

# Continuing Education & Business Services

Spring/Summer 2014 Non-Credit Schedule



Nora Roberts Writing Institute





**Career Success** 



Birding



**Every Direction** 



College For Kids



**Chamber University** 



Community Life Saving



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

# Spring/Summer 2014

# **HCC CONTINUING EDUCATION**



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# 65 REGISTRATION IS EASY

**Off-Campus Locations** 

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









# HCC College for Kids 2014





Register online today at www.hagerstowncc.edu/coned/web-advisor \$10 early bird discount through May 23rd Questions? Email cfk@hagerstowncc.edu

# Week 1—June 23-27

Grade	Course #	Instructors	Course Title
2-3	CFK-237	Michelle Niebauer	WeDo Robotics, Do You?
2-3	CFK-126	Diana Gray	l Spy
2-3	CFK-248	Kelly Miller-Secrest	Under the Sea
2-3	CFK-271	Amy Martin	Amazon Adventure
4-5	CFK-249	Gary Burger	My Lego Robot is Better
4-5	CFK-013	Cory Kerr	Computer Games are Elementary
4-5	CFK-016	Amie Hersh	Crime Scene Detective
4-5	CFK-141	Shane Christopher Miller	Mad Scientist
5-7	CFK-240	Grady Shingler	Lego My Robot
6-8	CFK-092	Steve Ingraham	Designing Your Own Computer Game
6-8	CMP-985	Karen Yates	Cool Careers in Cybersecurity for Girls
6-8	CFK-035	Dawn Drooger	Nursing Academy
6-8	CFK 278	Audrey Hammond	Photography
6-8	CFK-060	Ruth Ridenhour	Step Into the Spotlight

# Week 2—July 7-11

Grade	Course #	Instructors	Course Title
2-3	CFK-237	Michelle Niebauer	WeDo Robotics, Do You?
2-3	CFK-255	Cynthia Hausler	Junie B Jones
2-3	CFK-274	Abby Spessard	Ancient Egypt & China Adventures
2-3	CFK-226	Kelly Miller-Secrest	Blast Off Into Space
4-5	CFK-249	Ben Hurley	My Lego Robot is Better
4-5	CFK-141	Kimberly Rishell	Mad Scientist
4-5	CFK-298	Katie Neiman	Diary of a Wimpy Kid
6-8	CFK-184	Steve Ingraham	Making Ideas Come Alive w/ GameMaker
6-8	CFK-270	Stephanie Rittler	Girls Exploring Engineering
6-8	CFK-296	Terri Biddinger	CSI: Hagerstown
6-8	CFK-281	Barnhart; Henner; Valente	Academy STEM
6-10	CFK-292	Cory Kerr	Maker of Worlds: Mastering Minecraft
8-10	CFK-194	Grady Shingler	Creating Animations 101

# HCC College for Kids 2014

<b>Week 3—</b> ]	luly	14-18
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Grade	Course #	Instructors	Course Title
2-3	CFK-237	Michelle Niebauer	We Do Robotics, Do You?
2-3	CFK-274	Abby Spessard	Ancient Egypt and China Adventures
2-3	CFK-268	Brittany Myers	Animal Kingdom
2-3	CFK-006	Amy Martin	Kitchen Chemistry
4-5	CFK-016	Amie Hersh	Crime Scene Detective
4-5	CFK-060	Cinnamon Rowland	Step Into the Spotlight
4-5	CFK-120	Sheila Mount	The World of Harry Potter
4-5	CFK 249	Ben Hurley	My Lego Robot is Better
4-5	CFK 013	Grady Shingler	Computer Games are Elementary
6-8	CFK-290	Jason Hutzell	Advanced Lego
6-8	CFK-277	Julie Castillo	MythMania
6-8	CFK-092	Steve Ingraham	Designing Your Own Computer Game
6-8	CFK-280	Mindy Tringone	Teaching Academy
8-10	CFK-195	Cory Kerr	3D Masters—Design Your Own Dungeon

# Week 4—July 21-25

Grade	Course #	Instructors	Course Title
2-3	CFK-006	Amy Martin	Kitchen Chemistry
2-3	CFK-237	Michelle Niebauer	WeDo Robotics, Do You?
4-5	CFK-013	Grady Shingler	Computer Games are Elementary
4-5	CFK-249	Ben Hurley	My Lego Robot is Better
4-5	CFK-153	Sarah Bartle	Pet Academy
6-8	CFK-184	Steve Ingraham	Making Ideas Come Alive w/ GameMaker
6-8	CFK-290	Jason Hutzell	Advanced Legos
6-8	CFK-285	Sheila Mount	The World of Harry Potter-2nd Years
6-8	CFK-246	Emily Lecker	Vet Academy
6-8	CFK-224	James Barnhart	Discovery Science
6-8	CFK 294	Michele Poacelli	Things That Go Bump In the Classroom and
			Around the World
6-10	CFK-292	Cory Kerr	Maker of Worlds: Mastering Minecraft

# Week 5—July 28-August 1

Grade	Course #	Instructors	Course Title
2-3	CFK-297	Mindy Tringone	American Girl
2-3	CFK-202	Brittany Myers	Antarctica
2-3	CFK-222	Katie Neiman	Science Fun! Magical 5 Senses
4-5	CFK-283	Karen Carpenter	If I Were A Dancer
4-5	CFK-249	Gary Burger	My Lego Robot is Better
4-5	CFK-295	Terri Biddinger	Fossils & the Sands of Time
5-7	CFK 254	Grady Shingler	Digital Maniacs
6-8	CFK-279	Steve Ingraham	Leveling Up w/ GameMaker
6-8	CFK 278	Steve Schaefer	Photography
6-8	CFK-282	Dorothy Roman	Young Biz Academy
6-10	CFK-291	Jason Hutzell	Mayan vs. Math: Lego Jungle Adventure
6-10	CFK-292	Cory Kerr	Maker of Worlds: Mastering Minecraft





**Student's Grade Level** — Grades listed refer to the grade your child will be entering into in the Fall school year.

# **Required Forms**

- Please complete and return all forms immediately after registering your child.
- Go to www.hagerstowncc.edu/kids/policies.html for all forms
- Return forms to:

College for Kids 11400 Robinwood Drive Hagerstown MD 21742-6514

- For a paper copy or questions:
  - Call 240-500-2355
  - Email *cfk@hagerstowncc.edu*

**Daily Schedule** — In addition to planned classroom activities, the students have scheduled morning, lunch and afternoon breaks.

**Field Trips** – Transportation to field trips is provided using HCC's motor coaches. Field trip permission forms will be required.

**Lunch** — Students will be escorted to and from their classroom and supervised during lunch. If students are packing lunch, please send a lunchbox that does not require refrigeration. Lunch may also be purchased on campus.

**Snacks** — You may send a snack and drink with your child. Vending machines are available for students to purchase snacks.

**Meet the Faculty**—For teacher bios, go to www.hagerstowncc.edu/kids

**Questions** — If you need additional information, call 240-500-2236, visit www.hager-stowncc.edu/kids, or email cfk@hagerstowncc.edu

**Security and Safety** — Hagerstown Community College is committed to providing a safe, learning environment for our students.

- Faculty and staff undergo background checks as required by Maryland State Law
- Parents or Guardians must sign their child in and out of class each day
- Students are escorted to and from all activities
- Staff will escort students who are not picked up 15 minutes after camp ends to The Merle S. Elliott Continuing Education and Conference Center Room 221.

www.hagerstowncc.edu/kids

# Register Early!



Register by May 23 and receive a \$10 discount per class! Registrations received after May 24 will pay the regular fee listed with each course.

Register online:

www.hagerstowncc.edu/coned/web-advisor

# **Grades 2-3**

# **Kitchen Chemistry**

You'll be "cooking up chemistry" in this highly motivating and creatively yummy chemistry experience. Investigate through cooking, stories, games, music and experiments.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-006-B	MTuWThF A. Martin	8:45AM-4:00PM	Jul 14 – Jul 18 <i>ATC 211</i>
CFK-006-C	MTuWThF A. Martin	8:45AM-4:00PM	Jul 21 – Jul 25 <i>ATC 211</i>

# **I Spy...**

Investigate a world too small to be seen with just your human eye. Conduct experiments, learn about science, and explore the world of the minute! Have fun in this great hands-on class and see what you can spy with your eye! Total: \$157 (\$139, materials \$10, req \$8)

CFK-126-L MTuWThF 8:45AM-4:00PM Jun 23 – Jun 27 *D. Grav CPB 173* 

# **Antarctica Expedition**

Not enough snow for you this winter? Cool off this summer by taking a journey to the South Pole to the land known as Antarctica (which just so happens to also be the setting of the blockbusterhit, Happy Feet!!) During your glacial travels, learn about the animals that live in this area (such as the Emperor Penguins, of course!). as well as the unique land features of Antarctica. Register for your snowy adventure today!

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-202-D MTuWThF 8:45AM-4:00PM Jul 28 – Aug 1 *B. Mvers CPB 214* 

# Science Fun! The Magical Five Senses!

Join your friends in all the "Science Fun!" while learning about the five senses! Taste it! Touch it! Smell it! See it! Hear it! Wow! Take the "Science Fun!" adventure filled with hands-on projects, games, story time, crafts and music!

Total: \$147 (\$129, materials \$10, reg \$8)

CFK-222-D MTuWThF 8:45AM—4:00PM Jul 28 — Aug 1 *K. Neiman ATC 211* 

# Blast Off Into Space!

Get ready to blast off into fun! Travel with us through the solar system to explore the planets, stars, sun, and moon. We will explore our Solar System and learn about the NASA space program. Several activities that are a part of this exciting adventure include solar system role play, model making, virtual trips through space, and much more.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-226-A MTuWThF 8:45AM-4:00PM Jul 7 – Jul 11

K. Miller-Secrest CPB 213

# WeDo Robotics, Do You?

Take me to your leader! Wait, you become the leader as you learn to create and programanimated robots. Using Legos, a computer, and your imagination, plan and engineer a series of projects that show you have the stuff to become a future robot designer.

Total: \$167 (\$149, materials \$10, reg \$8)

CFK-237-L	MTuWThF 8:45AM—4:00PM M. Niebauer	Jun 23 – Jun 27 <i>ATC 116</i>
CFK-237-A	MTuWThF 8:45AM—4:00PM M. Niebauer	Jul 7 – Jul 11 <i>ATC 116</i>
CFK-237-B	MTuWThF 8:45AM—4:00PM M. Niebauer	Jul 14 – Jul 18 <i>ATC 116</i>
CFK-237-C	MTuWThF 8:45AM—4:00PM M. Niebauer	Jul 21 – Jul 25 <i>ATC 116</i>

#### **Under the Sea**

Embark on an undersea adventure and learn about amazing sea creatures and mammals that depend on the sea. Get a taste of chemistry as we test the differences between fresh and salt water. There will be hands-on projects, games, story time, music, and art.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-248-L MTuWThF 8:45AM-4:00PM Jun 23 – Jun 27
K. Miller-Secrest CPB 213

# Junie B. Jones Comes to HCC

Dear Journal, Wait until you hear this! Hurray! Hurray! I am going to college! Me, the one and only, Junie B. Jones! Please, please join me for a fantastically fun week of activities! Can you believe it? All the activities are going to be about some of my very own books! This is going to be the bestest week of our lives I tell you. Your friend, Junie B. Jones

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-255-A MTuWThF 8:45AM—4:00PM Jul 7 — Jul 11 C. Hausler CPB 211

# **Animal Kingdom**

Join in on all of the crazy animal fun, while learning about the kingdom they live in! You will learn about wonderful wallabies, giant giraffes, kingly lions, clever camels, fabulous frogs, and more! Go around the world visiting cool animals, the places where they live, and the people that take care of them.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-268-B	MTuWThF	8:45AM-4:00PM	Jul 14 – Jul 18
	B. Myers		CPB 230

### **Amazon Adventure**

Go on a tropical rain forest learning expedition and see what amazing plants and animals can be found there. Learn about the rain forest and its habitat through hands-on projects, games, music, and art.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-271-L	MTuWThF	8:45AM-4:00PM	Jun 23 – Jun 27
	A. Martin		CPB 211

# **Ancient Egypt & China Adventures**

Come on an Ancient Egyptian and Chinese Adventure! Explore the wonders of Egypt, the Nile River, and the Great Wall of China. Learn how the Egyptians communicated using hieroglyphics and the Chinese communicated with characters and symbols! Discover the arts, artifacts, and daily lives of Ancient Egypt and China!

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-274-A	MTuWThF 8:45AM—4:00PM A. Spessard	Jul 7 – Jul 11 <i>CPB 214</i>
CFK-274-B	MTuWThF 8:45AM—4:00PM A. Spessard	Jul 14 – Jul 18 <i>CPB 214</i>

### **American Girl**

Come explore the historical American Girl Dolls from the 1700's to the 1970's. While reading and learning about the time period, children will enjoy snacks, crafts, and games specific to that time period. There will be a tea party on Friday so students can share what they've learned with their families.

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-297-D	MTuWThF	8:45AM-4:00PM	Jul 28 – Aug 1
	M. Tringone		CPB 213

# **Grades 4-5**

# **Computer Games Are Elementary**

Stop staring at your monitor and become the star of your own computer game! Put your self in the middle of the action as we digitally insert you into your own animated adventure. Work with graphics, create a storyline, insert sound effects, and package your game for family and friends.

Total: \$167 (\$149, materials \$10, reg \$8)

CFK-013-L	MTuWThF C. Kerr	8:45AM-4:00PM	Jun 23 – Jun 27 <i>ATC 110A</i>
CFK-013-B	MTuWThF Staff	8:45AM-4:00PM	Jul 14 – Jul 18 <i>ATC 109</i>
CFK-013-C	MTuWThF G. Shingler	8:45AM-4:00PM	Jul 21 – Jul 25 <i>ATC 109</i>

# Crime Scene Detectives

You will be hot on the trail solving mysteries that involve the whole class, using detective skills such as observation and deduction, print lifting and comparison, powder analysis, and chromatography. Gather evidence to catch the culprits.

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-016-L	MTuWThF A. Hersh	8:45AM-4:00PM	Jun 23 – Jun 27 CPB 212
CFK-016-B	MTuWThF A. Hersh	8:45AM-4:00PM	Jul 14 – Jul 18 <i>CPB 212</i>

# Step Into the Spotlight

Do you have a desire to perform? This experience will help to stimulate and free your creativity as a performer and develop technical skill for the stage. Activities in drama will cover pantomime, vocal technique, and improvisation.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-060-B	MTuWThF	8:45AM-4:00PM	Jul 14 – Jul 18	
	C. Rowland	1	KEP 101	

# The World of Harry Potter

Calling all Harry Potter fans! This is a class for students who have read the Harry Potter series. You will make Hogwarts-themed snacks and crafts, enjoy Harry Potter trivia hour, participate in "Muggle Quidditch", and enjoy time daily to read, re-read and share and chat about our favorite series and other books you may find interesting! Bring a copy of your favorite book in the series, and share your enthusiasm for one of the greatest stories ever told!

Total: \$167 (\$139, materials \$20, reg \$8)

CFK-120-B	MTuWThF	8:45AM-4:00PM	Jul 14 – Jul 18
	S. Mount		ARCC 220

#### **Mad Scientist**

Captivate your curiosity and ignite your imagination during this week of "way cool" scientific discovery. Conduct experiments, research answers, and record findings. Discover the science that is all around you in every day stuff. Make slime, find the density of popcorn, and explore the chemistry of bubbles.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-141-L	MTuWThF S. Miller	8:45AM-4:00PM	Jun 23 – Jun 27 <i>ATC 211</i>
CFK-141-A	MTuWThF K. Rishell	8:45AM-4:00PM	Jul 7 – Jul 11 <i>ATC 211</i>

# **Pet Academy**

Do you love animals? Join your friends for this great class with "Pawsitively" exciting activities that will teach you about the care of domestic animals and how they help us. You will learn about animal care, first aid, and basic training. Total: \$162 (\$139, materials \$15, reg \$8)

CFK-153-C MTuWThF 8:45AM—4:00PM Jul 21 — Jul 25 S. Bartle CPB 211

# My Lego Robot Is Better Than Yours!

Welcome to your first class in Lego Robotics! Before long, you'll be in control of your robot as you learn to program your creation to move in different directions or sense light versus dark. Projects will include building various robots that involve motors, gears, light sensors, touch sensors, and even music!

Total: \$177 (\$159, materials \$10, reg \$8)

CFK-249-L	MTuWThF G. Burger	8:45AM-4:00PM	Jun 23 – Jun 27 <i>ATC 202</i>
CFK-249-A	MTuWThF B. Hurley	8:45AM-4:00PM	Jul 7 – Jul 11 <i>ATC 202</i>
CFK-249-B	MTuWThF B. Hurley	8:45AM-4:00PM	Jul 14 – Jul 18 <i>ATC 202</i>
CFK-249-C	MTuWThF B. Hurley	8:45AM-4:00PM	Jul 21 – Jul 25 <i>ATC 202</i>
CFK-249-D	MTuWThF G. Burger	8:45AM-4:00PM	Jul 28 — Aug 1 <i>ATC 202</i>

#### If I Were a Dancer

Have fun dancing every day! Spark your imagination while learning to dance. Unlimited fun and movement exploration await you. A preweek letter will tell you what to wear when you dance. Please contact instructor Karen Carpenter at kbcarpenter@hagerstowncc.edu if you have additional questions.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-283-D MTuWThF 8:45AM-4:00PM Jul 28 – Aug 1 K. Carpenter KEP 101

#### Fossils and the Sands of Times

Did you know that the sand stuck between your toes at the beach last summer was millions of years old? Where do you think the sand came from? Do you think all sand is alike? What is sand made of? How big is a grain of sand? Students will examine sand from several different locations using digital microscopy to measure, photograph, and identify fossils and other particles in sand. A field trip to collect sand at Sideling Hill is included. This course is funded in part by a grant from the National Science Foundation.

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-295-D	MTuWThF 8:45AM-4:00PM	Jul 28 – Aug 1
	T. Biddinger	CPB 173

# Diary of a Wimpy Kid

Students will celebrate all things Wimpy with the characters from the book series - games, trivia, and fun. Students will recreate some of the best escapades from the books, practice illustrating cartoon characters, and start a diary. Students will be able to explore the Wimpy Kid series in great detail and learn the characters and their traits! Students will celebrate the DOG DAYS of summer with this great experience of the Wimpy Kid series.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-298-A	MTuWThF	8:45AM-4:00PM	Jul 7 — Jul 11
	K. Neiman		CPB 212

# **Grades 5-7**

# Lego My Robot

Let out your mad genius and go robotic! Create everything from vehicles to a partial humanoid robot. Face the challenge of planning your Lego robot and then building it one piece at a time. Add sensors, motors, and program your vehicle or robot to follow your commands.

Total: \$177 (\$159, materials \$10, reg \$8)

	<del>-</del>	
CFK-240-L	MTuWThF 8:45AM-4:00PM	Jun 23 – Jun 27
	G. Shingler	ATC 212

# **Digital Maniacs**

Claim your part in the YouTube generation and go crazy with digital media. Create a movie from videos and digital pictures. Run your own sound studio and mixand match audio and music. Craft a digital cartoon or movie that tells a story or introduces the world's next superhero.

Total: \$167 (\$149, materials \$10, reg \$8)

CFK-254-D	MTuWThF	8:45AM-4:00PM	Jul 28 – Aug 1
	G. Shingler		ATC 116

# **Grades 6-8**

# **Nursing Academy**

Nursing is an ever-changing, rewarding profession. Join us for a week to learn: CPR, First Aid, basic assessment skills, some medical terminology, nutrition, disease identification and treatments, what nurses do, why they do things, where they work, and how you can join them.

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-035-L	MTuWThF	8:45AM-4:00PM	Jun 23 – Jun 27
	D. Drooger		CPB 154

# Step Into the Spotlight

Do you have a desire to perform? This experience will help to stimulate and free your creativity as a performer and develop technical skill for the stage. Activities in drama will cover pantomime, vocal technique, and improvisation.

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-060-L	MTuWThF	8:45AM-4:00PM	Jun 23 – Jun 27
	R. Ridenou	r	KEP 101

# World of Harry Potter—Second Years

For the student who wants to continue their studies we offer you "The World of Harry Potter -Second Years". This class is specifically designed for students who experienced "The World of Harry Potter" and want more Potter-related activities. Join your friends for more Potter World fun making potions, transfiguring, and partaking of new trivia and Potter-related games. In addition, we will be enjoying Tri Wizard Tournament Games, participating in wizard duels, and exploring themes and motifs found throughout the series. Although we will be discussing events in the movies, this class is based on the books, so bring a copy of your favorite book and share your enthusiasm.

Total: \$167 (\$139, materials \$20, reg \$8)

CFK-285-C	MTuWThF	8:45AM-4:00PM	Jul 21 – Jul 25
	S. Mount		ARCC 220

# **Designing Your Own Computer Game**

Don't just play computer games - learn to design them! From storyboarding to beta testing, take the steps to bring your ideas to life on the computer screen. Experiment with game animation software and learn more about a career as a game designer and programmer. Maybe you will create the next big gaming hit!

Total: \$167 (\$149, materials \$10, reg \$8)

CFK-092-L	MTuWThF 8:45AM-4:00PM	Jun 23 – Jun 27
	S. Ingraham	ATC 201
CFK-092-B	MTuWThF 8:45AM-4:00PM	Jul 14 – Jul 18
	S. Ingraham	ATC 201

# Making Ideas Come Alive With Game Maker

Build games without learning a programming language! Use drag-and-drop techniques to add backgrounds, animation, sound effects, and more. Create puzzle games, scrolling scenes, problem solvers, or adventures with a little hard work. Fun projects and the opportunity to experiment with your ideas make this a must for future game designers.

Total: \$177 (\$159, materials \$10, reg \$8)

CFK-184-A	MTuWThF 8:45AM—4:00PM S. Ingraham	Jul 7 – Jul 11 <i>ATC 201</i>
CFK-184-C	MTuWThF 8:45AM—4:00PM S. Ingraham	Jul 21 – Jul 25 <i>ATC 201</i>

# Discovery Science! Flight, Space Travel, & Rocketry!

Use your brain and your imagination to explore the world of flight, engineering, and rocketry. Design and build things that fly! Explore the world of space travel and astronauts.

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-224-C MTuWThF 8:45AM-4:00PM Jul 21 – Jul 25 *J. Barnhart* STEM 201

\*\*For more information on the Nora Roberts Young Writers Institute please see Pg. 59 in the Lifelong Learning Section\*\*

# Cool Careers in Cybersecurity for Girls (Grades 6-8)



- Be cool in the tech world
- Become a digital detective
- Solve cyber crimes
- Stay safe online

CMP 985 L June 23 - 27, Monday - Friday, 9 AM - Noon Tuition: \$138.00 grant reduced to \$0.00 for qualified applicants

Contact Anthony Hanners for grant application at 240-500-2512 or abhanners@hagerstowncc.edu

# Girls Exploring Engineering (Grades 6-8)

Do you love to solve challenges and make a difference? Put your imagination to work in this great, new girls exploring engineering week! Engineers travel the world, love their work, and are never bored and make a difference through their discoveries. Interested? Join your friends in fun hands-on activities that involve designing, building and testing. Quench your curiosity this summer! Learn how engineers can change the world, protect the earth and make a difference!

# This program is tuition free due to the generosity of JLG Industries, Inc.

CFK 270 AP MTWThF 8:45AM – 4:00PM 7/7/14 – 7/11/14 S Rittler Sci/Tech/Engr/Math 313



reaching**out** 

# **Vet Academy**

Do you love animals and have an interest in veterinary medicine? Learn how animals benefit our society and how to care for animals. Learn about body systems, diseases, parasites, and common illnesses in domestic animals through hands-on experience and lab activities. Career paths for veterinary medicine will also be covered.

Total: \$182 (\$139, materials \$35, reg \$8)

CFK-246-C MTuWThF 8:45AM-4:00PM Jul 21 – Jul 25 *E. Lecker CPB 213* 

#### Mythmania

Discover unknown worlds, take on ferocious beast, and walk among the gods! In one epic week, we'll explore the mythical worlds of the Greeks, Egyptians, Vikings, and Celts. Getto know the monsters, heroes, gods, and goddesses of each of these legendary civilizations. Compete in Olympics, race a chariot, wrap a mummy, sail a Viking longboat, and build a castle - all while enjoying some of the greatest stories ever told! Total: \$162 (\$139, materials \$15, reg \$8)

CFK-277-B MTuWThF 8:45AM-4:00PM Jul 14 - Jul 18 *J. Castillo CPB 232* 

# **Creative Photography**

Do you like to take pictures? Learn all about the world of photography! Explore composition, light, shadow, computer manipulations, and images; have fun creating beautiful works of art from your photographs. This is a hands-on class that will help you to get creative with your camera and computer. Bring your own camera for the week or use one of ours!

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-278-L	MTuWThF 8:45AM—4:00PM A. Hammond	Jun 23 — Jun 27 KEP 210
CFK-278-D	MTuWThF 8:45AM—4:00PM S. Schaefer	Jul 28 – Aug 1 <i>KEP 210</i>

# **Leveling Up With Game Maker**

Build on the ideas taught in "Making Ideas Come Alive With Game Maker" to take your dreams and creativity to a whole new level! Programming techniques add in even more customization. Create your own 2D game including features such as: power-ups, cut scenes, gravity, health bars, saves, character stats, and multi-player!

Total: \$177 (\$159, materials \$10, reg \$8)

CFK-279-D MTuWThF 8:45AM-4:00PM Jul 28 – Aug 1 S. Ingraham ATC 201

# **Teaching Academy**

Want to be a teacher? This fun week is for you! Explore: creativity in learning, how to develop and organize your great ideas, and hands-on opportunities to try out your new skills.

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-280-B MTuWThF 8:45AM—4:00PM Jul 14 — Jul 18

M. Tringone CPB 213

# **Academy STEM**

Discover how! Discover why! Be an explorer in Academy STEM! Have fun with hands-on activities as you spend a few days of discovery in Bio Technology, Cyber Security, Alternative Energy, and Engineering!

Total: \$157 (\$139, materials \$10, reg \$8)

CFK-281-A MTuWThF 8:45AM-4:00PM Jul 7 – Jul 11 J. Barnhart, A Herner, A Valente STEM 402

# Young Biz Academy

Are you ready to explore your big ideas? Jumpstart your dreams and join in the hands-on fun, learning how to start your own business. Be creative, be a leader, use your inventive mind, and take your business idea to the market place.

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-282-D MTuWThF 8:45AM-4:00PM Jul 28 – Aug 1 D. Roman CPB 210

# Advanced Legos: Forgive Me for Droning On

Build a drone that can remotely explore dangerous areas while you sit safely behind your smart phone or tablet. Solve robot programming challenges, navigate a maze, and wirelessly control your Lego creation through blue-tooth. Yep, there's an app for that!

Total: \$177 (\$159, materials \$10, reg \$8)

CFK-290-B	MTuWThF J. Hutzel	8:45AM-4:00PM	Jul 14 – Jul 18 <i>ATC 212</i>
CFK-290-C	MTuWThF J. Hutzel	8:45AM-4:00PM	Jul 21 – Jul 25 <i>ATC 212</i>

# Things That "Go Bump" in the Classroom And Around the World: Reading and Writing the MacAbre

The summer sun will be shining brightly this July, but if you're in the mood for something slightly darker, this class is for you. Explore macabre elements of cultures all over the world through literature, art, creative writing, and drama. Delve into Dia de los Muertos, the Mexican "Day of the Dead", through colorful craft projects. Get acquainted with gargoyles of Europe by sculpting and writing about your own. Venture into vampires of Eastern Europe by researching their legends and lore and enacting a bloodcurdling scene from Bram Stoker's famous novel, Dracula. Hang with Haitian zombies and make you own Zombie Survival Kit. This summer, Things That Go Bump? is your passport to internationally spooky fun!

Total: \$182 (\$159, materials \$15, reg \$8)

CFK-294-C	MTuWThF	8:45AM-4:00PM	Jul 21 – Jul 25
	M. Poacelli		CPB 214

# **CSI: Hagerstown**

It's the catnapping crime of the century! Fluffy the cat has been catnapped from a very important person and CSI Hagerstown is called to study the crime scene. The investigators use the latest forensics science to find Fluffy. Using the latest biotechnology and microscopy tools, students will analyze soil samples, fingerprints, blood, cat scat, hair samples, DNA, and other clues. This course is funded in part by a grant from the National Science Foundation.

Total: \$162 (\$139, materials \$15, reg \$8)

CFK-296-A	MTuWThF	8:45AM-4:00PM	Jul 7 — Jul 11
	T. Biddinger		CPB 173

# Grades 6-10

# Mayan Vs. Math: Lego Jungle Adventure

Join Max the explorer as he helps archeologists solve a Mayan mystery and stay alive! Make new discoveries about how cool it is to build and program robots as you face each new challenge that requires a well-planned solution - and a lot of Legos.

Total: \$197 (\$159, materials \$30, reg \$8)

CFK-291-D	MTuWThF	8:45AM-4:00PM	Jul 28 – Aug 1
	J. Hutzel		ATC 212

# **Maker of Worlds: Mastering Minecraft**

Team up with other players in this sensational world that's built one block at a time. Using the tools and mechanics of Minecraft, build a game with your team and share the results with the other students and the world. Students will need to have a pre-paid Minecraft account before starting the class.

Total: \$177 (\$159, materials \$10, reg \$8)

CFK-292-A	MTuWThF C. Kerr	8:45AM-4:00PM	Jul 7 – Jul 11 <i>ATC 110A</i>
CFK-292-C	MTuWThF C. Kerr	8:45AM-4:00PM	Jul 21 – Jul 25 <i>ATC 110A</i>
CFK-292-D	MTuWThF C. Kerr	8:45AM-4:00PM	Jul 28 – Aug 1 <i>ATC 110A</i>

# Grades 8-10

# 3D Masters—Design Your Own Dungeon!

Drop your controller for a few hours and create your own game! Learn how to build 3D worlds using all aspects of game design: levels, textures, modeling, animation, skinning, programming, and sound effects. Working with your product team, you'll walk out of the week with a playable first-person game!

Total: \$177 (\$159, materials \$10, reg \$8)

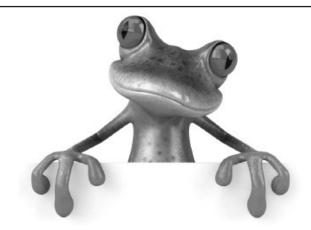
CFK-195-B	MTuWThF	8:45AM-4:00PM	Jul 14 – Jul 18
	C. Kerr		ATC 110A

# **Creating Animations 101**

Computer animations are taking the entertainment and gaming industry to a new level. Explore the world of animation and bring your own ideas to life. Learn the secrets to using software tools through hands-on projects. Build a better world!

Total: \$177 (\$159, materials \$10, reg \$8)

CFK-194-A	MTuWThF	8:45AM-4:00PM	Jul 7 – Jul 11
	G. Shingler		ATC 212



# College for Kids Checklist

# **Before You Register**

 Confirm your child meets the grade or age requirements for the class section selection.

# Register online! Visit www.hagerstowncc.edu/kids for more information.

• Registration is also available by phone—240-500-2236, in person or by mail. See registration form and information on the inside cover of this schedule.

# **Required Forms**

- Please complete and return all forms immediately after registering your child.
- Go to www.hagerstowncc.edu/kids/policies.html for all forms
- · Return forms to:

College for Kids 11400 Robinwood Drive Hagerstown MD 21742-6514

- · For a paper copy or questions:
  - Call 240-500-2355
  - Email cfk@hagerstowncc.edu

#### **Confirmations**

- Confirmation of your child's registration will be sent by mail
- Please check the confirmation to ensure your child is enrolled in the proper camp/section

#### One Week Before

 You will receive a packet containing a map with the location of your class, College for Kids policies, lunch menu, emergency contact forms, etc.

### **Students With Disabilities**

- If your child has a documented disability (learning, physical, medical or emotional) you must contact The Disability Support Services (DSS) Office at 240-500-2273 to discuss your child's needs and potential accommodations that may be necessary.
- You must contact the DSS Office at least 30 days prior to the start of class to allow time for necessary arrangements.
- Inadequate notice may result in your child not being able to attend class.
- You must contact the DSS Office each time your child enrolls in a class, as his or her needs may vary based upon the nature of each class.

# **Pet Care**

# **Advanced Pet Grooming**

This course will provide continuing education and enhance the skill set of professionals already in the pet grooming industry. Individuals participating in this series of classes will have the opportunity to meet and network with other professional groomers in the region. Special guest speakers, along with the facilitator, will demonstrate helpful techniques, tips and tricks beneficial in stylized grooming. We will explore industry trends in equipment and demonstrate popular "add-on" services for your business. Please join us for an informative, interactive, and innovative six weeks devoted to purr-fecting your professional pet grooming skills. Topics will include: Equipment - Understand the Latest and Greatest on the Market, Retailing to Your Client Base, Safety in the Salon, Creativity with Color, Grooming the "Designer Dog" aka Mutts, and Terrier Heads/The Round Head.

Total: \$250 — Senior Total: \$243

PET-039-K Th 5:00PM-8:00PM May 22 – Jun 26 CPR 213 L. Sweeney

# Vet Care

You must pass Terminology for Vet Assistants before registering for these courses.

# **Veterinary Assistant Training Principles** Part I

Students begin the basics topics of Veterinary Assistant Principles including office procedures, animal disease and vaccinations, breed identification, animal restraint, lab procedure basics, pharmacology and radiology basics.

Total: \$497 — Senior Total: \$293

PET-032-J M 5:30PM-8:30PM Apr 21 - Aug 4 K. Tracey

# **Vet Assistant Training Practices**

This course consists of 50 hours of combined training including hands-on classroom training, field trips, clinical visits, Humane Society volunteer work, and clinical observations. Students must be available some mornings and have a flexible schedule to attend training and field trips as arranged.

Total: \$457 — Senior Total: \$338

PET-035-B M 5:30PM-8:30PM Aug 11 – Sep 15 K. Tracey VM<sub>6</sub>

# **Business Solutions** Start Here.

We offer customized training at your convenience and location.

- Courses tailored exclusively to meet your needs
- Leadership, management, people
- 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.



# Administrative Professionals



# **Making Offices Work**

Friday, April 25, 2014 8:00 a.m. to 3:00 p.m.



International Association
of
Administrative Professionals

Join us for a day of professional development and personal enrichment that will help you be the best you can be at both home and work. We'll focus on learning new workplace skills to keep your office running smoothly, and also discuss work-life balance issues unique to today's "sandwich generation" that will keep you on focus to be at your best both in the workplace and at home!

Registration fee: \$79. Fee includes all materials, breakfast, lunch, and certificate of completion.

Course Number: PRD 456 J

Special Thanks to IAAP Hager Chapter for Breakfast Sponsorship

Give the Gift of Education

Group rates available, call Stephanie Hurd at 240-500-2490 or sahurd@hagerstowncc.edu

# **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-J TuTh 5:00PM-8:30PM

Apr 29 – Jun 5 VM Varies

## **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-J	Th 8:30AM-4:30PM	Apr 17 <i>VM 6</i>
PRD-700-K	TuTh 5:00PM-8:30PM	May 27 — May 29 <i>VM 4</i>

# **Leadership Skills for Managers**

Managing intoday's dynamic, diverse workplace demands a new type of leadership. This course outlines the skills necessary for individual and organizational success including; fostering collaboration and trust, challenging existing procedures, managing change, and building the components of emotional intelligence. Identify and practice the attitudes and mindsets of effective leaders and understand how to succeed.

Total: \$239 — Senior Total: \$213

PRD-675-J TuTh 5:00PM-8:30PM Apr 29 – May 1

# **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. Practice delivering difficult messages, and using the five strategies for managing conflict.

Total: \$239 — Senior Total: \$213

PRD-429-J TuTh 5:00PM-8:30PM May 6 – May 8

VM 4

# **First Line Supervision**

Make the transition from staff to supervisor with this course, it is ideal for new supervisors. Learn to motivate staff and turn direct reports into team players. Increase your confidence, leadership skills and job satisfaction - by identifying the roles, competencies, and qualities of effective supervisors.

Total: \$239 — Senior Total: \$213

PRD-555-K TuTh 5:00PM-8:30PM May 13 – May 15

# **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-554-K TuTh 5:00PM-8:30PM May 20 – May 22 *VM 6* 

# 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-L TuTh 5:00PM-8:30PM Jun 3 – Jun 5

# **Successful Project Management**

This course guides managers through every phase of effective project management including setting measurable objectives, developing a plan, controlling project schedules, costs and scope, meeting goals, developing effective relationships, and working with project stakeholders.

Total: \$239 — Senior Total: \$213

PRD-457-A Th 8:30AM—4:30PM Jul 17 *J. Mieczkowski VM 6* 

# **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 557 J Th 6:30PM-8:30PM 4/3/14-4/24/14 Tech Innovation Ctr 323

# AMERICAN MANAGEMENT ASSOCIATION



HCCContinuing 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 April 29 to June 5
- Sign up for all 6 classes at one lower price. PRD 553

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

# **Business Seminars**

### Women's Toolkit for Success

Finding Master Craftswomen in your life, maintaining a positive attitude and that infamous woman'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: \$125 — Senior Total: \$87

PRD-550-L TuTh 5:00PM-8:30PM

Jun 17 — Jun 19 *VM 4*Management

# **Supervisory Skills for Nurses**

To patients and families, nurses are the face of the organization, and are the engine that keeps healthcare institutions moving. Nursing supervisors contribute to patient care, not just through the direct care they provide to patients, but through the quality of supervision their nursing staff receives. Nurses who receive quality supervision have higher job satisfaction and are enabled to provide the best possible patient care. This hands-on, interactive course teaches supervisory skills with emphasis on the specific challenges faced by nurses. Nursing supervisors will gain a better understanding of how their leadership style impacts patient care. They'll practice communication and team-building skills while committing to real-life behavior changes that will improve organizational morale and ultimately patient care.

Total: \$249

PRD-551-J	Tu 5:00PM-8:00PM D. Hartman	Apr 29 – May 13 <i>VM 7</i>
PRD-551-N	Tu 5:00PM–8:00PM D. Hartman	Apr 1 – Apr 15 <i>VM 6</i>

# **3rd Annual Women in Business Conference**



As women first, and as business leaders second, we juggle a tremendous amount of responsibility. In fact, we often take on more than our fair share. This morning session was developed to give women the opportunity to come together, be inspired to take on challenging issues, recommit to making time to take care of themselves, and provide a little insight to help address a few issues that may seem a bit tricky.

PRD-477-KT

# Friday 5/30/14 - 8:30AM 2:30PM Merle S. Elliott Conference Center

This event is FREE thanks to the sponsorship of PNC Bank, in partnership with the Hagerstown-Washington County Chamber of Commerce.

Sponsored by PNC Bank

Presented by
Hagerstown Community College
In partnership with
Hagerstown-Washington County Chamber of Commerce





# CHAMBER UNIVERSITY

Through a partnership with the Hagerstown-Washington County Chamber of Commerce, HCC presents a series of monthly small business workshops.



Register for PRD 541 J to enroll in all three workshops for just \$285, or \$171 for Chamber Members.



# Your Name in Print: Media Relations for Small Business – PRD 548 J

Monday, April 21 and Wednesday, April 23, 2014 \$125, or \$75 for Chamber members 5:30pm to 9:00pm HCC Valley Mall Training Center

Getting your business in the press takes more than pushing out press releases. In this seminar, you'll learn how to promote your business to the press in a way that makes it easy for reporters to cover your business's news. You'll learn what types of events, activities, and information to push to the press, and how to become the "go-to" person in your industry for reporters.

# Customer Service – PRD 549 K

Monday, May 19 and Wednesday, May 21, 2014 \$125, or \$75 for Chamber members 5:30pm to 9:00pm HCC Valley Mall Training Center

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.

# Keeping Your Business Afloat: Cashflow Management – PRD 556 L

Monday, June 23 and Wednesday, June 25, 2014 \$125, or \$75 for Chamber members 5:30pm to 9:00pm HCC Valley Mall Training Center

Effectively managing cash flow is vital to business growth, and even survival. You'll learn to track and plan for the peaks and valleys of your income and expenses. These skills are essential to keeping you and your business afloat during peak expense times. Cash is king - and this class will teach you the many ways to address it.

Chamber members call 240-500-2236 to register at discounted price.

# Certification

# Flagger Safety Training—NEW

This course is designed to provide the instruction mandated by the Maryland State Highway Administration to become a flagger. Only a certified flagger may be deployed in Maryland work zones. Topics will include hazard awareness, TTCDs, flagger safety, working outdoors, struck/crushed, excavation, electrical hazards, injuries, noise hazards, fall hazards, and emergencies.

Total: \$85

PLC-919-J Sa 8:00AM-12:00PM

Apr 12 CPB 232

# Pesticide Use and Safety—NEW

This course prepares the student for the Maryland and Virginia Pesticide Use and Safety application certification examthrough a thorough understanding of the principles of pest control, including pesticide labeling, regulations, and proper handling. This course is equivalent to 6 months as a registered technician in the state of Maryland. For more information please call Adrienne Summers at 240-500-2520.

Total: \$379

PLC-921-J Online

Apr 1 - Dec 31

# **Child Care**

# **Emergency Prep in Child Care**

This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires a written emergency plan for center room, program, family child care program, or informal program. This training will build upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. Funding for this project was received by Chesapeake College, Wye Mills, MD from the Maryland State Department of Education. The grant activities are managed by the Chesapeake Child Care Resource Center. This course provides 3 hours of continuing education in professionalism and 3 hours in health and safety categories. Lunch is included.

Total: \$16

PLC-689-L Sa 9:00AM-4:30PM Jun 7

CPR 214

# Early Childhood Program Administrative Training II

This continuing education course is designed for individuals pursuing professional development in the child care field and provides instruction on develoing a center-wide improvement plan based on the Program Administration Scale. Topics include managing change, the Program Administration Scale instrument, recognizing areas for improvement and developing improvement plans.

Total: \$53

PLC-864-J TW 9:00AM-4:30PM

Apr 1 – Apr 2 *CPB 214* 

# 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, coworkers and the public. This course will meet on 4/1,5/6 and 6/10 in CPB 232 from 6:30 to 9:30 pm.

Total: \$259

PLC-873-J Tu (See description above)

A. Weaver

Apr 1 – Jul 16 *CPB 232* 

### 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 4/3, 5/8, and 6/12 in CPB 211 from 6:30pm to 9:30pm.

Total: \$259

PLC-875-J Th (See description above)

A. Weaver

Apr 3 – Jul 15 CPB 211

# 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 4/2, 5/7, and 6/11 in CPB 211 from 6:30pm to 9:30pm.

Total: \$259

PLC-898-J W (See description above) Apr 2 – Jul 16
A. Weaver CPB 211

# Communication Skills for Child Care Professionals

This course is required by the Maryland Child Care regulations and is designed for child care professionals as an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day.

Total: \$79

PLC-920-L M 6:15PM—9:15PM Jun 2 – Jun 16 *A. Weaver ONLINE* 

# 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.

# **Maryland EXCELS**

Maryland EXCELS is a voluntary quality rating improvement system designed to help you reflect and improve the child care services you provide. The courses listed below will help you evaluate the areas of focus of this new initiative.

**New Online Format** — To assist with learning how to complete these courses, you will be required to attend one orientation session at HCC of your choosing. The MD Excels Orientation (PLC 910) are as follows: February 26, March 26, April 30, May 28, June 25, July 30, August 27, and September 24. All sessions meet from 6pm — 9pm at HCC in CPB 213.

### **MD Excel Series**

If you are interested in taking all the 13 EXCEL courses listed below, we are offering special pricing to complete the courses in the series.

PLC-901 \$325

### Observation and Assessment, Birth – 12

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

PLC-821 \$30

# Age and Developmentally Appropriate Supervision

Topics include child care regulations and best practices, supervisory strategies for indoor and outdoor environments, and active monitoring.

PLC-822 \$30

### **Positive Child Guidance and Discipline Theory**

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.

PLC-823 \$30

# **Developmentally Appropriate Practice**

Topics include national standards, essential components of developmentally appropriate practice, and behavioral strategies to support children's learning and development. PLC-824 \$30

# **Taking Learning Outside**

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

PLC-825 \$30

# **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.

PLC-826 \$30

# **Playground Safety**

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

PLC-827 \$30

# Including All Children and the ADA

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.

PLC-828 \$30

# **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/IFSPs; and how to select materials and adapt both instruction and the environment to motivate learning.

PLC-829 \$30

# **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.

PLC-830 \$30

### The Child Care Provider as a Professional

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

PLC-831 \$30

## **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.

PLC-832 \$30

# **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.

PLC-833 \$30

# Hospitality

# **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 auidelines 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-J W 8:30AM-4:00PM Apr 16 - Apr 23 F. Shaw VM 3

# **Employee HACCP Certification**

The purpose of this course is to learn the basics of the Hazard Analysis and Critical Control Point (HACCP) system. Using the HACCP Star training aid in conjunction with the seven principles of HACCP, participants will learn what makes a successful HACCP system. It is key for all employees to understand the importance of the HACCP system and how to use an effective HACCP plan in a food service or retail facility. The key topics will include overview of proper food handling procedures, food hazards, employee responsibilities, allergens, food monitoring techniques, corrective action, recordkeeping, and food defense. Employees will gain an understanding of the importance of prerequisite programs and of applying standard operating procedures for food safety and food defense. Upon course completion, participants will be prepared to take the HACCP Food Safety Employee Certification Examination to demonstrate understanding of the HACCP system. Successful completion of the examination will merit a HACCP Food Safety Employee Certification, which is valid for four years. The benefits of this course is to proactively manage risks and regulatory requirements by providing third-party documented proof of understanding of the HACCP system for all employees.

Total: \$185

PLC-900-J	T 9:00AM-5:00PM	Apr 29
	F. Shaw	VM 3

# **Insurance Licensure**

# **Reinsurance Basics**

This course will define reinsurance functions and how to obtain knowledge about reinsurance needs for the Insurance industry. This course is taught via Skype and is approved for 4 hours of Life/Health and Property/Casualty insurance continuing education. The topics will include reinsurance definitions, purpose and function in the insurance industry. This course is approved in MD, PA, and WV.

Total: \$48

PLC-887-J M 6:00PM—10:00PM Apr 7
ONLINE

# **Personal Trainer**

### **Personal Trainer Certification**

Get all the information you need to become a CERTIFIED PERSONAL TRAINER. The course includes 15 hours of "hands-on" practical training preparing you to actually work with clients one-on-one. The course also includes 15 hours of lectures covering anatomy, health screening, exercise physiology, nutrition, muscle and skeletalinjuries, etc. Students must pass a written 100 question exam on theoretical issues and pass 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 examination. Students need to provide proof of CPR/AED Certification and internship hours before certification will be granted. This course helps you prepare for the National Boards (www. nbfe.org for details). 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. Saturday mornings will be held at the HCC Main Campus. Saturday afternoon classes will be held at a local gym to be announced. Students may learn more about World Instructor Training School-WITS (the course provider) at www.witseducation.com.

Total: \$640 — Senior Total: \$593

For additional Personal Trainer Continuing Education Courses Online please visit http://www.hagerstowncc.edu/coned/ areas/licensing/personal-trainer/courses

# Pool Operator



### **Certified Pool Operator**

This course prepares the student to take and pass the State of Maryland Health Department Examination to become a Certified Swimming Pool Operator. Upon completion of the course and passing a required examination with a grade of 75% or better, the student's records will be submitted to receive certification as a public pool/spa operator.

Fee includes text which is written by the course provider Aquatic Training Services. You must be 16 years old to register for this course.

Fee: \$130

PLC-809-M 3/5/14 - 3/26/14 Wednesdays
5:30PM - 9:30PM CPB 212

PLC-809-J 4/22/14 - 5/13/14 Tuesdays
5:30PM - 9:30PM CPB 212

PLC-809-L 6/3/14 - 6/12/14 Tuesdays and Thursdays

5:30PM - 9:30PM CPB 230

# **Certified Pool Operator Update**

This course provides the certified pool and spa operator with the updated information as required by the Maryland Department of Health for the safe operation of public swimming pools, spas, and hot tubs. Topics include a review of the current policies and procedures, updated changes to laws, and responsibilities of pool/spa operators. This is the certification renewal course only.

Fee includes the course material written by the instructor. Course provider is Aquatic Training Services.

Fee: \$48

PLC-810-M 3/31/14 Monday 5:30PM - 9:30PM

CPB 212

PLC-810-K 5/20/14 Tuesday 5:30PM – 9:30PM

CPB 212

PLC-810-L 6/17/14 Tuesday 5:30PM – 9:30PM

CPB 212

# **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 240-500-2413 to find out how!

# Homes for All: Serving People with Disabilities

4 hours of Maryland CE credit in the professional enhancement category (F). DLLR 252-0694 PLC 802 Fee: \$50

### The Truth About Mold

3 hours of Maryland CE credit in the professional enhancement category (F). DLLR 253-0694 PLC 803 Fee: \$50

### **Reverse Mortgages for Senior Home Owners**

4 hours of Maryland CE credit in the professional enhancement category (F). DLLR 251-0694 PLC 799 Fee: \$60

# Environmental Issues in Your Real Estate Practice

4 hours of Maryland CE credit in the professional enhancement category (F). DLLR 249-0694 PLC 377 Fee: \$50

### **Tax Free Exchange**

4 hours of Maryland CE credits in the required category (A) Legal and Legislative updates.

DLLR 206-0694 PLC 378 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. No Pennsylvania CE. DLLR 254-0694 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

1½ 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 247-0694 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 250-0694 PLC 855 Fee: \$70

# **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

PLC 001 RECE 002313 Fee: 330

To register for online courses call Samantha Willard directly at 240-500-2413.

# **Real Estate**

### **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-L Th 6:00PM—9:00PM Jun 12 *K. Rylander VM 3* 

# Financing Update for Today's RE Market

This course offers 3 hours of real estate continuing education in the category of Professional Enhancement. Students are updated in the most commonly used mortgage available to real estate customers. DLLR 273-0694

Total: \$35

PLC-283-J W 1:00PM-4:00PM Apr 16 *C. Ocharzak* VM 4

# 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: \$35

PLC-294-A W 1:00PM-4:00PM Jul 16 *B. Maloney* VM 6

# 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-L TuTh 6:00PM—9:00PM Jun 17 — Aug 28

#### **Contract Basics**

This course reviews the major trouble areas of the Maryland Association of REALTORS recommended contract. The course reviews the most recent changes in Maryland legislation that affect the contract and how the contract was changed to implement the legislative changes.

Total: \$18

PLC-382-L W 6:00PM—9:00PM Jun 18 *B. Maloney VM 3* 

# **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-B W 6:00PM—8:00PM Aug 13 *B. Maloney* VM 6

# ABR Designation Course—Accredited Buyer Representative

This two-day course serves as the core of the Accredited Buyer's Representative (ABR)designation program, which is the benchmark of excellence in buyer representation. The goal of this course is to set the foundation of training, skills, and resources to help real estate professionals succeed in today's market place as buyer's representatives. This course is a fundamental resource for understanding the duties that REALTORS' owe to clients, customers, the public, and fellow REALTORS' as outlined in NAR's Code of Ethics and Standards of Practice. DLLR 243-0694 Total: \$220

PLC-629-J WTh 9:00AM-5:00PM Apr 9 - Apr 10 VM 3

# **Agency Residential**

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

Total: \$35

PLC-667-A Th 9:00AM-12:00PM Jul 17

# Residential Module Pennsylvania Post-Licensing

This module alone with the General Module meets the Pennsylvania post-licensing continuing education requirement for newly licensed salespersons. Any Pennsylvania real estate salesperson initially licensed after December 1, 2007 is required to take commission approved post-licensing courses. Topics include Uniform Construction code, environmental issues, types of construction, land development, home inspections or warranties, mortgage information and fair housing. This course is approved for 7 hours of Pennsylvania Post-Licensing Continuing Education or regular PA Continuing Education. RECE002610

Total: \$70 — Senior Total: \$61

PLC-712-J W 9:00AM-5:00PM Apr 2 *I. Staff VM 4* 

# Residential Investment for RE Professional

This course is for the Real Estate Professional to maintain their MD and PA Real Estate License. The course is an introductory overview of how to list and sell investment real estate effectively with an emphasis on the formula's required to determine the potential profitability of one property over another. DLLR 270-0694 and approved for 2.5 hours of continuing education. RECE002609 and approved for 3 hours of continuing education. Total: \$35

PLC-866-B	Tu 6:00PM-9:00PM	Aug 12
	J. Maravelis	VM 6

# **Certified Tourism Ambassador**

This course will to train those who interact with visitors to our National Parks, Civil War battlefields, charming Main Street communities, and historic sites to become a member of the large network of Certified Tourism Ambassadors. This interactive program was designed to provide you essential details and easy-access to resources to help you better serve your guests and transform a good visitor experience into an exceptional one. It offers a continuous and fun-learning experience to keep you "in the know" about attractions in the Journey Through Hallowed Ground National Heritage Area. After your open-book CTA exam, you will join a cadre of fellow Ambassadors from Gettysburg to Monticello. To register visit https://www.ctanetwork. com/app/index.cfm

PLC-868 LP Th 1:00PM-5:00PM Jun 5 CPB 214

# Real Estate—May 29, June 5, 12, 19 & 26, 2014 All classes meet from 8:30 am until 5pm at the Valley Mall

# GRI SERIES 300 Module 301 – Thursday, May 29 GRI 301—Environmental Issues, Course #679-1604, 6 hours, Category "F"

Covers some of the recent concerns developing around the removal and processing of potential environmental/health threats. Regulatory requirements, actions and agencies involved concerning the buying and selling of these properties will be discussed.

# Module 302 – Thursday, June 5 GRI 302—Taxes, Course # 680-1604, 4.5 hours, Category "F"

Addresses the possible tax considerations of buying and selling property. How the REALTOR® can assist both buyer and seller in determining what is most advantageous for them with regard to tax considerations. Also covered are independent contractors tax issues. Meets MDREC mandated legal requirement for license renewal. Must attend full day in order to receive credit.

# Module 303 – Thursday, June 12 NAR Ethics (No CE credit)' and, GRI 303B-Mediation & Arbitration, Course #681-1604, 3 hours, Category "F"

Will cover the proper ethical conduct of licensees in dealing with the public and other licensees. Alternative methods of dispute resolution and the arbitration process will be discussed as it interacts with REALTOR® procedures and practices. Meets NAR membership ethics training requirement (not applicable to MDREC requirements). Must attend full day in order to receive credit.

Module 304 - Thursday, June 19

GRI 304A—Legislative issues, Course # 682-1604, 3 hours, Category "A"; and,

GRI 304B—Land Use, Course #683 -1604, 3 hours, Category "F"

current and upcoming legislative issues affecting the real estate industry will be covered. The process of developing a parcel of raw land and the different agencies involved, government requirements and procedures to be met and the associated time frames will be covered. Meets MDREC mandated legal requirement for license renewal.

# Module 305 — Thursday, June 26 GRI 305 — Technology and Trends, Course #692-1604, 3 hours, Category "F"

How new technologies are affecting the real estate industry and what industry practices to look for in the future. Must at tend full day in order to receive credit.

All promotional material must be clear that the Maryland Association of REALTORS is the presenter and that Pen-Mar Regional Association of REALTORS is the sponsor.

### GRI pricing:

Early Bird Discount applies to those who register more than 2 weeks prior to the start of the program.

#### Members:

Full Series (5 modules) \$325.00 Early Bird Discount

\$345.00 Regular

Individual Modules \$65.00 Early Bird Discount

\$85.00 Regular

# **Senior Adult**

# **Computer Basics**



This is the computer course you have been asking for! Join experienced HCC instructor Carvel Wright in this fun and interesting class! 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-J	TuTh 9:00AM—11:00AM C. Wright	Apr 8 – May 8 VM 2
CMR-022-L	TuTh 9:00AM-11:00AM C. Wright	Jun 3 — Jul 3 <i>VM 5</i>

## **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, Carvel Wright 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-L	TuTh 1:00PM-3:00PM C. Wright	Apr 8 — May 8 <i>VM 2</i>
CMR-032-L	TuTh 1:00PM—3:00PM C. Wright	Jun 3 – Jul 3 <i>VM 2</i>

# **Windows 8 Comes to the Valley Mall!**

We're excited to announce that Windows 8 classes are now available at HCC. Whether for work or play, pick the class that meets your needs.

### **Working with Windows 8 for Business**

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 (	\$99, \$20 La	b, \$8 Registration)	Senior Tot	al: \$87(\$59, \$20	Lab, \$8 Registration)
CMR 033 K	Monday	9:00AM - 4:30PM	5/12/14	Valley Mall, 2	N. DeMarkis

### Introduction to Windows 8 (Senior Adult)

Whether you have recently purchased a new computer with Windows or simply wish to keep up with this new Windows operating system, Carvel Wright will guide you through it all! This new course is designed to develop a basic working knowledge of Windows 8.1, 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, \$47 Lab, \$8 Regi	stration) Senior To	tal: \$130 (\$75, \$47 La	ab, \$8 Registratio	n)
CMR 032 J	Tuesdays/Thursdays		4/08/14 - 5/08/14	, ,	C. Wright
CMR 032 L	Tuesdays/Thursdays		6/03/14 - 7/03/14		

# **General**

# **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-J	Tu 6:00PM-9:00PM	Apr 29 – Jun 3
	I. Staff	VM 2

# 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-J	F 9:00AM—12:00PM C. Robertson	Apr 25 VM 6
CMP-844-K	Sa 9:00AM-12:00PM C. Robertson	May 3 <i>VM 2</i>

# **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-J	M 6:00PM-8:30PM	Apr 28 – May 12
	L. Aguilera	VM 5

# 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. Other topics will include standards, accessibility (508), Internet research, and intellectual property rights as they relate to Web content. Required: Intro to Personal Computing or equivalent knowledge.

Total: \$349 — Senior Total: \$63

CMW-101-K	MTu 6:00PM-7:15PM	May 12 – Aug 25
	S. Maher	ATC 116

# **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

# 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-K	Th 6:00PM-8:30PM	May 1 – May 29
	J. Guenther	VM 5

# **Security**

# Certified Information System Security Professional

Prepare for the Certified Systems Security Professional (CISSP) exam and review the ten test domains in the Common Body of Knowledge for security information. Topics include access control systems and methodology, disaster recovery planning, security architecture and models, and cryptography and security management practices.

Total: \$2,803

CMP-973-K MTu 8:30AM-5:00PM May 19- May 23

# **Certified Ethical Hacker (CEH)**

Develop the skills to test systems and networks for security vulnerabilities while preparing for the Certified Ethical Hacker exam sponsored by the EC Council. You will study testing, scanning, and securing information systems using CEH training tools. Topics include hacker methodology and tools, how hackers operate, and how to set up strong countermeasures and defensive systems to protect an organization's critical infrastructure and information. Required: Network industry background. (Textbook included)

Total: \$2,803

CMP-973-K MTu 8:30AM-5:00PM May 12- May 16

# **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; workwith 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

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CMP-835-J	W 9:00AM—4:30PM N. Demarkis	Apr 2 VM 2
CMP-835-K	W 9:00AM—4:30PM N. Demarkis	May 7 VM 2
CMP-835-L	M 9:00AM—4:30PM N. Demarkis	Jun 16 <i>VM 2</i>
CMP-835-A	M 9:00AM-4:30PM N. Demarkis	Jul 14 <i>VM 2</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; use range names to quickly select data or update a formula; save workbooks as Web pages or a PDF/XPS file; and insert and edit hyperlinks. Pre-requisite: Excel Level I. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-836-J	W 9:00AM-4:30PM	Apr 9
	N. Demarkis	VM 2
CMP-836-K	W 9:00AM-4:30PM	May 21
	N. Demarkis	VM 3
CMP-836-L	M 9:00AM-4:30PM	Jun 30
	N. Demarkis	VM 2
CMP-836-A	M 9:00AM-4:30PM	Jul 21
	N. Demarkis	VM 2

#### 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. Prerequisite: Excel Level II. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-693-J	W 9:00AM-4:30PM N. Demarkis	Apr 30 VM 2
CMP-693-L	W 9:00AM—4:30PM N. Demarkis	Jun 4 VM 2
CMP-693-A	M 9:00AM-4:30PM N. Demarkis	Jul 28 <i>VM 2</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-K	M 9:00AM—4:30PM N. Demarkis	May 5 <i>VM 2</i>
CMP-837-L	W 9:00AM—4:30PM N. Demarkis	Jun 18 <i>VM 2</i>
CMP-837-A	W 9:00AM—4:30PM N. Demarkis	Jul 16 <i>VM 2</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-K	M 9:00AM-4:30PM	May 19
	N. Demarkis	VM 2

#### 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-L	W 9:00AM-4:30PM	Jun 25
	N. Demarkis	VM 2

### 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-J	M 9:00AM—4:30PM N. Demarkis	Apr 7 VM 2	
CMP-847-A	W 9:00AM-4:30PM N. Demarkis	Jul 9 VM 2	

# **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-J	M 9:00AM-4:30PM N. Demarkis	Apr 28 VM 2
CMP-848-A	W 9:00AM-4:30PM N. Demarkis	Jul 23 VM 2

# **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-K	M 9:00AM-4:30PM	May 12
	N. Demarkis	VM 2

# **Computers—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? Call 240-500-2413, or e-mail online@hagerstowncc.edu

Section J	04/16/14 - 05/23/14
Section K	05/21/14 - 06/27/14
Section L	06/18/14 - 07/25/14
Section A	07/16/14 - 08/22/14
Section B	08/20/14 - 09/26/14

# Intro to Creating WordPress Websites (Online class)

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the answeryou're looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. Level II also available.

Fee: \$109 (includes tuition, fee, & registration)

# **Creating Web Pages (Online class)**

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.

Fee: \$109 (includes tuition, fee, & registration)

# **Introduction to Microsoft Excel (Online class)**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons. An intermediate and advanced Excel class is also offered.

Fee: \$109 (includes tuition, fee, & registration)

# Creating Mobile Apps with HTML5 (Online class)

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.

Fee: \$109 (includes tuition, fee, & registration)

# Introduction to Photoshop (Online class)

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. This hands on, project-oriented course is filled with detailed step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing.

Fee: \$109 (includes tuition, fee, & registration)

## Introduction to QuickBooks (Online class)

Use the power of QuickBooks software to take control of your business accounting! In these lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports.

Fee: \$109 (includes tuition, fee, & registration)

### **Basic A+ Certification Prep (Online class)**

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.

Fee: \$165 (includes tuition, fee, & registration)

### Introduction to PHP and MySQL (Online class)

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. Fee: \$109 (includes tuition, fee, & registration)

### Introduction to JAVA (Online class)

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 newlanguage in a friendly and supportive environment. Build up your confidence with easy-to-understand examples and plenty of skill-building exercises. Fee: \$109 (includes tuition, fee, & registration)

# Other online computer classes you can take from home

See www.ed2go.com/hagerstown for more details.



### **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 SOI

#### **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-L	Sa 8:00AM-4:00PM	Jun 7 – Jul 26
	K. Jenkins	VLO 1

# **CDL Learner's Permit Prep**

Take the guess work out of sitting for your CDL Leaner'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-B	W 5:00PM—9:00PM I. Staff	Aug 13 <i>VLO</i> 3
TDV-051-J	W 5:00PM—9:00PM I. Staff	Apr 30 <i>VLO 1</i>
TDV-051-L	W 5:00PM-9:00PM I. Staff	Jun 25 <i>VLO</i> 3

# **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 — Senior Total: \$168

DRV-001-A	MTuWThF 9:00AM—12:00PM <i>D. Mitchell</i>	Jul 7 — Jul 21 <i>VM 7</i>
DRV-001-J	MW 6:00PM—9:00PM F. Vincent	Apr 28 – Jun 4 <i>CPB 210/230</i>
DRV-001-L	MTuWThF 9:00AM—12:00PM D. Mitchell	Jun 9 – Jun 23 CPB 210/230
DRV-001-0	MW 6:00PM—9:00PM F. Vincent	Jun 23 – Jul 28 <i>CPB 210</i>
DRV-001-P	MTuWThF 9:00AM—12:00PM D. Mitchell	Jul 28 — Aug 11 <i>VM 7</i>

# **Motorcoach Passenger Endorsement Upgrade**

For existing CDL holders, open opportunities in the hospitality industry by adding a Passenger "P" endorsement to your existing license

- Up-to-date vehicle inspection for passenger vehicles
- Defensive driving techniques specific to motorcoach
- · Range and road maneuvering with passengers



Note: Does not include School "S" endorsement. Must have minimum of CDL B license with air break endorsement to attend (See CDL Class B Training course if not a CDL license holder)

Class schedule available at www.hagerstowncc.edu/GoDrive or contact Continuing Education at 240-500-2236



# 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.

Section Name	Start Date	End Date	Classroom		Range	
MST-614-A	3/19/2014	3/23/2014	W/TH	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-AA	3/19/2014	3/23/2014	W/Th	5:45p-9p	S/S PM	12:15p-6p
MST-614-B	3/26/2014	3/30/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-BB	3/26/2014	3/30/2014	W/Th	5:45p-9p	S/S PM	12:15p-6p
MST-614-C	4/3/2014	4/6/2014	Th/F	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-CC	4/3/2014	4/6/2014	Th/F	5:45p-9p	S/S PM	12:15p-6p
MST-614-D	4/9/2014	4/13/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-DD	4/9/2014	4/13/2014	W/Th	5:45p-9p	S/S PM	12:15p-6p
MST-614-E	4/16/2014	4/20/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-EE	4/16/2014	4/20/2014	W/Th	5:45p-9p	S/S PM	12:15p-6p
MST-614-E1	4/23/2014	4/27/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-E2	4/23/2014	4/27/2014	W/Th	5:45p-9p	S/S PM	12:15p-6p
MST-614-F	4/30/2014	5/4/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-FF	4/30/2014	5/4/2014	W/Th	5:45p-9p	S/S PM	12:15p-6p
MST-614-H	5/14/2014	5/18/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-HH	5/14/2014	5/18/2014	W/Th	5:45p-9p	S/S PM	12:15p-6p
MST-614-I	5/21/2014	5/25/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-II	5/21/2014	5/25/2014	W/Th	5:45p-9p	S/S PM	12:15p-6p
MST-614-IA	5/28/2014	6/1/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-J	6/4/2014	6/8/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-K	6/11/2014	6/15/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-L	6/18/2014	6/22/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST 614-M	6/25/2014	6/29/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-N	7/9/2014	7/13/2014	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST 614-0	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 PM	12:15p-6p

#### Basic Rider for Women—MST 448

<u>\$292</u>

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.

Section Name	Start Date	End Date	Classroom		Range	
MST-448-FW	5/7/2014	5/11/2014	W/TH	5:45p-9p	S/S AM	7:30a-12:30p
MST-448-HW	7/16/2014	7/20/2014	W/TH	5:45p-9p	S/S AM	7:30a-12:30p
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

<u>\$272</u>

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.

Section Name	Start Date	End Date	Classroom	Range	
MST-615-C	4/18/2014	4/18/2014	none	F	1p-7p
MST-615-D	8/22/2014	8/22/2014	none	F	1p-7p

# Motorcycle

# **Motorcycle Repair**

You can master the fundamental concepts and skills to keep a metric bike running smoothly. In this course, learn how to setup a safe motorcycle shop and select the right tools, from simple to specialized, to perform inspections, troubleshooting, and maintenance. Hands-on lab projects will include tune-ups, fastener servicing, fuel systems, basic electronics, batteries and charging systems, and engine condition diagnosing without teardown. Information also relates to servicing ATV's and scooters. (Textbook required)

Total: \$283 — Senior Total: \$158

MST-002-J TuTh 6:00PM—9:00PM

C. Banks

Apr 8 — Jun 3 *CPB 214* 

# Motorcycle Technician – Part I

For owners interested in advance repairs or students training to become Motorcycle Technicians, this course will cover more in-depth topics related to bike repair. Shop activities will include working with lubrication and cooling systems, replacing exhaust systems, and servicing power transmission systems. Participants will also work with lacing and truing wheels, replacing tires, servicing brakes, and front/rear suspensions. Must complete Part 1 and Part 2 to receive the Motorcycle Technician certificate. Course also meets on four Saturdays for shop work. Required: must have taken Motorcycle Repair - Part I or have similar bike repair experience. (Textbook required)

Total: \$398 — Senior Total: \$243

MST-003-J TuTh 6:00PM-9:00PM

C. Banks

Apr 8 – Jun 3 *CPB 214* 

# Driver Education at HCC



- Quality classroom facilities
- · Late model cars with dual controls
- MVA certified instructors
- Classes every 8 weeks
- · Courses to fit your needs!

For more information, contact registration at 240-500-2236

Learn to drive at Hagerstown Community College

# **Flagger Safety Training**



# Become a certified flagger and find a new career direction

- Learn proper flagging signals and procedures
- Learn flagger best practices for various situations
- Use standard flagger control references

Flagger certification is provided through ATSSA and is required by the MVA for work zones in Maryland.

Saturday, April 12, 8:00 AM — 12:00 PM,

**CPB 232** 

PLC-919-J Fee: \$85

# **Alternative Energy**

# Going Green: Hot & Cold Facts of Your Home

Whether you own a turn-of-the-century farm house or new construction, energy costs are a topic that concerns everyone. You can explore the facts and options for your money pit in this seminar that overviews residential alternative energy and green factors. Experts in heating, cooling, and energy conservation will discuss the latest solar, wind, and geothermal trends. Plus, learn what government incentives may be available to help your move toward alternative energy sources.

Total: \$38

TRD-128-J	Sa 9:00AM-12:00PM	Apr 5
	C. Giannoumis	VM 3

# 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-J	M 6:00PM-9:00PM	Apr 7 – Jun 9 <i>C</i> .
	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 examfollowing 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-L	Sa 9:00AM-4:00PM	Jun 21
	C. Giannoumis	ATC 213A

# **HVAC**

# 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: \$364 — Senior Total: \$212

CNT-107-K	M 5:30PM-9:30PM	May 19 – Aug 4
	J. Wachter	CPB 142

# **EPA Refrigerant Tech Cert**

For individuals working in the HVAC field, you can become certified in proper refrigerant-handling techniques as required by the EPA. Class review will prepare you for the EPA Technician Certification Exam per section 608 of the Federal Clean Air Act. A proctored EPA exam will be given on the final night of class that covers Types I, II, III, and the Universal (core) certification. (Textbook and Test Included)

Total: \$138 — Senior Total: \$102

TRD-120-K	T 6:00PM-9:00PM	May 13 – May 27
	J. Wachter	CPB 232

# **Lead Paint**

# 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. The course is taught by Chris Gunther of ECTC. (WCLPOA members receive a \$10 discount)

Total: \$132

TRD-039-B	F 8:30AM-4:30PM	Aug 1
		VM 4

# **Industrial Technology and Trades**

# 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-J	ThF 8:00AM-4:30PM	Apr 17 — Apr 18 <i>VM 4</i>
TRD-040-B	ThF 8:00AM-4:30PM	Aug 7 — Aug 8 <i>VM 4</i>

# **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-B	F 8:30AM-4:30PM	Aug 15
		VM 4

# **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(I). (Textbook included)

Total: \$158 — Senior Total: \$118

TRD-030-K	Sa 9:00AM—1:00PM D. Donovan	May 17 — May 24 <i>ATC 213A</i>
TRD-030-N	Sa 9:00AM—1:00PM <i>D. Donovan</i>	Apr 19 – Apr 26 <i>ATC 213A</i>

# 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-K	W 5:30PM-9:30PM	May 7 — Jul 16
	S. Staley, B. Staley	CPB 142/142A

# 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-K	W 5:30PM-9:30PM	May 7 – Jul 16
	S. Staley, B. Staley	CPB 142/142A

# 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-K	W 5:30PM-9:30PM	May 7 – Jul 16
	S. Staley, B. Staley	CPB 142/142A

# **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.

# 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
May 31-June 7, 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-K, call 240-500-2236 or go to www.hagerstowncc.edu

# **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:standardsfordelegating nurses, patient assessment, and supervision responsibilities.

Total: \$283

NRS-563-L FSa 8:00AM-5:00PM Jun 6 - Jun 7

(PB 212

# **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-J	Sa 9:00AM-12:00PM	Apr 26 – May 31
	D. Drooger	WEB VM

# **Health Seminars**

# 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-K	Tu 9:30AM-3:30PM	May 6	
		VM 6	

# **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

Sa 9:00AM—6:00PM	Apr 26
S. Mills	<i>CPB 152</i>
Sa 9:00AM—6:00PM	May 31
S. Mills	<i>CPB 152</i>
Sa 9:00AM—6:00PM	Jun 28
S. Mills	<i>CPB 152</i>
Sa 9:00AM—6:00PM	Jul 26
S. Mills	<i>CPB 152</i>
	S. Mills Sa 9:00AM-6:00PM S. Mills Sa 9:00AM-6:00PM S. Mills Sa 9:00AM-6:00PM

# Cardiac Updates #10 Saturday, April 19, 2014

For more information please contact Susan Lee at sclee@hagerstowncc.edu or by phone 240-500-2614.

You may also visit our conferences/seminar page at www.hagerstowncc.edu/coned/seminars

# **Nursing**

#### **NCLEX Review**

This course prepares nursing students for the NCLEX exam. Students will take a pre-test of the overall body systems, anatomy and physiology. disease processes, assessment and care, as well as nursing process and legal and ethical issues practice. Emphasis will be focused on test-taking strategies and areas where students exhibit need for additional instruction. A post-test to review learner success will also be administered.

Total: \$398

NRS-854-K MTuWThF 9:00AM-4:30PM May 12 – May 15 CPB 210/212

# \*Special Pricing for the course listed below\* This course is for HCC NURSING STUDENTS ONLY

NRS-854-KS MTuWThF 9:00AM-4:30PM May 12 - May 15 CPB 210/212

# **Supervisory Skills for Nurses**

To patients and families, nurses are the face of the organization, and are the engine that keeps healthcare institutions moving. Nursing supervisors contribute to patient care, not just through the direct care they provide to patients, but through the quality of supervision their nursing staff receives. Nurses who receive quality supervision have higher job satisfaction and are enabled to provide the best possible patient care. This hands-on, interactive course teaches supervisory skills with emphasis on the specific challenges faced by nurses. Nursing supervisors will gain a better understanding of how their leadership style impacts patient care. They'll practice communication and team-building skills while committing to real-life behavior changes that will improve organizational morale and ultimately patient care.

Total: \$249

PRD-551-J	Tu 5:00PM-8:00PM	Apr 29 – May 13
	D. Hartman	VM 7
PRD-551-N	Tu 5:00PM-8:00PM	Apr 1 – Apr 15
	D. Hartman	VM 6

# **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.

4/07/14	NRS 923 J		CPB Room 214
5/13/14	NRS 923 K		CPB Room 210
5/27/14	NRS 923 N		CPB Room 210
6/09/14	NRS 923 L		CPB Room 214
6/23/14	NRS 923 X		CPB Room 232
7/08/14	NRS 923 A		CPB Room 232
7/22/14	NRS 923 P		CPB Room 210
8/11/14	NRS 923 B		CPB Room 214
8/25/14	NRS 923 Q		CPB Room 214
5:00 pm - 9:00	pm Tota	I 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 nonhospital 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.)

4/21/14	NRS 924 J	CPB Room 214
5/09/14	NRS 924 K	CPB Room 214
5/30/14	NRS 924 Q	CPB Room 214
6/11/14	NRS 924 L	CPB Room 214
6/25/14	NRS 924 P	CPB Room 123
7/10/14	NRS 924 A	CPB Room 210
7/24/14	NRS 924 R	CPB Room 210
8/13/14	NRS 924 B	CPB Room 214

6:00 pm - 8:00 pm

Total Cost: \$47 (Senior - \$37)

# **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 consists of three steps.

- 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 M)

3/17/14-5/21/14 Fee: \$643 Sr. Fee \$399 CPB 123

- ✓ 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 J)

4/1/14, 4/22/14, 5/20/14 (Students must attend two of the three classes)

Fee: \$349 Sr. Fee \$253 CPB 151

- ✓ Classes held on Tuesday evenings from 6PM 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 K)

5/27/14-8/19/14 Fee: \$243 Sr. Fee \$139

- ✓ 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.

# 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

# **2014**QUEST FOR EXCELLENCE Nursing Simulation Conference



# June 3 & 4, 2014

Please contact
Abbe Michael at 240-500-2607
or akmichael@hagerstowncc.edu
for further information.

# **Dental Seminar**

# Friday, May 16, 2014

Speaker: Don M. Preble, D.D.S., M.D.
Founder and President of Central Florida
Dental Implant Study Group
Practicing Diplomate of the American
Board of Implantology



# 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.

4/14/14 NRS 926 J CPB Room 214 5/16/14 NRS 926 K CPB Room 214 6/27/14 NRS 926 L CPB Room 210 7/17/14 NRS 926 A CPB Room 210 8/20/14 NRS 926 B CPB Room 214 5:00 pm — 8:00 pm

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



This class is designed for individuals who do not work in the healthcare field but who desire, or are required, to have basic first aid knowledge, skills, and the confidence to respond. The intended audience includes: teachers, parents, babysitters, business and industry emergency response teams, school bus drivers, child care workers, and adult residential care personnel. As described on ASHI's website, "The program is an excellent choice for both the community and workplace setting, and is consistent with recommendations of the 2010 National First Aid Science Advisory Board and OSHA's best practices for first aid training programs in the workplace."

 4/03/14
 NRS 925 J
 CPB Room 214

 5/02/14
 NRS 925 K
 CPB Room 214

 6/13/14
 NRS 925 L
 CPB Room 232

 7/11/14
 NRS 925 A
 CPB Room 210

 8/15/14
 NRS 925 B
 CPB Room 214

5:00 pm — 8:00 pm Total Cost: \$54 (Senior \$42)

# 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.

 4/10/14
 NRS 927 J
 9:00 am - 2:00 pm
 CPB Room 214

 6/02/14
 NRS 927 L
 4:00 pm - 9:00 pm
 CPB Room 123

 8/05/14
 NRS 927 B
 9:00 am - 2:00 pm
 CPB Room 214

 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.

5/17/14 NRS 928 K 4:00 pm – 9:00 pm CPB 214 7/01/14 NRS 928 A 4:00 pm – 9:00 pm CPB 214 Total Cost: \$64 (Senior: \$50)

# **Nursing Lecture Series**

Interested in information and current practices about healthcare topics? Join nurses as they explore, discuss, and identify current trends in and describe concepts of assessment and care management.

# 4-Hour Courses (total costs: \$45; Senior - \$36; HCC Student - \$20) Time: 6 p.m. – 10 p.m., Career Programs Building, Room 123

NRS 921 M & NRS 921 MS (HCC Student)	3/17/14	Introduction/Issues in Nursing Ethics/Legal Issues
NRS 921 P & NRS 921 PS (HCC Student)	3/19/14	Nursing Process/Infection Control
NRS 921 N & NRS 921 NS (HCC Student)	3/24/14	Pharmacology Review
NRS 921 0 & NRS 921 0S (HCC Student)	3/26/14	Adult Assessment
NRS 921 D & NRS 921 DS (HCC Student)	3/31/14	Communication/Documentation/Information Management
NRS 921 J & NRS 921 JS (HCC Student)	4/2/14	Dosage/Medication Administration
NRS 921 Q & NRS 921 QS (HCC Student)	4/7/14	Cardiovascular Review
NRS 921 R & NRS 921 RS (HCC Student)	4/9/14	Fluids & Electrolytes
NRS 921 S & NRS 921 SS (HCC Student)	4/14/14	Renal Review
NRS 921 T & NRS 921 TS (HCC Student)	4/16/14	Overview of Female Reproductive Function
NRS 921 U & NRS 921 US (HCC Student)	4/21/14	Care of Aging/Community Based Nursing
NRS 921 V & NRS 921 VS (HCC Student)	4/23/14	Diabetes/Endocrine Review
NRS 921 W & NRS 921 WS (HCC Student)	4/28/14	Musculoskeletal Review
NRS 921 X & NRS 921 XS (HCC Student)	4/30/14	GI/Biliary Review
NRS 921 K & NRS 921 KS (HCC Student)	5/5/14	Integumentary Review
NRS 921 Y & NRS 921 YS (HCC Student)	5/7/14	Mental Health
NRS 921 Z & NRS 921 ZS (HCC Student)	5/12/14	Neurological Review
NRS 921 A & NRS 921 AS (HCC Student)	5/14/14	Pain Management
NRS 921 B & NRS 921 BS (HCC Student)	5/19/14	Respiratory Review
NRS 921 C & NRS 921 CS (HCC Student)	5/21/14	Disaster Nursing/Peri-Operative Overview

# 2 Hour Courses (total costs: \$28; Senior - \$23; HCC Student - \$15) Career Programs Building, Room 123

NRS 922 M & NRS 922 MS (HCC Student)	3/19/14	Nursing Process (6-8 pm)
NRS 922 N & NRS 922 NS (HCC Student)	3/19/14	Infection Control (8-10 pm)
NRS 922 0 & NRS 922 0S (HCC Student)	4/21/14	Care of the Aging (6-8 pm)
NRS 922 P & NRS 922 PS (HCC Student)	4/21/14	Community Based Nursing (8-10 pm)
NRS 922 Q & NRS 922 QS (HCC Student)	5/21/14	Disaster Nursing (6-8 pm)
NRS 922 R & NRS 922 RS (HCC Student)	5/21/14	Peri-Operative Overview (8-10 pm)

# 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

# **Art—Clay Studio**

# Clay Creations—Pinch, Coil and Slab 💴

Explore the versatility and possibilities of clay for personal use or decoration! Open to all experience and ability levels, participants will explore the 3 basic hand building techniques of clay and the firing and glazing process. Garden tiles, serving dishes, wind chimes, jewelry boxes- the finished product is up to participant's imagination! Materialsfee includes all tools and materials

Total: \$88 (\$60, materials \$20, reg \$8) Senior Total: \$88 (\$60, materials \$20, reg \$8)

needed for course projects.

ANE-297-A1 Th 9:00AM—12:00PM Jul 10 — Jul 31 *H. Coble CPB 141* 

# Clay Creations—Learn to Use a Potter's Wheel

Explore the versatility and possibilities of clay for personal use or decoration! Open to all experience and ability levels, participants will learn centering and formation techniques as well as the firing and glazing process. Cups, plates, bowls-the finished product is up to participant's imagination! Materials fee includes all tools and materials needed for course projects.

Total: \$88 (\$60, materials \$20, reg \$8) Senior Total: \$88 (\$60, materials \$20, reg \$8)

ANE-298-L1 Th 9:00AM-12:00PM Jun 5 - Jun 26 *H. Coble CPB 141* 

# **Art—Crochet**

# Crochet 101

Learn how to Crochet! Crochet 101 will focus on chain, single crochet and double crochet. The student will make a lap robe/carriage blanket. A How-to booklet and size K crochet hook are included. Students must choose and purchase yarn before class begins. One skein No Dye Lot Caron One Pound (826 yds.) OR 3 skeins No Dye Lot Red Heart Super Saver solid color yarn (364 yds. each) required.

Total: \$40 (\$24, materials \$8, reg \$8)

ANE-303-L1 M 6:30PM—8:30PM Jun 2 & Jun 16

D. Oliphant VM 7

## Crochet 102

This course is designed for participants that have completed Crochet 101. Crochet 102 will include slip stitch, crochet in the round, and making a granny square afghan. Students will choose and purchase their own yarn: One skein Cream yarn No Dye Lot Caron One Pound AND one skein No Dye Lot Red Heart Super Saver variegated yarn required. Please bring crochet hook and how to booklet used in Crochet 101.

Total: \$32 (\$24, reg \$8)

ANE-304-L1 M 6:30PM-8:30PM Jun 30 & &Jul 7
D. Oliphant VM 7

# <u>Art—Jewelry</u>

# 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.

# Kumihimo—Japanese Braid Making

Doyou have a beautiful pendant that you want to wear but don't have the right neck lace to show it off? Come to this funclass to learn the ancient art of Kumihimo, a form of Japanese braid-making, to make elegant neck laces. Participants will make an 8-strand satin spiral bracelet or neck-lace 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-J1	Sa 9:00AM–12:00PM C. Stribling	Apr 19 VM 3
ANE-288-K1	Sa 9:00AM–12:00PM C. Stribling	May 10 <i>VM 3</i>

# 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 vour 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-L1	Sa 9:00AM-12:30PM	Jun 7
	C. Stribling	VM 3

# **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-J1	Sa 9:00AM-12:00PM	Apr 26 – May 10
	H Cohle	ATC 211

# **Art—Stained Glass**

#### **Picture Frame**

Join Mary Lemen, stained glass artist and owner of The Glass Loft, for a class in the assembling of a picture frame using the copper foil method. Session will include cutting glass, foiling and soldering, and the assembly of a frame. Material fee includes use of tools and all materials needed to complete a picture frame. Please bring safety glasses, dust mask, and latex gloves to the first class session. These items may be purchased at any hardware store and will be a must-have for participation in this class. Please dress for work or bring a smock to cover your arms and your clothing. Students must be 18 years or older. Due to exposure to lead, pregnant women are advised not to participate in this class.

Total: \$138 (\$85, materials \$45, reg \$8)

ANE-143-K1	Sa 9:00AM-12:00PM	May 31 – Jul 5
	M. Lemen	The Glass Loft
	MAIN	

# **Stained Glass: a Study of Mosaics**

Join Mary Lemen stained glass artist and owner of The Glass Loft for a new class in the art of Mosaics. Mosaics are the art of decoration with small pieces of colored glass, stone or other material. In this new class, instructor Mary Lemen will teach both the direct and indirect Mosaics methods. The direct method of mosaic construction involves directly placing the individual pieces onto the supporting surface. The construction of a serving tray will be the direct method project for the first three sessions. In this process glass will be cut, placed and grouted to create a mosaic serving tray. The next three weeks will focus on the indirect method. In the indirect Mosaic method pieces are applied face-down to a backing paper using an adhesive, and transferred to the project. The indirect project will be a glass brick in which the glass is cut, placed into a mold then cemented. With the knowledge of these methods you can create table tops, stepping stones, and floor or wall mosaics. The possibilities are endless. The Materials Fee includes all materials to complete both projects and use of tools. You will need to provide a dust mask, rubber or latex gloves, and safety glasses. Please bring these items to the first class session. These items may be purchased at any hardware store and will be necessary for participation in this class. Please dress for work or bring a smock to protect yourself and your clothing. This class is open to participants 18 years of age and older.

Total: \$163 (\$105, materials \$50, reg \$8)

ANE-134-A1 Sa 9:00AM—12:00PM Jul 12 — Aug 16

M. Lemen The Glass Loft

MAIN

# Special note regarding stained glass materials and safety

Please bring safety glasses, dust mask, and latex gloves to the first class session. These items may be purchased at any hardware store and will be necessary for participation in this class. Please wear old clothing orbring a smock to coveryourself and your clothing. (Students must be 18 years or older. Due to exposure to lead, pregnant women are advised not to participate in this class)

# Birding

# Introduction to Birding



Late April is the perfect time to improve your skills at identifying birds. The spring migration is underway and the foliage on the trees is not completely out, allowing good views of birds. Learn how to identify birds the way the experts do: by size, shape, general color scheme, behavior and bird song. This course is for beginners, but is worthwhile for anyone wanting to enhance their birding skills. The workshop will spend the morning in the field with afternoon classroom time. Participants should bring binoculars to the workshop. This course will be held at Shepherds Spring Retreat Center, 16869 Taylors Landing Rd, Sharpsburg? (301) 223-8193. Please bring a bag lunch.

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

Sa 8:00AM-3:00PM DIS-421-J Apr 26 S. Sagalkin Shepherd's Spring Retreat Center

# Birding by Ear: Learning Bird Songs



Learning to identify birds by their songs and calls can greatly enhance your ability in the field. Experienced birders usually identify more than half of the birds by their songs or calls. May is a good time to work on these skills. It is the height of the spring migration, birds are in full song and the foliage on the trees makes it important to be able to identify birds by their songs. This workshop is open to birders of all levels but will be most beneficial to participants that have had at least some experience birding and with the use of field guides. Participants should bring binoculars. This course will be held at the Shepherds Spring Retreat Center, 16869 Taylors Landing Road, Sharpsburg, MD, 301-223-8193. Please bring a bag lunch.

Total: \$48 (\$40, reg \$8) Senior Total: \$43 (\$35, reg \$8)

Sa 7:30AM-2:30PM DIS-422-K May 17 S. Sagalkin Shepherd's Spring Retreat Center

# **Cake Decorating**

# Cake Decorating III

This course will feature how to stack, support, and add a center filling to a cake. The flowers featured in this section are Daffodil, Chrysanthemum, Lily of the Valley, Bachelor Button, Ribbon Rose as well as a review of the flowers in levels 1 & 2. The fourth class session will focus on decorating a cake using the skills taught in the all three decorating class levels. Core materials provided for this class.

Total: \$71 (\$45, materials \$18, reg \$8) Senior Total: \$61 (\$35, materials \$18, reg \$8)

ANE-144-K F 6:00PM-8:00PM May 9 - May 30 M. Lemen ATC 211

# Calligraphy

# 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-J1	W 6:30PM-8:30PM J. Ferrington	Apr 23 — May 14 VM 6
ANE-095-L1	Tu 6:30PM-8:30PM J. Ferrington	Jun 3 – Jun 24 <i>VM 6</i>

# **Photography**

## Instructor Bio-Steve Schaefer

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

# Nature and Wildlife Photography

Are you interested in capturing the moment of a beautiful sunset, delicate flower, or wildlife in their natural habitat? 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: singlereflex lens.

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

ANE-090-K W 6:30PM-8:30PM May 7 - May 28 S. Schaefer VM<sub>3</sub>

# **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

# **Lifelong Learning**

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-M	M 6:30PM–8:30PM S. Schaefer	Mar 31 — Apr 28 <i>VM 3</i>
ANE-103-K	M 6:30PM-8:30PM S. Schaefer	May 5 — Jun 2 <i>VM 3</i>
ANE-103-L	M 6:30PM-8:30PM S. Schaefer	Jun 9 – Jul 7 VM 3

# **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-J	Tu 6:30PM—8:30PM S. Schaefer	Apr 1 – Apr 29 VM 3
ANE-281-L	Tu 6:30PM-8:30PM S. Schaefer	Jun 10 – Jul 8 VM 3

# **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-J	W 6:30PM-8:30PM	Apr 2 – Apr 23
	S. Schaefer	VM 3

# **Low Light Photography**

Join Don Cooper for this field study of 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, wideangle 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-J	Th 6:30PM—8:30PM S. Schaefer	Apr 3 — Apr 24 VM 3
ANE-284-K	Tu 6:30PM—8:30PM S. Schaefer	May 6 — May 27 <i>VM 3</i>

# **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-A	W 6:30PM-8:30PM	Jul 2 – Jul 23
	S. Schaefer	VM 3

# **Get Your Kindle On**

Looking for a new book at 1a.m.? Get a new book in less than a minute right in your bed! Stop building bookshelves and build an electronic library instead. Download free books from both Amazon and the library.

Fee: \$15 Registration Fee: \$8 Total: \$23 CMR 001 L1 Tuesday 6:00PM-9:00PM 6/24/14 D Drooger Valley Mall Room 5



# Music—Bluegrass

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

BLU-013-J1 M 5:45PM-6:45PM *E. Bradley*  Apr 7 – May 19 CPB 211/213

# **Summer Bluegrass Jamming**

Can you strum a song using G, C, F, D, A and E? Do you envy those people that can jump into any jam session? Join us Monday evenings for this beginner's jam that instructs you in song lyrics, taking breaks, and just plain jamming fun. If you have always wanted to try joining a jam session, this is your chance. The course is led by Ernie Bradley, well-known band leader and instructor. Acoustic guitars, banjos, mandolins, bass, dobro, and fiddles welcome. There are 3 levels of participation available at each jam session: 1. Learning to hear and play chord changes 2. Sing and play 3. Sing, play, and take a beginning level break. Total: \$44 (\$36, reg \$8)

BLU-014-L1 Th 6:30PM-8:30PM Jun 19 – Aug 14 *E. Bradley* VM 6

# **Historical & Cultural Trips**

Important Trip Info: Itineraries for all trips will be sent to participants one week prior to trip date.

# Introduction to Wine Appreciation and Evaulation

Join Dr. Joseph Fiola, Specialist in Viticulture and Small Fruit for the University of Maryland Extension, for an introduction to wine appreciation and evaluation. Dr. Fiola will present Maryland wines from alternative grape varieties or processes from his research program. He will pour (at least) three pairs of wines, including whites, reds, roses, and dessert wines, made from grapes varieties that perform well in various regions of Maryland or new processing styles he has been researching. The varieties tasted are grown at the UMD regional research vineyards throughout the state. He will discuss the 5S's of wine evaluation, the health benefits of wines, as well as various aspects of wine etiquette. Dr. Fiola has over 25 years of experience in research and extension in grape and wine production and evaluation, and is the top ten of all time award winners in the American Wine Society Non-Commercial Wine Competition. Participants will depart from the main campus, transportation provided by HCC motor coach. A complete itinerary and departure point map will be sent one week prior to the course date. Total: \$28 (\$20, reg \$8)

DIS-432-J F 1:00PM—4:00PM Apr 11
Western Maryland Research & Education Center

# C & O Highlights: Cumberland, Oldtowne & Paw Paw Tunnel

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, with a brief overview of 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 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. Tunnel towpath may be wet and uneven in areas. At Oldtown we will also tour the historic Cresap Museum in the home of 1764 home of Michael Cresap. Tour fee includes: transportation via HCC College Motor Coach and on-site historical interpretation by John Frye, entrance fee to the Cresap Museum. A complete itinerary will and departure point map will be sent to you one week prior to the

# **Lifelong Learning**

tour date. Activity level is low to moderate based upon participants 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-K1 Su 8:00AM—4:30PM May 4 J. Frve

#### **National Cathedral Tour**

Our National Cathedral tour and tea will begin with a visit with an organ demonstration on the Cathedrals famous pipe organ featuring 10,650 pipes. We will then join a National Cathedral docent who will guide us through the beautiful Cathedral Highlights tour. 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. Fee includes: transportation on the HCC motorcoach, gratuity, all entrance fees, and the Tour and Tea. Departure is from the Valley Mall.

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

DIS-217-K1 W 10:00AM-6:30PM May 14

# Winterthur House & Garden Tour and Downton Abbey Costume Exhibit

Come spend the day at Winterthur, the beautiful DuPont family estate and gardens. This extraordinary home, with azalea filled gardens and museum will delight your senses and offer an inspirational spring tour. This special trip will also feature a docent led tour of the Costumes of Downton Abbey, an original exhibition of exquisite designs from the award-winning television series. Forty historically inspired costumes from the television show will be displayed and supplemented by photographs and vignettes inspired by the fictional program and by real life at Winterthur. Visitors will have a chance to step into and experience the world of Downton Abbey and the contrasting world of Winterthur founder Henry Francis du Pont and his contemporaries in the first half of the 20th century. This wonderful tour includes: docent led garden, house and Costumes of Downton Abbey tour, with time to explore the many other museum exhibits, gardens and fantastic Winterthur museum store. Fully equipped motor coach transportation, gratuity, and entrance

fees are also included. Enjoy lunch on your own in the Winterthur Visitors Center Garden Cafe. A complete itinerary and departure point parking map will be sent to you one week prior to the trip date. Space is limited! Sign up early for this very popular tour.

Total: \$83 (\$75, reg \$8)

DIS-349-K1 Th 6:15AM-6:45PM

May 1

# Native & Early Amercian History: 1719 Hans Herr House & Indian Steps Museum

Join Roger Swartzon this new historical journey to York and Lancaster Counties in Pennsylvania. Our first stop is the historic Indian Steps Museum located along the Susquehanna River. The Indian Steps Museum, named for the "steps" carved over ten thousand years ago in the nearby Susquehanna River's rocks by early people of the region, is a remarkable storehouse for an outstanding collection of Native American artifacts found along the "steps" in the early 1900's. After touring the Indian Steps Museum, we will continue on to the 1719 Hans Herr House and Museum in Lancaster County. The Hans Herr House is the oldest homestead in the County and the oldest original Mennonite Meeting House still standing in the Western Hemisphere. The House and Museum collects, preserves, and interprets artifacts relating to the history, life, and faith of Lancaster County's first European settlers. In addition to the house and museum, is a fascinating replica of a Native American longhouse built in the spring of 2013 to realistically depict the Native American history of this area in Pennsylvania. Tour includes: Transportation on HCC Motor Coach, en-route lectures by Roger Swartz and all entrance fees. Please bring a brown bag lunch. A complete itinerary and departure point map will be sent to you one week prior to the trip date. Departure is from the HCC Main Campus.

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

DIS-433-L1 Sa 8:00AM-5:30PM *R. Swartz* 

Jun 28

# Dumbarton Oaks and the Wild, Wooly Side Of Washington

Join DC Tour Director Carol Bessette for this interesting new tour featuring historic Dumbarton Oaks and a unique "Wild and Wooly" tour of Washington. We will begin our day with a Museum and Garden tour of Dumbarton Oaks, followed by an all-inclusive buffet lunch at the Vantage Point restaurant, featuring a lovely view of Washington. In the afternoon we will explore the "Wild and Wooly" side of Washington. We are accustomed to our Nations Capital being filled with artwork depicting the great leaders of the country, or else the heroic "every man" who stepped forward in time of need (as we see in some of our war memorials). But there is another side to Washington's artistic heritage... the small and the not-so-small four-legged inhabitants of Washington. This tour will introduce you to some of the fuzzy and furry, and not just the horses of famous generals . . . And if we are lucky, we might also find some finned or feathered friends also! Tour includes: transportation on HCC motor coach, all-inclusive lunch, entrance fees and tour with Carol Bessette. A complete itinerary will be sent to you one week prior to the tour date. Total: \$88 (\$80, reg \$8)

DIS-434-L1 Tu 7:30AM-5:30PM
C. Bessette

Jun 17

# Train Trip—Steam Into History

Calling all train enthusiasts and history fans! Join author and historian Bob Savitt for this great new train trip! Experience rail travel as it was during the Civil War aboard on an 1860's era replica steam train. Ride the Northern Central Railway route President Abraham Lincoln traveled on his way to deliver the famous Gettysburg Address. Visit the fully restored Hanover Junction train station, home to historic train memorabilia and more. Trip experience includes: en-route historical narration by Bob Savitt, train ride from New Freedom Pennsylvania to historic Hanover Junction aboard 1860's replica steam train, with narration and Civil War songs by Jeff Greenawalt. We will be stopping on the way back to Hagerstown for an all-inclusive dinner at an area restaurant. Transportation will be aboard a fully equipped motor coach, gratuities included. We will stop for lunch on your own at the Markets at Shrewsbury featuring Amish markets and area food favorites. Itinerary and departure point parking map will be sent to you one week prior to the trip date.

Total: \$110 (\$102, reg \$8)

DIS-435-L1 Sa 9:45AM—8:30PM Jun 14 R. Savitt

#### St. Michaels Historic Tour

Join John Frye and friends on this great opportunity to visit historic St. Michaels! This wonderful tour will begins with an all-inclusive lunch at the Crab Claw restaurant followed by a delightful 1- hour cruise on the Patriot, a 65-foot steel vessel that will treat you to a climate controlled cruise along the waterways of the Chesapeake. We will then join our guide at the Chesapeake Bay Maritime Museum established in 1965 and dedicated to preserving the heritage of the entire Chesapeake Bay. The Museum contains the largest and most complete collection of artifacts, documents, and photographs tracing the cultural history of the Chesapeake Bay as well as a historically furnished light house open for tour. Take your time exploring the watermen's boats and exhibits. You will enjoy every moment in the fantastic museum! Fee includes: seat, fully equipped motor coach transportation/gratuity, all inclusive Crab Claw lunch, guided tour of the Chesapeake Maritime Museum and Chesapeake Cruise on the Patriot. Portions of the trip fee will be non-refundable after June 6th. A complete itinerary will be sent to you one week prior to the tour date.

Total: \$120 (\$112, reg \$8)

SEN-140-L1 Su 6:30AM—8:00PM Jun 22 J. Frye

# Washington D.C. Genealogy Research Trip

Research time is built into this day and may be used either at the DAR Library or the National Archives. Instructor Dorothy Reed 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. A complete itinerary will be sent to you one week prior to the tour date. There is an additional admissions fee of \$6 to the DAR Library.

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

SEN-144-L1	Tu 7:00AM—5:30PM C. Miller-Schultz	Jun 3
SEN-144-A1	Tu 7:00AM-5:30PM C. Miller-Schultz	Jul 29

# Washington D.C. Escape

Join your friends as you travel to Washington for a day of nothing but lots of time to relax and explore all your favorite museums on the Mall in complete leisure. 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 transportation/gratuity. Departure is from the Valley Mall. A complete itinerary will be sent to you one week prior to the trip date. Total: \$48 (\$40, reg \$8)

SEN-196-L1	Tu	7:00AM-5:30PM	Jun 3
SEN-196-A1	Tu	7:00AM-5:30PM	Jul 29

# 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.

# George Washington, Winchester, and the French & Indian War

Join historian Roger Swartz on this historical journey focusing on four key historical sites for George Washington and his command during the French & Indian War and the Revolutionary War in the Winchester, Virginia area. Tour will include: Fort Edwards, Washington's Office, Abram's Delight and tour of Winchester. Transportation aboard the HCC Motor Coach, departure from the main College Campus. A complete itinerary and departure point map will be sent to you one week prior to the tour date. Lunch on your own in an area restaurant. Total: \$64 (\$56, reg \$8)

SEN-222-K1 Sa 8:00AM-5:30PM May 17 R. Swartz

# Colonial Lancaster County: Historic Lititz and the Ephrata Cloister

Join Colonial and Revolutionary War historian and author Roger Swartz for this fascinating tour of Colonial Lancaster County. We will begin with the early American Moravian Church history in the beautiful town of Lititz where we will visit the Lititz Museum and Johannes Mueller House on the Moravian Church Square. After lunch we will visit historical Ephrata Cloisters, an early American communal society in the historic town of Ephrata. One of America's earliest religious communities, the Ephrata Cloister was founded in 1732 by German settlers seeking spiritual goals rather than earthly rewards. Gathered in unique European style buildings, the

community consisted of celibate Brothers and Sisters, and a married congregation of families. Both Lititz and its Moravian buildings as well as the Cloisters in Ephrata were used as hospitals for Washington's Continental Army during the American Revolution. En-route, our guide, Roger Swartz, will provide the historical background of these groups and their place in American history. Trip Fee includes: fully equipped motor coach, all inclusive lunch at the charming Brickerville House, entrance fees and tours in Lititz and the Ephrata Cloister, lecture en-route by Roger Swartz. Departure from the Valley Mall. A complete departure point map and itinerary will be sent to you one week prior to the course date. Total: \$85 (\$77, reg \$8)

SEN-509-J1 Sa 7:00AM-7:00PM Apr 26

# Genealogy

# Tracing Your Family Roots— Introduction To Genealogy



Making a personal connection with history and discovering previously unknown 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. Learn where to find the source documents and the best ways to research in order to save valuable time. You will use the most current tools, including two of the software mainstays of Genealogy research: Family Tree Maker and Legacy Family Tree; an online introduction to Ancestry.com, Heritage Quest, Family Search, Fold3, GenealogyBank.com, Mocavo.com and WorldVitalRecords. This class is held in a computer lab at the HCC Valley Mall.

Total: \$78 (\$60, materials \$10, reg \$8) Senior Total: \$53 (\$35, materials \$10, reg \$8)

SEN-377-J1	F 9:30AM—12:00PM C. Miller-Schultz	Apr 25 — May 16 VM 2
SEN-377-P1	M 6:00PM–8:30PM C. Miller-Schultz	Apr 28 — May 19 VM 2
SEN-377-A1	F 9:30AM–12:00PM C. Miller-Schultz	Jul 11 — Aug 1 <i>VM 2</i>
SEN-377-N1	M 6:00PM-8:30PM C. Miller-Schultz	Jul 14 — Aug 4 <i>VM 2</i>

# **Genealogy Plus**



Get on the inside Genealogy Track! This course will guide you through new and innovative computer-generated research techniques, using Family Tree Maker, and Legacy Family Tree software, and their direct Internet connections. Sort out and organize all the wonderful information you have found, and then learn to put your family information on paper, CD, flash drive, or PDF file to share with others. Discover the most recent

details of DNA research. This hands-on computer class is designed for Genealogy enthusiasts who are researching their family history and would like to explore additional resources.

Total: \$78 (\$60, materials \$10, reg \$8) Senior Total: \$53 (\$35, materials \$10, reg \$8)

SEN-097-J1	F 1:30PM—4:00PM C. Miller-Schultz	Apr 25 — May 16 <i>VM 2</i>
SEN-097-A1	F 1:30PM-4:30PM C. Miller-Schultz	Jul 11 – Aug 1 <i>VM 2</i>

# Washington D.C. Genealogy Research Trip

Research time is built into this day and may be used either at the DAR Library or the National Archives. Instructor Dorothy Reed 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. A complete itinerary will be sent to you one week prior to the tour date. There is an additional admissions fee of \$6 to the DAR Library.

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

SEN-144-L1	Tu 7:00AM–5:30PM C. Miller-Schultz	Jun 3
SEN-144-A1	Tu 7:00AM-5:30PM C. Miller-Schultz	Jul 29

# History

# The Moravians

Join historian Roger Swartz for this program, featuring the religious and political history of the Moravian faith. Topics will include the Moravians relationship to the Catholic Church; their dispersal and ultimate refuge in Europe, American settlements in Georgia and Bethlehem, PA; missionary training to the "heathen" in Pennsylvania and the Ohio Valley. This course will also include further discussion of the fascinating political history of the Moravians as spies for General Washington; the burning of Gnadenhutten and the Moravians as missionaries to the Native Americans.

Total: \$53 (\$45, reg \$8) Senior Total: \$43 (\$35, reg \$8)

DIS-424-J	Tu 9:00AM-12:00PM	Apr 1 – Apr 15
	R. Swartz	VM 7

# General John Sullivan's 1779 Campaign Against the Iroquois

Join historian Roger Swartz for this new program detailing why General Washington ordered Major General Sullivan to eradicate the Iroquois in 1779. Topics include: history of the Iroquois in the American Revolution; Major General Sullivan's background for independent command; Washington's strategy of movement and intelligence gathering; British counterstroke against central PA, and a discussion of Major General Sullivan's and Daniel Brodhead's expeditions and results.

Total: \$53 (\$45, reg \$8) Senior Total: \$43 (\$35, reg \$8)

DIS-425-K	Tu 6:15PM-8:45PM	May 6 – May 20
	R. Swartz	VM

# Myths and Dreams of 18th Century Natives in the Northeast



Please join "Turtle" in learning about the myths and dreams of Native Americans in the Eastern Woodland area during the 18th century and earlier. We will learn about stories and how they helped form the customs and cultures of these Nations. Also dreams are reality to Natives and they could change the course of history.

Total: \$53 (\$45, reg \$8) Senior Total: \$43 (\$35, reg \$8)

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DIS-431-K	F 1:00PM-4:00PM	May 23 – May 30
	D. Swartz	VM 6

# **Home & Garden**

#### Instructor Bio-Vickie Hrabal

Vickie Hrabal, owner of "Oak Hill Interior Design" graduated from the University of North Texas with a bachelor's degree in Interior Design. She has studied design, architecture & art in Chicago, New York and Paris, France.

# **Designing With Style—Series**

Take your great home remodeling or design ideas to a new level! This series of interior design workshops focuses on window treatments, bathroom and kitchen remodeling, and developing your own designing style. Purchase the whole series or pick out the individual focus that will make your dreams a reality. (The address for the Showroom is 114-116 N. Potomac for your GPS device.)

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

HOM-047-L1 Tu 6:30PM-8:30PM *V. Hrabal* Oak Hill Interior Design Jun 3 – Jun 24

# I. What Is Your Style?

Let Vickie Hrabal walk you through the world of interior design! What is your style? How do you tell someone what you are looking for? This class will help you define your own unique design style. You will be able to shop or speak to a designer with confidence. Information in this course applies to any room in the house. Topics to be discussed are: formal or casual, high maintenance or low, French Country or Louis XVI, Modern, Arts & Crafts, Retro, Vintage and others.

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

HOM-048-L1 Tu 6:30PM—8:30PM Jun 3 V. Hrabal Oak Hill Interior Design

#### II. What Do I Do With These Windows?

This course will explore the options for dressing your windows relating to function and appearance. Topics discussed: blinds verses shades, controlling the weather from the inside, fabric treatments, hardware, problem windows, how to measure, and building your look on a budget.

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

HOM-049-L1 Tu 6:30PM-8:30PM V. Hrabal Oak Hill Interior Design Jun 10

# III. Bathroom and Kitchen Remodeling Basics

What is involved in remodeling a bathroom and kitchen? Are you ready for a quick change or thinking of a full room remodeling? Whether doing it yourself or talking with a professional, this class will help you to start your plans off right! Topics include: cabinetry, plumbing, lighting, tile, color schemes, countertops and timetables.

Total: \$38 (\$30, reg \$8)

HOM-050-L1 Tu 6:30PM-8:30PM V. Hrabal Oak Hill Interior Design Jun 17 – Jun 24

# **How Color Affects Our Lives**

Why do I feel different in similar rooms that are different colors? How do I make a room look larger with color? Can color affect temperature? or my health? Trendy colors verses classic ones. What colors work well together? Bring pictures of a room you would like to work on. Learn how to use color to your advantage and lifestyle.

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

HOM-058-J1 Tu 6:30PM-8:30PM Apr 29 V. Hrabal Oak Hill Interior Design

# Planning Your Family Room

Learn how to put together a beautiful and functional family room. Vickie Hrabal will work with you on furniture placement, light fixtures and furniture selection. Then discover what fabrics will last and still be beautiful. Write down your wish list and bring a rough drawing of the floor plan and a picture of the room and we will develop a plan for you to take your family room to a whole new level!

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

HOM-059-K1 Tu 6:30PM—8:30PM May 13 V. Hrabal Oak Hill Interior Design

# **Life Enrichment**

#### 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.

# 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 foryouto engineer a hypothetical human society of the future.

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

ANE-289-J Tu 2:00PM-4:00PM J. Castillo Apr 15 – May 6 VM 4

# **Opting Out of Industrial Food**



Organic, All Natural, Cage Free-what's it all mean? We've heard the news about obesity epidemics, ecoli outbreaks, pesticide scares, and nutritionally bankrupt processed foods. But are these expensive new "boutique" products really the answer? In this class, you'll explore alternatives to the industrial food system: CSAs, farmer's markets, food co-ops, and more, where the focus is on delicious, healthy food grown by environmentally responsible methods. Taste industrial foods alongside local, organic, permaculture alternatives. Discover how to find sources of great local food. And how to make it cost less than what you buy at the grocery store!

Total: \$58 (\$45, materials \$5, reg \$8) Senior Total: \$48 (\$35, materials \$5, reg \$8)

DIS-423-K Th 7:00PM—9:00PM

May 1 – May 22 VM 3

# Glorious Gardening

Creativity and entertaining in the lovely months of summer are a highlight for all who love summer gardens! The warm weather lifts our senses as we walk through our yards and gardens; creating a retreat of flowering shrubs, warm beckoning perennials, and glorious annuals! Join floral designer Denny Warrenfeltz for this new Glorious Garden class focusing on planting for a log cabin or historical garden, exploring plant materials, flowers, and herbs that would be appropriate for a rustic to primitive garden setting.

# First Session—Monday, May 19th -

Learn how to select the best plants and plant materials focusing on a log cabin or historical garden. This innovative evening will take place at Trayers Farm & Greenhouse, 11452 Welsh Run Road, Mercersburg, PA. Denny will lead us on a guided tour exploring heirloom flowers, herbs, and fruit selections that may be grown in a log cabin or historical garden. Denny will conclude this session with plant material arrangement demonstration and refreshments. Please bring a folding chair to this session.



#### Second Session—Monday, June 23th-

We will join Denny and his wife, Shawen, for a special visit to their lovely home and gardens in Keedysville, Maryland. This will be an evening of decorating dreams come true with a special focus on the innovative decorating concepts of log cabin and historical gardens. We invite you and your friends to join us as we take a summer stroll through Denny's varied gardens, filled to the brim with decorating possibilities! Refreshments will be served at the conclusion of this entertaining evening.

A directional letter for the location of Trayers Farm and Greenhouse and the Warrenfeltz residence will be sent to you one week prior to the first class session.

Fee: \$59 Registration Fee: \$8 Total: \$67 ANE 084 K1 M 6:00-8:00PM 5/19 and 6/23

# Improving Learning & Memory



Join Roger Swartz in this fascinating new programfocusing on the 5 mnemonic (memory cue) systems. We will discover why the incorporation of learning aids such as appropriate lighting, nutrition, and music help accelerate the retrieval of initial learning and long term memory. We will also learn the four learning styles based upon recent brain-mind research; and what teaching and learning methods based on these styles help the adult learner.

Total: \$53 (\$45, reg \$8) Senior Total: \$43 (\$35, reg \$8)

ANE-300-L	Tu 9:00AM-12:00PM	Jun 17 – Jun 24
	R. Swartz	VM 6

# 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.

# 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.

	-	
MBP-027-J1	Th 7:00PM-8:30PM	Apr 17 – May 22
	M. Allan	VM 8
MBP-027-A1	Tu 10:30AM-12:00PM	Jul 8 – Aug 12
	M. Allan	VM 8

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

# 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 jobrelated 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-J1 Sa 9:00AM—12:00PM Apr 26 R. Seidman VM 4

# Literature

## 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.

# The Book of Kells



One of the greatest works of medieval Celtic art, the Book of Kells is a splendidly decorated and illustrated manuscript created in about 800 in Ireland. Containing the four gospels of the Christian Bible, preceded by several texts and tables, it illustrates the highest level of calligraphy and illumination attained by the makers of Insular (medieval British) manuscripts. In this lecture Dr. Gray considers the historic and cultural context of the book as well as important facts about the source of its Latin text and the meaning of the symbols and images in its ornamentations. Her lecture is filled with illustrations from the manuscript and followed by time for questions and discussion.

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

DIS-426-B1	W 9:30AM-12:00PM	Aug 6
	K. Gray	VM 6

# New Understandings of the Dead Sea Scrolls–Series



In recentyears, new understandings and knowledge has emerged as the Dead Sea Scrolls and the areas from which they came have been studied and analyzed more fully than ever before. In this series by Dr. Karen Gray, incorporates and emphasizes the latest scholarship that corrects errors and misunderstandings in the early publicity and initial studies, explains still-unsettled controversies and includes new translations from these ancient manuscript materials. Dr. Gray's lectures are heavily illustrated with PowerPoint slides and followed by a half-hour discussion period. Series units 7/9, 7/16, 7/23 may be purchased individually. See course descriptions below.

Total: \$68 (\$60, reg \$8) Senior Total: \$43 (\$35, reg \$8)

DIS-427-A	W 9:30AM-12:00PM	Jul 9 – Jul 23
	K. Gray	VM 6

# I. The Story Behind the Scrolls

The discovery of the scrolls, in whose hands they ended up and why, as well as their current status is the focus of this lecture. The problems associated with the physical state of the scrolls, their dating, and the identification of the creators are also reviewed in this lecture along with the current scholarship concerning the controversies around the Qumran ruins, the scroll materials themselves, and their relationship to Jewish sects of the time, such as the Essenes.

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

DIS-428-A1	W 9:30AM-12:00PM	Jul 9
	K. Gray	VM 6

# **II. The Biblical Texts**

Selections from messianic, prophetic, magical, and legal material are provided and discussed, as well as excerpts from texts containing biblical interpretations and testaments. The type of material represented by each selection and its significance is outlined. Dr. Gray uses the translations of Robert Eisenman and Michael Wise.

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

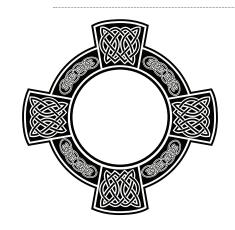
DIS-429-A1	W 9:30AM-12:00PM	Jul 16	
	K. Gray	VM 6	

# III. The Dead Sea Sect

In recent years, with the corpus of texts and their translation basically complete, it has become possible to learn from the big picture as well as to clarify and identify what actually is present and what is missing in the fragments. This lecture looks at what has been learned about the diversity of beliefs and practices reflected in the scroll material and how our understanding of them has changed in recent years.

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

DIS-430-A1	W 9:30AM-12:00PM	Jul 23	
	K. Gray	VM 6	



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

# To Empower, Educate & Encourage Women of All Ages

# **Principles of Meditation**

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.

MBP-027-A1 Tuesdays 7/8/14 – 8/12/14 VM 7 10:30AM – 12:00PM Mary Ann Allan Total: \$73 (\$65, reg \$8)

# 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.

ANE-288-J1 04/19/14 - 4/19/14 VM 3 09:00AM 12:00PM C. Stribling Total: \$23 (\$15, reg \$8)

# 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: caretaking 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.

ANE-301 S 4/26/14 VM4 9:00AM – 12:00PM

#### **Basic Rider for Women**

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.

MST-448-FW 5/7/2014 - 5/11/2014 W/TH 5:45pm-9pm S/Su 7:30am-12:30pm Total: \$292

#### **Women in Business Conference**

As women first, and as business leaders second, we juggle a tremendous amount of responsibility. In fact, we often take on more than our fair share. This morning session was developed to give women the opportunity to come together, be inspired to take on challenging issues, recommit to making time to take care of themselves, and provide a little insight to help address a few issues that may seem a bit tricky. Register today for this free seminar. It's a chance to build relationships, learn something new and uncover new connections for your business. PRD-477-KT Friday 5/30/14 Merle S Elliott Conf. Ctr

8:30AM 02:30PM
This event is FREE thanks to the sponsorship of PNC Bank, in partnership with the Hagerstown-Washington Chamber of Commerce.

# **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. ANE-095-L1 Tuesdays, 6/03/14-6/24/14 VM6

6:30PM - 8:30PM J. Ferrington Total: \$77 (\$69, reg \$8)

# **Women's Toolkit for Success**

Finding Master Craftswomen in your life, maintaining a positive attitude and that infamous woman'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. PRD-550-L 6/17/14-6/19/14 VM4 5:00PM-8:30PM

J. Riley Total: \$127 (\$97, Lab \$22, Reg \$8) Senior Total: \$89 (\$59, Lab \$22, Reg \$8)

## 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.

ANE-269 6/26/14 VM 4 6:00PM — 8:00PM J. Spickler Total: \$23 (\$15, Reg \$8)



# TEEN WRITERS:

Do You Love To Write Stories?

Do You Dream
of Becoming
a Published Author?

Attend the

Nora Roberts
Young Writers
Institute
at Hagerstown
Community College

August 8th & 9th, 2014

Work with Professional Writers and College Professors.

Go From **INSPIRATION** to **PUBLICATION** in One High-Speed Weekend.

Enter the 2nd Annual NRYWI Writing Contest! Strut Your Writing Stuff and Win Awesome Prizes

www.nrwi.org/nrywi ywi@hagerstowncc.edu

# NORA ROBERTS Wriling Institute at Hagerstown Community College

# Summer Conference for Fiction Writers

August 8-10, 2014

Are you working on your first novel?

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



and introductory lectures.

#### This course features:

Pre-Opera Lecture -Saturday, 5/24 and 5/31 from 10:00am-12:00pm in the Kepler Theater, HCC Main Campus

Opera Performance - Tickets to the fully staged Hub Opera Company performance of The Marriage of Figaro on 5/23, 5/24, 5/31 and 6/1 in the Kepler Theater.

# Participants may choose from the following performance dates:

May 23, May 24, May 31, and June 1

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

Course: ANE 292 K

**Lectures:** Saturday, 5/24/14 and 5/31/14 10:00AM – 12:00PM

Kepler Performing & Visual Arts Education Center Fee: \$35 Registration Fee: \$8 Total: \$43

Register online at

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

# One-Day Civil War Seminar

Saturday, March 29, 2014 • 8:30am-4:00pm

Join noted historians for Hagerstown Community College's 150th Commemoration of the Civil War

# 1864-Here Come the Confederates: Again!

This seminar will feature four one-hour lectures, lunch and a panel discussion.

Seminar presenters and lecture titles:

Dennis Frye, Chief Historian, Harpers Ferry National Historical Park, Author "Washington County's Forts that Saved Washington: The Last Confederate Invasion"

Dr. Tom Clemens, History Professor Emeritus, Hagerstown Community College, President SHAF, Historian, Author, Antietam Battlefield Guide "Maryland's Twisting Road to Emancipation"

# Stephen Bockmiller, Author and Historian

"Follow the Money: The 1864 Confederate Ransom of Hagerstown"

Justin Mayhue, Author, Antietam Battlefield Guide, Board Member of Hagerstown Civil War Round Table Preston "Toby" Law, Author, Civil War Relic Hunter "Beneath Your Feet: Artifacts of the Washington County Area"

# Program Moderated by John Frye

Saturday, March 29, 2014

HCC Main Campus – Merle S. Elliott, Continuing Education and Conference Center 8:30am-4:00pm

Fee: \$75 Senior Fee: \$55 (includes materials, lunch and registration fee) Course: DIS 282 M



# **Dance**

# Instructor Bio-Karen Carpenter

Karen Carpenter has been a professional ballet teacher and choreographer for mroe 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. Please contact instructor Karen Carpenter at kbninos@ aol.com to discuss class attire.

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

FIT-013-J	M 7:00PM-8:15PM	Apr 28 – Jul 7
	K. Carpenter	KEP 101

Ted and Janice Reeder have been dancing and teaching for more than 40 years. They look forward to sharing their dance knowledge with you.

#### **Gotta Dance?**

Class Reunion, wedding, want to look great at the prom? Try our crash course for survival on the dance floor. Learn how to Waltz, Fox Trot, Rumba, and Cha Cha. You'll need a partner, so if you're without a significant other, recruit a parent, child, sibling, pal, neighbor, or co-worker-anyone who wants or needs to dance. You and your partner need to register TODAY! This course is designed for beginners. You'll have fun! (Note: sneakers are not recommended).

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

PDV-140-K1	Tu 7:15PM-8:45PM	May 20 — Jun 10
	T Rooder I Rooder	ΔRCC 201

# Swing Dancing—Beginning

It was called "Swing" in the forties and "Jitterbug" in the fifties. In England it's called "Jive." Whatever you call it, it's big again - REALLY BIG. Whether your scene is ballroom, country & western, or high school gym, you'll be glad you took this class! You and your partner need to register individually TODAY! You won't want to miss this opportunity!

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

PDV-152-L1	Tu 7:15PM-8:45PM	Jun 17 – Jul 8
	J. Reeder, T. Reeder	ARCC 201

# **Fitness**

**Instructor Biography – 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-J	TuTh 9:30AM-10:30AM	Apr 22 – May 29
	S. Rodgers	HSA HALL
FIT-005-L	TuTh 9:30AM-10:30AM	Jun 10 – Jul 17
	S. Rodgers	HSA HALL

# **Middle Eastern Dance**

# **Middle Eastern Dancing**

Discoveryourinner 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.

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

MBP-068-J1	Tu 6:30PM-7:30PM	Apr 8 – May 27
	M. Hobbs	KEP 101

# Middle Eastern Dance II

If you have taken the basics course and feel as think 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.

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

MBP-013-J1 Tu 7:30PM-8:30PM *M. Hobbs* 

Apr 8 — May 27 *KEP 101* 

# **Mind Body**

# 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.

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

MBP-072-J1 Th 6:30PM-7:30PM P. Cote Apr 10 – Jun 12 KEP 101

# 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.

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

MBP-073-J1 Th 7:30PM-8:30PM P. Cote Apr 10 – Jun 12 KEP 101

# More than 300 online courses





# > Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative. fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, handson assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the

courses that interest you.

**Enroll Now!** 

240-500-2236

Courses as Low as:

\$109

# **Hagerstown Community College**

# **Lifelong Learning Courses:**

Beginning Writer's Workshop

Writing Essentials

Write Fiction Like a Pro

Writerrific: Creativity Training for Writers

Writing for Children

Write Your Life Story

The Craft of Magazine Writing

Pleasures of Poetry

Introduction to Algebra

Mystery Writing

Ready, Set, Read

Research Methods for Writers

Advanced Fiction Writing

**Romance Writing** 

Start Your Own Edible Garden

Marriage and Relationships

**Understanding Adolescents** 

**MORE COURSES AVAILABLE** 

AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/hagerstown

# **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 sign up 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. 6:00 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. 9:00 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.

# **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**

Normal hours

8:30a.m. - 6:00p.m. - Monday thru Thursday

8:30a.m. - 4:00p.m. Friday

Call for Special Evening Hours

The Bookstore is located in the Student Center. Textbooks may be purchased in the HCC 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.

To contact the Bookstore, please call 240-500-2271.

# **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.

# **Registration is Easy**

- 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 Office.

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

# **College Holidays**

- March 9 -15, 2014 Spring Break
- May 26, 2014 Memorial Day
- July 4, 2014 Independence Day

#### **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 vibrate 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.

Listen for specific mention of the college, since 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.

#### Disclaimer

Of necessity, the College reserves the freedom to change without notice any programs, policies, requirements, or regulations published herein. The College regrets any discrepancies or typographical errors. This publication is not to be regarded as an irrevocable contract between the student and the College.

# Jeanne Cleary Act

In accordance with the "Jeanne Cleary Disclosure of Campus Security and Campus Crime Statistics Act" the Campus Police prepare an annual Security Report. The report states the College's security and crime reporting policies; crime prevention programs; policies regarding alcoholic beverages; policies regarding illegal drugs; policies regarding sex offenses; the police authority of the Campus Police and the cooperation with other law enforcement agencies. The report also contains the crime statistics for the past three years for enumerated crimes occurring on College property. As of October 1, 2000, this report can be accessed via the College's webpage. However, if you would like a copy of the report sent s to you, please write to the Campus Police Office, Hagerstown Community College, 11400 Robinwood Drive, Hagerstown, MD 21742-6514 or call 240-500-2312.

# **Off-Campus Locations**

Hagerstown Seventh Day Adventist Church 11507 Robinwood Drive Hagerstown, MD 21742

Little Antietam Community Center 40 Mount Vernon Drive

Keedysville, MD 21756

Oak Hill Interior Design 116 N. Potomac St. Hagerstown, MD 21740 The Glass Loft 16825 Fairview Road Hagerstown, MD 21740

Central Dawgma 1337 Pennsylvania Ave Hagerstown, MD 21742

Shepherd's Spring Retreat Center 16869 Taylor's Landing Road Sharpsburg, MD 21782

# **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.



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

# RegistrationForm

Ethnicity: Are you of Hispanic or Latino origin? Race: You may check more than one race.

> 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.

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Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.

Senior Citizen (60 and over) ☐ Yes ☐ No

(mo/day/yr)

Birthdate

**Employer's Name** 

American Indian or Alaskan Native ■ Native Hawaiian or Pacific Islander

Black or African American

■ White □ Asian

□ Mr.	☐ Ms.	☐ Mrs.	☐ Other						
Last Name		First		≅	Σ	Maiden/Former_			
Home Address									
City		State	Zip Code		ა 	County			
Phone: Home		Work		E-mail Address_	dress				
Course #		Course Title		Begin Date	Tuition	Materials Fee	Reg. Fee	Total	
							Total Fee		

For Credit Card Use Only:

Security #

Card Holder's Name

Billing Address for Card

Expiration Date Account No.

Signature

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

# **2014 COLLEGE FOR KIDS OPEN HOUSE & REGISTRATION**



9:00 am - 12:00 pm

Valley Mall Training Center

Questions: cfk@hagerstowncc.edu www.hagerstowncc.edu/kids To register: 240-500-2236

Discounts for early registration

Fun & door prizes

Online registration assistance

5 weeks of summer fun.

Non-Profit Org. U.S. Postage Hagerstown, MD

Permit No. 510

Hagerstown Community College 11400 Robinwood Drive www.hagerstowncc.edu 240-500-2000

Hagerstown, Maryland 21742-6514

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