position. The course covers administrative responsibility, care and maintenance of the veterinary facility, admissions, discharge, record keeping, patient confidentiality, patient billing. Improve your people skills and become comfortable greeting and handling difficult situations. (Textbook included in material fee).

Total: \$319 — Senior Total: \$207

PET-040-C	Th 5:30PM–8:30PM L. Sweeney	Sep 25 – Nov 13 CPB 212
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Professional Pet Groomer Training September 2014 – June 2015

Professional Pet Groomer Training is a series of three courses totaling 115 hours of training. Students must complete all three courses in order to receive a certificate of completion. Certificates are not awarded for individual courses. Limited enrollment.



Principles of Professional Pet Grooming

This course is the first of three courses needed to complete Professional Pet Groomer Training. Students must also complete Professional Pet Groomer Practices Part I and Part II. This course covers the fundamental principles and terminology of pet grooming including grooming equipment, animal behavior and handling, dog anatomy, breed classes, CPR, cat review, hair and skin disorders, and familiarization with grooming room set-up. This course is a prerequisite before clipping in Professional Pet Groomer Practices, Part I. (Textbook included in the material fee). Students must purchase approximately \$500-\$800 worth of equipment on their own for the total course.

Total fees for course: \$570

PET 011 C Tuesdays 5:00pm-8:30pm • 9/16/14-11/18/14
L Sweeney Main Campus—Career Programs Building - Room 211

Professional Pet Grooming Practices Part I

To see more information, visit our website at www.hagerstowncc.edu/coned
January - March 2015

Professional Pet Grooming Practices Part II

To see more information, visit our website at www.hagerstowncc.edu/coned
April - June 2015

AMA Training

AMA General Management & HR Management Certificate Program

Complete all 6 workshops required for the AMA Certificate in General Management AND AMA Certificate in HR Management at one lower price.

Total: \$1195 — Senior Total: \$1054

PRD-553-C	TuTh 5:00PM–8:30PM	Sep 16 – Oct 23 VM 6
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Leadership Skills for Managers

Managing in today's dynamic, diverse workplace demands a new type of leadership. Leaders are asked to be visionaries, change agents, and coaches. This course outlines the skills necessary for individual and organizational success including; fostering collaboration and trust, challenging existing procedures, managing change, and building the five components of emotional intelligence. Students will identify and practice the attitudes and mindsets of effective leaders and understand why some leaders fail and other succeed.

Total: \$239 — Senior Total: \$213

PRD-675-C	TuTh 5:00PM–8:30PM	Sep 16 – Sep 18 VM 6
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Communication Skills for Managers

Communication is a critical skill for successful managers in all industries. Learn how to clearly deliver your message through the many forms of business communication; written, spoken, in person and email. Identify their communication styles using the DISC assessment, understand and apply the four workplace communication styles, learn how to create safety for the person hearing the difficult message, and the five strategies for managing conflict.

Total: \$239 — Senior Total: \$213

PRD-429-C	Th 8:30AM–4:30PM <i>A. Kostreski</i>	Sep 11 VM 6
PRD-429-N	TuTh 5:00PM–8:30PM	Sep 23 – Sep 25 VM 6

First Line Supervision

This course walks student through the transition from staff to supervisor and is the ideal resource for the new supervisors. Learn to get more done by, and motivating staff and turning your direct reports into team players. Students will increase their confidence, leadership skills and job satisfaction - by identifying the roles, competencies, and qualities of effective supervisors. Learn to build personal credibility and commitment from others, understand how to

build a positive work environment and motivate employees, and practice deliver positive and instructional feedback.

Total: \$239 — Senior Total: \$213

PRD-646-C	TuTh 5:00PM–8:30PM	Sep 30 – Oct 2 VM 6
PRD-646-D	Th 8:30AM–4:30PM	Oct 30 VM 6

Coaching for Top Performance

Workplace coaching is an essential skill for all managers in today's workplace. Ineffective managers gain their power from position and organizational hierarchy, while highly-effective managers gain their power from motivating, encouraging, and coaching employees to perform at their highest levels. This course uses the American Management Association's Coaching for Top Performance manual, and will help you practice highly-effective workplace coaching skills.

Total: \$239 — Senior Total: \$213

PRD-390-D	TuTh 5:00PM–8:30PM	Oct 7 – Oct 9 VM 6
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Fundamentals of Human Resources

The nature and role of human resources (HR) have changed dramatically over the last few decades. This course will help you identify the role of HR Management in your organization, and acquire the fundamental knowledge and skills needed for HR Management.

Total: \$239 — Senior Total: \$213

PRD-700-D	TuTh 5:00PM–8:30PM	Oct 14 – Oct 16 VM 6
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Fair, Square, and Legal: a Manager's Guide to Safe Hiring, Managing and Firing Practices

Do you know what to do to protect your business, your employees and yourself from legal liability? This course covers everything you need to know to safely hire, fire and manage your staff. This course uses easy-to-follow guidelines to help you hire the best employees, manage your staff effectively, and, when necessary, terminate employees without legal ramifications.

Total: \$239 — Senior Total: \$213

PRD-506-D	TuTh 5:00PM–8:30PM	Oct 21 – Oct 23 VM 6
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AMERICAN MANAGEMENT ASSOCIATION



HCC Continuing Education and Business Services, in partnership with the American Management Association (AMA), offers two certificates, one in General Management, and one in Human Resources Management.

AMA Certificate in General Management

Complete any five of the following courses.

- Successful Project Management
- Communication Skills for Managers
- First Line Supervision
- Leadership Skills for Managers
- Coaching for High Performance
- Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices

AMA Certificate in Human Resources Management

Complete the General Management Certificate AND

- Fundamentals of Human Resources Management



AMA Boot Camp

- Earn Your AMA Certificate in General Management and HR Management in just 6 weeks!
- Courses held Tuesday & Thursday evenings September 16 to October 23
- Sign up for all 6 classes at one lower price. PRD 553 C

For more information please visit www.hagerstowncc.edu/ama

Business Seminars

Customer Service

This course is for support personnel, service representatives, small business owners, billing specialists, managers, or anyone who works with customers of any kind. Increase your company's credibility and reduce stress by utilizing effective customer service techniques. Learn effective ways to solve your customers' problems, and practice dealing with difficult customers.

Total: \$125 — Senior Total: \$82

PRD-549-C	W 8:30AM–4:30PM <i>D. Hartman</i>	Sep 17 <i>VM 6</i>
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Entrepreneurship

Marketing Your Business on the Internet

Find out how you can affordably market your business on the Internet from an e-commerce expert. In this practical, hands-on course, you'll learn little understood secrets about the types of businesses that thrive on the Web. Then, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll even learn several low-cost promotion strategies that you can use to drive visitors to your site.

Total: \$109

PRD-426-B	Aug 20 – Sep 26	ONLINE
PRD-426-C	Sep 17 – Oct 24	ONLINE
PRD-426-D	Oct 15 – Nov 21	ONLINE
PRD-426-E	Nov 12 – Dec 19	ONLINE
PRD-426-F	Dec 10 – Jan 16	ONLINE

Management

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Total: \$109

PRD-328-B	Aug 20 – Sep 26	ONLINE
PRD-328-C	Sep 17 – Oct 24	ONLINE
PRD-328-D	Oct 15 – Dec 5	ONLINE
PRD-328-E	Nov 12 – Dec 19	ONLINE
PRD-328-F	Dec 10 – Jan 16	ONLINE

Project Management Fundamentals

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

Total: \$109

PRD-382-B	Aug 20 – Sep 26	ONLINE
PRD-382-C	Sep 17 – Oct 24	ONLINE
PRD-382-D	Oct 15 – Nov 21	ONLINE
PRD-382-E	Nov 12 – Dec 19	ONLINE
PRD-382-F	Dec 10 – Jan 16	ONLINE

Attention, CEOs, Supervisors, Managers!

Business Solutions Start Here.

**We offer customized
training at your
convenience and location.**

- Courses tailored exclusively to meet your needs
- Leadership, management, people skills
- Information technology, professional, vocational
- Foreign language and sign language
- Flexibility to train staffs of all sizes, at your site or ours

For more information on training for your company, call Stephanie Hurd at 240-500-2490.



Lean Six Sigma Yellow Belt



Developed by Motorola in 1986 and later embraced by General Electric in 1995, Six Sigma is a proven process for developing and delivering nearly perfect products and services. Originally popularized in manufacturing, it is now being used across all industries to improve business processes. This 3-day program is perfect for professionals preparing for entry-level Lean Six Sigma certification, or for anyone wanting a comprehensive introduction to Lean Six Sigma and the ways it can improve business functions. A Lean Six Sigma Yellow Belt is a professional versed in

the basics of the Lean Six Sigma Methodology and supports improvement projects as part of a team or conducts small projects on a part-time basis. Upon successful completion of this program, participants will have an understanding of the aspects within the phases of D-M-C (Define, Measure and Control) and will be prepared to sit for the International Association for Six Sigma Certification (IASSC) Yellow Belt Exam if they so choose. The course follows the Open Source Six Sigma Curriculum, an IASSC accredited provider.

PRD 564 C Monday 9/8/14 – 9/22/14 8:30AM-4:30PM VM 4

About the instructor:

Chuck Warner is a Lean Practitioner and Six-Sigma Green Belt. He is currently the Operational Excellence Facilitator for Go-Lean-Six Consulting. He has held a variety of engineering and Lean Six-Sigma positions for a variety of companies including Tyco Electronics, and Graham Packaging Company. Through Lean Six-Sigma principles he has helped companies save time and money by collecting data, verifying results, making process adjustments and improving outcomes that meet goals and satisfy stakeholders.

SCORE Hagerstown Seminars

- In partnership with Hagerstown Community College, the Hagerstown SCORE Chapter presents a seminar series for new and aspiring entrepreneurs. For more information, please call Hagerstown SCORE at 301-766-2043.



How to

Really Start Your Own Business

Whether you plan to start a small business or improve your existing business, this SCORE Millennium small business seminar brings to you experts on the topic. Presented by local "in-business" SCORE counselors and associates, you learn how to create a business plan, organize and finance your business, manage it efficiently, and select the best marketing strategies. A workbook is provided at no extra charge. Participants can register for the full seminar or individual sessions.

Fee: \$65

PRD 565 D Th 6:30PM-8:30PM 10/2/14-10/23/14 Tech Innovation Ctr 323

Child Care

Maryland EXCELS

Maryland EXCELS (EXcellence Counts in Early Learning and School-age Child Care) is a voluntary tiered Quality Rating and Improvement System that recognizes the accomplishments of early childhood and “school-age only” programs and providers through a set of standards with 5 levels that offer a pathway to high-quality. Maryland EXCELS provides information to families on choosing high-quality child care and education programs and articulates to the public the level of quality in early and school-age only child care and education programs.

HCC offers an **online** format for our EXCELS courses and, to assist with learning how to complete these online courses, you will be required to attend one orientation session at HCC of your choosing. The MD Excels Orientation (PLC 910) for the fall sessions are as follows:

August 27, September 24, October 29, November 26, January 28. All sessions will meet from 6pm – 9pm at HCC in CPB 213.

MD Excel Series - Child Care

This online course includes 13 classes of the Maryland Excels Program. Maryland Excels is a voluntary quality rating improvement system designed to help you reflect and improve the child care services you provide. The courses included will help you evaluate the areas of focus of this new initiative. By registering for this complete series, you will receive discounted tuition. Orientation meetings will be held to assist with learning how to take these courses online and one mandatory meeting will be held.

Total: \$325

PLC-901

Observation and Assessment Birth to 12

Topics include objective vs. subjective observations, tools and methods, and using assessment to plan.

Total: \$30

PLC 821

Age and Developmentally Appropriate Supervision

This continuing education course is designed for professionals in the education or childcare career field and provides MSDE/Office of Child Care regulations and best practices for age and developmentally appropriate supervision of children. Topics include child care regulations and best practices, supervisory strategies for indoor and outdoor environments, and active monitoring.

Total: \$30

PLC-822

Positive Child Guidance and Discipline Theory

This continuing education course is designed for professionals in the education or childcare career field and provides instruction on positive child guidance and discipline by examining theory and best practices. Topics include positive child guidance, discipline, appropriate techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance.

Total: \$30

PLC-823

Developmentally Appropriate Practices

This continuing education course is designed for professionals in the education or child care career field and provides instruction on development appropriate practices include children with special needs. Topics include national standards, essential components of developmentally appropriate practice, and behavioral strategies to support children's learning and development.

Total: \$30

PLC-824

Taking Learning Outside

Topics include activity planning, environmental design, and material/equipment selection.

Total: \$30

PLC-825

Nutrition and Active Living

Topics include nutritional needs of all children, promoting healthy growth and development, strategies to inform families on providing nutritional food items, developing physical games and large motor activities to promote physical growth.

Total: \$30

PLC-826

Playground Safety

Topics include age-appropriate and accessible playground equipment and surfacing materials, appropriate playground supervision, and outdoor safety checks.

Total: \$30

PLC-827

Including All Children and the ADA

This continuing education course is designed for professionals in the education or childcare career field and provides information, strategies and resources for developing and implementing an early childhood education environment that is inclusive to all children and families. Topics include: the requirements of Americans with Disabilities Act (ADA), inclusionary practices based on national standards and best practices, and local state and national resources.

Total: \$30

PLC-828

Supporting Children With Disabilities

Topics include programs, terms and resources that support children with special needs, an understanding of the child care professional's role in supporting IEP/IFSP's and how to select materials to adapt both instruction and the environment to motivate learning.

Total: \$30

PLC-829

Conflict Resolution Strategies

Topics include situations that may lead to conflict, methods to address professionally, and strategies to promote resolution in the child care environment.

Total: \$30

PLC-830

The Child Care Provider As a Professional

Topics include ethical codes of conduct, federal, state, and local resources, initiatives and organizations that support professionalism.

Total: \$30

PLC-831

Cultural Competencies and Awareness

Topics include the definitions of anti-bias, diversity and inclusion, the value and importance of complex characteristics of a diverse community, promotion of child self-concept and esteem, and multi-cultural activities.

Total: \$30

PLC-832

Family and Community Partnerships

Topics include community resources that will benefit children and families, the importance of being an advocate for children and families, and strategies that will increase family involvement.

Total: \$30

PLC-833

Reimbursement Dollars for Child Care

The MD Child Care Credential has increased the Training Voucher/ Reimbursements from \$200 to \$400 per year (effective October 1, 2013). These funds allow you to participate in training to improve your skills and knowledge. If you don't have your MD Credential yet, it's a simple 2 - page application. You can learn how to apply by attending a workshop or check out APPLES website for step-by-step instructions—www.applesforchildren.org/getcredential.php

The Excels classes qualify for reimbursement through the MD Child Care Credential process.

Child Care

Hagerstown Community College is offering 90 hours of training on a non-credit basis through continuing education. To meet the current educational requirements for certification as a child care teacher, you must have a high school diploma or an approved certificate of high school equivalency and successfully complete two 45 hour courses (1 course in Curriculum and 1 course in Child Development) from the following four courses:

School Age Child Care: Curriculum, Infant and Toddler Care, Child Care II – Activities for Young Children, or Child Growth and Development.

For additional information, please contact Adrienne Summers at 240-500-2520.

School Age Child Care: Curriculum

This hybrid course (online and in person) is designed to prepare students for positions in school age child care programs. This certification course satisfies half of the MSDE requirement of 90 hours of training for child care teachers, directors and coordinators working with school age children, and also satisfies the 9-hour Communication Skills requirement. Topics include: curriculum planning, materials, and teaching methods appropriate for children ages 6-13 and communication skills to use with parents, co-workers and the public. This course will meet on 9/10, 10/8, and 11/05 in CPB 212 from 6:30pm to 9:30pm.

Total: \$289

PLC-873-C	W (See description above) A. Weaver	Sep 10 – Nov 19 212
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Infant and Toddler Care

This hybrid course (online and in person) is designed to provide an overview of infant and toddler care and curriculum planning based on child development theory and best practices for children birth through two years of age. It is approved by the Maryland State Department of Education (MSDE) for infant toddler teacher certification training. Topics include: curriculum planning, goal setting, and selection of age appropriate materials and methods. This course will meet on 9/9, 10/7, and 11/4 in CPB 210 from 6:30pm to 9:30pm.

Total: \$259

PLC-875-C	Tu (See description above) A. Weaver	Sep 9 – Nov 18 210
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Child Care II - Activities for Young Children

This hybrid child care course (online and in person) will satisfy 45 hours of the 90-hour requirement as stated in COMAR 07.04.01 for directors and senior staff in group child care centers. Topics will include activities for children birth through six years of age, principles of children's learning, and learning environments. This course will meet on 9/11, 10/9, and 11/6 in CPB 210 from 6:30pm to 9:30pm.

Total: \$259

PLC-898-C	Th (See description above) A. Weaver	Sep 11 – Nov 20 210
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Hospitality

Introduction to Bartending

This introduction to the bartending profession covers bar setup, glassware, measuring, tools, identification of liquors, beers, wines, recipes and mixing techniques. The class includes the State of Maryland TAM certification. The materials fee includes a bartending kit, textbooks, and supplies. Students must be 18 years old to serve in Washington County, Maryland and be TAM certified. Students must be 21 years of age to participate in class activities - photo proof of age is required.

Total: \$410 — Senior Total: \$316

PLC-696-C	W 6:00PM–9:00PM T. Smith	Sep 17 – Nov 5 VM 4
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Food Safety Managers Certification

This course provides food service facility owners, managers, and food handlers with comprehensive knowledge of food safety agency regulations. Students learn about proper methods

of food handling and preparation, the Hazard Analysis Critical Control Point (HACCP) concept of food safety, personal hygiene, proper cleaning and sanitizing of equipment and facilities, and guidelines for working with regulatory agencies. Certified Professional Food Manager from the National Environmental Health Association is awarded upon completion of the course and passing a final examination. This course meets the requirements in those jurisdictions where food manager certification is mandated. Fee includes materials, exam, and certification.

Total: \$278 — Senior Total: \$250

PLC-743-C M 8:30AM-4:00PM Sep 22 – Sep 29
VM 3

Food Defense

This course is the highest-level training course and certification designed for managers, supervisors, and leaders and a prerequisite is to pass a food manager's certification course prior to enrolling in the Food Defense course. Topics will include: Know their food defense role as it applies to their daily activities; Understand and implement the SHARE principle to their operation; analyze the flow of food and how food defense is essential; and prioritize their food defense activities. Food defense is critical to the safety of our world. The best way to provide food defense is to SHARE the responsibility throughout your organization. Our mission is to provide a comprehensive food defense solution that protects our global food supply from acts of intentional contamination, ultimately protecting public health and the world's economy. Included in this manual is a SURE® answer sheet that will be used by the participant when taking the examination to become SURE® Food Defense certified. Once they receive a passing score, the SURE® Food Defense certification is proof of demonstration of knowledge. Each successful participant will be awarded a SURE® Certificate and wallet card.

Total: \$199

PLC-941-D M 8:30AM-4:00PM Oct 20 – Oct 27
VM 6

AllerTrain - Handling Food Allergies and Sensitivities



This course will train the food service and hospitality staff on food allergens, gluten, and other food sensitivities. This is part of the AllerTrain curriculum and topics include: How to handle/safely prepare for food allergens and gluten in food service; Laws and regulations on food allergens; What to do and not to do with a food allergic guest; Information on certification & continuing education credits; and next steps

to being an AllerFriendly facility.

Total: \$149

PLC-942-E M 8:30AM-11:00AM Nov 3
VM 6

Horticulture

Pesticide courses at Hagerstown Community College

The Maryland Department of Agriculture (MDA) has approved several courses as meeting the requirements for certification in Pesticide Applicator and Business Licensing Requirements. MDA felt that individuals completing specific courses would obtain a good working background in pest control and pesticide use that would be equivalent to the one year of experience. In order for the course to be accepted towards the experience requirements, the individual must, at a minimum, receive a grade of 70 per cent. A copy of the transcript must then be submitted with an application in order to be approved for certification.

Each of the following courses has been approved as meeting six months of the experience requirements. In order for an individual to be eligible for certification, they must complete the course that deals specifically with pesticide use and safety. This course will count towards certification in any category.

The course selection for satisfying the other six months of required experience will be dependent upon the individual's needs. These courses have been approved for meeting the requirements within specific categories (e.g., Ornamental Plants and Shade Trees - Exterior Category 3A, Ornamental Plants - Interior Category 3B, Turf and Lawn Pest Control Category 3C, Public Health Category 8 or Agricultural Plant Category 1A). Completion of these courses cannot be used as meeting the experience requirements in other categories of pest control.

West Virginia certification is pending approval.

Ornamental Exterior - Landscape IPM

PLC 931

Greenhouse/Interior Ornamental Plant IPM

PLC 932

Turfgrass IPM

PLC 933

General/Structural Pest Management

PLC 934

Aquatic Pest (Weed) Management

PLC 935

Public Health/Mosquito Control

PLC 936

Right of Way Pest Control

PLC 937

Insurance Licensure

MD Property & Casualty Insurance

This course includes 54 hours of classroom instruction via Skype and 42 hours of self-study. Students will be required to sign an affidavit that they completed the self-study hours before receiving a certificate of completion. The course requires 100% attendance for 54 hours of live class work. The course covers the basic principles of property and casualty insurance as well as the Maryland regulations. The cost of the course does not include textbook - BISYS Property and Casualty Exam Cram Book with CD and the practice quizzes at www.informit.com/index.asp. As noted above, this course will be offered live via Skype. Enjoy all the interaction of the classroom, from the comfort of your own home or office. Save travel time and expenses too! For more information, please contact Adrienne Summers at 240-500-2520 or amsummers@hagerstowncc.edu

Total: \$413 — Senior Total: \$381

PLC-818-C Th 6:00PM–10:00PM Sep 11 – Jan 8
ONLINE

Life & Health Insurance

This 60-hour class (40 classroom via Skype and 20 self-study hours) provides the knowledge to take and pass the Maryland State Insurance Exam to obtain a Life and Health Insurance License. This course is offered in partnership

with MODASystems/ Carol McClain, a Maryland Insurance Administration approved course provider. The license enables the individual to sell and service all types of Life and Health Insurance. The subjects include the basics of Life and Health Insurance including types of insurance contracts, underwriting basics, insurance contract terminology, Estate Planning, Pre-need Burial Plans, Individual and Group Plans, Retirement Plans, Medicare and Social Security Benefits, Long Term Health Care Insurance Plans, Maryland Insurance Laws, Income Tax Considerations and Implications, etc. The cost of the course does not include the book. Students are encouraged to order the book ahead of time. Course materials should be purchased from www.informit.com. Order the Exam Cram - Life and Health Insurance Exam study guide that includes the practice quizzes CD to prepare for the 2-hour state licensing exam. As noted above, this course will be offered live via Skype. Enjoy all the interaction of the classroom, from the comfort of your own home or office. Save time and travel expenses too! For more information, please contact Adrienne Summers, 240-500-2520 or amsummers@hagerstowncc.edu

Total: \$333

PLC-819-C M 6:00PM–10:00PM Sep 29 – Dec 8
ONLINE

Notary

Notary Public Principles and Practices

This course covers the principles of the notary public appointment and correct practices and procedures to operate within Maryland notary law. Topics include history, definitions, responsibilities and duties, and professional organizations available for career advancement. This is for those desiring to become a notary as well as a commissioned notary that want a better understanding of their appointment.

Total: \$87

PLC-311-C	MTu 5:00PM–8:00PM <i>J. Cunningham</i>	Sep 8 – Sep 9 VM 4
PLC-311-D	MTu 5:00PM–8:00PM <i>J. Cunningham</i>	Oct 6 – Oct 7 VM 4
PLC-311-E	MTu 5:00PM–8:00PM <i>J. Cunningham</i>	Nov 17 – Nov 18 VM 4

Personal Trainer

Personal Trainer

Hagerstown Community College offers Certified Personal Trainer with partner W.I.T.S and they are the only major certifying body in the country providing comprehensive practical training and internship components. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET). Hagerstown Community College now offers additional online courses in a variety of topics which are approved for continuing education credits once you have received your Certified Personal Trainer. The continuing education courses are offered online so you may complete the courses based on your schedule.

Personal Trainer - 6 Weeks

Become a Certified Personal Trainer with W.I.T.S. who is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET). Join us and become a nationally certified personal trainer. W.I.T.S. offers one of the hottest health occupations in the best environment possible, your area college. Take on a career that you can be proud of while earning a great living as a certified personal trainer. The US Labor Department & the fitness industry have big shortages in the personal trainer field (25% shortage is projected to continue until 2018). The course includes 15 hours of lectures covering anatomy, health screening, exercise physiology, nutrition, muscle and skeletal injuries, etc. Students must pass a written exam and a one-on-one practical skills exam. The National Exam is held on the 6th and final day of class. Students are required to complete a 30 hour internship within 12 months of passing the final exam. Students need to provide proof of CPR/AED Certification and internship hours prior to being awarded certificate. Students should order their books for an additional fee ASAP in order to begin studying prior to class. To order

your books call 1-888-330-9487. Age Limit: 18 years and older. Classes are held at HCC and a local gym to be announced.

Total: \$657

PLC-940-D Sa 9:00AM-4:00PM

Oct 11 - Nov 15
CPB 124

Business Success for Fitness Professional

This is an online course for the personal trainer to earn continuing education credit toward their certification. Here's your chance to learn how to go from being a great personal trainer to a successful business person! This course will provide you with the knowledge and tools need to increase your customer base and make more money! Specific topics include: Developing your business strategy, establishing your line of products and services, setting prices, promoting and selling your business and developing and maintaining relationships that are key to your success. This class is approved for 6 CECs/0.6 CEUs. You must complete the course and pass the exam to receive your continuing education credits/units.

Total: \$307 — Senior Total: \$292

PLC-892-B

ONLINE

Exercise Program Design for Special Populations

This online course will provide guidance for designing exercise programs for special population. This class focuses on exercise programming for persons with hypertension, CAD, asthma, obesity, diabetes, osteoporosis, arthritis, and common musculoskeletal challenges. 6 CEC's or IACET 0.6 CEU's.

Total: \$206 — Senior Total: \$191

PLC-893-B

ONLINE

Pregnancy Fitness

This online class combines hours of lecture and practical training examples designed to give you the knowledge and skills you need to train pregnant women safely and effectively. The human body goes through many physiological and emotional changes throughout the 40 weeks of gestation. Trainers need to be aware of these changes and the effect they have in each phase of pregnancy in order to meet the needs of the client during this special time. The lectures will provide you with a foundation of knowledge about pregnancy and the importance of safe and effective exercise. During the practical demonstrations you will apply this knowledge and develop the skills and experience for safely

and effectively training pregnant clients. 6 CECs or IACET 0.6 CEUs.

Total: \$167 — Senior Total: \$152

PLC-894-B — *ONLINE*

Running Well

This new revised course combines classroom learning and practical training to teach you the most effective running techniques. You will learn to use the physiology of running to assess and achieve optimal running form. Topics include proper running technique, warm-up and cool down, stretching, foot type analysis and footwear, running surfaces, training program design, core stability, nutritional needs and injury prevention. You are expected to participate in the running portions of the course so please dress accordingly. Upon completion of the program you will earn 6 CEC's/ 0.6 CEU's for W.I.T.S. professionals. Students must complete the online course set with bonus practical footage and online exams to receive their CEC's/CEU's.

Total: \$167 — Senior Total: \$152

PLC-895-B — *ONLINE*

Nutritional Concepts

As a fitness professional, you should have a foundational knowledge of nutrition and nutritional concepts. This new, updated online course introduces you to current nutrition information and practical consumer-oriented knowledge. You will become familiar with the principles of diet planning, government standards, food labeling, and the biological functions and food sources of each nutrient. This course is offered online and is available 24/7 from any location. Online mentors are available to support your learning. Required Text: Selected Chapters from Contemporary Nutrition: A Functional Approach, Third Edition. 6 W.I.T.S. CECs or .6 IACET CEUs.

Total: \$203 — Senior Total: \$188

PLC-896-B — *ONLINE*

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

This online course will maximize your advertising dollars and ensure your business success by learning the essentials of scientific advertising. In this course you will learn the foundational concepts of advertising and how to apply them to your fitness business. Topics include: advertising basics, salesmanship, mail order and print advertising, creating headlines, developing an effective marketing strategy and

making yourself and your business stand out above the rest. Hands-on exercises will help you apply the lessons learned to your own business and assist you in attracting clients and generating income. 6 CEC's/ 0.6 CEUs for W.I.T.S. professionals. Required book: Hopkins, C. and Avilez, T.B. (2005.) Scientific Advertising for the Fitness Professional. Staten Island, NY. Bookwork's Publications.

Total: \$307 — Senior Total: \$292

PLC-897-B — *ONLINE*

Real Estate

Principles and Practices of Real Estate For Maryland

This course provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. Students must attend 60 hours of class time and receive a 70% or better on the final in order to receive a certificate to take the MD real estate state examination. Students must arrive to class on time. (Textbooks are not included in the materials fee)

Total: \$325

PLC-364-C TuTh 6:00PM–9:00PM Sep 23 – Dec 4
R. Beckwith, R. Fennel, K. Rylander CPB 213

Real Estate Ethics

This course is approved for three hours of Maryland Real Estate Commission Ethics Continuing Education Credits and PA Real Estate Commission Continuing Education Credits. DLLR 272-0694

Total: \$36

PLC-282-D Tu 9:00AM–12:00PM Oct 21
VM 3

MD Real Estate Legal and Legislative Update

This course meets the Maryland Real Estate Commission requirements for 3 hours of continuing education in category "A". Topics will include the most recent licensing law updates and local code enforcement updates. DLLR 256-0694

Total: \$36

PLC-294-D Tu 1:00PM–4:00PM Oct 21
VM 6

Fair Housing Review & Updates

This course meets the Maryland Real Estate Commission requirements for Maryland Fair Housing Training required every two years to

renew a Maryland Real Estate License. Topics include Federal laws, Maryland laws and local jurisdiction laws. DLLR 269-0694

Total: \$26

PLC-466-E	Tu 9:00AM–11:00AM	Nov 18 VM 3
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MD Real Estate Supervisor

This course is required by all Maryland Real Estate Brokers, Managers or Team Leaders after Jan 1, 2012 in order to renew their real estate license. The course reviews the Maryland Licensing Law requirements of supervision of agents. DLLR 282-0694

Total: \$36

PLC-542-C	Tu 9:00AM–12:00PM	Sep 16 VM 6
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Agency Residential

Approved for 3 hours of MD Real Estate CEC. Review Maryland Agency Laws and Disclosures. DLLR 277-0694

Total: \$36

PLC-667-D	Tu 9:00AM–12:00PM	Oct 7 VM 3
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Reverse Mortgages

This course meets the requirements of the MD Real Estate Commission for Continuing Education credits to renew a MD Real Estate License. The course is designed to educate real estate professionals on the FHA HECM program so that they will be better equipped to represent their senior clients in all real estate transactions. Knowledge of the government insured program will help them explain to the buyer the benefits of the program and how to use the program in a particular buy or sell situation. Many baby “boomer” will be using this loan program to purchase their retirement home. Agents will be able to represent and guide the senior buyers. DLLR 279-0694

Total: \$36

PLC-877-C	W 9:00AM–12:00PM	Sep 17 VM 4
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Your Time, Your Place

We offer classes in which we can come to you at your convenience! Classes may be scheduled day or evening, weekday or weekend, and at your location or Hagerstown Community College.

Call us today so we may assist with your continuing education needs!



Adrienne Summers 240-500-2520 or amsummers@hagerstowncc.edu

Maryland Real Estate Continuing Education Online Courses

You can start anytime. Call 240-500-2553 to find out how!

Homes for All: Serving People with Disabilities

4 hours of Maryland CE credit in the professional enhancement category (F). *DLLR 296-0694 PLC 802 Fee: \$50*

The Truth About Mold

3 hours of Maryland CE credit in the professional enhancement category (F). *DLLR 294-0694 PLC 803 Fee: \$50*

Reverse Mortgages for Senior Home Owners

4 hours of Maryland CE credit in the professional enhancement category (F). *DLLR 297-0694 PLC 799 Fee: \$60*

Environmental Issues in Your Real Estate Practice

4 hours of Maryland CE credit in the professional enhancement category (F). *DLLR 292-0694 PLC 377 Fee: \$50*

Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). *DLLR 290-0694 PLC 309 Fee: \$50*

Maryland 3-hour Legislative Update Online

3 hours of Maryland CE credits in the required category (A) Legal and Legislative updates.
DLLR 299-0694 PLC 659 Fee: \$50

Maryland Ethics and Predatory Lending Online

3 hours of Maryland CE credits in the required category (D) Ethics and Predatory Lending.
DLLR 289-0694 PLC 660 Fee: \$50

Fair Housing 1 ½ Hours for Maryland

1 ½ hours of Maryland CE credits in the required category (C) Fair Housing Law. *DLLR 286-0694 PLC 661 Fee: \$26*

Real Estate Finance Today

6 hours of Maryland CE credits in category (F) Professional Enhancement. *DLLR 276-0694 PLC 594 Fee: \$50*

Risk Management

6 hours of Maryland CE credits in category (F) Professional Enhancement. *DLLR 295-0694 PLC 687 Fee: \$50*

Red Flags Property Inspections

6 hours of Maryland CE credits in category (F) Professional Enhancement. *DLLR 274-0694 PLC 595 Fee: \$50*

Understanding Credit and Improving Credit Scores for RE Agents

3 hours of Maryland CE in category (F) Professional Enhancement. *DLLR 275-0694 PLC 596 Fee: \$50*

Foreclosures, Short Sales, and REO's

6 hours of Maryland CE credit in the category (F)
DLLR 262-0694 PLC 851 Fee: \$60

Homes For All: Serving People with Disabilities

6 hours of Maryland CE credit in category (F)
DLLR 263-0694 PLC 848 Fee: \$60

Reverse Mortgages for Seniors

2 hours of Maryland CE credit in category (F)
DLLR 268-0694 PLC 849 Fee: \$50

MREC Agency – Commercial

3 hours of Maryland CE credit in category (H)
DLLR 258-0694 PLC 854 Fee: \$60

MREC Agency – Residential

3 hours of Maryland CE credit in category (H)
DLLR 260-0694 PLC 847 Fee: \$60

Property Management and Managing Risk

4 hours of Maryland CE credit in category (F)
DLLR 298-0694 PLC 855 Fee: \$70

Understanding 1031 Tax Free Exchanges

6 hours of Maryland CE credits in category (F) Professional Enhancement.
DLLR 293-0694 PLC 924 Fee: \$50

PA ONLINE CLASSES

Homes for All: Serving People with Disabilities

6 hours of PA CE. *PLC 856 RECE 002316 Fee: \$60*

Investment Property Practice and Management

6 hours of PA CE. *PLC 857 RECE 002314 Fee: \$60*

Foreclosures, Short Sales, REO's and Auctions

6 hours of PA CE. *PLC 858 RECE 002312 Fee: \$60*

14 Hr First Renewal

14 Hours may be used for PA CE
PLC 859 RECE 002317 Fee: \$100

Intro to Commercial RE Sales

6 hours of PA CE
PLC 860 RECE 002313 Fee: \$60

Intro to Reverse Mortgages for Seniors

2 hours of PA CE
PLC 861 RECE 002315 Fee: \$50

PSI PREP

Maryland Real Estate PSI Exam Prep QBank

PLC 929 Fee: \$109

The Pennsylvania Guide to Passing the PSI Exam QBank

PLC 930 Fee: \$109

To register for online courses call Mida Clipp directly at 240-500-2553.

Senior Adult

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Instructor Bio—Carvel Wright

Carvel Wright has over 30 years of experience teaching computer classes. Enjoy a relaxed atmosphere that brings back the fun in learning.

Computer Basics



This is the computer course you have been asking for! This course was designed to introduce the basics of computers to complete beginners. We will begin introducing the pieces of the computer, how to buy a personal computer, what a computer can do for you, and an introduction to the Internet, Windows 8 and much more. Textbook included in course fee; please pick up in the first class session.

Total: \$180 (\$125, Material Fee \$47, Reg Fee \$8)

Senior Total: \$130 (\$75, Material Fee \$47, Reg Fee \$8)

CMR-022-C	TuTh 9:00AM–11:00AM C. Wright	Sep 16 – Oct 16 VM 2
CMR-022-D	TuTh 9:00AM–11:00AM C. Wright	Oct 28 – Dec 2 VM 2

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Instructor Bio—Courtney Robertson
 a business educator with time in public schools (grades 3-12), as well as training corporate clients for HCC.

Introduction to Windows 8



Whether you have recently purchased a new computer with Windows or simply wish to keep up with this new Windows operating system, we will guide you through it all! This new course is designed to develop a basic working knowledge of Windows 8, focusing on new applications and advantage. This course is designed for participants that have basic keyboard knowledge. Textbook included in materials fee; please pick up in first class session.

Total: \$180 (\$125, Material Fee \$47, Reg Fee \$8)

Senior Total: \$130 (\$75, Material Fee \$47, Reg Fee \$8)

CMR-032-C	TuTh 1:00PM–3:00PM C. Robertson	Sep 23 – Oct 23 VM 2
CMR-032-D	TuTh 1:00PM–3:00PM C. Robertson	Nov 4 – Dec 9 VM 2

Office Associate Certificate



Enhance your resume and skills as an office professional

- Self-paced with expert guidance
- Build fundamental computer skills
- Develop working knowledge of Microsoft Office
- Add levels in QuickBooks and web page creation

Start the Office Associate Certificate on a flexible schedule with comprehensive course work designed to enhance employability. Cost of course may be paid by Western Maryland Consortium for jobseekers residing in Washington County. To determine eligibility for funding, contact the Consortium at 301-791-3164.

www.hagerstowncc.edu/officeassociate

Computers - General

Computer Skills for the Workplace

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

Total: \$109

CMP-792 Online at www.ed2go.com/hagerstown

Working With Windows 8

Manage the new Windows 8 interface with ease on your desktop or tablet. From Metro style apps to the traditional desktop, configuring Windows, preferences and working with applications is something you can master whether for work or home. You can save time and frustration with our expert instruction and included book and keep the latest version of Windows working for you. (Textbook included)

Total: \$127 — Senior Total: \$87

CMR-033-D	W 9:00AM–4:30PM <i>C. Robertson</i>	Oct 1 VM 5
CMR-033-E	M 9:00AM–4:30PM <i>C. Robertson</i>	Nov 24 VM 5

How to Sell on eBay

Imagine earning extra money while your attic and garage clutter disappear! Learn more about the eBay selling environment, from researching and listing an item to customer service, profit margins, what sells and what does not, as well as shipping and handling tips to get those items safe and sound to the customer. Knowledge of Windows and good Internet skills are needed as well as something to sell. (Materials fee includes textbook)

Total: \$123 — Senior Total: \$78

CMP-573-C	Th 6:00PM–8:30PM <i>J. Guenther</i>	Sep 25 – Oct 23 VM 5
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Introduction to Digital Photo Editing

Editing a digital photograph is easier than you think and we can show you how in this practical class for beginners or photography enthusiasts. Transform your nice picture into a wow image with easy-to-use techniques. Repair those little imperfections or get the red eye out of your subjects. Need to remove an unwanted family

member or a pesky background? Learn these skills and more. Basic Windows, mouse, and keyboard skills required. (Textbook Required)

Total: \$175 — Senior Total: \$115

CMR-042-C	M 6:00PM–8:30PM <i>M. Wertman</i>	Sep 29 – Nov 3 VM 5
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Beginning QuickBooks

An effective bookkeeping system can make the difference between success and failure in your business. You can quickly and easily master basic bookkeeping tasks using QuickBooks and the help of your instructor. Learn how to set up a QuickBooks company including income accounts, payables and receivables, invoice reports, expense tracking, and payroll. Windows experience required and basic bookkeeping experience helpful. (Textbook Required)

Total: \$158 — Senior Total: \$108

CMP-675-C	Tu 6:00PM–8:30PM	Sep 23 – Nov 4 VM 2
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Tablets/Smart Devices

iPhone, iPad, iFrustration

Apple's innovative products can do much more than most people recognize. Stop struggling to have a great user experience and join us for insights on how to use these platforms more fully. From device basics to tips and tricks, this course addresses the topics you really need to know about your iPhone or iPad.

Total: \$53 — Senior Total: \$48

CMP-844-D	F 9:00AM–12:00PM <i>C. Robertson</i>	Oct 3 VM 6
CMP-844-N	Sa 9:00AM–12:00PM <i>C. Robertson</i>	Oct 18 VM 6

How to Manage Your iOS Device

Siri may be capable of amazing feats but it's up to you to protect your apps and data. Learn the steps to secure your device and information using apps, local backups, device syncs, and iCloud storage. Plus, prepare a smooth pathway for the next iOS upgrade to keep you and your device working properly. (No textbook).

Total: \$53 — Senior Total: \$43

CMR-035-E	Sa 9:00AM–12:00PM <i>C. Robertson</i>	Nov 1 VM 6
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Configuring Android Phones and Tablets

If you are struggling with the smart in your Android smartphone or Android tablet, join us for some tips on how to make your device user friendly. From the home screen to the apps store, become more confident with your Android and start enjoying the productivity benefits available with this new platform.

Total: \$58

CMP-972-C	M 6:00PM–8:30PM Staff	Sep 29 – Oct 13 VM 2
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Mac, iPhone, and iPad Programming

Join the fastest-growing software market today and reach millions of potential customers through Apple's App Store. You'll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps. By the end of this course, you'll know how to find your way around Xcode and write Objective-C commands.

Total: \$109

CMP-959 Online at www.ed2go.com/hagerstown

Creating Mobile Apps with HTML5

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, BlackBerry, and Windows Phone? In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.

Total: \$109

CMP-964 Online at www.ed2go.com/hagerstown

Web Design

Web Design I

Learn fundamental Web design techniques including graphics, HTML, JavaScript, rollovers, publishing with FTP, and tables-based design. Dreamweaver will be the primary software used and you will learn to manage Web sites, use templates, use library items, and gain a general understanding of the Dreamweaver design and coding environment. This course serves as an introduction to Internet technologies used to support browsing, file transfers, e-commerce and user security.

Total: \$352 — Senior Total: \$63

CMW-101-B	Tu 6:30PM–9:15PM S. Maher	Aug 26 – Dec 9 ATC 202
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Creating Web Pages

From planning to posting, this class can help you get your own web site online in just six weeks! Work with your instructor to plan content and structure, create pages of text and graphics, build links to other sites, and add a splash of attention grabbing color. You can even market your web site to others on the Internet for free! See the online outline for course requirements.

Total: \$109

CMP-202 Online at www.ed2go.com/hagerstown

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Total: \$109

CMP-543 Online at www.ed2go.com/hagerstown

Java for Absolute Beginner

So, you want your web site to look great but don't have a geek background? No prior programming knowledge is required in this Java class that can add zap to your web pages. Explore this exciting new language in a friendly and supportive environment. Build up your confidence with easy-to-understand examples and plenty of skill-building exercises. See the online outline for course requirements.

Total: \$109

CMP-601 Online at www.ed2go.com/hagerstown

Introduction to PHP and MySQL

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to create dynamic Web pages using the PHP programming language and the MySQL database server. During the course, you'll walk through the development of a complete content management system Web application. Intermediate level also available.

Total: \$109

CMP-747 Online at www.ed2go.com/hagerstown

CAD

Computer-Aided Design (CAD) I

Design objects or create drafting mock-ups with computer-assisted design/drafting using AutoCAD software. Class topics include creating and modifying entities, layers, viewing commands, blocks, and plotting. Participants prepare drawings, create designs, and produce a portfolio of their work. Prerequisite: Intro to Personal Computing or working familiarity with Windows applications and file management. (Textbook required)

Total: \$382 — Senior Total: \$237

CMT-252-B	Tu 6:00PM–9:30PM <i>A. Bridendolph</i>	Aug 26 – Dec 9 <i>ATC 116</i>
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Solid Modeling: Autodesk Inventor

This is a hands-on competency based course in which you will use assembly-centric, parametric, solid-modeler software (Autodesk Inventor) to build and animate three-dimensional models including 3D printing. Create three-dimensional models to generate 2D drawings. Prerequisite: CMT 153 CAD II or consent of instructor. (Textbook Required)

Total: \$367 — Senior Total: \$78

CMT-228-C	M 6:00PM–9:30PM <i>A. Bridendolph</i>	Sep 8 – Dec 15 <i>ATC 116</i>
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MS Office

Microsoft Excel Level I

Bigger and better spreadsheets are even easier with the new Excel. Overview the Excel interface, create workbooks, and navigate within worksheets. Enter and edit text and numbers; create basic formulas and insert functions; move and copy data; format text, cells, and worksheets; work with ranges, rows, and columns. Most topics apply to both Excel 2007, 2010, and 2013. (Textbook included) Pre-requisite: Windows PC skills

Total: \$127 — Senior Total: \$87

CMP-835-C	W 9:00AM–4:30PM <i>C. Robertson</i>	Sep 24 <i>VM 5</i>
CMP-835-D	M 9:00AM–4:30PM <i>C. Robertson</i>	Oct 20 <i>VM 5</i>
CMP-835-F	M 9:00AM–4:30PM <i>C. Robertson</i>	Dec 1 <i>VM 5</i>

Microsoft Excel Level II

Improve your Excel workbook by adding visual appeal and increasing usability. Organize data with sorts and filters; use multiple worksheets

and workbooks efficiently; add and modify charts and graphics; and explore more advanced functions. Pre-requisite: Excel Level I. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-836-D	W 9:00AM–4:30PM <i>C. Robertson</i>	Oct 8 <i>VM 5</i>
CMP-836-E	M 9:00AM–4:30PM <i>C. Robertson</i>	Nov 3 <i>VM 5</i>
CMP-836-F	M 9:00AM–4:30PM <i>C. Robertson</i>	Dec 8 <i>VM 5</i>

Microsoft Excel Level III

Add on to your Level II knowledge and work with advanced concepts/customization. Import and export data; create custom ranges and use VLOOKUP; and work with PivotTables and PivotCharts. Use the analytical features of Excel (such as Goal Seek and Solver), run and record macros, and share Excel workbooks collaboratively. Pre-requisite: Excel Level II. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-693-E	M 9:00AM–4:30PM <i>C. Robertson</i>	Nov 10 <i>VM 5</i>
CMP-693-F	M 9:00AM–4:30PM <i>C. Robertson</i>	Dec 15 <i>VM 5</i>

Microsoft Word Level I

Overview the Word screen and Ribbon. Craft letters and documents with ease using the introductory topics in this class. Enter and edit text; create tables; spell and grammar check; insert headers and footers; insert graphics; proof and print documents; save and browse documents. Most topics apply to Word 2007, 2010, and 2013. (Textbook included) Pre-requisite: General computer skills

Total: \$127 — Senior Total: \$87

CMP-837-C	M 9:00AM–4:30PM <i>C. Robertson</i>	Sep 22 <i>VM 5</i>
CMP-837-D	W 9:00AM–4:30PM <i>C. Robertson</i>	Oct 15 <i>VM 5</i>
CMP-837-E	M 9:00AM–4:30PM <i>C. Robertson</i>	Nov 17 <i>VM 5</i>

Microsoft Word Level II

Move your documents from bland to brilliant as you enhance your basic skills using Word. Focus on creating your own style with templates; insert and arrange graphics; format tables; manage document revisions; use mail merge, print labels and envelopes. Pre-requisite: Word Level I. Most topics apply to Word 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-838-D	W 9:00AM–4:30PM <i>C. Robertson</i>	Oct 29 VM 5
CMP-838-F	W 9:00AM–4:30PM <i>C. Robertson</i>	Dec 10 VM 5

Microsoft Access Level I

Manage, store, search, analyze, and display important relational database information with this latest version of Access. Work with tables, fields, and records; sort and filter data. Most topics apply to Access 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-846-C	M 9:00AM–4:30PM <i>C. Robertson</i>	Sep 29 VM 5
CMP-846-E	W 9:00AM–4:30PM <i>C. Robertson</i>	Nov 5 VM 5

Microsoft Access Level II

Manage your data better and improve your data-reporting techniques in this Level II class. Create table relationships and enforce data integrity; form controls and objects; print reports and labels; and explore additional query capabilities. Pre-requisite: Access Level I. Most topics apply to Access 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-847-D	M 9:00AM–4:30PM <i>C. Robertson</i>	Oct 13 VM 5
CMP-847-E	W 9:00AM–4:30PM <i>C. Robertson</i>	Nov 19 VM 5

Microsoft Access Level III

Access Level III builds on the skills and concepts taught in Access Level II. Create multiple table and action queries and link database objects. Also perform database maintenance tasks including compact and repair, password-protection, and change properties. Most topics apply to Access 2007, 2010, and 2013. Pre-requisite: Access Level I & II (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-848-D	M 9:00AM–4:30PM <i>C. Robertson</i>	Oct 27 VM 5
CMP-848-F	W 9:00AM–4:30PM <i>C. Robertson</i>	Dec 3 VM 5

Microsoft Powerpoint Level I

Create your own professional presentations including text, graphics, WordArt, tables, charts, and diagrams. Insert bulleted and numbered lists; add SmartArt graphics; edit and format slide content; and understand how to manage and deliver a presentation. Most topics apply to PowerPoint 2007, 2010, and 2013.

Total: \$127 — Senior Total: \$87

CMP-851-D	W 9:00AM–4:30PM <i>C. Robertson</i>	Oct 22 VM 5
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Microsoft PowerPoint Level II

In Level II, customize the PowerPoint environment and design templates; edit your Master; add hyperlinks and audio and special effects; perform document recovery; customize slide shows, and finalize a presentation. Pre-requisite: PowerPoint Level I. Most topics apply to PowerPoint 2007, 2010, and 2013.

Total: \$127 — Senior Total: \$87

CMP-852-E	W 9:00AM–4:30PM <i>C. Robertson</i>	Nov 12 VM 5
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Repair/Networking

Basic A+ Prep

Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer. You'll learn how things work, how to configure everything, and how to troubleshoot in real world environments. Intermediate and Advanced level class also available.

Total: \$165 — Senior Total: \$128

CMP-562 Online at www.ed2go.com/hagerstown

PC Tech: Repair and Troubleshooting

Focus on the practical skills needed to be a successful computer technician and prepare for CompTIA's A+ certification exam (in combination with CMT 151). This hands-on class will teach you the techniques needed to diagnose hardware problems, configure PC components, and replace defective computer parts. You will learn how to install and configure a variety of hardware components with an emphasis on customer service techniques. Required: Intro to Personal Computing or equivalent work experience with a PC. (Textbook Required)

Total: \$427 — Senior Total: \$282

CMT-150-C	M 6:30PM–9:15PM <i>K. Weil-Yates</i>	Sep 8 – Dec 15 <i>ATC 200</i>
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PC Tech: Operating Systems

Installing and configuring operating systems is a fundamental competence for anyone planning to service a computer or obtain A+ certification (in combination with CMT 150). Learn the concepts and develop the skills needed to install and support Windows-based operating systems. CMT 150 or equivalent work experience required. (Textbook Required)

Total: \$427 — Senior Total: \$282

CMT-151-C	W 6:30PM–9:15PM <i>K. Weil-Yates</i>	Sep 24 – Dec 10 <i>ATC 200</i>
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Network+ Certification Prep

Here's the information you need to know to take and pass the challenging CompTIA Network+ certification exam and become a network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more.

Total: \$165 — Senior Total: \$128

CMP-534 Online at www.ed2go.com/hagerstown

CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA Security+ exam and earn your Security+ certificate.

Total: \$165 — Senior Total: \$128

CMP-885 Online at www.ed2go.com/hagerstown

CCNA: Networking 1

Participants are introduced to the architecture, structure, functions, components, and models of the Internet and other computer networks as part of the Cisco Networking Academy. The

principles and structure of IPv4 and v6 addressing and the fundamentals of Ethernet concepts, media, and operations provide a foundation for the curriculum. Introductory router/switch device configuration skills are also included. Prerequisite: A+ certification or equivalent work experience. Must have a personal computer and Internet access (broadband is recommended) for webinars and online content. NOTE: orientation meeting on Saturday, 9/6/14 10:00am to 1:00pm in STEM 110 at Hagerstown Community College.

Total: \$545 — Senior Total: \$368

CMT-355-C	<i>J. Drooger</i>	Sep 8 – Oct 25 <i>ONLINE</i>
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CCNA: Networking 2

Examine the architecture, components, and operation of routers and switches, and apply the principles of routing and switching to devices. Students analyze, configure, verify, and troubleshoot the primary routing protocols of EIGRP and OSPF using IPv4 and v6. By the end of this course, you will be able to recognize and correct common routing and switching problems. Prerequisite: CCNA: Networking 1. Must have a personal computer and Internet access (broadband is recommended) for webinars and online content.

Total: \$545 — Senior Total: \$368

CMT-356-D	<i>J. Drooger</i>	Oct 27 – Dec 13 <i>ONLINE</i>
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Online computer classes— choosing your class is easy!

1. Visit our online classroom at www.ed2go.com/hagerstown.
2. Browse through the class schedule and select the topic/month that are right for you.
3. Register online and attend orientation online. See the online outline for course requirements.

Questions? Call 240-500-2553, or
e-mail online@hagerstowncc.edu



ACCOUNTING SOFTWARE

Introduction to Crystal Reports 10
Introduction to Peachtree Accounting
Introduction to QuickBooks
Performing Payroll in QuickBooks
QuickBooks for Contractors

COMPUTER APPLICATIONS – ADOBE

Introduction and Intermediate Dreamweaver
Introduction to Illustrator
Introduction to InDesign
Introduction and Intermediate Photoshop
Photoshop Elements for the Digital Photographer

COMPUTER APPLICATIONS – MICROSOFT

Introduction and Intermediate Microsoft Access
Introduction and Intermediate Microsoft Excel
Introduction to Microsoft Outlook
Introduction to Microsoft PowerPoint
Introduction to Microsoft Project
Introduction to Microsoft Publisher
Introduction and Intermediate Microsoft Word

DIGITAL PHOTOGRAPHY

Discover Digital Photography
Secrets of Better Photography
Photographing People with Your Digital Camera
Photographing Nature with Your Digital Camera

WEB DESIGN

Creating WordPress Websites I and II
Creating Web Pages
Introduction and Intermediate CSS and XHTML

CLASSROOM COMPUTING

Creating a Classroom Website
Integrating Technology in the Classroom
PowerPoint in the Classroom
The Classroom Computer
Using the Internet in the Classroom
Blogging and Podcasting for Beginners

CERTIFICATE PREP

Basic CompTIA A+ Certification Prep
Intermediate CompTIA A+ Certification Prep

Advanced CompTIA A+ Certification Prep
CompTIA Security+ Certification Prep
CompTIA Network+ Certification Prep

COMPUTER FUNDAMENTALS

Computer Skills for the Workplace
Introduction to Linux
Introduction to PC Troubleshooting
Introduction to Windows XP
Keyboarding

COMPUTER PROGRAMMING

Introduction to ASP.NET
Introduction to Java Programming
Introduction to Perl Programming
Introduction to PHP and MySQL
Introduction to Python 2.5 Programming
Introduction to Ruby Programming
Introduction to Visual Basic
Intermediate C# Programming
Intermediate PHP and MySQL
Intermediate Visual Basic
C# Programming for the Absolute Beginner
C++ for the Absolute Beginner

DATABASE DEVELOPMENT

Introduction to Database Development
Introduction to Crystal Reports 10
Introduction to Oracle
Intermediate Oracle
Introduction to SQL

NETWORKING AND COMMUNICATIONS

Introduction to Networking
Intermediate Networking
Wireless Networking

SECURITY

Hack Your Way to Security
Introduction to PC Security



CDL - Commercial Driver

CDL Class B Training

Prepare for your Class B CDL license and develop the skills to drive a dump truck, commercial delivery truck, or other two-axle vehicle weighing over 26,000 pounds. Defensive driving, road safety, pre-trip inspections, plus vehicle control and maneuvering are all part of the course taught by professional truck driving instructors. Behind-the-wheel training will include range work on maneuvering skills plus exposure to a variety of on-the-road situations. Applicants must complete a screening process and have a current DOT physical card and a CDL Class B Learner's Permit with air brake endorsement. (No textbook required)

Total: \$1758 — Senior Total: \$1158

TDV-008-C	Sa 8:00AM–4:00PM <i>K. Jenkins</i>	Sep 20 – Nov 1 <i>VLO 1</i>
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CDL Learner's Permit Prep

Take the guess work out of sitting for your CDL Learner's Permit and let our professional truck driving instructors guide you through the testing process. This short course will cover the topics you need including areas of General Knowledge, Air Brakes, Combinations, Tankers, and Double and Triples. The DOT physical card is not required for class but the MVA does require it for testing. (Test review materials are provided.)

Total: \$28

TDV-051-D	W 5:00PM–9:00PM <i>I. Staff</i>	Oct 8 <i>VLO 3</i>
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Driver Education

Driver Education

For adults or teens, prepare for your Maryland Driver's License in this Motor Vehicle Administration (MVA) approved course. The course includes 30 hours of classroom and 6 hours of behind-the-wheel instruction. The first session is an orientation for student/parent/mentor that acquaints you with the requirements of the HCC driving school and the components of Maryland's Graduated Driver Licensing Laws. You MUST bring your learner's permit to the orientation.

Total: \$288

DRV-001-B	MW 6:00PM–9:00PM <i>F. Vincent</i>	Aug 18 – Sep 24 <i>CPB 210</i>
DRV-001-C	Sa 9:00AM–12:00PM <i>D. Mitchell</i>	Sep 20 – Dec 6 <i>VM 7</i>
DRV-001-D	MW 6:00PM–9:00PM <i>F. Vincent, D. Mitchell</i>	Oct 6 – Nov 10 <i>CPB 210</i>
DRV-001-E	MTuW 6:00PM–9:00PM <i>F. Vincent</i>	Nov 24 – Dec 17 <i>CPB 210</i>

Senior Adult Driver Safety

The AARP Driver Safety Program is a defensive driver improvement class designed especially for motorists age 50 and older. The class teaches preventive measures to use when driving that saves lives and reviews normal changes in vision, hearing, and reaction time associated with aging. To register, call Judy Brewer at the Commission on Aging at 301-790-0275, ext. 220. Cost: \$12 for AARP members, \$14 for non-members, payable in person.

DRV-050-E	Th 9:00AM–1:00PM	Nov 20 <i>VM 6</i>
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HCC has taught you everything from English 101 to Ballroom Dancing.

You can trust your family's Driver Education to us.

Selecting a Driver Education school to meet your teenager's need for safe, expert driver instruction can be a tough decision. We can make it easy for you with Continuing Education's licensed Driver Education school.

- Late model cars with dual controls
- MVA certified instructors
- Quality classroom facilities
- Easy, convenient scheduling

Classes are offered every eight weeks. For more information, contact Continuing Education at 240-500-2453 or see the schedule on the web at www.hagerstowncc.edu/godrive.



MOTORCYCLE SAFETY AND LICENSING

Whether you're a beginner, an experienced rider who just needs a license, or a knowledgeable rider looking to polish your skills, Hagerstown Community College has the motorcycle safety class just for you.

Basic Rider—MST 614

\$272

Limited or no motorcycle riding experience? Our rider coaches help you develop the skills to operate a motorcycle safely with six hours of informative classroom and eleven hours of hands-on motorcycle instruction. Motorcycles are provided for training on a closed range. Successfully complete and receive a certificate for the Maryland Class M license.

<i>Section Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Classroom</i>	<i>Range</i>	<i>Range</i>
MST 614-O	7/23/2014	7/27/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-P	7/30/2014	8/3/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-Q	8/6/2014	8/10/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST 614-Q2	8/13/2014	8/17/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-R	8/20/2014	8/24/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-S	9/3/2014	9/7/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-T	9/10/2014	9/14/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-U	9/17/2014	9/21/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-V	10/1/2014	10/5/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-W	10/8/2014	10/12/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-X	10/15/2014	10/19/2014	W/Th	5:45p-9p	S/S AM 7:30a-12:30p

Basic Rider for Women—MST 448

\$292

No motorcycle experience is required and no gender stress will be allowed. Led by a female instructor, the course provides the same skills as our mixed gender Basic Rider Course for new riders who want to develop the mental and motor skills for safe street operation. Please see Basic Rider Course description for full details.

<i>Section Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Classroom</i>	<i>Range</i>	<i>Range</i>
MST-448-JW	9/24/2014	9/28/2014	W/TH	5:45p-9p	S/S AM 7:30a-12:30p

Alternate Basic Rider—MST 615

\$272

If you have at least six months of current riding experience, this course will make you a safer biker and hone your street skills. Motorcycles are provided for five hours of range instruction. Successfully complete and receive a certificate for the Maryland Class M license.

<i>Section Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Classroom</i>	<i>Range</i>	<i>Range</i>
MST-615-D	8/22/2014	8/22/2014	none	F	1p-7p



Transportation and Distribution Training Boot Camps

Become a top choice for area employers and develop your career pathway through a new training program starting this fall.

- Benchmark your skills for prospective employers
- Master the techniques to become a top employee
- Develop safe and efficient material handling skills
- Understand your role in transportation logistics
- Train as a forklift, CDL B, or CDL A operator

Transportation and distribution companies have a constant demand for qualified employees. Join other motivated individuals in earning your opportunity for a new career through our twelve-week job preparation program. Grant funding is available for qualified Maryland residents. Funding includes required testing, partial tuition, and licensing fees. To apply, complete the online registration at www.hagerstowncc.edu/earn

For more information, contact
the Continuing Education office at
240-500-2236 or
email jadrooger@hagerstowncc.edu

*This project was funded in whole or in part by funds received from
EARN Maryland, a Grant program of the
Maryland Department of Labor, Licensing and Regulation.*



Alternative Energy

Introduction to Alternative Energy

Renewable and alternative energy are options available today for residential and commercial electrical consumers. Understanding which options are available and how they benefit can help you or your organization stay viable in today's global market. Learn the basics about different energy types such as solar, wind, bio-fuel, solar thermal, geo thermal, magnetism, pressure and mechanical energy. Hands-on labs include miniature Wind Turbine Operation, Solar Energy Collection, and Hydro-fuel Vehicle operation. Pre-requisites: strong math and reading skills. (Textbook required)

Total: \$336 — Senior Total: \$187

CNT-202-B	Tu 6:30PM–9:15PM	Aug 26 – Dec 9
	A. Valente	STEM 208

Solar PV Installer Certificate of Competency

More and more, solar photovoltaic (PV) systems are being used to produce electricity for homes and businesses. The industry is expected to grow dramatically over the coming years. This course

covers all the basics needed to be a successful PV installer. Content includes sizing and designing a system, components of a PV system, the mathematics of PV system design, basic electrical concepts, and more. Two Saturday's included for field activities. Textbook required.

Total: \$546 — Senior Total: \$343

TRD-023-C	M 6:00PM–9:00PM	Sep 15 – Nov 17
	C. Giannoumis	ATC 213A

NABCEP Entry Level PV Exam

Review for the NABCEP Entry Level exam and demonstrate your knowledge of the fundamental principles of the application, design, installation and operation of Solar PV and Solar Heating systems. Class includes a proctored NABCEP Entry Level exam following review session. Note: Candidates must have completed an approved NABCEP 40-hour course such as TRD-023, Solar PV Installer, to qualify for the exam.

Total: \$208

TRD-113-F	Sa 9:00AM–4:00PM	Dec 13
	C. Giannoumis	ATC 213A

Online Technical Training



Build your qualifications for a rewarding career in technology. Earn a certificate in these areas of industrial technology:

- Robotics Technician
- Electronics Technician
- Electromechanical Technician
- PLC Technician

Each technician certificate program enriches your skills and knowledge in design, programming, installation, operation, maintenance and troubleshooting industrial electronics, robotics and PLC equipment. The self-paced distance education alternative provides you with practical know how and technical skills needed to become more employable and successful in your field.

Find more information at <http://hagerstown-gbc.com>
or contact the Continuing Education department at 240-500-2236.

Trades

Fundamentals of Electricity

This course has been designed for those students who need an understanding of electrical principles and applications but do not need the theoretical or mathematical depth required for electronic circuit design. Course topics include an understanding of both DC and AC circuits. Lab exercises deal with many of the practical applications of electricity along with learning to use test equipment for the purpose of circuit diagnosis and troubleshooting. (Textbook required)

Total: \$450 — Senior Total: \$258

CNT-110-C	M 6:30PM–9:15PM	Sep 8 – Dec 15
	<i>W. Bailey</i>	<i>STEM 208</i>

Electricity: Master Exam Prep

Prepare for the Master Electrician exam offered by the Maryland Board of Master Electricians. The course will cover layout of the National Electrical Code and understanding code terminology. Students must bring a 2011 National Electrical code book. (Textbook required).

Total: \$240

TRD-052-C	W 6:00PM–9:00PM	Sep 17 – Nov 19
	Frederick Community College	

Introduction to HVAC/R

Troubleshoot and repair today's HVAC equipment and refrigeration-based processing equipment. Participants will be introduced to concepts of energy, refrigeration, temperature, humidity, and conduction of heat and will be trained in refrigerant handling. There will be overviews of HVAC-related equipment and systems. (Textbook required)

Total: \$367 — Senior Total: \$212

CNT-107-B	Tu 6:30PM–9:15PM	Aug 26 – Dec 9
	<i>D. Fulk</i>	<i>CPB 142/142</i>

MD Stationary Engineer Exam Prep

Prepare for the Maryland Stationary Engineer Exam and review operations related to low pressure boilers and plant heating equipment. Topics include basic boiler construction, boiler care and operation, water chemistry and treatment, hydronic heating systems, basic electrical, refrigeration and HVAC systems, fire prevention and safety and ASME code requirements. (Textbook required)

Total: \$350 — Senior Total: \$323

TRD-099-C	Tu 6:00PM–9:00PM	Sep 2 – Dec 9
	Frederick Community College	

Plumbing and Pipefitting

Study the fundamental, practical skills needed for plumbing and pipefitting. Identify the classifications and functions of boilers, steam and hot water heating systems. Plus, review the details related to heating code. (Textbook required).

Total: \$367 — Senior Total: \$212

CNT-105-B	F 6:30PM–9:15PM	Aug 29 – Dec 12
	<i>R. Calhoun</i>	<i>CPB 142/142A</i>

Intro to CNC Programming

An entry-level introduction to CNC operation and basic programming for anyone involved in machine operation, setup, or maintenance. Topics will include: control functions, definitions of capabilities, and descriptions of machine control capabilities. Basic programming will include T/M code definitions and usages. General codes supporting most machine functions will be addressed in a split lecture/lab schedule. (Textbook Required)

Total: \$352 — Senior Total: \$63

CNT-150-B	F 5:00PM–9:00PM	Aug 29 – Dec 12
	<i>K. Stoops</i>	<i>ATC 202</i>

Other Trades

Forklift Operator Training

Pick, travel, and place loads with confidence after completing this hands-on class for forklift operators. Walk through procedures for forklift inspection, maintaining lift stability and tip-over prevention, loading and unloading trailers, and identifying forklift types and operations. Classroom and practical training meet the requirements of OSHA 1910.178(l). (Textbook included)

Total: \$178 — Senior Total: \$118

TRD-030-B	Sa 9:00AM–1:00PM	Aug 16 – Aug 23
	<i>D. Donovan</i>	<i>ATC 213A</i>

TRD-030-C	Sa 9:00AM–1:00PM	Sep 13 – Sep 20
	<i>D. Donovan</i>	<i>ATC 213A</i>

TRD-030-D	Sa 9:00AM–1:00PM	Oct 11 – Oct 18
	<i>D. Donovan</i>	<i>ATC 213A</i>

TRD-030-E	Sa 9:00AM–1:00PM	Nov 8 – Nov 15
	<i>D. Donovan</i>	<i>ATC 213A</i>

OSHA 10 Construction Safety

For individuals working in the construction trade, this course provides you with information about construction safety and includes a certificate for the successful completion of this Occupational Safety and Health Administration (OSHA) authorized training. Topics to be covered include an introduction to OSHA, electrical safety, fall protection, personal protective equipment, ladder and stairway safety, material handling, hand and power tool safety, crane safety, and excavation safety.

Total: \$208 — Senior Total: \$178

TRD-138-C Th 5:00PM–7:30PM Sep 25 – Oct 16
VM 4

Basic Bicycle Maintenance

Bike enthusiast or just the average family, dealing with basic bicycle maintenance can save you money and keep a bike trip from becoming a disaster. Join our expert for top tips on keeping your bike working, performing routine maintenance, and dealing with emergencies such as flat tires. Bring along your bike for a 5-point inspection.

Total: \$35

TRD-139-C1 Sa 9:00AM–12:00PM Sep 13
VM 6

Small Engine Repair

Whether for fun or profit, you can service small engines found in lawn equipment, motorboats, snow blowers, or garden equipment. Hands-on shop activities and expert instruction will introduce you to the principles of two-cycle and four-cycle engine operation, fuel and exhaust systems, ignition components, lubrication systems, and cooling systems. A list of needed tools will be distributed at the first class and appropriate safety clothing is required for shop activities. (Textbook required).

Total: \$198 — Senior Total: \$132

TRD-124-C M 6:00PM–9:00PM

September 8 – November 10

T. Kroon CPB 232

Become a

Home Inspector!



**Hagerstown Community College and
American Home Inspectors Training
have teamed up to offer you home inspection training at the
HCC Valley Mall Training Center
November 15-22, 2014**

American Home Inspectors Training Institute is the nation's leader in home inspection training and training materials. The training is an intensive 8-day course approved in Maryland and West Virginia. What are you waiting for?



To register for TRD-045-E,
call 240-500-2236 or
go to www.hagerstowncc.edu

Welding

Intro to Welding

Develop your entry level welding skills in this class that covers knowledge, safety, and practical application of welding technologies. Welding processes included in the class are Oxy-Fuel, Gas Tungsten Arc (TIG), Gas Metal Arc (MIG), and Shielded Metal Arc (SMAW). Students must wear appropriate safety clothing. (Textbook required)

Total: \$364 — Senior Total: \$236

CNT-106-C	Sa 8:30AM–12:30PM <i>B. Staley, S. Staley</i>	Sep 13 – Nov 15 <i>CPB 142/142A</i>
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Intermediate Shielded Metal Arc Welding - Stick

Advance your skills in Shielded Metal Arc Welding (SMAW) with a focus on fillet and groove welds required for Structural Weld Code tests. Participants learn how to adjust machines, prepare materials, and apply stick welds on carbon steel in various positions (horizontal and vertical). Prerequisite: Intro to Welding

Total: \$408 — Senior Total: \$288

CNT-306-C	Sa 8:30AM–12:30PM <i>B. Staley, S. Staley</i>	Sep 13 – Nov 15 <i>CPB 142/142A</i>
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Intermediate Gas Tungsten Arc Welding - TIG

Work with a variety of materials and improve your ability to burn clean TIG welds. Participants will prepare material and perform welding on flat, horizontal, and vertical welds using carbon steel, stainless steel, and aluminum. Prerequisite: Intro to Welding

Total: \$408 — Senior Total: \$288

CNT-308-C	Sa 8:30AM–12:30PM <i>B. Staley, S. Staley</i>	Sep 13 – Nov 15 <i>CPB 142/142A</i>
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Lead Paint

Lead Paint Visual Inspector

This course is for those who want to be certified by the Maryland Department of the Environment to become Maryland Certified Lead Paint Visual Inspectors. The emphasis will be on conducting visual inspections on residential properties as required by the Maryland Lead Poisoning Prevention Program. Students are required to pass an examination at the end of the course. There is an additional fee to MDE to apply for certification.

Total: \$228 — Senior Total: \$208

PLC-016-B	ThF 8:30AM–4:30PM	Aug 21 – Aug 22 <i>VM 4</i>
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PLC-016-D	ThF 8:30AM–4:30PM	Oct 2 – Oct 3 <i>VM 4</i>
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Lead Paint Supervisor Refresher

This course meets the training requirements to renew a Maryland Department of Environment (MDE) Certification as a Lead Paint Abatement Supervisor. This course is approved for MDE Maintenance and Repainting Supervisors as well as MDE Demolition Supervisors. Emphasis is on new abatement technologies and products.

Total: \$132

TRD-039-E	F 8:30AM–4:30PM	Nov 14 <i>VM 4</i>
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Lead Paint M & R Supervisor Training For Maryland

This course meets the most recent training guidelines to become certified by the Maryland Department of the Environment as a Lead Paint Abatement Maintenance and Repainting. Anyone that removes lead paint is required to be certified by the Maryland Department of the Environment. The course is taught by Chris Gunther of ECTC. (All materials included in material fee).

Total: \$203

TRD-040-D	ThF 8:30AM–4:30PM	Oct 9 – Oct 10 <i>VM 4</i>
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EPA Certified Lead Paint Renovator - RRP

The EPA 1465 Renovation, Repair and Painting Final Rule (40 CFR 745) requires that renovations conducted for compensation must be performed by certified firms using certified renovators. If your company works on pre-1978 homes and child-occupied facilities you must become certified. Our EPA approved course instructs you how to comply with the EPA RRP rule and the HUD Lead Safe Housing Rule and how to perform lead-safe work practices effectively. EPA certification provided by course provider ECTC.

Total: \$207

TRD-042-E	F 8:30AM–5:00PM	Nov 21 <i>VM 4</i>
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Lead Paint Visual Inspector Refresher

This course meets the training requirements to maintain Maryland accreditation as a Lead Paint Visual Inspector. Emphasis is on new regulations, technologies, and products. This course is taught by Chris Gunther of ECTC.

Total: \$132

TRD-043-E	F 8:30AM–4:30PM	Nov 7 <i>VM 4</i>
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Delegating Nurse

Delegating Nurse

This course is designed to provide application tools, resources, and guidance for Registered Nurses who delegate nursing functions and teach medication administration to medication technicians in Assisted Living settings. Topics include: standards for delegating nurses, patient assessment, and supervision responsibilities.

Total: \$283

NRS-563-C	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Sep 12 – Sep 13 <i>CPB 213</i>
NRS-563-E	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Nov 21 – Nov 22 <i>CPB 230</i>

Drug Calculation

Drug Calculations Preparation

A course designed for students who desire instructor guided direction in preparing for the required dosage calculation exam for the nursing programs (LPN and RN). Review of fractions, decimals, percent's, and the metric system. Demonstration and practice in using various formulas for calculating oral and parenteral medication dosages.

Total: \$53 — Senior Total: \$43

NRS-733-D	Sa 9:00AM–12:00PM	Oct 18 – Nov 15 <i>VM 4</i>
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Health Seminars

Dental Professional Training: OSHA and Infection Control/Prevention

This course is designed for dental professionals. It will provide information on OSHA regulations and infection control processes and how to identify and report abuse and neglect. These courses fulfill mandatory education requirements set forth by the Maryland Board of Dental Examiners for Dental Hygienists and Dentists. Topics include: OSHA requirements, methods of preventing infection, identifying child abuse or neglect, and Maryland regulations for reporting suspected abuse or neglect.

Total: \$65

NRS-773-C	Sa 8:00AM–12:30PM	Sep 20 <i>CPB 125</i>
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Dental Seminar

This course provides information related to conditions and procedures encountered in dental practices. Knowledge gained from this class will

be relevant to dentist, dental hygienist, and dental assistants. Topics include: pathophysiology of disorders, diagnostic mechanisms, treatments, and dental therapies.

Total: \$135

NRS-774-E	F 8:30AM–4:00PM	Nov 14
<i>CPB 210/211/212/213/214</i>		

Caring for People With Cognitive Impairment and Related Mental Health Issues

The course provides professionals who provide direct care to residents in long-term care facilities with a basic understanding of the changes in memory, communication, function, and behavior that occur as a result of Alzheimer's disease and the appropriate intervention strategies to enhance the care they provide to individuals with Alzheimer's disease. The 5 hours of training presented by staff of the Alzheimer's Association (Greater Maryland Chapter) and the Mental Health Association meets the State of Maryland's requirements for Assisted Living providers.

Total: \$53

NRS-907-E	Tu 9:30AM–3:30PM	Nov 4 <i>VM 4</i>
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Other Upcoming Health Seminars

Optometry Conference – 9/28/14
 Living With Autism – 10/17/14
 ICD-10-CM Training – 10/17/14 and 10/27/14
 Cardiac Updates #11 - 10/11/14

Medicine Aide

CNA Medicine Aide Recertification

This course provides current Medicine Aides with updated information on drug therapies and safe medication administration and meets the Maryland Board of Nursing continuing education requirements for recertification. Students are required to attend the full 8-hour course (6 hours of lecture and 2 hours of testing) and score a minimum of 80% on the written final exam. Submission of the CMA Clinical Update Verification form by the student's employer prior to enrollment verifying the following information is required: 1. Practiced as a CNA for 16 hours in the 2 years immediately preceding admission to the CMA Clinical Update. 2. Practiced as a GNA for 8 hours in a licensed nursing home in the 2 years immediately preceding admission to the Clinical Update class. 3. Practiced as a CMA for 100 hours in the 2 years immediately preceding admission to the CMA Clinical Update. A copy of the CMA Clinical Update Verification form can be found on <http://www.hagerstowncc.edu/coned/nursing/CMA>. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$83 — Senior Total: \$43

NRS-742-B	Sa 9:00AM–6:00PM <i>S. Mills</i>	Aug 23 <i>CPB 152</i>
NRS-742-C	Sa 9:00AM–6:00PM <i>S. Mills</i>	Sep 27 <i>CPB 152</i>
NRS-742-D	Sa 9:00AM–6:00PM <i>S. Mills</i>	Oct 18 <i>CPB 152</i>
NRS-742-E	Sa 9:00AM–6:00PM <i>S. Mills</i>	Nov 22 <i>CPB 152</i>
NRS-742-F	Sa 9:00AM–6:00PM <i>S. Mills</i>	Dec 13 <i>CPB 152</i>

American Heart Association Basic Life Support (BLS) Classes

Now offering initial and
recertification classes

BASIC LIFE SUPPORT – Initial Certification

Initial Basic Life Support (BLS) for Healthcare Providers is a program provided by the American Heart Association designed to prepare healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED and bag-mask, and relieve choking in a safe, timely, and effective manner. This class includes adult, child, and infant skills in both the non-hospital and hospital settings. Student should take Initial BLS if they have not taken the class before, or if their certification has expired. A textbook will be provided.

8/11/14	NRS 923 B	CPB Room 214
8/25/14	NRS 923 Q	CPB Room 214
9/9/14	NRS 923 C	CPB Room 214
9/23/14	NRS 923 R	CPB Room 214
10/15/14	NRS 923 D	CPB Room 214
11/5/14	NRS 923 E	CPB Room 214
11/18/14	NRS 923 S	CPB Room 214
12/2/14	NRS 923 F	CPB Room 214
12/15/14	NRS 923 T	CPB Room 214

5:00 pm – 9:00 pm Total Cost: \$67 (Senior: \$52)

BASIC LIFE SUPPORT – Recertification

BLS Recertification for Healthcare Providers is a class provided by the American Heart Association to refresh healthcare professionals previously certified in recognizing several life-threatening emergencies and providing CPR, using an AED and bag-mask, and relieving choking in a safe, timely, and effective manner. This class includes a review adult, child, and infant skills in both the non-hospital and hospital settings. A textbook is NOT required. (Please NOTE: if the current BLS card has expired, the student should enroll in a BLS Initial Certification course.)

8/27/14	NRS 924 U	CPB Room 214
9/18/14	NRS 924 C	CPB Room 214
9/30/14	NRS 924 V	CPB Room 214
10/27/14	NRS 924 D	CPB Room 214
11/12/14	NRS 924 E	CPB Room 214
11/20/14	NRS 924 S	CPB Room 214
12/9/14	NRS 924 F	CPB Room 214
12/17/14	NRS 924 T	CPB Room 214

6:00 pm – 8:00 pm
Total Cost: \$47 (Senior: \$37)

NEW**CLASSES FOR COMMUNITY LIFE SUPPORT!****American Safety & Health Institute (ASHI)
CPR and AED**

This class is designed for individuals who do not work in the healthcare field but who desire, or are required, to have CPR knowledge and skills (e.g., teachers, parents, babysitters, business and industry emergency response teams, school bus drivers, child care workers, adult residential care personnel). Topics include: adult, child, and infant CPR and use of an AED.

8/20/14 NRS 926 B CPB Room 214

9/29/14 NRS 926 C CPB Room 214

10/29/14 NRS 926 D CPB Room 214

11/14/14 NRS 926 E CPB Room 214

12/10/14 NRS 926 F CPB Room 214

5:00 pm – 8:00 pm

Total Cost: \$54 (Senior: \$42)

ASHI CPR, AED, & BASIC FIRST AID

This class is designed for individuals who do not work in the healthcare field but who desire, or are required, to have CPR, AED, and First Aid knowledge and skills in order to respond to medical emergencies (e.g., emergency response teams in business and industry, school bus drivers, adult residential care personnel, child care workers, teachers, parents, and babysitters). Topics include: CPR, use of an AED, and first aid.

9/12/14 NRS 943 C CPB Room 214

10/08/14 NRS 943 D CPB Room 214

11/07/14 NRS 943 E CPB Room 232

12/04/14 NRS 943 F CPB Room 214

4:30 pm – 10:00 pm

Total Cost: \$77 (Senior: \$60)

ASHI Pediatric CPR, AED & First Aid

This class is designed for individuals who do not work in the healthcare field but who desire, or are required, to have First Aid and CPR knowledge and skills in order to respond to medical emergencies involving children (e.g., school staff, child care providers, youth sports coaches, babysitters, parents/guardians, and others). Topics include: pediatric first aid, CPR, and use of an AED.

9/06/14 NRS 942 C CPB Room 214

9:00 am – 3:00 pm

Total Cost: \$77 (Senior: \$60)

**ASHI Child and Babysitting Safety Class
(includes CPR!)**

The Child and Babysitting Safety training class is designed for young people (11 to 15 years old) who are interested in providing babysitting services. The class focuses on supervising, caring for, and keeping children and infants safe in babysitting settings. Instruction is provided regarding fundamental information on the business of babysitting, proper supervision, basic caregiving skills, and responding properly to ill or injured children or infants. CPR is included in this class.

10/04/14 NRS 927 D CPB Room 214

12/13/14 NRS 927 F CPB Room 214

9:00 am – 2:00 pm

Total Cost: \$59

ASHI Child Care Safety for Adults (includes CPR)

The Child Care training class is designed for adults who are interested in providing non-professional child and babysitting services (for example, relatives and friends). The class focuses on supervising, care for, and keeping children and infants safe in babysitting settings. Instruction is provided regarding fundamental information on the proper supervision, basic caregiving skills, and responding properly to ill or injured children or infants. CPR is included in this class.

9/03/14 NRS 928 C CPB Room 214

11/06/14 NRS 928 E CPB Room 214

4:00 pm – 9:00 pm

Total Cost: \$64 (Senior: \$50)

Nurse Refresher Course

The Nurse Refresher course is a three-step process designed for the Registered Nurse, or Licensed Practical Nurse, for the reinstatement of an active Maryland nursing license. Step 1 of the Nurse Refresher course consists of 80 hours of theory; Step 2 is 8 hours of hand-on skills training, and Step 3 is 60 hours of clinical experience.

Prior to beginning the Clinical Practice component, students must:

- Possess an active, inactive or temporary Maryland nursing license (RN or LPN).
- Provide documentation of a physical exam (signed by a medical provider – MD, PA, or NP) within 12 months of the start date of the Clinical Practice.
- Have a current Basic Life Support Health Care Provider CPR card issued by the American Heart Association.
- Provide medical documentation or waivers of the following vaccinations: MMR or titer, Varicella or titer, Tetanus, Hepatitis B series, and negative TB test (PPD or Chest X-Ray) – TB results should be within the past 12 months of the start date of Clinical Practice.
- Criminal Background Check

The Nurse Refresher Course will take sixteen weeks to complete.

- Step 1 is 10 weeks of theory; two 4-hour lectures per week.
- Step 2 consists of two 4-hour skills labs
- Step 3 consists of 60 hours of clinical hours with a preceptor
-

Step 1: Nurse Refresher I Classroom Theory (NRS 539 C)

9/8/14-11/12/14 Fee: \$635 Sr. Fee \$391 Reg. Fee \$8 CPB 125

- ✓ Classes held on Monday and Wednesday evenings from 6 PM to 10 PM.
- ✓ Consists of 80 hours of classroom theory with the following areas of concentration:
 - o Delivery of nursing care utilizing the nursing process
 - o Adult Medical/Surgical nursing
 - o Current issues, trends, and nursing practice
- ✓ Successful completion requires an 80% or higher on the average of four exams

Step 2: Nurse Refresher Skills Lab (NRS 094 C)

9/23/14, 10/14/14, 11/11/14 (Students must attend two of the three classes)

Fee: \$341 Sr. Fee \$245 Reg. Fee \$8 CPB 154

Classes held on Tuesday evenings from 6 PM to 10 PM

- ✓ Students will review the basic nursing skills needed to provide nursing care in a state-of-art simulation lab

Step 3: Nurse Refresher Clinical Practice (NRS 743 E)

11/17/14-2/13/15 Fee: \$235 Sr. Fee \$131 Reg. Fee: \$8

- ✓ Step 1 and Step 2 are prerequisites.
- ✓ Students must complete 60 clinical hours in a clinic setting

After successful completion of all three steps, HCC will notify the MBON. The student is required to apply for a change in licensure from inactive to active, pay the fee, and submit a copy of each of the three certificates of completion.

Online learning anytime, anywhere... just a click away!

Holistic and Integrative Health*
 Medical Terminology
 HIPAA Compliance
 Medical Math
 Legal and Ethical Issues in Nursing*
 Gerontology*
 Pain Assessment and Management*
 End of Life Care*
 National Pharmaceutical Representative*
 Medical Billing and Coding*
 Physical Therapy Aide*
 Medical Transcription*

*Certificate Course/Program

www.ed2go.com/hagerstown

Ed2go Courses

Human Anatomy and Physiology

This course focuses on the anatomical structure of the human body, including all biological systems and how they function. NRS 536

Legal Nurse Consulting

This course will give you a solid foundation in several different areas of law to help you understand exactly what someone with a medical background can do to assist attorneys in all phases of civil and criminal litigation. NRS 641

HIPAA Compliance

If you are a health care professional, it's mandatory that you know HIPAA compliance and with this course, you can feel confident in your ability to bring your organization into compliance with HIPAA's requirement. NRS 832

Certificate in Pain Assessment and Management

By providing an education experience that examines key issues related to pain assessment and management, this certificate program will give you the relevant and practical information you'll need to improve your practice and provide the most effective care to your patients. NRS 639

Certificate in Complementary and Alternative Medicine

Enhance your professional marketability by gaining a broad understanding of alternative health care options. NRS 586

ICD-10 Medical Coding

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

Certificate in Healthy Aging

Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding. NRS 884

Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist. NRS 866

Certificate in Gerontology

Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population. NRS 566

Train at home for a new medical career

Hagerstown Community College offers online training courses in:

Certified Professional Healthcare Compliance Officer
Certified Professional Medical Auditor
Clinical Medical Assistant
Cultural Competence for Healthcare Providers
Customer Service for Healthcare
ECG for Nurses
EKG Technician
Electronic Health Record Management
Health Insurance I
Health Insurance II
Healthcare Reform Perspectives: Accountable Care
 Concepts for Managers
HIPAA Privacy Rule Training for Healthcare
 Organizations
Intermediate Advanced CPT/HCPCS Coding
Introduction to Anatomy & Physiology
Introduction to CPT/HCPCS Coding
Introduction to Medical Law & Ethics
Introduction to Pharmacology
Medical Administrative Assistant
Medical Billing and Coding
Medical Coding – ICD-10
Medical Math
Medical Terminology
Patient Access Specialist
Professionalism in Healthcare
Survey of Anatomy & Physiology
Survey of Medical Law & Ethics
Survey of Medical Terminology
Survey of Pharmacology
Universal Precautions

For more information contact Kellie Koons at
kakoons@hagerstowncc.edu
To register, call 240-500-2236



Look for the LLI (Lifelong Learning Institute) classes in partnership with the Elderhostel Institute Network. These classes are open to all ages with special pricing for seniors 60 and older.

Art

Instructor Bio—Jordenne Ferrington

Jordenne Ferrington has been a calligrapher for over 20 years. She has taught classes at the Smithsonian Postal Museum and the National Capitol Children's Museum, Washington , DC.

Calligraphy

Learn this very graceful alphabet script in this course for beginners. The name copperplate comes from the 18th century copperplate engravings. These letters are done with a pressure sensitive pointed nib pen. Once you have mastered these pen strokes, it becomes easier to put them together to form letters and words. With practice this script can be a great source of pleasure and creativity. A materials kit with all copperplate supplies may be purchased in the first class session from the instructor for a \$20 fee.

Total: \$77 (\$69, reg \$8)

ANE-095-D1 Tu 6:30PM–8:30PM Oct 14 – Nov 4
J. Ferrington VM 4

Creative Cards

Start a tradition of making cards for special people! Hand-made greeting cards offer you an opportunity to be creative. A personalized card can be used to mark any occasion (birthday, thank you, graduation, holidays etc.) Join instructor Jordenne Ferrington for this fun and creative class. After this two session course you will take home cards and samples to be used on future projects. Materials: Instructor will have paper and additional supplies to make cards. Purchase a materials kit from the instructor for \$15.00.

Total: \$28 (\$20, reg \$8)

ANE-146-C1 Tu 6:30PM–8:30PM Sep 23 – Oct 7
J. Ferrington VM 4

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Instructor BIO - Jennie Avila
Jennie Avila is a Visionary Artist who teaches art at Hagerstown Community College. She studied at Moore College of Art; Hussian School of Art; Fleischer Art Memorial and The Thomas Eakins House in Philadelphia, PA; The Wolf Trap Institute for Early Learning Through the Arts in Vienna, VA, as well as with Alex and Allison Grey at Omega Institute in NY. She is a featured artist in the book, "Creative Spirituality, The Way of The Artist", by Princeton University Sociology Professor, Robert Wuthnow—University of California Press, 2001.

Creative Drawing

Study and practice techniques for drawing realistically in a fun, cooperative atmosphere. Using pencil and charcoal, explore portraiture, landscape, and still life. This course is open to all levels of experience from beginning to advanced. (Advanced participants may bring other mediums of their choice.) All participants are asked to bring their own sketchbook. Course includes all basic materials needed for the class. Please contact instructor Jennie Avila at Jennie@JennieAvila.com if you have additional questions.

Total: \$119 (\$100, materials \$11, reg \$8)
 Senior Total: \$79 (\$60, materials \$11, reg \$8)

ANE-274-C W 6:00PM–8:00PM Sep 17 – Oct 15
J. Avila ATC 211

.....
Instructor Bio—Candace Stribling

Join Candace Stribling, a passionate jewelry maker for the past four years and owner of Beadnicity Designs, for our innovative and fun jewelry making classes. Candace draws her inspiration for her unique hand-crafted work from other countries following along the ancient Silk Road trading route. She is fascinated by taking raw materials like metal (copper, brass, or sterling silver) or paper, making necklace cords using an ancient Japanese braiding called Kumihimo and transforming all the pieces into beautiful jewelry.

Paper Bead Jewelry

Discover this popular new jewelry-making method and learn how to turn newspaper, scrapbook paper, or gift wrap into lovely jewelry to wear or give as gifts. Jewelry made from paper beads is becoming very popular because it reuses discarded paper. This basic level class will teach you how to make beads from paper and turn them into necklaces, bracelets, or earrings. In this class, you will learn how to: make paper strips using templates; roll a paper

bead using the patented Paper Girl Bead roller; seal and finish the paper beads; and string them into a necklace. At the end of the class, participants will have a completed necklace (and a pair of earrings if time permits) and the know-how to do your own projects. Supplies: Materials include Paper Bead Girl patented paper bead roller, templates, precut paper strips, clasps, crimp beads, beading wire to make a necklace or bracelet. Materials fee \$15 paid to instructor at the time of the class.

Total: \$28 (\$20, reg \$8)

ANE-287-C1	Sa 9:00AM-12:00PM	Sep 6
	<i>C. Stribling</i>	VM 3

Kumihimo II: Have Fun Learning to Make Beaded Kumihimo Jewelry

Now that you have successfully completed the basic Kumihimo class or know the basics of Kumihimo braiding, adding beads to your work will further open up the variety of combinations you can use to create beautiful Kumihimo jewelry. You will learn what beads you can use and how to incorporate them into your braid. We will discuss various combinations of beads/fibers and the different techniques that you can use. You will leave with a completed bracelet. Materials: \$22.00 for full kit (loom, bobbins, cord, end caps, clasp, seed beads) or \$15 kit (cord, seed beads, end caps, clasp) * (For students who took basic course or already have the loom and bobbins) Materials fee paid to instructor in class. Students should bring a tape measure and scissors.

Total: \$28 (\$20, reg \$8)

ANE-296-D1	Sa 9:00AM-12:30PM	Oct 25
	<i>C. Stribling</i>	VM 3

.....
Instructor Bio—Heidi Coble

Heidi Coble has been teaching students of all ages artistic mixed media techniques for over 20 years through the WCPS and summer student programming at the Museum of Fine Arts.

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Wire Sculpture and Jewelry Making

From fanciful to functional, learn to sculpt and create with wire. Open to all experience levels. Create plain wire and covered sculptures as well as shell and gem jewelry for personal use or gift giving. Learn to twist a line into a recognizable shape for a charming sculpture you'll be proud to show. Then explore the line further into the element of design to create one of a kind pendants or bracelets. Materials fee includes all tools and materials needed for course projects.

Total: \$81 (\$40, materials \$33, reg \$8)

ANE-299-E1	Sa 9:00AM-12:00PM	Nov 8 – Nov 22
	<i>H. Coble</i>	ATC 211

.....
Instructor Bio—Jo Lum
Jo Lum of Living Water Chair Caning has been teaching this heritage craft form for over 10 years.

.....

Learn the Heritage Craft of Chair Caning



Learn to repair your rocking chairs, foot stools, and dining room chairs! This course will teach you how to restore these wonderful pieces back to their original woven beauty. You will learn the many hands-on techniques in the weaving process needed to restore the piece back to its original splendor. You will also have the opportunity to create your own woven seat on a small stool or work on an existing project as a way of learning the chair caning techniques. Reward your children and grandchildren with a hand woven gift that will last a lifetime! Materials may be purchased from the instructor. Bring a bucket, scissors, towel, measuring tape, pencil, one dozen clothes pins and paper to class.

Total: \$91 (\$83, reg \$8)

Senior Total: \$58 (\$50, reg \$8)

SEN-090-C1	M 6:00PM-8:30PM	Sep 15 – Nov 3
	<i>G. Lum</i>	VM 6

SEN-090-N1	Th 12:00PM-2:30PM	Sep 18 – Nov 6
	<i>G. Lum</i>	LAC HALL

Arts & Crafts - ed2go

Choosing your class is easy. Visit our online classroom at www.ed2go.com/Hagerstown. Browse through the class schedule and select the topic and month that are right for you. Register online and attend orientation online. See the online outline for course requirements. Questions? Email online@hagerstowncc.edu.

- Section B 8/20/14 – 9/26/14
- Section C 9/17/14 – 10/24/14
- Section D 10/15/14 – 11/21/14
- Section E 11/12/14 – 12/19/14
- Section F 12/10/14 – 1/16/15

Drawing for the Absolute Beginner

Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be! In this course, an expert instructor will guide you through an exciting and informative exploration of drawing materials, set up procedures, lighting

and rendering techniques, design and layout methods, and more.

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-461

Start Your Own Arts & Crafts Business

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! Learn how to start your own arts and crafts business from a professional artist. Discover how to create a niche in your chosen craft, price your work effectively, find the best craft shows, and market your product to a worldwide Internet customer base.

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-502

Start Your Own Gift Basket Business

Take your first step toward a career as a gift basket designer! This course will tell you everything you need to know about starting a gift basket business and running it successfully.

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-533

Cake Decorating

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Instructor Bio—Mary Lemen

Mary Lemen has 18 years of experience as a stained glass artist and is the owner of the Glass Loft.

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Cake Decorating Part I



This fun course focuses on frosting, borders, stars, shells, drop flowers, leaves, and writing. The materials fee includes a kit of tubes, bags and other supplies. This class will also feature sweet peas, rose buds, rose ruffles, figure piping and the basket weave. Please bring a sheet cake to the last class session and apply all of your cake decorating skills!

Total: \$88 (\$55, materials \$25, reg \$8)

Senior Total: \$68 (\$35, materials \$25, reg \$8)

ANE-309-C T 6:00PM–8:00PM
 M. Lemen

Sep 9 – Oct 7
 ATC 211

Cake Decorating Part 2



This course will feature how to stack, support and add a center filling to a cake. Some of the flowers featured are Daffodil, Chrysanthemum, Lilly of the Valley, Bachelor Button, Ribbon Rose, and review of selected flowers from Cake Decorating Part I. The fifth class session will focus on

decorating a cake using the skills taught in class. The materials include tubes, bags and frosting.

Total: \$88 (\$55, materials \$25, reg \$8)

Senior Total: \$68 (\$35, materials \$25, reg \$8)

ANE-310-D T 6:00PM–8:00PM
 M. Lemen

Oct 21 – Nov 18
 ATC 211

History

.....
Instructor BIO—Deborah Swartz

Deborah “Turtle” Swartz is a member of and clan mother for the Southeastern Woodland Indian Loyalist Confederacy. This organization has been invited to Colonial Williamsburg and Louisburg for presenting traditional Native American culture via educational programs for the general public. As “Turtle,” she has conducted educational programs on the roles of women in Eastern Woodland cultures; programs. Programs include: Rocky Mount Museum, TN, Fort Necessity National Park, PA, Mount Vernon Historical Site, Historic Bartram’s Garden, PA, National Elderhostel program.

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Roles of Native American Women in the 18th Century Eastern Woodlands

Join Deborah “Turtle” Swartz member of and clan mother for the Southeastern Woodland Indian Loyalist Confederacy for this fascinating course on the roles of women found in Native American 18th Century Nations. In this program, participants will learn of the powers women held in a matriarchal society—both within daily life of a village and within the political structure of a nation. The Nations this class encompasses are those of the Iroquois, the Shawnee, the Delaware and the Powhatan.

Total: \$68 (\$60, reg \$8)

Senior Total: \$43 (\$35, reg \$8)

DIS-053-C1 T– 9:00AM–12:00PM
 D. Swartz

Sep 12 – Sep 26
 VM 4

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Instructor BIO—Joe Mieczkowski

Civil War living historian and educator. Having received his Bachelor's Degree from Salem College and his Master's Degree in Public Administration from Pennsylvania State University, Joe is an Adjunct Professor for local community colleges, teaching courses in various aspects of American history and management. Joe is on the faculty of the Lincoln Leadership Institute in Gettysburg, PA. He is a Licensed Battlefield and Town Guide for the Gettysburg National Military Park, and is a Past President of the Gettysburg Civil War Roundtable. He is the current President of The Association of Licensed Battlefield Guides.

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Diversity in the Civil War

European immigrants (Germans, Irish), American Indians, Asians, Hispanics, African Americans and women contributed in various degrees of service in every major theater of operations throughout the war. It was a falsehood however, that the majority of all Federal troops were foreign born, as was an oft repeated assertion of the Southern and British press of the time. Join Joe Mieczkowski for this interesting new course focusing on the ethnic diversity of soldiers fighting in the Civil War.

Total: \$43 (\$35, reg \$8)

DIS-436-D	Th 6:30PM–8:30PM	Oct 23 – Oct 30
	<i>J. Mieczkowski</i>	VM 4

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Instructor Bio—Roger Swartz

Roger Swartz is a nationally acclaimed author and historian. Program sponsors have included: Smithsonian Associates, the Smithsonian; Mount Vernon Estate, and Historic Bartram's Gardens in Philadelphia.

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1755 Braddock and Washington, Shirley & Johnson, and the Acadians 

This program concentrates on the first year of the French & Indian War and Britain's strategy for winning the war against France within a year. We will cover General Braddock's campaign, his march through Maryland and Virginia, and culminating in his defeat near modern Pittsburgh. We will investigate the causes for his defeat, as well as the real roles performed by Washington - not the myths - as his aide. We'll turn our attention to the north, following Massachusetts Governor William Shirley's march upon Fort Niagara and William Johnson's offensive against French Fort Frederic (Crown Point, NY). We will then follow England's removal of the Acadians,

their coming to the British colonies, and their exodus to the Acadian Coast of Louisiana. Finally, we will see how the results of the first year impacts the campaign strategies of both France and England for the duration of the war.

Total: \$88 (\$80, reg \$8)

Senior Total: \$53 (\$45, reg \$8)

DIS-442-C	Tu 9:00AM–12:00PM	Sep 23 – Oct 21
	<i>R. Swartz</i>	VM 6

1814: The Critical Year 

This program celebrates the 200th anniversary of the War of 1812. We will focus on the year 1814, when the war is going against the United States. We will detail the British campaigns culminating in the burning of Washington, DC and the accompanying campaign against Baltimore. We will investigate the myths and realities surrounding "The Star Spangled Banner". We will next turn out attention to the north, following the British offensive from Canada down Lake Champlain and their naval defeat upon this lake. We'll discuss how the US successful defense of Baltimore and Britain's defeat in New York - nor Jackson's victory in 1815 at New Orleans - changed the peace negotiations toward America's favor.

Total: \$68 (\$60, reg \$8)

Senior Total: \$43 (\$35, reg \$8)

DIS-443-E	Tu 9:00AM–12:00PM	Nov 4 – Nov 18
	<i>R. Swartz</i>	VM 6

HCC and the Washington County Historical
Society present:

DRINK UP!

A History of Alcohol Production and Consumption in Washington County

Do you enjoy a beer, glass of wine,
or cocktail every now and then?

If you answer “yes”, you are
partaking of a centuries-old
tradition. In fact, our local
ancestors produced and drank
more alcohol than we do.



Did you know that: Washington
County and the surrounding region was a leading producer of whiskey?
Taverns could be found every few miles along our major roads? Moonshine
was produced in large quantities in Washington County?

Come to the first in a series of programs on the multi-faceted history of
our county, sponsored by the Washington County Historical Society
and Hagerstown Community College.

The Drink Up! program will feature an exhibit and reception at the
Miller House (135 West Washington Street) on Friday, November 7th
from 6 PM to 8 PM. A seminar will be held the next day, Saturday,
November 8th, at Hagerstown Community College from 8 AM to 3 PM.
Local speakers and experts will discuss intriguing and tantalizing aspects
of alcohol production and consumption in the county from Colonial
times through Prohibition.

Please contact the Washington County Historical Society
info@washmdhistoricalsociety.org or 301-797-8782
for more information or questions.

DIS 445 E
Friday and Saturday
November 7 from 6-8PM and November 8 from 8AM-3PM
Total: \$45 (\$37, reg \$8) Senior Total \$43 (\$35, reg \$8)

To register, visit *www.hagerstowncc.edu/coned/web-advisor*
or call 240-500-2236.

Day Trips

Important Trip Info: Itineraries and departure point maps for all trips will be sent to participants one week prior to the trip date.

DC Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall. Our motor coach will drop you off and pick you up at the Smithsonian Castle, allowing for plenty of exploration time in one or more of the historic museums on the Mall or shopping! Fee includes: fully-equipped motor coach, gratuity. Departure is from the Valley Mall.

Total: \$48 (\$40, reg \$8)

SEN-196-D1 10/28/14 Tuesday 7:00AM - 5:30PM

DC Genealogy Research Trip

Research time is built into this day and may be used either at the DAR Library or the National Archives. The instructor will contact participants one week prior to the trip for a discussion of research options. Lunch is on your own but may be purchased within walking distance of all facilities. Tour fee includes: motor coach transportation/gratuity. There is an additional admissions fee of \$6 to the DAR Library. Departure is from the Valley Mall.

Total: \$48 (\$40, reg \$8)

SEN-144-D1 10/28/14 Tuesday 7:00AM - 5:30PM

C. Miller-Schultz & D. Reed

National Cathedral Tour & Tea – Angels Tour

Our National Cathedral tour and tea will begin with a beautiful organ demonstration on the Cathedral's famous pipe organ featuring 10,650 pipes. We will then join a National Cathedral docent who will guide us through the beautiful Angels tour, focusing on the depiction of Angels in the Cathedral. As we tour this sacred spot, breathe in the serenity and calm of the soaring stained glass windows and intricate stonework. Our tour will be followed by a lovely 3:00PM tea served in the St. Paul Room of the Pilgrim's Observation Gallery. This is a beautiful wood paneled room with magnificent views of the city. Tea fare includes a delicious array of scones with clotted cream and an assortment of sweets and finger sandwiches. Following our tea we will have an opportunity to do some shopping at the Cathedral Museum & Book Store and Herb Cottage gift shop and visit the earthquake

exhibit. Space is limited for this specialized Angels Tour. Fee includes: fully-equipped motor coach, gratuity, all entrance fees, Tour and Tea. Departure is from the Valley Mall.

Total: \$61 (\$53, reg \$8)

DIS-217-D1 10/8/14 Wednesday 10:00AM - 6:30PM

Longwood Gardens Christmas Tour

Let Longwood Gardens put the stars in your eyes this holiday season as you wander through half a million twinkling lights, thousands of poinsettias and magnificent Christmas trees! Located in historic Kennett Square, Pennsylvania, Longwood Gardens and indoor Victorian Conservatory was created by the DuPont Family. The Gardens and Conservatory feature lovely settings of holiday lights, a beautifully lit dancing fountain show, hundreds of flowers in the specialized conservatory gardens, one of a kind themed decorative displays, flowing water features and historical Moeller Organ holiday music sing-along. Fee includes: fully-equipped motor coach transportation/gratuity and entrance fees. Meals may be purchased in one of the Longwood Garden dining areas. Departure will take place from the Valley Mall.

Total: \$78 (\$70, reg \$8)

DIS-328-F1 12/2/14 Tuesday 10:00AM - 9:00PM

Ladew Manor House & Garden Tour and the Star Spangled Spectacular!

Enjoy a wonderful day visiting historic Ladew Gardens' beautiful manor house and topiary gardens with horticulturalist Debby Smith-Fiola, with an added bonus trip to Baltimore's Inner Harbor for the 2014 Star Spangled Spectacular festivities. Festivities feature tours of the world acclaimed Tall Ships and Navy vessels! Tour fee includes: fully-equipped motor coach, gratuity, Ladew Manor House Tour and entrance to topiary gardens, and Star Spangled Spectacular festivities. Departure will take place from the Valley Mall.

Total: \$68 (\$60, reg \$8)

DIS-448-C1 9/11/14 Thursday 7:45AM - 6:00PM

D. Smith-Fiola

Day Trips

Important Trip Info: *Itineraries and departure point maps for all trips will be sent to participants one week prior to the trip date.*

C&O Canal: Paw Paw Tunnel and Oldtown

Join Western Maryland and C&O Canal historian John Frye on this C&O Canal tour to Oldtown, MD and the Paw Paw Tunnel, WV. We will begin our tour on the main campus of the College at 8:00AM with a brief overview lecture of the C&O Canal history. We will then board the HCC motor coach for our exploration of the C&O Canal historical sites, the Paw Paw Tunnel (2,133 foot mountain tunnel dating from the mid 1800's), and Oldtown, MD. At the Paw Paw Tunnel, you may choose to walk the approximate 1/2 mile to the tunnel mouth or enjoy the entire through-tunnel roundtrip walk which is approximately 1.5 miles in length. Please bring a flashlight for the tunnel walk and wear water resistant shoes. Tour fee includes: transportation via HCC College Motor Coach and on-site historical interpretation by John Frye, activity level is low to moderate based upon participant's choice at each site. Trip will depart from the HCC Main Campus, parking Lot F. Please bring a brown bag lunch to enjoy.

Total: \$48 (\$40, reg \$8)

DIS-139-D1 10/11/14 Saturday 8:00AM-4:30PM

8:00AM class Career Programs Building 211, Main Campus

National Book Festival

Calling all book lovers! Come to the annual Library of Congress National Book Festival at the new location of Walter E. Washington Convention Center, in Washington, D.C. This year's one-day festival will feature about 100 authors in one day. Festival-goers can meet and hear firsthand from their favorite poets and authors, get books signed, hear special entertainment, and participate in a variety of activities. We will spend a fantastic day surrounded by our favorite things—books! Go to <http://www.loc.gov/bookfest/schedule/> to find out more. Fee includes: Transportation by HCC Motor Coach. Trip will depart from the HCC Main Campus, Lot F.

Total: \$35 (\$27, reg \$8)

DIS-173-B1 8/30/14 Saturday 8:00AM-6:00PM

Old New Castle Delaware with Roger Swartz

Join historian Roger Swartz on this great trip to the historic village of Old New Castle, Delaware, described as being one of the secret gems of the East. Old New Castle offers the visitor an experience of cobblestone streets and

the historic charm of a riverside community. Here in 1651, Fort Casimir was founded by Peter Stuyvesant in order to give Dutch New Netherland control of the Delaware and in 1682, William Penn came ashore to claim the "Lower Counties" in behalf of his charter for Pennsylvania. Our visit to lovely Old New Castle will include three docent-led tours offered by the New Castle Historical Society: (1) the 1732 Court House, serving as the meeting place of Delaware's colonial assembly. (2) the 1730s Amstel House, linked to Delaware's colonial families and residence of a colonial governor. (3) The Dutch House, a rare urban 17th century colonial survivor containing Dutch artifacts. Roger Swartz will set the scene for our day by offering an en-route lecture featuring the highlights of the Dutch occupation. Our day, of course, would not be complete without a lovely all-inclusive luncheon at the historic Arsenal House of Old New Castle circa 1809. Tour fee includes: fully-equipped motor coach, all gratuities, entrance fees, docent-led tours, en-route lecture and all-inclusive lunch. Trip will depart from the Valley Mall.

Total: \$99 (\$91, reg \$8)

DIS-099-E1 11/10/14 Monday 6:30AM-6:30PM

R. Swartz

Warrior Run Colonial Heritage Days

Join historian and author Roger Swartz for this interesting trip to the historic Warrior Run Colonial Heritage Days held by the Warrior Run-Fort Freeland Heritage Society in Turbotville, PA. The festival features colonial foods, demonstrations, crafts, and lectures, and Native American Village that will help visitors of all ages better understand the lives of the early settlers in Warrior Run. The day will feature the reenactment of the Fort Freeland Battle with narration by Roger Swartz. An additional stop will be made at the historic Fort Augusta & Hunter House, Sunbury, PA, to view the model of Fort Augusta and learn more about the Fort Freeland Battle. Fee includes: entrance to all sites/exhibits, en-route lecture by Roger Swartz, HCC Motor Coach transportation. This trip will depart from the HCC Main Campus, parking Lot F.

Total: \$63 (\$55, reg \$8)

DIS-449-D1 10/4/14 Saturday 6:30AM-6:30PM

3rd Annual HCC Genealogy Seminar

Saturday, September 20, 2014

Seminar Presenters and Lecture Titles:

**Dr. Kenneth Heger, Senior Supervisory Archivist,
Office of Research Services, National Archives and
Records Administration**

- “From Bohemia to Baltimore: A Case Study of German Immigrants from the Austrian Empire”

Debra Hoffman, Professional Genealogist

- “Researching Your Civil War Soldier”

**Tyler Harmon, Document Preservation Services,
Ancestry.com**

- “Introducing Your Documents to the Digital Age”
- “The Latest from Ancestry.com”



Registration and course information:

HCC Main Campus, Merle S. Elliott Continuing Education and Conference Center
Saturday, September 20, 2014 • 8:30AM-4:00PM

Fee: \$35 Registration: \$8 Total: \$43

Fee includes: lectures, materials, beverages and lunch • DIS 755 C1

Register online at www.hagerstowncc.edu/coned/web-advisor or call 240-500-2236

Genealogy Plus



Get on the inside GenealogyTrack! This course will guide you through computer-generated research strategies. You will have the opportunity to learn more about Family Tree Maker, RootsMagic 6 and Legacy 8.0 Family Tree software. Additionally, exploration of the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research will be included. A variety of methods for organizing your data will be examined. This “hands on” class is designed for Genealogy enthusiasts who are researching their family history and would like to investigate additional resources.

Total: \$78 (\$60, materials \$10, reg \$8)

Senior Total: \$53 (\$35, materials \$10, reg \$8)

SEN-097-D1	F 1:30PM–4:00PM	Oct 17 – Nov 7
	C. Miller-Schultz	VM 2

Tracing Your Family Roots - Introduction To Genealogy



Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. This introductory course will cover the fundamental building blocks of genealogy research. You will learn where to find source documents and the best strategies to enhance your exploration. The most current genealogy tools will be used including: Family Tree Maker, RootsMagic 6 and Legacy 8 Family Tree. In addition, online resources such as Ancestry.com, Family Search, Fold3, Genealogy Bank and USGenWeb will be utilized. The hands on class is held in a computer lab at the Valley Mall Training Center.

Total: \$78 (\$60, materials \$10, reg \$8)

Senior Total: \$53 (\$35, materials \$10, reg \$8)

SEN-377-D1	F 9:30AM–12:00PM	Oct 17 – Nov 7
	C. Miller-Schultz	VM 2

SEN-377-N1	M 6:00PM–8:30PM	Oct 20 – Nov 10
	C. Miller-Schultz	VM 2

Home & Garden

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Instructor Bio—Deborah Smith-Fiola

Deborah Smith Fiola is the President, Senior Consultant, at Landscape IPM Enterprises, LLC. She studied at the University of Maryland, where she earned her BS in Horticulture/Ornamentals and her MS in Entomology/Landscape Integrated Pest Management. Debby is a columnist for Hagerstown magazine and Mid-Atlantic Grower. She is the author of Pest Resistant Key Trees and Shrubs, New Jersey Landscape IPM Manual, a chapter in Integrated Pest Management, and 'Tick Alert' cards

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Long Lasting Color in the Garden - Annuals & Perennials

Join professional horticultural specialist Deborah Smith-Fiola for this course! The fall month of October is a great time to dream of your garden in bloom next season. Perennial flower plants and bulbs planted in October will develop a strong root system to provide an abundant floral display for next years' garden. In order to create a colorful garden with perennials you'll need to plant perennials with varying bloom times so that something will always be in bloom. This session will also cover various methods of dividing, seeding, propagating and planting the best perennials and bulbs for our area.

Total: \$28 (\$20, reg \$8)

HOM-016-D1 F 1:30PM-3:30PM	Oct 3
<i>D. Smith-Fiola</i>	VM 3

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Instructor Bio—Denny Warrenfeltz
has been a floral designer for 40 years and is the owner of Rooster Vane Gardens.

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Floral Design



Join floral designer and historic garden specialist, Denny Warrenfeltz, for this wonderful class that will bring together your creative senses! The many layers of floral arrangement will be explored in this insightful class. We will begin with a three-week session on decorating your home with florals, focusing on the glorious, fresh flowers of early fall and late summer as well as an exploration of arranging silk flowers for a lasting impression. In October, attention will be given to bringing the lively colors of the floral harvest indoors, with a focus on dried flowers, gourds and pumpkins. The closing sessions will focus on the wonderful holidays ahead, creating lasting arrangements that will surely please your guests and family. Bring your friends and

give yourself a treat! You deserve it! Supplies to be discussed during the first session and may be purchased from instructor. Cost dependent upon your choice of materials.

Total: \$93 (\$85, reg \$8)

Senior Total: \$59 (\$51, reg \$8)

PDV-795-C1 M 6:30PM-8:30PM	Sep 15 - Nov 10
<i>D. Warrenfeltz</i>	ATC 211

Home & Garden - ed2go

Choosing your class is easy. Visit our online classroom at www.ed2go.com/Hagerstown. Browse through the class schedule and select the topic and month that are right for you. Register online and attend orientation online. See the online outline for course requirements. Questions? Email online@hagerstowncc.edu.

- Section B 8/20/14 – 9/26/14
- Section C 9/17/14 – 10/24/14
- Section D 10/15/14 – 11/21/14
- Section E 11/12/14 – 12/19/14
- Section F 12/10/14 – 1/16/15

Start Your Own Edible Garden

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season. You'll begin by figuring out which type of garden is right for you. Not everyone has the same amount of time, space, or sunshine, so the first step to a great harvest is selecting the right crops. You'll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard.

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-537

Introduction to Interior Design

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 design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you'll explore a range of careers in interior design and get insider tips for entering this exciting field. Because interior design is constantly evolving, you'll also learn about some of the latest trends affecting the industry. You'll investigate green sustainable design, and you'll find out how to modify your

designs for people with special needs. As you master design skills step-by-step, you'll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

Total: \$109 (\$36, materials \$65, reg \$8)

HOM-053-

Life Enrichment - ed2go

Choosing your class is easy. Visit our online classroom at www.ed2go.com/Hagerstown. Browse through the class schedule and select the topic and month that are right for you. Register online and attend orientation online. See the online outline for course requirements. Questions? Email online@hagerstowncc.edu.

Section B 8/20/14 – 9/26/14

Section C 9/17/14 – 10/24/14

Section D 10/15/14 – 11/21/14

Section E 11/12/14 – 12/19/14

Section F 12/10/14 – 1/16/15

Assisting the Aging Population

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You'll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You'll learn about financial and legal considerations, health issues, and family interpersonal relationships. You'll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You'll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-059

Get Assertive

Are you tired of being intimidated and treated badly by others? Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Discover how you lose your power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. It's your turn to speak out!

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-465

Get Funny!

Humor enhances everything you do, no matter whether you're looking to deliver better presentations, increase your marketability as a writer, deliver more hits to a Web site, or simply become friendlier and more outgoing. Whether you're naturally funny or want to be, this hilarious course will help you sharpen your wit.

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-468-

Great Decision Making

Learn how to make excellent everyday decisions from an experienced counselor and life coach. Master techniques for achieving your goals, managing risk, dealing with crises, and making decisions—big and small—with knowledge and confidence. Find out how to avoid many types of mistakes and how to recover from others.

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-475

Personal Finance

This course is designed to prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You'll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You'll develop a retirement savings plan, and you'll be better prepared to make large purchases and plan for taxes. You'll also learn the essentials of household bookkeeping and record-keeping requirements. And you'll discover the secret to understanding and controlling your credit rating to save money and increase your financial security.

Total: \$109 (\$36, materials \$65, reg \$8)

PLC-704

Life Enrichment

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Instructor Bio—Julie Castillo

Julie (Mooney) Castillo holds a Master of Arts degree in social science from Catholic University and has worked in publishing and film since 1995. She has been a story analyst, editor, writer-for-hire (her credits include two New York Times bestsellers), writing consultant, and instructor.

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Being Human: The Origins of Us

What sets human beings apart from other creatures? Is it merely our big brains and dependence on culture? Or is it our unique sense of ourselves, or our relentless quest to find meaning in the universe? Where in the evolutionary process did we become, not merely homo sapiens, but human? In this thought-provoking class we'll take a journey back into the paleontological and archeological records to search for clues to the origins of human consciousness. We'll discuss the development of language, culture, personality, science, and religion—and weigh these factors against our own assumptions. Join us for a series of lively discussions!

Total: \$68 (\$60, reg \$8)
 Senior Total: \$48 (\$40, reg \$8)

DIS-407-D	W 12:00PM–2:00PM	Oct 1 – Oct 22
	<i>J. Castillo</i>	VM 3

Being Human: the Future of Our Kind

Where is humankind headed in the next ten years, hundred years, thousand years? How will we live, eat, work, and play? How will we supply our energy, health care, and housing needs? Will science and industry provide us with the answers? Together, we'll explore the possibilities. In this fourth installment of the popular Being Human series, we'll examine the greatest challenges of the future from the perspectives of social science and the humanities. This class features lively discussions plus an opportunity for you to engineer a hypothetical human society of the future.

Total: \$67 (\$59, reg \$8)
 Senior Total: \$43 (\$35, reg \$8)

ANE-289-D	M 7:00PM–9:00PM	Oct 27 – Nov 17
	<i>J. Castillo</i>	CPB 230

Being Human: A Cross Cultural View

Join anthropology instructor Julie Castillo for a thought-provoking cross-cultural discussion of personality, consciousness, and self. Of what is human identity made? Where does our sense of self come from: culture? Upbringing? External circumstances? The opinions of others? If you

had grown up in a different culture—or as the opposite gender—or in a different century—would you still be you? Are you the same person now as you were twenty years ago? The concepts of self and existence vary greatly from culture to culture; even the manner in which we think and interact with the world is culturally prescribed.

Total: \$68 (\$60, reg \$8)
 Senior Total: \$48 (\$40, reg \$8)

DIS-406-D	W 12:00PM–2:00PM	Oct 29 – Nov 19
	<i>J. Castillo</i>	VM 4

12 Ways to Know Yourself Better

Know Thyself, the Oracle of Delphi advises. This class is a thought-provoking investigation into the most fascinating being on the planet—you! Discover a kaleidoscope of self-knowledge tools from around the globe and across time, from psychology, mythology, and literature to spiritual practices and religious traditions. Discover where you fit in the Myers-Briggs personality matrix, locate your level among Maslow's Hierarchy of Needs, meet your Native American totem animal, delve into the symbolism of Feng Shui, Enneagram, and much more. Come prepared to gain new insight into your most valuable asset—yourself!

Total: \$53 (\$45, reg \$8)

ANE-521-D1	F 7:00PM–9:00PM	Oct 31 – Nov 21
	<i>J. Castillo</i>	CPB 230

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Instructor Bio—Mary Ann Allan

Mary Ann Allan is a lifelong seeker in the field of Ancient Arts; an Astarian of the Eighth Degree. She has been practicing meditation for over 40 years; teaching in the community for two decades.

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Principles of Meditation-A Joyous Peaceful Way of Life

The practice of this ancient art will enrich your life experiences and expand your horizon. It is an excellent support to prevent, slow or control cardiovascular disease, improve the ability to sustain concentration, restore balance for depression, develop constructive use of thought patterns and ease pain associated with chronic diseases. If the practice of meditation is a new concept you would like to experience - or if you wish to renew your meditation practice, this course will help you establish a firm foundation.

Total: \$73 (\$65, reg \$8)

MBP-027-D1	Th 7:00PM–8:30PM	Oct 2 – Nov 6
	<i>M. Allan</i>	VM 6

Medieval Aristotelianism

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Instructor Bio—Karen Gray

Karen Gray holds a Ph.D. from the University of Edinburgh in theology and religious philosophy, and retired as the developer of Smithsonian Institution educational study tours for adults.

Medieval Aristotelianism with Three Philosopher-Theologians from Three Faiths

In the 12th century a spark was lighted that would produce a vast shift in the West toward analytic and scientific thinking and ultimately would be a major force in the emergence of the renaissance and enlightenment. This series recounts the story of that shift and introduces the three of the greatest minds in this remarkable story: Averroes, a Muslim; Maimonides, a Jew; and Aquinas, a Christian. In heavily illustrated PowerPoint presentations, Dr. Gray introduces this great philosophical tradition in a manner understandable whether the student has formally studied philosophy or not. This lecture from 9:30-11:30AM will be followed by a half-hour discussion period. Series units 9/24, 10/22, 11/12, 12/3 may be purchased individually. See course descriptions below.

Total: \$88 (\$80, reg \$8) Senior Total: \$58 (\$50, reg \$8)
 DIS 437 C Wednesdays 9:30AM-12:00PM
 Sept. 24, Oct. 22, Nov. 12, Dec. 3 Karen Gray Valley Mall 6

From Aristotle to 12th Century Spain

The great works of Aristotle, from the time of the man himself in the 4th C. BCE to the rise of Islamic philosophy in the 9th C. CE made a hazardous journey in which it could so easily have been lost—much was. Largely rejected or ignored by Christians during the first millennia of Christianity, and carried by pagan Greek thinkers to the Near East, it was translated into Arabic and spread with Islam around the Mediterranean. In this lecture Dr. Gray tells that story and highlights the key characteristics of Aristotle's thinking and the changes in the way he was understood during that time.

Total: \$23 (\$15, reg \$8)
 DIS 438 C1 Wednesday 9:30AM-12:00PM Sept. 24
 Karen Gray Valley Mall 6

Averroes

Averroes, an Andalusian Muslim genius of the 12th Century, became the great defender of Aristotle's thought, especially against the Ash'ari theologians. In this presentation the life of Ibn Rushd—or Averroes as he is known in the West—is recounted and his philosophy explained. The powerful influence that he had on Christian theology and his role in re-introducing Aristotle to the Latin-speaking world are also discussed.

Total: \$23 (\$15, reg \$8)
 DIS 439 D1 Wednesday 9:30AM-12:00PM Oct. 22
 Karen Gray Valley Mall 6

Maimonides

Maimonides was a brilliant Jewish thinker from 12th Century Andalusia (Spain) who spent most of his adult life in North Africa. His work incorporates essentials of Aristotelian logic as he learned them through great Arabic philosophers such as Avicenna, Al-Farabi, and Averroes. This lecture recounts his life, introduces his philosophy and theology, and discusses his impact on Judaism and Christianity as they began to discover and integrate the new and rapidly evolving medieval Aristotelianism.

Total: \$23 (\$15, reg \$8)
 DIS 440 E1 Wednesday 9:30AM-12:00PM Nov. 12
 Karen Gray Valley Mall 6

Thomas Aquinas

Thomas Aquinas, one of the greatest minds of the Middle Ages, was a 13th century philosopher and theologian, born in Sicily, but educated in Italy. He would become the epitome of scholasticism—and a seminal figure in its rise to dominance over the monasticism of the early middle ages. This lecture reviews his life, the development of his theology and the influence of the newly available Latin translations of Arabic versions of Aristotle's works.

Total: \$23 (\$15, reg \$8)
 DIS 441 F1 Wednesday 9:30AM-12:00PM Dec. 3
 Karen Gray Valley Mall 6

Fun with Science!

Children – 4th & 5th Grade

The World Up Close

This one-day academic enrichment program is designed for 4th & 5th grade students interested in science and microscopes. Students will take a closer look at their world by using state of the art dissecting and compound microscopes to look at geodes, fossils, rocks, crystals, shells, and sand samples from around the world. With the aid of the dissecting microscope, students will hunt for tiny fossilized shark teeth from sand samples that were previously collected at Calvert Cliffs, MD. Students will make their own crystals in an egg geode to take home!

Please register your child using the course information below. They may bring a bag lunch or purchase a lunch on campus. Parents or guardians are required to sign students in and out of each class session. All children will be accompanied by the instructor at all times. A complete agenda, parking and classroom document will be sent to you two weeks prior to the class date.

Fee: \$20 Materials Fee: \$5 Registration Fee: \$8 Total: \$33

Course #: DIS 447 E

When: Tuesday, November 4

Time: 8:45AM to 4:15PM

Location: Career Programs Building, Room 173

Children – 2nd & 3rd Grade

Fun with Microscopes

This one-day academic enrichment program is designed for 2nd and 3rd graders interested in learning more about microscopes. Students will take a closer look at their world by using state of the art dissecting and compound microscopes to examine pond water, plants, insects, geodes, fossils, crystals, shells, sand and much more! Specimens will be collected in a microscope scavenger hunt, where students look for objects, insects and plants to observe under the microscope. Students will observe real fossils, then make and take their own artificial fossil!

Please register your child using the course information below. They may bring a bag lunch or purchase a lunch on campus. All children will be accompanied by the instructor at all times during each session. Parents or guardians are required to sign students in and out of each class session. A complete agenda, parking and classroom document will be sent to you two weeks prior to the class date.

Fee: \$20 Materials Fee: \$5 Registration Fee: \$8 Total: \$33

Course #: DIS 420 D

When: Friday, October 17, 2014

Time: 8:45AM to 4:15PM

Location: Career Programs Building, Room 173

Please call 240-500-2236 or email ceregister@hagerstownc.edu if you have any questions. We look forward to seeing you at Fun with Science!

Music

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Instructor Bio—Dr. Candice Mowbray
Dr. Candice Mowbray enjoys a busy career as a solo performer, chamber musician and college instructor. For videos and more information, visit www.candicemowbray.com

Classical Guitar

Join instructor Candice Mowbray for an innovative class that combines master class-style instruction, ensemble performance, listening experiences and historical study into one weekly class. Students will have opportunities to develop techniques as well as performance skills while deepening their appreciation for this fine art through listening and discussion. Students of all ability levels are welcome, however, this class will most benefit students who can play a few solo selections (ex. etudes by Shearer, Giuliani, Carcassi, etc.) and have basic music-reading abilities. You are welcome to contact the instructor by email if you have questions, cemowbray@hagerstowncc.edu. Students must provide their own guitar and music stand. An additional sheet music purchase may be required.

Total: \$104 (\$82, materials \$14, reg \$8)

ANE-295-C1 Th 7:30PM–8:30PM Sep 11 – Nov 13
C. Mowbray KEP 204

Guitar for Beginners

This course is designed for students with no prior guitar playing experience. Students will learn how to hold the guitar, left- and right-hand positioning, basic chords, music notation, strum patterns and fingerpicking techniques. The skills learned in this class can be applied to the performance of many styles of music including rock, country, blues and folk. Each student must provide his/her own guitar, picks, and a portable music stand. Textbook included in course fee. Book will be delivered in the first class session. Please contact instructor Candice Mowbray, cemowbray@hagerstowncc.edu if you have any questions.

Total: \$108 (\$85, materials \$15, reg \$8)

ANE-248-C1 Th 6:30PM–7:30PM Sep 11 – Nov 13
C. Mowbray KEP 204

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Instructor Bio—Ernie Bradley
Ernie Bradley began playing the banjo at age five. His father and grandfather both played the banjo and were the beginning influences in his musical career as well as others such as Don Reno, Raymond Fairchild, Earl Scruggs and Jay Bartee. Ernie has given award winning performances at

the Maryland, Pennsylvania, Virginia and West Virginia state banjo championships and touring with the great Charlie Daniels' Band; as well as the Grand Ole Opry on Tour, Renfro Valley, Turner Music Theater and many other venues up and down the east coast. The banjo is his first instrument, but he is an expert at the guitar, bass, dobro, mandolin, fiddle, autoharp and vocals. Ernie developed his own style of picking at an early age and is now recognized as one of the finest bluegrass and country banjo pickers in the business and has been teaching young and old to pick and sing for twenty years.

Beginning Bluegrass Banjo

This course is for beginner banjo players, no prior experience or very little experience needed. Students are taught to play by ear, no music or tablatures are used. Students learn traditional bluegrass tunes.

Total: \$58 (\$50, reg \$8)

BLU-013-C1 M 5:45PM–6:45PM Sep 15 – Nov 10
E. Bradley CPB 211/213

Bluegrass Jamming

Can you strum a song using G, C, F, D, A and E chords? Do you envy those people that can jump into any jam session? Then Join us Monday evenings for these beginner to advanced beginner jam sessions. There are three levels of participation available: Learning to hear and play chord changes - beginning Learning to sing and play - beginning Learning to play, sing and take simple solo breaks - intermediate to advanced beginner All levels of participation are welcome. Acoustic guitars, banjos, mandolins, bass, resonator guitars, dulcimers and fiddles, and other instruments by permission. If you have always wanted to try a joining a jam session then now is your chance. The course is taught by Ernie Bradley, well known band leader and instructor

Total: \$53 (\$40, materials \$5, reg \$8)

BLU-015-C1 M 7:00PM–9:00PM Sep 15 – Nov 10
E. Bradley CPB 211/213

The History of Opera with the Hub Opera Ensemble



Hansel & Gretel

A mystical forest. A tempting gingerbread house. Two imaginative siblings embark on a precarious adventure to find something to eat when their fortunes turn for the worse. This enduring fairytale of lost children, candy sweets and an evil witch comes to life in an enchanting production of Engelbert Humperdinck's *Hansel and Gretel* a nineteenth-century opera admired for its fun and folk-music-inspired themes, including the famous, *Now I Lay Me Down to Sleep*.

All performances will be held in the Kepler Theater. Join your fellow opera friends for another great Hub Opera Company performance and introductory lectures.

This course features:

Pre-Opera Lecture—Saturday, 9/20 and 9/27 from 10:00am-12:00pm in the Kepler Theater, HCC Main Campus

Opera Performance—Tickets to the fully staged Hub Opera Company performance of *Hansel & Gretel* on 9/28—Sunday Matinee, 3:00pm, 10/4—Saturday, 7:30pm, or 10/5—Sunday Matinee, 3:00pm in the Kepler Theater.

Participants may choose from the following performance dates:

September 28, October 4, or October 5

Performance times/tickets to be discussed in first class session.

Course: ANE 292 C

Lectures: Saturday, 9/20/14 and 9/27/14 10:00AM – 12:00PM

Kepler Performing & Visual Arts Education Center

Fee: \$35 Registration Fee: \$8 Total: \$43

Register online at

www.hagerstowncc.edu/coned/web-advisor or call 240-500-2236

Music - ed2go

Choosing your class is easy. Visit our online classroom at www.ed2go.com/Hagerstown. Browse through the class schedule and select the topic and month that are right for you. Register online and attend orientation online. See the online outline for course requirements. Questions? Email online@hagerstowncc.edu.

- Section B 8/20/14 – 9/26/14
- Section C 9/17/14 – 10/24/14
- Section D 10/15/14 – 11/21/14
- Section E 11/12/14 – 12/19/14
- Section F 12/10/14 – 1/16/15

Music Made Easy

If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard.

Total: \$109 (\$36, materials \$65, reg \$8)

ANE-030-E

Photography

.....
Instructor Bio—Steve Schaefer
graduated with a Bachelor's in Fine Art in Photography. He specialized in historic and alternative processing as well as mixed media. He is a working artist that has been exhibited in solo and group exhibitions. Steve also holds a Master's of Art in Teaching and currently an Art Teacher.

Basic Photography

Learn the basics to improve your photography. Discuss the importance of the shutter, aperture, lenses, film, filters, flash, macro (close-up) techniques, and composition. Photographs will be projected at each session to explain the specific topic. Equipment necessary for class: digital camera (single-lens reflex helpful but not necessary).

Total: \$73 (\$65, reg \$8)
 Senior Total: \$43 (\$35, reg \$8)

ANE-103-C	M 6:30PM–8:30PM S. Schaefer	Sep 8 – Oct 6 VM 3
ANE-103-D	M 6:30PM–8:30PM S. Schaefer	Oct 20 – Nov 17 VM 3

Nature and Wildlife Photography

Are you interested in capturing the moment of a beautiful sunset, delicate flower, or wildlife in their natural habitat? This new course will focus on nature and wildlife photography. Class sessions will cover bird, macro, and outdoor photography as well as equipment including use of lenses, tri-pods, feeders, and bait to set up those great wildlife shots. Equipment necessary for class: single-reflex lens.

Total: \$63 (\$55, reg \$8)
 Senior Total: \$43 (\$35, reg \$8)

ANE-090-D	W 6:30PM–8:30PM S. Schaefer	Oct 8 – Oct 29 VM 3
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Advanced Photography

Take the next step beyond basic photography. Explore the advanced applications of lighting, lenses, filters and other photography equipment. You will also learn the photography techniques necessary to take special situation photographs such as weddings. Field trip will be discussed in class. Prerequisite: Basic photography or equivalent.

Total: \$73 (\$65, reg \$8)
 Senior Total: \$43 (\$35, reg \$8)

ANE-281-D	Tu 6:30PM–8:30PM S. Schaefer	Oct 7 – Nov 4 VM 3
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Portrait Photography

This is the photography class you have been waiting for! If you enjoy taking pictures of your family and friends and would like to improve your skills, as well as explore the possibilities of taking professional and casual portraits, this is the class for you! We will discuss the importance of equipment, lighting, film, and composition. After gaining the essential knowledge you need to focus in on great portraits, you gain additional knowledge by taking portraits of subjects in class and in a local studio. Equipment necessary for class: camera or digital camera with single-lens reflex.

Total: \$63 (\$55, reg \$8)
 Senior Total: \$43 (\$35, reg \$8)

ANE-282-E	W 6:30PM–8:30PM S. Schaefer	Nov 5 – Dec 3 VM 3
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Black & White Photography

Taking black and white photographs is an intriguing form of photography. There are many subjects that just have to be photographed in black and white. This course will introduce you to this fascinating form of photography. You will be introduced to film, lens, techniques and how to look for those black and white photos.

Prerequisite: Basic photography knowledge or equivalent. Equipment necessary for class: digital, with SLR (single lens reflex).

Total: \$63 (\$55, reg \$8)
Senior Total: \$43 (\$35, reg \$8)

ANE-283-E	Tu 6:30PM–8:30PM	Nov 11 – Dec 2
	<i>S. Schaefer</i>	VM 3

Low Light Photography

This field study focuses on low light photography and taking photographs after dark. The course will cover time exposures, multiple imaging, flash painting, and other low light techniques. Equipment to bring to each class: SLR (single-lens reflex) or digital camera, wide-angle lenses, medium telephoto lenses, tripod, and a cable release or equivalent. Prerequisite: Basic photography or equivalent.

Total: \$63 (\$55, reg \$8)
Senior Total: \$43 (\$35, reg \$8)

ANE-284-C	Th 6:30PM–8:30PM	Sep 4 – Sep 25
	<i>S. Schaefer</i>	VM 3

Alternative Process Photography

Alternative process photography is image creation without traditional photographic equipment. Student will learn to create their own negatives, create and print on their own photographic paper using cyanotypes, create their own camera to produce images. Students will also experience alternative presentation methods to their image creations. Students do not need photographic experience.

Total: \$63 (\$55, reg \$8)
Senior Total: \$43 (\$35, reg \$8)

ANE-302-C	W 6:30PM–8:30PM	Sep 10 – Oct 1
	<i>S. Schaefer</i>	VM 3

Stained Glass

.....
Instructor Bio–Mary Lemen
Mary Lemen has 18 years of experience as a stained glass artist and is the owner of the Glass Loft.
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Angels in Glass

This class will focus on the assembly of beautiful, beveled glass angels, perfect gifts for the holidays! Session will include foiling and soldering bevels to create free standing angels. No glass cutting involved. Material fee includes bevels, use of tools and all materials needed to complete

three angels. The Glass Loft is located at 16825 Fairview Road, Hagerstown, MD 21740. Please call 301-733-7502 for additional questions.

Total: \$91 (\$30, materials \$53, reg \$8)

ANE-191-E1	Sa 9:00AM–11:00AM	Nov 8 – Nov 22
	<i>M. Lemen</i>	TGL MAIN

Three Dimensional Stained Glass Star

Join Mary Lemen stained glass artist and owner of The Glass Loft for a class in the assembly of three dimensional stars using the copper foil method. Sessions will include foiling and soldering bevels to create a closed center and an open center three dimensional star. No glass cutting involved. Material fee includes bevels, use of tools and all materials needed to complete two beautiful stars. Please bring safety glasses, dust mask, and latex gloves to the first class. These items may be purchased in class or at any hardware store and will be necessary for participation in this class. Please dress for work or bring a smock or old shirt to cover your clothing. Students must be 18 years or older. Due to exposure to lead, pregnant women are advised not to participate in this class. Glass Loft is located at 16825 Fairview Road, Hagerstown, MD 21740. Please call 301-733-7502 for additional questions.

Total: \$89 (\$35, materials \$46, reg \$8)

ANE-307-D1	Sa 9:00AM–11:00AM	Oct 18 – Nov 1
	<i>M. Lemen</i>	TGL MAIN

Stain Glass Butterfly Wind Chimes

Join Mary Lemen stained glass artist and owner of The Glass Loft for a Stained Glass Butterfly Wind Chime class. Session will include cutting glass, foiling, soldering and assembly of the chimes. Material fee includes pattern, solder, glass, foil, wire, use of tools and materials needed to complete project. Please bring safety glasses, dust mask, and latex gloves you can purchase these items at any hardware store or at the class. These items are a must have to participate in class. Please dress for work and bring a smock or old shirt to cover your arms and clothing. Students must be 18 years or older. Due to exposure to lead, pregnant women are advised not to participate in this class. Glass Loft is located at 16825 Fairview Road, Hagerstown, MD 21740. Please call 301-733-7502 for additional questions.

Total: \$115 (\$67, materials \$40, reg \$8)

ANE-308-C1	Sa 9:00AM–11:00AM	Sep 6 – Oct 11
	<i>M. Lemen</i>	TGL MAIN

HCC Women's Institute is proud to present this series of programming for women.

To Empower, Educate & Encourage Women of All Ages

Kumihimo-Japanese Braid Making

Do you have a beautiful pendant that you want to wear but don't have the right necklace to show it off? Come to this fun class to learn the ancient art of Kumihimo, a form of Japanese braid-making, to make elegant necklaces. Participants will make an 8-strand satin spiral bracelet or necklace and learn techniques for finishing the braid ends as well as attaching end caps. Materials kit includes braiding loom, 8 bobbins, thread/cord, clasp, end caps, and crimp beads. Materials fee of \$20 paid to instructor on day of class. Students should bring tape measure, and scissors.

Total: \$23 (\$15, reg \$8)

ANE-288-D1 Saturday 10/4/14 Valley Mall 3 9:00AM - 12:00PM Candace Stribling

Feeling Squeezed? Help for Women of the Sandwiched Generation

So many women today find themselves "sandwiched" between many, competing roles: daughter, mother, professional woman. As a result, they often feel stressed by the myriad of tasks facing them: care-taking of aging parents, providing for the needs of their children, and competently performing their many job-related tasks. As women engage in all of these activities, what happens to their own physical and emotional well-being? This workshop will help women cope more effectively with their many roles, while learning how to take better care of themselves.

Total: \$33 (\$25, reg \$8)

ANE-301-C Tuesday 9/9/14-9/23/14 Valley Mall 3 6:30PM-8:00PM Ruth Ann Seidman

Women's Self Defense

Join Ron Sulchek and Russell Reese for this new program focusing on Women's Self-defense. This course includes: principles of avoidance and escape; principles of basic applied martial arts techniques in effective self-defense; the importance of balance and blending with movement in a self-defense situation; principles of situational awareness and practical habits to lessen one's exposure to dangerous environments; fitness principles such as strength, flexibility and cardiovascular fitness, particularly in regard to the impact of personal fitness on one's ability to perform self-defense techniques explored in class. Please email Russell Reese at rreese@maddoxic.com for more information or questions.

Total: \$55 (\$47, reg \$8)

MBP-054-C Saturday 11/1/14-12/13/14 ARCC 201 10:30AM - 12:00PM Russell Reese/Ron Sulchek

Women's Toolkit for Success

Finding Master Craftswomen in your life, maintaining a positive attitude and that infamous women's intuition are just three of eight tools you'll identify. You'll then step them through the process of developing those tools and implementing them in your life. You'll finish this seminar with a toolkit for success, and you'll be ready to break some barriers.

Total: \$127 (\$97, lab \$22, reg \$8) Senior Total: \$89 (\$59, Lab \$22, Reg \$8)

PRD-550-E Tues/Thurs 11/4/14-11/6/14 TIC 323 5:00PM - 8:30PM Janice Riley

Clear the Clutter

Join Jodi Spickler, Feng Shui Practitioner and Accredited Staging Professional for this great class based on the author Peter Walsh's book "It's All Too Much." Focus will be on the Master Bedroom, Family and Living Rooms, and Kitchen.

Total: \$23 (\$15, reg \$8)

ANE-269-C1 Wednesday 9/24/14 Valley Mall 3 6:00PM - 8:00PM Jodi Spickler

Writing

.....
Instructor Bio—Julie Castillo

Julie (Mooney) Castillo holds a Master of Arts degree in social science from Catholic University and has worked in publishing and film since 1995. She has been a story analyst, editor, writer-for-hire (her credits include two New York Times bestsellers), writing consultant, and instructor.

Getting Started in Writing

There's a book inside you—you may have known that for years. But how do you take it from the initial spark of an idea to a finished manuscript? Then, once it's finished, how do you get it into the hands of a publisher? This class explores the creative processes, working methods, and business aspects of being a writer. It's designed to get you started on your first project, whether you write fiction or nonfiction.

Total: \$23 (\$15, reg \$8)

ANE-233-C1	Th 7:00PM–9:00PM	Sep 18
	J. Castillo	CPB 230

Novel Writer's Boot Camp - Online

Here it is, by popular request! You asked for a class that would help you through the snags and pitfalls of writing that first draft. This 12-week Online class features discussion forums, feedback sessions, support materials, editing topics, plus goal-setting assistance, troubleshooting, and group critique opportunities. Plus, you can repeat the class as needed. You don't have to go it alone! Instructor Julie Castillo will contact you prior to the class start date for an online course orientation. Please contact her at jmwriterslife@aol.com if you have questions concerning this class. Class will not meet the week of 11/24-11/30.

Total: \$104 (\$96, reg \$8)

Senior Total: \$64 (\$56, reg \$8)

ANE-286-C	–	Sep 8 – Dec 6
	J. Castillo	ONLINE

Science Fiction Writers' Workshop

If you love to write science fiction and you're looking to get published, this class is for you. In this hands-on workshop, you'll learn how publishers categorize different forms of sci-fi and discover where your own writing fits in the marketplace. Develop the sci-fi writers-tricks of the trade: world-building, future-making, and creating imaginative scientific inventions. Harness the power of some of the greatest themes within science fiction to take your story deeper and give your readers an unforgettable experience.

Total: \$53 (\$45, reg \$8)

Senior Total: \$43 (\$35, reg \$8)

ANE-306-E	Tu 7:00PM–9:00PM	Nov 18 – Dec 2
	J. Castillo	CPB 230

Nonfiction Writing Workshop

Here's the launch pad for your Book! You've got a great idea for a nonfiction book now you're ready to flesh out your idea and make sure it's properly positioned in the commercial marketplace. Whether your project belongs in how-to, self-help, memoirs, or any other commercial nonfiction category, we'll equip you with the knowledge to find the right publisher, land a contract, and make your book a success! Please contact the instructor Julie Castillo, jmwriterslife@aol.com if you have questions concerning this class.

Total: \$26 (\$18, reg \$8)

ANE-311-E1	Th 6:00PM–9:00PM	Nov 6
	J. Castillo	CPB 230

How to Publish Your Book

Whether you've got the first spark of an idea or a finished manuscript, in this workshop 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, and 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 workshop is for you!

Total: \$28 (\$20, reg \$8)

ANE-454-C1	Th 6:00PM–9:00PM	Sep 25
	J. Castillo	CPB 230

Fiction Writing Workshop

So you've always dreamed of writing a novel? Or have you already published a few pieces and you're looking to take your writing further? In this hands-on workshop, you'll learn all the elements of great fiction: from character, motivation, and conflict to structure, setting, and scene-writing. Practice your hand at crafting dialogue, writing gorgeous sentences, showing instead of telling, and revising your work to commercial writing standards. We'll also discuss the business of writing with a step-by-step guide to getting published! This course is taught by a professional writer, editor, and writing consultant with 15 years' experience in the publishing industry.

Total: \$88 (\$80, reg \$8)

Senior Total: \$53 (\$45, reg \$8)

ANE-508-D	W 6:00PM–9:00PM	Oct 1 – Oct 29
	J. Castillo	CPB 230

.....
Instructor Bio—Gail Barrett

is an award winning author of more than a dozen published novels. Her novels have won numerous awards, including the Holt Medallion, the Booksellers Best Award, the National Readers' Choice Award, and the Romance Writers of America's prestigious Golden Heart award.
.....

Stop Messing With My Head! Point of View - Online Course



Point of view: What is it? Why does it matter? An award winning author of more than a dozen published novels explains the basics of this essential craft technique, and how it brings power and immediacy to your writing.

Total: \$103 (\$95, reg \$8)
Senior Total: \$63 (\$55, reg \$8)

ANE-312-C — Sep 3 – Nov 19
G. Barrett ONLINE



TEEN WRITERS:

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at Hagerstown Community College

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for Fiction Writers**

August 8-10, 2014

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*Are you interested in learning
what goes into writing a book?*

Named after local resident and international best-selling author, Nora Roberts, the Nora Roberts Writing Institute presents a weekend retreat filled to the brim with all the information you need to create a solid foundation for your writing.

Whether you want to write creative nonfiction, mystery, fantasy, or romance, there's something for every beginning writer at the HCC Nora Roberts Writing Institute.

2013 Participants comments:

"The conference was EXCELLENT! All the speakers were extremely knowledgeable and wanted to provide aspiring authors with positive but realistic information about the craft and the world of publishing."

"Everything was so well organized!"

"HCC was gorgeous! It was great to be surrounded by like-minded people."—J Casey

"I loved the panels and lunch with the authors. It was nice being able to get a one-on-one/personal experience with them."

To learn more, go to
www.nrwi.org,
email nrwi@hagerstowncc.edu

Writing Classes Online

Choosing your class is easy. Visit our online classroom at www.ed2go.com/Hagerstown. Browse through the class schedule and select the topic and month that are right for you. Register online and attend orientation online. See the online outline for course requirements. Questions? Email online@hagerstowncc.edu.

Section B	8/20/14 – 9/26/14
Section C	9/17/14 – 10/24/14
Section D	10/15/14 – 11/21/14
Section E	11/12/14 – 12/19/14
Section F	12/10/14 – 1/16/15

Advanced Fiction Writing

Explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published.

Beginners Guide to Getting Published

This course will help you properly format manuscripts, write irresistible query letters, and submit your work to the publishers who want it.

Beginning Writer's Workshop

Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles.

Breaking into Sitcom Writing

Master the art of creating a well-paced, action-packed story and telling it completely in jokes.

The Craft of Magazine Writing

With this fun, interactive class you can learn the ropes from a pro and turn your dream of becoming a freelancer into a bright future as a magazine writer.

Introduction to Journaling

Learn to use powerful journaling techniques to develop a deeper and more spiritual understanding of yourself and explore your thoughts, feelings, beliefs, and values.

Introduction to Screenwriting

This course will teach you everything you need to know to create a script that can sell.

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful mystery author.

Research Methods for Writers

Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business... even term papers and dissertations. This six-week online course teaches the best methods for mounting a search on any subject.

Travel Writing

If you have a desire to write and a yen to travel, you're a perfect candidate to become a travel writer. Topics include popular styles and types of travel writing that are the friendliest to new writers.

Write and Publish Your Nonfiction Book

This fun and information-packed course will teach you how to plan, research, write, edit, and publish your masterpiece.

Write Fiction Like a Pro

In this course, you'll develop your own original story, beginning with your passion and theme. From these you'll discover your characters, their flaws, and the inner struggles that will bring them to life.

Write Your Life Story

Learn what it takes to write essays, a legacy letter (sometimes called an ethical will), a memoir, an autobiography or the story of a loved one's life in simple, easy steps.

Writeriffic: Creativity Training for Writers

This class will ignite your creative energies in simple, fun and easy steps. In just six weeks, you'll be a liberated, imaginative and versatile writer ready to tackle or finish that book that is inside you.

Writeriffic 2: Advanced Creativity Training for Writers

Increase writing confidence, beat writer's block, manage time, negotiate writing fees, write, and live your dreams.

Writing and Selling Self-Help Books

Create a polished proposal package consisting of a proposal summary, a writing sample, a press kit, and supplemental information.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Writing for Children

Join a published children's author and discover how you can touch the hearts of children by creating books for them.

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- Survival Kit for New Teachers
- Teaching ESL/EFL Vocabulary
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- Teaching Science: Grades 4-6
- Teaching Students with ADHD
- Teaching Students with Autism: Strategies for Success
- Understanding Adolescents

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Dance

.....
Instructor Bio—Jean Goodnight

Jean Goodnight has been teaching ballroom dancing for over twelve years.

Ballroom Dancing - Intermediate

Join in the excitement of Ballroom Dancing! This class is designed for those who have had previous ballroom dancing experience and are ready to gain more dance knowledge and improve your dance skills. This popular intermediate class will take you to the next level. Find your comfort zone with many rhythms: Waltz, Foxtrot, Cha Cha, Rumba, Swing, Tango and more.

Total: \$93 (\$85, reg \$8)
 Senior Total: \$58 (\$50, reg \$8)

FIT-007-C1 Th 7:30PM–9:00PM Sep 4–Dec 11
J. Goodnight ARCC 201

Ballet

.....
Instructor Bio—Karen Carpenter

Karen Carpenter has been a professional ballet teacher and choreographer for more than 35 years. She was a former member of the City Center Joffrey Ballet Company where she served as a personal assistant to Robert Joffrey. She founded the Alfred Ballet Company in Alfred, New York where she trained many professional dancers.

Beginning Classical Ballet

There is no better way to appreciate the art of classical ballet than to try it yourself. This beginner's level class will strengthen your body, increase your flexibility and give you a much richer appreciation of ballet as a viewer. Course will not meet on 10/27/14. Please contact instructor Karen Carpenter at kbminos@aol.com to discuss class attire.

Total: \$87 (\$79, reg \$8)

FIT-013-C M 7:00PM–8:15PM Sep 15–Nov 24
K. Carpenter KEP 101

Middle Eastern Dance

.....
Instructor Bio—Monica Hobbs

Monica Hobbs has been teaching Middle Eastern dancing for HCC for over 7 years

Middle Eastern Dancing

Discover your inner beauty and strength through an exciting and ancient art form of dance. This introduction to belly dancing is a wonderful recreational activity and art form that can be enjoyed at any fitness level. Participants will learn what is common in all belly dance styles and work on exercises that can help them improve posture, strength, and flexibility. Dancing is a great way to relieve tension and stress. This class embraces all body types and ages. Course will not meet on October 28th..

Total: \$73 (\$65, reg \$8)

MBP-068-C1 Tu 6:30PM–7:30PM Sep 16–Nov 11
M. Hobbs KEP 101

Middle Eastern Dance II

If you have taken the basics course and feel as though you have the basics, take your belly dancing to the next level with Amira. This class will focus on refining techniques, combining moves, improvisation, and creating short dance choreography. Instruction will include use of the veil and a drum solo. Course will not meet October 29th.

Total: \$73 (\$65, reg \$8)

MBP-013-C1 Tu 7:30PM–8:30PM Sep 16–Nov 11
M. Hobbs KEP 101

Fitness

Instructor Bio—Sylvia Rogers

Sylvia Rogers has been teaching arthritis exercise programs for 7 years.

Simply Fit



Put a spring in your step! Regain flexibility and strength in this class designed around patterns of easy exercise that will improve range of motion, muscle strength, and endurance. This class begins with a warm up followed by strength training, core muscle exercises, low impact aerobics, cool down, and guided meditation. Light hand weights and resistance bands are used but are not required. Instructor will guide you through exercises done at your own pace, seated or standing.

Total: \$68 (\$60, reg \$8)

Senior Total: \$43 (\$35, reg \$8)

FIT-005-C	TuTh 9:30AM–10:30AM <i>S. Rodgers</i>	Sep 16 – Oct 23 HSA HALL
FIT-005-E	TuTh 9:30AM–10:30AM <i>S. Rodgers</i>	Nov 4 – Dec 16 HSA HALL

Mind Body

Instructor Bio—Paul J. Cote, MS, PhD.

Paul is trained academically in the life sciences including physiology and infectious diseases and is a recently retired research professor from Georgetown University Medical Center. He is a 6th dan black belt in Okinawan karate and is a master level instructor of the Chinese internal arts, including xing-yi quan, bagua zhang, and taijiquan (tai chi). He has been teaching tai chi classes for HCC Healthy Living since 2007.

Beginning T'ai Chi (easy T'ai Chi Primer Form)

This beginning course in T'ai Chi Ch'uan is designed especially for the novice and for seniors who wish to learn and practice a simplified version of this profound art form. In this class, the art of T'ai Chi is taught as a holistic exercise that promotes health, improves balance, and enhances mind-body awareness. Step-by-step instruction is provided in an easy-to-learn primer form of less than 20 movements selected from the Yang and Wu styles of T'ai Chi. The movements of T'ai Chi are circular, soft, and flowing, and are performed slowly with concentration and control. In beginning T'ai Chi, the participant can return again and again to the same class or use the lessons as a foundation if they wish to pursue continued studies of T'ai Chi at an intermediate or advanced level. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees. Course will not meet on the following dates: October 30 for Show Week and November 27 for Thanksgiving.

Total: \$87 (\$79, reg \$8)

MBP-072-C1	Th 6:30PM–7:30PM <i>P. Cote</i>	Sep 25 – Dec 4 LRC 148
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Intermediate T'ai Chi (Authentic Northern Wu Style)

This intermediate-level course features the authentic Northern Wu style T'ai Chi Ch'uan that was passed down via the late Grandmaster Wang Peisheng of Beijing, China. This class is suited for those continuing on from beginning T'ai Chi and for those who are ready from the start to experience a more challenging method of T'ai Chi Ch'uan practice. Step-by-step detailed instruction will be given in the movements and principles of the 37-posture Wu style T'ai Chi form. No previous experience with T'ai Chi is required if you are in good health and feel you are ready to begin your T'ai Chi experience at an intermediate level. Those who have taken one or more semesters of the beginner's T'ai Chi course, and those who have practiced other T'ai Chi styles, are welcome. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees. Course will not meet on October 30 for show week and November 27 for Thanksgiving.

Total: \$87 (\$79, reg \$8)

MBP-073-C1	Th 7:30PM-8:30PM	Sep 25 - Dec 4
	P. Cote	LRC-148

Yoga

.....

Instructor Bio-Simone Heurich

Simone Heurich has been passionate about creating optimal health through yoga and holistic health practices for over 40 years. Simone has taught yoga to people of all ages, from 3 - 93. She is committed to having people get the physical, mental, emotional and spiritual benefits of the yoga practice, no matter what their age or where they're starting from.

.....

Yoga for Everybody With Simone Heurich RYT 500, Certified Anusara Yoga Instructor

This session will introduce students to the basic poses, breathing, and relaxation techniques of Hatha Yoga. Through developing your self awareness, you will learn proper alignment, increase your strength, and improve your flexibility. Through encouragement in honoring where you are starting from, you will experience the benefits of yoga without unnecessary discomfort. You'll appreciate how important your breathing is and learn ways to breathe in a more balanced way. Through Hatha Yoga, you can experience a more vibrant body, peaceful mind, and joyful heart. This session is suitable for all ages and abilities. Students are asked to wear comfortable clothing and bring a floor mat and one or two blankets. Course will not meet on November 12th for Show Week and on November 26 in observance of Thanksgiving.

Total: \$107 (\$99, reg \$8)

MBP-119-C1	W 6:00PM-7:30PM	Sep 17 - Dec 3
	S. Heurich	KEP 101

HCC accepts checks and credit card payment for registration at the Valley Mall. Cash payments may be made at the main campus, 11400 Robinwood Drive in Hagerstown

Join the HCC Alumni & Friends for a

2015 Caribbean Cruise

on the

**“Fifth Annual HCC
Alumni & Friends Cruise”**

Travel January 26 – February 6, 2015 on the 6th Annual HCC Alumni & Friends Cruise on Holland America’s ms Noordam, leaving from Ft. Lauderdale, FL.

Ports of call include: St. Maarten; St. Lucia; Barbados; Martinique; Antigua; and St. Thomas.

The trip includes: roundtrip transportation to the airport & cruise ship, roundtrip airfare, 11-day Caribbean Cruise, port fees and taxes. Everyone is welcome!

Our cruise group enjoys meals & special parties together, travels within the safety of a group, meets before our cruise events to discuss our trip, and has a great time.

Rates begin at: \$2,342.00 p.p.

Proceeds Benefit the HCC Alumni Scholarship Fund.

Travel arrangement through Richards World Travel and Karen Moulton.

For additional information on our cruise program, contact Lisa Stewart at 240-500-2346.



Thinking of a better life?



Maybe you never completed high school and need to get your high school diploma. If English is not your native language or you would like to improve your English, we can help.

HCC's Adult Education Program offers free assessment and classes for those wanting to complete their high school education.

Classes are available at a variety of times and locations in the Hagerstown area.

It all starts with a phone call and an appointment. Call 240-500-2313 between 8:30-4:30 for assistance.

Change your life today, one step at a time!



Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742

HCC – Valley Mall Training Center
17301 Valley Mall Road
Hagerstown, MD 21740

Registration is Easy

You may register for Continuing Education classes now! Registrations will be accepted through the first day of class if space is still available. However, we encourage you to SIGN UP EARLY.

To register in-person:

Visit our registration office in the Administration and Student Affairs Building on the Main Campus.

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

- Monday thru Thursday 8:30 a.m. – 6:30 p.m.
- Friday 8:30 a.m. – 4:30 p.m.

Phone: 240-500-2236

Visit our satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

- Monday thru Thursday - 8:30 a.m. – 9:00 p.m.
- Friday - 8:30 a.m. – 4:30 p.m.
- Saturday - Selected Hours

Phone: 240-500-2236

To register by phone:

You may register by phone by calling 240-500-2236. Registrations may be accepted by phone when paying with a credit card.

To register through WebAdvisor:

- www.hagerstowncc.edu/coned/web-advisor
- Register online for your courses! Follow the step-by-step tutorials on the WebAdvisor page.

Classes are constantly being added. Check the website for the most current listings.

For Additional Information

For Out-of-County and Out-Of-State Students

1-866-422-2468

HCC Valley Mall Fax Number

301-582-4001

Our E-Mail Address

ceregister@hagerstowncc.edu

Our Web Address

www.hagerstowncc.edu/coned

College Bookstore

240-500-2271

Call for Special Evening Hours

Textbooks may be purchased in the HCC Bookstore or through the online bookstore.

Books and materials may be returned for a cash refund or exchanged when accompanied by the original cash register

receipt. Books must be returned in original condition by the second class. The Bookstore Refund Policy is posted in the Bookstore.

Birthdate and Social Security Number

Your social security number and birthdate are requested on our registration form for use as student identification numbers to help us avoid duplicating records and mailings. It is for internal use only and remains confidential. Your birthdate is required by the Maryland Higher Education Commission.

Tuition and Fees

Any Maryland resident 60 years of age or older and who enrolls in a Maryland funded course is exempt from payment of tuition but must pay the \$35 fee (or higher fee if indicated in the course description) and any other applicable fees. Tuition does not include any fees or cost associated with a self-supporting program.

All students who enroll in continuing education classes which are not eligible for state funding shall pay full tuition and fees.

All students registering for an open enrollment course shall pay an \$8 registration fee. Checks should be made payable to Hagerstown Community College. There will be a returned check fee of \$35 for checks returned for insufficient funds.

For information concerning tuition assistance for individuals with disabilities, please call 240-500-2273.

Admissions

Anyone 16 years of age or older is eligible for admission (unless specified otherwise).

Registration Confirmation

You will receive confirmation of your registration. Attend class on the date and time indicated.

Course Cancellations

Each non-credit class requires a minimum number of enrollees to run. The decision to hold or cancel a class is made, in most cases, three business days prior to the start of the class. The college, however, reserves the right to cancel a class at any time due to unexpected circumstances.

Refund Policy

A full refund will be granted when a class is filled or cancelled. A refund will be given when a student withdraws from a course, subject to the following limitations:

- Withdrawal prior to second class – 100% of fee will be refunded.
- Seminars or one-day classes must be dropped 24 hours in advance to receive a 100% refund.

- Refunds for all trips are subject to availability based upon agreements with all vendors. Please call the Continuing Education Department for more information.

Employer's Tuition Assistance

If your employer is paying for your course, we must receive a purchase order or a letter on company letterhead along with your registration form. The purchase order or letter must state what the employer is paying (i.e. tuition, material fee), your name, and the course(s) in which you are enrolling. Registrations will not be processed without this paperwork. If the employer is paying for your textbook, a separate letter or purchase order must be submitted to the Bookstore at the time of purchase.

ed2go Online Course Registration Information

Online courses offered by HCC can be attended based on your personal schedule, day or night! New classes start on the second Wednesday of each month with 2 lessons posted each week.

Print the online registration form and forward it along with your payment to the Hagerstown Community College, Continuing Education Registration.

If you have additional questions, you can also e-mail our student liaison at online@hagerstowncc.edu.

College Holidays

- September 1, 2014 – Labor Day
- November 26, 2014 – College closes at Noon
- November 27-28, 2014 – Thanksgiving
- December 23, 2014 – College closes at Noon
- December 24, 2014-January 5, 2015 – Winter Break

Parking

Display the confirmation letter on your car's dashboard to serve as your parking permit when attending classes on the HCC campus. Parking for seminars is in Lot F. Parking for other courses is available in the student lots.

Use of Cell Phones During Class

Cell phones should be turned off or set to silent when class is in session. Calls must not interrupt the class. If students have to make or take calls on an emergency basis, please step out of the classroom to do so in order to minimize the disruption.

Emergency Closing

In case of severe weather or other emergency conditions, you should listen to local radio or television announcements of closings.

We will not necessarily close when the public schools do. When the public schools are closed due to weather

or emergencies, all classes at public school locations are cancelled. When the college closes, all classes at off-campus sites are cancelled.

Classes cancelled due to inclement weather or emergencies will be made up. Closings are also posted on the HCC website.

Non-Credit/Credit Shared Courses

Selected courses may be taken for either academic credit or a non-credit basis. Should the student desire to transfer from non-credit to credit, the student must transfer by the second week of class. In order to transfer from non-credit to credit, the student must first drop the course through Continuing Education and then register in the Registrar's office. Students who have completed the non-credit course will receive a Certificate of Completion but will not be awarded college credits and may not earn college credit for the credit course by exam.

Certificate/CEU Information

Students do not receive grades for Continuing Education courses. Some non-credit courses offer Continuing Education Units (CEU's). You must inform the instructor if you need CEU's.

Code of Student Conduct

Hagerstown Community College has established rules of behavior that must be followed so that the teaching/learning process is not disrupted. A copy of the student handbook is available in the Student Government Office.

Smoking Policy

The State law prohibits smoking on the premises of any Washington County Public Schools. Smoking is also prohibited in the buildings on the HCC campus and the Valley Mall Center. There are designated smoking areas around campus.

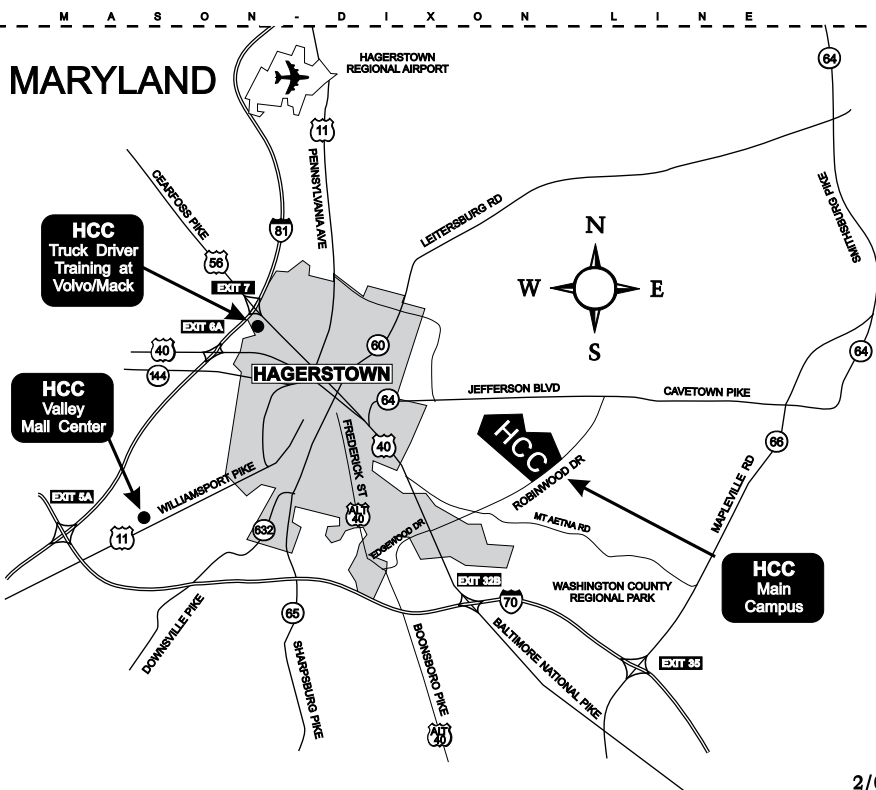
Equal Opportunity College

Hagerstown Community College does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, sexual orientation, or conditions of disability in the admission and treatment of students, education programs and activities, scholarship and load programs, hiring of faculty and staff, or any terms and conditions of employment. The college is committed to affirmative action.

Individuals requiring special accommodations are requested to contact the Office of Student Services at 240-500-2240 to make arrangements no later than ten (10) days prior to the meeting or course

HIGHWAY MAP

PENNSYLVANIA



DIRECTIONS TO HCC

From Interstate 70

Take exit 32B on to Dual Highway. At the first stop light turn right on to Edgewood Drive. (Edgewood Drive turns into Robinwood Drive.) Turn left at third stop light on to the HCC campus.

From Interstate 81

Take exit 6A on to Route 40 East. Proceed through downtown Hagerstown and continue straight (road is now called Dual Highway). Turn left on Mt. Aetna Road. At second stop light turn left on to Robinwood Drive. Turn left at the second stoplight on to the HCC campus.

CAMPUS MAP



Hagerstown
Community
College

September 2012

5 Ways to Register



1. Web Advisor

Register online for your courses!
See the "Registration is Easy"
on the inside cover or visit
www.hagerstowncc.edu/web-advisor.

2. Phone

You may register by phone by
calling 240-500-2236.
Registrations may be accepted by
phone when paying with a credit card.



3. Mail

Just fill in the registration form
provided in this schedule and mail
it along with your tuition to:
Continuing Education and Business Services
Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742

4. In Person

Visit our registration office
in the Administration and
Student Affairs Building.



5. Fax

Registrations may be faxed
along with your credit card
number to 301-582-4001.



11400 Robinwood Drive ■ Hagerstown, Maryland 21742-6514
 240-500-2236 ■ Fax: 301-582-4001 ■ learn@hagerstowncc.edu

Center for Continuing Education Registration Form

Each student must use a separate registration form. Please send completed registration form and payment to the College. (Payment, invoice, or purchase order must accompany this registration.) **This form may be duplicated.**

To avoid delay, please complete all information requested.

Mr. Ms. Mrs. Other _____

Last Name _____ First _____ MI _____ Maiden/Former _____

Home Address _____

City _____ State _____ Zip Code _____ County _____

Phone: Home _____ Work _____ E-mail Address _____

Ethnicity: Are you of Hispanic or Latino origin?
 Yes No

Race: You may check more than one race.

White

Black or African American

Asian

American Indian or Alaskan Native

Native Hawaiian or Pacific Islander

Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.

Birthdate (mo/day/yr) _____

Senior Citizen (60 and over) Yes No

Employer's Name _____

Social Security # _____

For Credit Card Use Only:

Card Holder's Name _____

Account No. _____

Expiration Date _____

Signature _____

Billing Address for Card _____

Course #	Course Title	Begin Date	Tuition	Materials Fee	Reg. Fee	Total
Total Fee						

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule. I certify that the information on this form is correct.

Signature _____ Date _____

Train as a Material Handler or Truck Operator



New career pathways are available this fall for employment in Transportation and Distribution. Grant funding for qualified Maryland residents. Begin a new career by calling 240-500-2236.

Learn more at www.hagerstowncc.edu/earn

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Hagerstown Community College
11400 Robinwood Drive
Hagerstown, Maryland 21742-6514
240-500-2000
www.hagerstowncc.edu

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