

Continuing Education & Business Services

Spring/Summer 2015 Non-Credit Schedule



Business Skills



Education for Allied
Health Professionals



Photography



Welding



Programs In
Every Direction



National Cathedral Trip



College for Kids



Motorcycle Safety



American Management
Association Certificate

It's Convenient to Register Online

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

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.



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

Center for Continuing Education

Registration Form

Each student must use a separate registration form. Please send completed registration form and payment to the College.
(Payment, invoice, or purchase order must accompany this registration.) **This form may be duplicated.**

To avoid delay, please complete all information requested.

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Other _____

Last Name _____ First _____ MI _____ Maiden/Former _____

Home Address _____

City _____ State _____ Zip Code _____ County _____

Phone: Home _____ Work _____ E-mail Address _____

Ethnicity: Are you of Hispanic or Latino origin?

☐ Yes ☐ No

Race: You may check more than one race.

☐ White

☐ Black or African American

☐ Asian

☐ American Indian or Alaskan Native

☐ Native Hawaiian or Pacific Islander

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

Birthdate (mo/day/yr) _____

Senior Citizen (60 and over) ☐ Yes ☐ No

Employer's Name _____

Social Security # _____

For Credit Card Use Only:

Card Holder's Name _____

Account No. _____

Expiration Date _____

Signature _____

Billing Address for Card _____

Course #	Course Title	Begin Date	Tuition	Materials Fee	Reg. Fee	Total
Total Fee						

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule.
I certify that the information on this form is correct.

Signature _____ Date _____



College for Kids Open House
Saturday, February 21, 2015
Valley Mall 9 a.m.-12 p.m.

Snow Date - Saturday, March 7, 2015 Valley Mall 9 a.m.-12 p.m.



Hagerstown Community College
11400 Robinwood Drive
Hagerstown, Maryland 21742-6514
240-500-2000-2236
www.hagerstowncc.edu

Train as a Forklift Operator or Truck Driver

**New career pathways are available for
employment in transportation and distribution.
Grant funding is available for qualified Maryland residents.
Begin a new career by calling 240-500-2236.**

Learn more at www.hagerstowncc.edu/earn

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

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Spring/Summer 2015

HCC CONTINUING EDUCATION



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



www.hagerstowncc.edu/coned

HCC College for Kids 2015



Blue highlighting
indicates new classes

Register online starting Feb. 23 at www.hagerstowncc.edu/coned/web-advisor
\$15 early bird discount through March 31

Questions? Email cfk@hagerstowncc.edu

Please visit the CFK website for the most up-to-date class offerings at
www.hagerstowncc.edu/kids

Week 1—June 22-26

Grade	Course #	Instructors	Course Title	Price
2-3	CFK-237	M. Niebauer	WeDo Robotics, Do You?	\$182
2-3	CFK-126	D. Gray	I Spy	\$172
2-3	CFK-271	A. Martin	Amazon	\$172
2-3	CFK-127	S. Ritchey	Bug Patrol	\$172
4-5	CFK-249	G. Burger	My Lego Robot is Better. . .	\$182
4-5	CFK-013	C. Rodgers	Computer Games are Elementary	\$172
4-5	CFK-016	A. Hersh	Crime Scene Detective	\$177
4-5	CFK-141	S. Miller	Mad Scientist	\$177
5-7	CFK-240	G. Shingler	Lego My Robot	\$182
5-7	CFK-305	H. Nowell	Making Music	\$187
6-8	CFK-311	K. Yates	Stopping Cyber Crooks and Online Villains	\$166
6-8	CFK-316	D. Drooger, D. Walker, TBA	Exploring Health Careers	\$187
6-8	CFK-278	A. Hammond	Photography	\$182
6-8	CFK-092	S. Ingraham	Designing Your Own Computer Game	\$182
6-8	CFK-270	S. Rittler	Girls Exploring Engineering	\$0
6-10	CFK-313	C. Kerr	Beginning Phone App Design	\$172

Week 2—July 6-10

Grade	Course #	Instructors	Course Title	Price
2-3	CFK-237	M. Niebauer	WeDo Robotics, Do You?	\$182
2-3	CFK-255	C. Hausler	Junie B Jones	\$172
2-3	CFK-318	S. Ritchey	Tour of the World	\$182
2-3	CFK-226	K. Miller-Secret	Blast Off Into Space	\$172
4-5	CFK-249	B. Hurley	My Lego Robot is Better. . .	\$182
4-5	CFK-141	K. Rishell	Mad Scientist	\$177
4-5	CFK-298	K. Neiman	Diary of a Wimpy Kid	\$172
4-5	CFK-307	H. Nowell	Puppet Theater	\$187
6-8	CFK-184	S. Ingraham	Making Ideas Come Alive w/GameMaker	\$182
6-8	CFK-296	C. Carbaugh	Forensic Microscopy	\$177
6-8	CFK-281	TBA	Academy STEM	\$177
6-8	CFK-282	J. Riley	Young Biz Academy	\$177
6-10	CFK-312	L. Tritch	Lego Evolution Hands On, Minds On	\$172
6-10	CFK-292	C. Rodgers	Maker of Worlds: Mastering Minecraft	\$182
6-10	CFK-195	C. Kerr	3D Masters	\$192
8-10	CFK-194	G. Shingler	Creating Animations 101	\$192

HCC College for Kids 2015

Week 3—July 13-17

<i>Grade</i>	<i>Course #</i>	<i>Instructors</i>	<i>Course Title</i>	<i>Price</i>
2-3	CFK-248	K. Miller-Secrest	Under the Sea	\$172
2-3	CFK-222	K. Neiman	Science Fun! Magical 5 Senses	\$177
2-3	CFK-237	K. Longerbeam	WeDo Robotics, Do You?	\$182
2-3	CFK-303	M. Poacelli	American Girls and Me	\$187
2-3	CFK-006	A. Martin	Kitchen Chemistry	\$177
4-5	CFK-295	C. Carbaugh	Fossils & the Sands of Time	\$177
4-5	CFK-249	G. Burger	My Lego Robot is Better. . .	\$182
4-5	CFK-016	A. Hersh	Crime Scene Detective	\$177
4-5	CFK-268	J. White	Animal Kingdom	\$172
4-5	CFK-153	M. Busky	Pet Academy	\$182
4-5	CFK-013	C. Rodgers	Computer Games are Elementary	\$172
6-8	CFK-092	S. Ingraham	Designing Your Own Computer Game	\$182
6-8	CFK-246	N. Malott	Vet Academy	\$197
6-8	CFK-278	S. Schaefer	Photography	\$182
6-8	CFK-306	H. Nowell	Music Theatre: Act, Sing and Dance	\$182
6-10	CFK-195	C. Kerr	3D Masters	\$192

Week 4—July 20-24

<i>Grade</i>	<i>Course #</i>	<i>Instructors</i>	<i>Course Title</i>	<i>Price</i>
2-3	CFK-304	M. Poacelli	Superheroes	\$172
2-3	CFK-006	A. Martin	Kitchen Chemistry	\$177
2-3	CFK-237	K. Longerbeam	WeDo Robotics, Do You?	\$182
4-5	CFK-013	G. Shingler	Computer Games are Elementary	\$172
4-5	CFK-249	B. Hurley	My Lego Robot is Better. . .	\$182
4-5	CFK-300	C. West	Cheerleading	\$172
4-5	CFK-307	H. Nowell	Puppet Theater	\$187
6-8	CFK-184	S. Ingraham	Making Ideas Come Alive w/ GameMaker	\$182
6-8	CFK-277	J. Castillo	MythMania	\$172
6-8	CFK-224	J. Barnhart	Discovery Science	\$177
6-10	CFK-312	L. Tritch	Hands on: Minds on Lego Evolution	\$182
8-10	CFK-301	S. Schaefer	Advanced Photography	\$182
8-10	CFK-292	C. Kerr	Maker of Worlds: Mastering Minecraft	\$182

Week 5—July 27-31

<i>Grade</i>	<i>Course #</i>	<i>Instructors</i>	<i>Course Title</i>	<i>Price</i>
2-3	CFK-303	S. Ritchey	American Girls and Me	\$187
2-3	CFK-237	K. Longerbeam	WeDo Robotics, Do You?	\$182
4-5	CFK-283	K. Carpenter	If I Were A Dancer	\$172
4-5	CFK-249	G. Burger	My Lego Robot is Better. . .	\$182
4-5	CFK-202	J. White	Antarctica	\$172
5-7	CFK-254	G. Shingler	Digital Maniacs	\$182
5-7	CFK-305	H. Nowell	Making Music	\$187
6-8	CFK-279	S. Ingraham	Leveling Up w/GameMaker	\$192
6-8	CFK-317	A. Cale	Fantasy Exploration	\$187
6-10	CFK-292	C. Rodgers	Maker of Worlds: Mastering Minecraft	\$182
6-10	CFK-310	C. Kerr	Game Publishing App Camp (Week 1)	\$321
6-10	CFK-312	L. Tritch	Lego Evolution Hands On, Minds On	\$182
8-10	CFK-302	S. Schaefer	3D Sculpture	\$207

Week 6—August 3-7

Grade	Course #	Instructors	Course Title	Price
4-5	CFK-308	C. Carbaugh	Kids for Peace	\$187
5-7	CFK-315	TBA	Shocking Fun with Electricity	\$172
6-8	CFK-309	S. Ingraham	3D Game Engine Development	\$172
6-10	CFK-292	C. Rodgers	Maker of Worlds: Mastering Minecraft	\$182
6-10	CFK-314	TBA	Lego Cup Robot Wars	\$182
6-10	CFK-314	L. Tritch	Lego Cup Robot Wars	\$182
6-10	CFK-310	C. Kerr	Game Publishing App Camp (Week 2)	Part 2

Please visit the CFK website for the most up-to-date class offerings at www.hagerstowncc.edu/kids

CFK will offer “Before Care” starting at 7:30 a.m. in CPB-212.
An HCC staff member will deliver your child to his/her CFK class.
Cost is \$30 per week for five days of Before Care.
Please register for this course in addition to the CFK course.

Before Care Offerings:



CFK 900 A (June 22-26)	CFK 900 D (July 20-24)
CFK 900 B (July 6-10)	CFK 900 E (July 27-31)
CFK 900 C (July 13-17)	CFK 900 F (Aug. 3-7)



“Mini” College for Kids

The HCC Children’s Learning Center will be coordinating with College for Kids (CFK) during summer 2015 and offering child care for younger siblings of CFK students.

Mini College for Kids includes fun, educational weeks for younger children, ages four to seven, in a full- or half-day environment.

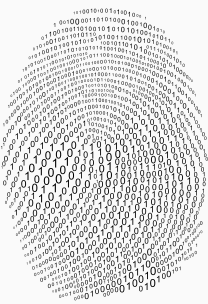
Theme-based weeks will be offered and will vary by week.

For additional information, please contact Terry Kitchen at 240-500-2322, or email tjkitchen@hagerstowncc.edu.

Preschool openings available for August 2015 – June 2016.



Stopping Cyber Crooks and Online Villains (Grades 6-8)

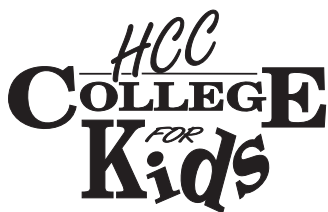


You see it in the news every week: another store hacked or a government system attacked. But what can you do about it? Become a cyber warrior and learn how to defend your personal information and computers as you explore cybersecurity risks and solutions in this fast-paced, four-day class.

CFK-311-A June 22-25, Monday – Thursday, 8:45 a.m. – 4 p.m.
Tuition: \$166

Grant-reduced tuition to \$8 for middle school girls available. Complete a grant application by calling 240-500-2453 or emailing jadrooger@hagerstowncc.edu.

This material is based upon work supported by the National Science Foundation under Grant No. DUE-1400528.



Before Care Childcare starts at 7:30 a.m. and HCC will deliver your child to their CFK class. Please register for the Before Care course in addition to the CFK course.



Student's Grade Level – Grades listed refer to the grade your child will be entering into in the Fall school year of 2015.

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: (Please allow on week from mailing until CFK receives the forms)
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.

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

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

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

- 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!

HCC COLLEGE Kids

Register by March 31 and receive a \$15 discount per class. Registrations received after March 31 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: \$177 (\$149, materials \$20, reg \$8)

CFK-006-C	MTuWThF A. Martin	8:45AM-4:00PM	Jul 13 - Jul 17 ARCC 220
CFK-006-D	MTuWThF A. Martin	8:45AM-4:00PM	Jul 20 - Jul 24 ARCC 220

I Spy...

Investigate a world too small to be seen with just the 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: \$172 (\$149, materials \$15, reg \$8)

CFK-126-A	MTuWThF D. Gray	8:45AM-4:00PM	Jun 22 - Jun 26 CPB 173
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Bug Patrol

Be on the lookout for things that "bug" you in this creepy crawly creature feature. A swarm of hands-on buggy activities will include games, bug gathering, the science of bugs, art and more.

Total: \$172 (\$149, materials \$15, reg \$8)

CFK-127-A	MTuWThF S. Hudlow	8:45AM-4:00PM	Jun 22 - Jun 26 CPB 230
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Science Fun: the Magical Five Senses

Join your friends in all the Science Fun. while learning about the five senses: taste, touch, smell, sight, and hearing. "Take the Science Fun" adventure filled with hands-on projects, games, story time, crafts, and music.

Total: \$177 (\$149, materials \$20, reg \$8)

CFK-222-C	MTuWThF K. Neiman	8:45AM-4:00PM	Jul 13 - Jul 17 CPB 122
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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: \$172 (\$149, materials \$15, reg \$8)

CFK-226-B	MTuWThF K. Miller-Secrest	8:45AM-4:00PM	Jul 06 - Jul 10 CPB 213
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Tour of the World

Let's take a trip around the world this week and learn about various diverse and cultural destinations. You will explore different landforms and create a salt map to show your knowledge. No suitcases needed.

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

CFK-318-B	MTuWThF S. Hudlow	8:45AM-4:00PM	Jul 06 - Jul 10 CPB 214
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Wedo Robotics, Do You?

Take me to your leader! Wait, you become the leader as you learn to create and program animated 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: \$182 (\$159, materials \$15, reg \$8)

CFK-237-A	MTuWThF M. Niebauer	8:45AM-4:00PM	Jun 22 - Jun 26 ATC 116
CFK-237-B	MTuWThF M. Niebauer	8:45AM-4:00PM	Jul 06 - Jul 10 ATC 116
CFK-237-C	MTuWThF K. Longerbeam	8:45AM-4:00PM	Jul 13 - Jul 17 ATC 116
CFK-237-D	MTuWThF K. Longerbeam	8:45AM-4:00PM	Jul 20 - Jul 24 ATC 116
CFK-237-E	MTuWThF K. Longerbeam	8:45AM-4:00PM	Jul 27 - Jul 31 ATC 116

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: \$172 (\$149, materials \$15, reg \$8)

CFK-248-C	MTuWThF K. Miller-Secrest	8:45AM-4:00PM	Jul 13 - Jul 17 CPB 121
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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: \$172 (\$149, materials \$15, reg \$8)

CFK-255-B	MTuWThF	8:45AM-4:00PM	Jul 06 – Jul 10
	C. Hausler		CPB 211

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: \$172 (\$149, materials \$15, reg \$8)

CFK-271-A	MTuWThF	8:45AM-4:00PM	Jun 22 – Jun 26
	A. Martin		CPB 211

American Girls and Me

American Girl fans, come enjoy exploring the history and culture of the American Girl book series while you write and share about yourself. You will make butter and bread like Felicity Merri-man would have during the colonial times. Learn to dance the jitterbug like Molly in the 1940s, and be an aspiring journalist and report out the daily scoop like Kit. Enjoy lively craft-filled days and top off the week with a fancy tea party in your finest dresses. Dolls are invited to attend the festivities

Total: \$187 (\$159, materials \$20, reg \$8)

CFK-303-C	MTuWThF	8:45AM-4:00PM	Jul 13 – Jul 17
	M. Poacelli		CPB 214

CFK-303-E	MTuWThF	8:45AM-4:00PM	Jul 27 – Jul 31
	S. Hudlow		CPB 213

Super Heroes, Super Villains and Super You

Who's your favorite superhero? What bad guy do you secretly root for? If you could have a Superpower; what would it be? Spend the week exploring the fantastic worlds and abilities of well-known comic book heroes, their sidekicks, and their arch-enemies. Create your own super hero character, costume, accessories, and world. Through fun and creative hands-on projects, we'll stop evil-doers in their tracks and make the world just a little more super one hero at a time.

Total: \$172 (\$149, materials \$15, reg \$8)

CFK-304-D	MTuWThF	8:45AM-4:00PM	Jul 20 – Jul 24
	M. Poacelli		CPB 214

Grades 4-5

Computer Games Are Elementary

Stop staring at your monitor and become the star of your own computer game. Put yourself 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: \$172 (\$149, materials \$15, reg \$8)

CFK-013-A	MTuWThF	8:45AM-4:00PM	Jun 22 – Jun 26
	C. Rodgers		ATC 109

CFK-013-C	MTuWThF	8:45AM-4:00PM	Jul 13 – Jul 17
	C. Rodgers		ATC 109

CFK-013-D	MTuWThF	8:45AM-4:00PM	Jul 20 – Jul 24
	G. Shingler		ATC 109

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: \$177 (\$149, materials \$20, reg \$8)

CFK-016-A	MTuWThF	8:45AM-4:00PM	Jun 22 – Jun 26
	A. Hersh		CPB 214

CFK-016-C	MTuWThF	8:45AM-4:00PM	Jul 13 – Jul 17
	A. Hersh		CPB 232

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: \$177 (\$149, materials \$20, reg \$8)

CFK-141-A	MTuWThF	8:45AM-4:00PM	Jun 22 – Jun 26
	S. Miller		ATC 211

CFK-141-B	MTuWThF	8:45AM-4:00PM	Jul 06 – Jul 10
	K. Rishell		ATC 211

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: \$182 (\$149, materials \$25, reg \$8)

CFK-153-C	MTuWThF	8:45AM-4:00PM	Jul 13 – Jul 17
	M. Busky		CPB 211

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 blockbuster hit, *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: \$172 (\$149, materials \$15, reg \$8)

CFK-202-E	MTuWThF <i>J. White</i>	8:45AM–4:00PM	Jul 27 – Jul 31 <i>CPB 214</i>
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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: \$182 (\$159, materials \$15, reg \$8)

CFK-249-A	MTuWThF <i>G. Burger</i>	8:45AM–4:00PM	Jun 22 – Jun 26 <i>ATC 202</i>
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CFK-249-B	MTuWThF <i>B. Hurley</i>	8:45AM–4:00PM	Jul 06 – Jul 10 <i>ATC 202</i>
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CFK-249-C	MTuWThF <i>G. Burger</i>	8:45AM–4:00PM	Jul 13 – Jul 17 <i>ATC 202</i>
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CFK-249-D	MTuWThF <i>B. Hurley</i>	8:45AM–4:00PM	Jul 20 – Jul 24 <i>ATC 202</i>
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CFK-249-E	MTuWThF <i>G. Burger</i>	8:45AM–4:00PM	Jul 27 – Jul 31 <i>ATC 202</i>
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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: \$172 (\$149, materials \$15, reg \$8)

CFK-268-C	MTuWThF <i>J. White</i>	8:45AM–4:00PM	Jul 13 – Jul 17 <i>CPB 230</i>
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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 pre-week letter will tell you what to wear when you dance.

Total: \$172 (\$149, materials \$15, reg \$8)

CFK-283-E	MTuWThF <i>K. Carpenter</i>	8:45AM–4:00PM	Jul 27 – Jul 31 <i>KEP 101</i>
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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: \$177 (\$149, materials \$20, reg \$8)

CFK-295-C	MTuWThF <i>T. Biddinger</i>	8:45AM–4:00PM	Jul 13 – Jul 17 <i>STEM 201</i>
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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: \$172 (\$149, materials \$15, reg \$8)

CFK-298-B	MTuWThF <i>K. Neiman</i>	8:45AM–4:00PM	Jul 06 – Jul 10 <i>CPB 230</i>
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Fundamentals of Cheerleading

Rah! Rah! Rah! Calling all aspiring or beginning cheerleaders who want to learn the fundamentals of cheer. You will learn the fundamentals of basic motion, jumps, cheers, dance, and stunts. Explore historical figures of cheer as you learn the history of this unique sport.

Total: \$172 (\$149, materials \$15, reg \$8)

CFK-300-D	MTuWThF <i>C. West</i>	8:45AM–4:00PM	Jul 20 – Jul 24 <i>KEP 101</i>
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Puppet Theater

Become a puppeteer this week as you learn the history and evolution of puppets. Explore and make various types of puppets, such as finger puppets, stick puppets, marionettes, moving-mouth hand puppets, and other assorted puppets. You will create a skit casting the puppets that you and your classmates create and put them to the test at the end of the week.

Total: \$187 (\$159, materials \$20, reg \$8)

CFK-307-B	MTuWThF <i>H. Nowell</i>	8:45AM–4:00PM	Jul 06 – Jul 10 <i>CPB 232</i>
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CFK-307-D	MTuWThF <i>H. Nowell</i>	8:45AM–4:00PM	Jul 20 – Jul 24 <i>CPB 213</i>
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Kids for Peace

You and your classmates will unite for world peace this week! Guided by the Kids for Peace organization, you will learn leadership, cross-cultural experiences, arts, service, and caring for the earth. You will participate in the Great Kindness Challenge: make Peace Packs for children of other cultures. You will also participate in a Going Green Project.

Total: \$187 (\$159, materials \$20, reg \$8)

CFK-308-F	MTuWThF 8:45AM–4:00PM	Aug 03 – Aug 07
	<i>C. Carbaugh</i>	<i>STEM 201</i>

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

CFK-240-A	MTuWThF 8:45AM–4:00PM	Jun 22 – Jun 26
	<i>G. Shingler</i>	<i>ATC 212</i>

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 mix and match audio and music. Craft a digital cartoon or movie that tells a story or introduces the world's next superhero.

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

CFK-254-E	MTuWThF 8:45AM–4:00PM	Jul 27 – Jul 31
	<i>G. Shingler</i>	<i>ATC 110A</i>

Making Music

Band Camp lovers, you will enjoy making music this week. Each day you will be learning a different style such as concert, jazz, orchestra, marching, and theater pit band. Get ready to show off what you have learned at the end of the week as we assemble together for a Friday afternoon concert. Bring your instrument or notify us in advance if you are in need of one. Students should have completed two or more years of school band or private lessons. All instruments welcome.

Total: \$187 (\$159, materials \$20, reg \$8)

CFK-305-A	MTuWThF 8:45AM–4:00PM	Jun 22 – Jun 26
	<i>H. Nowell</i>	<i>KEP 204</i>

CFK-305-E	MTuWThF 8:45AM–4:00PM	Jul 27 – Jul 31
	<i>H. Nowell</i>	<i>KEP 204</i>

Shocking Fun With Electricity

Explore the world of electricity and learn to harness the power that makes everything work today. Work with motors, resistors, switches, solar cells, and more to create everything from basic circuits to voice recorders and even a simple radio.

Total: \$172 (\$149, materials \$15, reg \$8)

CFK-315-F	MTuWThF 8:45AM–4:00PM	Aug 03 – Aug 07
		<i>STEM 313</i>

Grades 6-8

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

CFK-092-A	MTuWThF 8:45AM–4:00PM	Jun 22 – Jun 26
	<i>S. Ingraham</i>	<i>LRC 335</i>

CFK-092-C	MTuWThF 8:45AM–4:00PM	Jul 13 – Jul 17
	<i>S. Ingraham</i>	<i>LRC 335</i>

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

CFK-184-B	MTuWThF 8:45AM–4:00PM	Jul 06 – Jul 10
	<i>S. Ingraham</i>	<i>LRC 335</i>

CFK-184-D	MTuWThF 8:45AM–4:00PM	Jul 20 – Jul 24
	<i>S. Ingraham</i>	<i>LRC 335</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 (\$134, materials \$20, reg \$8)

CFK-224-D	MTuWThF 8:45AM–4:00PM	Jul 20 – Jul 24
	<i>J. Barnhart</i>	<i>STEM 201</i>

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: \$197 (\$149, materials \$40, reg \$8)

CFK-246-C	MTuWThF	8:45AM-4:00PM	Jul 13 – Jul 17
	N. Malott		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. Get to 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: \$172 (\$149, materials \$15, reg \$8)

CFK-277-D	MTuWThF	8:45AM-4:00PM	Jul 20 – Jul 24
	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: \$182 (\$149, materials \$25, reg \$8)

CFK-278-A	MTuWThF	8:45AM-4:00PM	Jun 22 – Jun 26
	A. Hammond		KEP 210
CFK-278-C	MTuWThF	8:45AM-4:00PM	Jul 13 – Jul 17
	S. Schaefer		KEP 210

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.

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: \$192 (\$169, materials \$15, reg \$8)

CFK-279-E	MTuWThF	8:45AM-4:00PM	Jul 27 – Jul 31
	S. Ingraham		LRC 335

Academy STEM

Discover how and why and 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: \$177 (\$149, materials \$20, reg \$8)

CFK-281-B	MTuWThF	8:45AM-4:00PM	Jul 06 – Jul 10
			STEM 402

Young Biz Academy

Are you ready to explore your big ideas? Jump-start 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: \$177 (\$149, materials \$20, reg \$8)

CFK-282-B	MTuWThF	8:45AM-4:00PM	Jul 06 – Jul 10
	J. Riley		CPB 122

Forensic Microscopy

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

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

CFK 270 AP Monday – Friday 8:45AM – 4:00PM
6/22/15 – 6/26/15 S Rittler
Sci/Tech/Engr/Math 313



clues. This course is funded in part by a grant from the National Science Foundation.

Total: \$177 (\$149, materials \$20, reg \$8)

CFK-296-B	MTuWThF	8:45AM–4:00PM	Jul 06 – Jul 10
	<i>T. Biddinger</i>		<i>STEM 201</i>

Music Theater: Act, Sing and Dance

“Break a Leg” this week as you embark on a theatre journey which includes dancing, singing, comedy, and other elements of theater. You will explore and create prop designs, stage crew development, and script writing. Be ready to show off as the week will end with a performance to end all performances.

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

CFK-306-C	MTuWThF	8:45AM–4:00PM	Jul 13 – Jul 17
	<i>H. Nowell</i>		<i>BSH 114</i>

Exploring Health Careers

Calling all future doctors, nurses, dentists, dental assistant/hygienists, and radiologists. This week you will explore the world of Health Careers. EMS, First Aid, CPR, x-ray along with safety and the skeletal anatomy. Learn the different dental programs that HCC offers. Venture into the Nursing Division as you learn about home nursing and other nursing careers available in the industry.

Total: \$187 (\$159, materials \$20, reg \$8)

CFK-316-A	MTuWThF	8:45AM–4:00PM	Jun 22 – Jun 26
	<i>D. Drooger, R. Walker</i>		<i>CPB 154</i>

Fantasy World Exploration

Step outside of your world this week and step into a Fantasy World full of your favorite characters from the most popular Fantasy books and films through the past decade. Explore fantasy world societies. We will be watching a variety of your favorite films and attempting to model the

characteristics showcased in the films through writing and art.

Total: \$187 (\$159, materials \$20, reg \$8)

CFK-317-E	MTuWThF	8:45AM–4:00PM	Jul 27 – Jul 31
	<i>A. Cale</i>		<i>ARCC 220</i>

Grades 6-10

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: \$192 (\$169, materials \$15, reg \$8)

CFK-195-B	MTuWThF	8:45AM–4:00PM	Jul 06 – Jul 10
	<i>C. Kerr</i>		<i>CPB 171</i>

CFK-195-C	MTuWThF	8:45AM–4:00PM	Jul 13 – Jul 17
	<i>C. Kerr</i>		<i>CPB 171</i>

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

CFK-292-B	MTuWThF	8:45AM–4:00PM	Jul 06 – Jul 10
	<i>C. Rodgers</i>		<i>ATC 110A</i>

CFK-292-D	MTuWThF	8:45AM–4:00PM	Jul 20 – Jul 24
	<i>C. Kerr</i>		<i>CPB 171</i>

CFK-292-E	MTuWThF	8:45AM–4:00PM	Jul 27 – Jul 31
	<i>C. Rodgers</i>		<i>ATC 109</i>

CFK-292-F	MTuWThF	8:45AM–4:00PM	Aug 03 – Aug 07
	<i>C. Rodgers</i>		<i>ATC 109</i>

Game Publishing App Camp (Grades 6-10)



Combine your favorite things—computer games and smart phones—into a **two-week** camp that focuses on being creative. Design and publish gaming apps for you and your friends to play on an Android smartphone or tablet.

Discover how apps get from an idea to your smartphone, and explore a future career as a smartphone app designer.

CFK-310-E July 27-31 and August 3-7
Monday – Friday, 8:45 a.m. – 4 p.m.
Tuition: \$321

Lego Evolution Hands-On, Minds-On

Reach the next stage of robot development with a brand new platform from Lego that stretches the imagination. Climb obstacles, sort objects, or remotely control with more design and programming challenges than ever before.

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

CFK-312-B	MTuWThF <i>L. Tritch</i>	8:45AM–4:00PM <i>ATC 201</i>	Jul 06 – Jul 10
CFK-312-D	MTuWThF <i>L. Tritch</i>	8:45AM–4:00PM <i>ATC 201</i>	Jul 20 – Jul 24
CFK-312-E	MTuWThF <i>L. Tritch</i>	8:45AM–4:00PM <i>ATC 201</i>	Jul 27 – Jul 31

Beginning Phone App Design

There may not be an App for “that” but there could be when you finish this class. Discover the secrets to creating smartphone applications and publishing them so you can share your genius with the world.

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

CFK-313-A	MTuWThF <i>C. Kerr</i>	8:45AM–4:00PM <i>CPB 171</i>	Jun 22 – Jun 28
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Lego Cup Robot Wars

Compete with your team mates and other classes in solving problems using Lego’s newest robotic platform. Bring it as you face off and show why your robot is better, faster, smarter, and stronger. Lego Evolution class recommended before attending.

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

CFK-314-F	MTuWThF <i>G. Shingler</i>	8:45AM–4:00PM <i>ATC 202</i>	Aug 03 – Aug 07
CFK-314-G	MTuWThF <i>L. Tritch</i>	8:45AM–4:00PM <i>ATC 201</i>	Aug 03 – Aug 07

Grades 8-10

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

CFK-194-B	MTuWThF <i>G. Shingler</i>	8:45AM–4:00PM <i>ATC 109</i>	Jul 06 – Jul 10
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Advanced Photography

Students will take their photography skills to the next level and explore the fine art of photography with advanced editing and composition skills. The students will learn the basic elements of art as it relates to photography.

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

CFK-301-D	MTuWThF <i>S. Schaefer</i>	8:45AM–4:00PM <i>KEP 210</i>	Jul 20 – Jul 24
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3-D Sculpture

Students will study 3-D form. Students will learn how to cast and create forms and Students will learn subtractive and additive sculpture methods by creating actual sculptures. Students will identify how the elements of art assist the creation of a sculpture.

Total: \$207 (\$159, materials \$40, reg \$8)

CFK-302-E	MTuWThF <i>S. Schaefer</i>	8:45AM–4:00PM <i>CPB 230</i>	Jul 27 – Jul 31
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3D Game Engine Development

Join the professional coders and use a popular 3D game engine to create a unique game play experience. Based on the Unity 3D Engine, you’ll manipulate pre-made models and write code to produce game prototypes just like the software companies that publish your favorite titles.

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

CFK-309-F	MTuWThF <i>S. Ingraham</i>	8:45AM–4:00PM <i>LRC 335</i>	Aug 03 – Aug 07
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College for Kids Checklist

Before You Register

- Confirm your child meets the grade or age requirements for the class section selection. (Grade listed refers to the grade your child will be entering into the fall 2015 school year.)

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

- Registration is also available by phone at 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: (Please allow one week from mailing until CFK receives the forms)
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/week.

One Week Before

- You will receive an email containing a map with the location of Monday morning check-in and location of your class.
- Please make sure your email is on file with HCC.

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

Professional Pet Groomer Practices II

Students must have completed and passed the Professional Groomer Practices I in order to enroll in this course. Students complete hands-on training and complete their portfolio requirements.

Total: \$1201

PET-015-J	Tu 5:30PM–8:30PM T. Walizer	Apr 07 – Jun 23 CDM MAIN
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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 perfecting 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 a.k.a Mutts, and terrier heads/the round head.

Total: \$250 — Senior Total: \$243

PET-039-J	Th 5:00PM–8:00PM T. Walizer	Apr 23 – May 28 CPB 211/213
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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 K. Tracey	Apr 20 – Aug 03 VM 6
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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 K. Tracey	Aug 10 – Sep 14 VM 6
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AMERICAN MANAGEMENT ASSOCIATION



American Management Association (AMA) courses are nationally recognized for their comprehensiveness and value. HCC instructors use AMA textbooks as the foundation and draw on their own expertise and experience to present material in the most timely and relevant manner. These courses are designed to help you become more effective in your present position and better prepared for advancement opportunities.

NEW Certificate for 2015

AMA Certificate in General and Human Resources Management

This 49-hour program gives managers the skills to lead and supervise a team, as well as the basic principles of human resources management required for all supervisors to stay compliant with current HR laws and best practices.

Complete the following courses.

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

Courses may be taken individually, or sign up for PRD 570 to get all seven courses for one lower price (\$378 in savings).

Daytime and evening schedules available. See next page for details.

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

AMA Training

AMA General and Human Resources Management Certificate

This 49-hour program gives managers the skills to lead and supervise a team, as well as the basic principles of human resources management required for all supervisors to stay compliant with current HR laws and best practices. This section includes the following seven courses at one low price (\$378 savings!)

Total: \$1295 — Senior Total: \$1005

PRD-570-J	TuTh 5:00PM–8:30PM <i>M. Waltemire, A. Kostreski, D. Hartman, J. Mieczkowski</i>	Apr 14 – May 28 VM 6
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Leadership Skills for Managers

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

Total: \$239 — Senior Total: \$213

PRD-675-J	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	Apr 14 – Apr 16 VM 6
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Communication Skills for Managers

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

Total: \$239 — Senior Total: \$213

PRD-429-J	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Apr 21 – Apr 23 VM 6
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First Line Supervision

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

Total: \$239 — Senior Total: \$213

PRD-555-J	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Apr 28 – Apr 30 VM 6
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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 <i>M. Waltemire</i>	May 05 – May 07 VM 6
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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-K	TuTh 5:00PM–8:30PM <i>J. Mieczkowski</i>	May 12 – May 14 VM 6
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Fundamentals of Human Resources

The nature and role of Human Resources (HR) has 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-K	TuTh 5:00PM–8:30PM <i>D. Hartman</i>	May 19 – May 21 VM 6
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Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices

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

Total: \$239 — Senior Total: \$213

PRD-506-M	Th 8:30AM–4:30PM <i>D. Hartman</i>	Apr 02 VM 6
PRD-506-K	TuTh 5:00PM–8:30PM <i>D. Hartman</i>	May 26 – May 28 VM 6

Business Seminars

Innovation: Thinking Outside of the Box

Innovation is the process of generating new and useful ideas. Innovation thinking requires looking inside and outside of an organization for examples of what is working right and determining strategies to repurpose the best ideas. Participants will learn how to apply innovation thinking in a variety of problem solving scenarios. They will learn to recognize innovation as a structured process, understand the innovation continuum, leverage different ways to spark creativity, use multiple strategies to generate the best ideas, and channel thinking to focus on solutions.

Total: \$95 — Senior Total: \$67

PRD-576-L	W 8:00AM–12:00PM <i>M. Waltemire</i>	Jun 03 VM 6
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Making Meetings Work

Meetings can be a positive part of organizational life or a drain on the productivity and morale of everyone involved. Making the most of meetings requires skill and focus. Well-managed meetings can enhance the flow of information, build commitment within a team, and lead to improved results. In this class, participants will identify the elements of effective meetings, prepare an agenda and plan for meeting logistics, practice handling meeting disruptions effectively, and learn how to stay on time and on task.

Total: \$95 — Senior Total: \$67

PRD-578-J	W 8:00AM–12:00PM <i>D. Hartman</i>	Apr 01 VM 4
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What Every Employer Wants You to Know to Get and Keep a Job

Many organizations focus on technical skills as all-important to success in the workplace, yet strong interpersonal skills are equally essential in transforming individual contributors into exceptional performers who have a greater impact in their roles. This course includes a series of four modules that provide participants with practice in the top four soft-skill areas ranked by a local group of entry-level employers as the most lacking in potential job candidates. Participants will learn to communicate with impact using a set of interaction process skills for conducting more successful discussions. They will practice making appropriate choices, both in words and actions, to direct situations away from possible damage and toward the discovery of new ideas and solutions. Individuals will learn to commit to and take ownership of change by effectively recognizing, exploring, and overcoming their own personal resistances. Finally, they will apply a set of skills that enable them to identify and respond to dissatisfied customers.

Total: \$350 — Senior Total: \$277

PRD-579-K	Sa 9:00AM–5:00PM <i>A. Kostreski</i>	Apr 11 – May 02 ATC 213A
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Doing More With Less: Time Management For the Overwhelmed

In today's economy we're all asked to do more with less. We have less time, less money, less staff, yet the demands of our jobs keep growing. Have you ever felt that despite all of your hard work, you get to the end of the day feeling like there's nothing to show for your efforts? This course teaches you to consciously control the amount of time spent on specific activities in order to get the most out of your day. Participants will learn to recognize factors that determine the return on time, improve their effectiveness by choosing to focus on what matters, use basic planning processes to translate goals into outcomes, and improve outcomes by eliminating activities that distract them from their goals.

Total: \$185 — Senior Total: \$125

PRD-580-K	W 8:00AM–12:00PM <i>D. Hartman</i>	May 13 – May 20 VM 6
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Finance for the Frontline Certificate

Being able to speak the language of business, understand the foundations of financial performance, and make wise decisions that influence the bottom line, are critical skills for supervisors and managers. This certificate includes three half-day seminars which make those skills accessible to anyone in without a financial or accounting background. Participants may sign up for each of the following courses individually, or register for this course to take all three courses and receive the Finance for the Frontline Certificate.

Total: \$245 — Senior Total: \$169

PRD-582-L	MWF 8:00AM–12:00PM	Jun 22 – Jun 26
	<i>L. Spessard</i>	<i>VM 4</i>

Understanding the Language of Business

Understanding how day-to-day operations affect a company's financial performance and being able to describe the impact in financial terms connects employees' efforts to the bottom line. This course focuses on the real-world application of business concepts using exercises that give hands-on, interactive practice. Participants will learn the basics of financial reporting, key financial terms, and how what they do impacts financial results of the company.

Total: \$95 — Senior Total: \$67

PRD-584-L	M 8:00AM–12:00PM	Jun 22
	<i>L. Spessard</i>	<i>VM 4</i>

Understanding the Business Cycle

Understanding how a company makes money helps employees put their decisions into perspective. Using a basic business model helps illustrate the relationship between planning, decision making, and inherent business risk. The course uses a case study to immediately apply the principles learned to a "real world" situation. Participants learn how decisions impact business outcomes.

Total: \$95 — Senior Total: \$67

PRD-583-L	W 8:00AM–12:00PM	Jun 24
	<i>L. Spessard</i>	<i>VM 4</i>

Financial Decision Making

All managers need to understand how their company makes money and how financial performance is influenced by decisions. The course focuses on three specific decision-making tools: cost/benefit analysis, decision tree, and decision matrix to help managers build confidence in their decisions.

Total: \$95 — Senior Total: \$67

PRD-581-L	F 8:00AM–12:00PM	Jun 26
	<i>L. Spessard</i>	<i>VM 4</i>

Exclusive Executive Event

Radical Leadership – Executive Panel

Join us to learn how forward-thinking Maryland companies are addressing the leadership challenges of today and tomorrow.

When:

Tuesday, March 10, 2015
8:15 a.m. to 11 a.m.

Where:

Hagerstown Community College
Valley Mall Center

Agenda:

- 8:15 a.m. Breakfast
- 8:45 a.m. Welcome from Hagerstown Community College
- 9 a.m. Simulcast of Global Corporate College Executive Leadership Panel at Anne Arundel Community College
- 10:30 a.m. Closing Discussion

RSVP at

www.hagerstowncc.edu/customized-training

Be one of the first five companies to register and receive a FREE Leadership Lunch and Learn at your company.

This complimentary event is presented in partnership with Workforce Solutions at Anne Arundel Community College, The Community College of Baltimore County, Carroll Community College, Howard Community College, and Global Corporate College.

Global Corporate College
Your Partner in Corporate Education



Want to start a business? GET THE HELP YOU NEED. JOIN US. Simple Steps for Starting Your Business Workshops

Simple Steps for Starting Your Business is a four-part series of two-hour workshops designed to give you the tools, information, and advice you need to succeed. You'll learn the essentials of business startup, get action steps, and receive one-on-one mentoring. Test the feasibility of your business idea, learn the elements of small business success, receive the help of business experts in navigating the expected and unexpected, and enjoy networking with other new small business owners like you.

Don't miss these four Thursday Sessions, complete with free workbook:

- Startup Basics
- Finding the Money for Startup
- Organize & Manage for Success
- Client-Centered Marketing

Attend a free preview session. Sessions will be held on Thurs., March 19 at 2 p.m. and 6 p.m. on the HCC campus. Come and hear more about how Simple Steps might be right for you. If it is, you can register at the preview session, or by calling 240-500-2236. For further details and to register for the preview session, call 301-991-3126.

Fee: \$65

PRD 565 J Th 6:30PM-8:30PM 4/2/15-4/23/15 Tech Innovation Ctr 323



Attention: CEOs, Supervisors, Managers!

Business Solutions Start Here.

HCC offers customized training at your convenience and location.

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

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



Entrepreneurship

Marketing Your Business on the Internet

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

Total: \$109

PRD-426 ONLINE

Management

Effectively Executing Change

Successful leaders understand the challenges of change. They are able to plan and execute sustainable change by working with stakeholders to ensure that they understand and embrace the change. They recognize the importance of building commitment and have the courage to make difficult decisions. This course teaches participants how to successfully lead an organizational change from idea to execution. Participants will identify the drivers of change; learn the specific actions that motivate, mobilize and maintain change; develop success metrics and ways to determine the ROI of change; and gain valuable tools and techniques to ensure successful planning and implementation of change within their own organizations.

Total: \$365 — Senior Total: \$243

PRD-575-J MW 8:00AM–12:00PM
A. Kostreski

Apr 20 – Apr 29
VM 4

Fundamentals of Supervision and Management

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

Total: \$109

PRD-328 ONLINE

PMP Certification Prep I

Learn how to prepare for the Project Management Institute's prestigious PMP certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 3rd edition - the most essential resource for the PMP certification exam. Learn all about the nine Project Management Knowledge Areas, five Process Groups, and 44 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

Total: \$135 — Senior Total: \$123

PRD-705 ONLINE

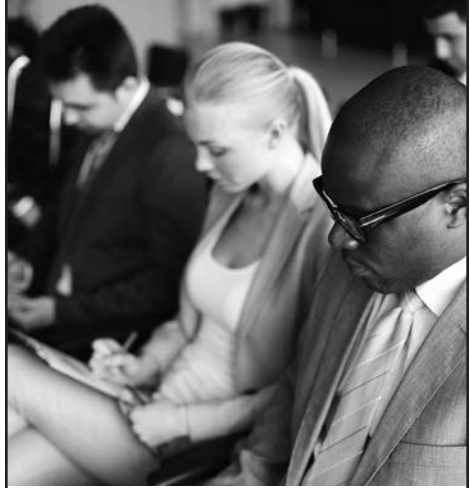
PMP Certification Prep II

Prepare to take and pass the Project Management Institute's PMP certification exam. Master chapters 7 through 12 of A Guide to the Project Management Body of Knowledge (3rd edition), the most essential resource for the PMP certification exam. Learn all about the nine Project Management Body Knowledge Areas, five Process Groups, and 44 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

Total: \$135 — Senior Total: \$123

PRD-706 ONLINE

Development Dimensions International Corporate Training



HCC is a proud member of Development Dimensions International (DDI) Education Partners' Network. Through this network, HCC gives local employers access to the same DDI employee development content used by Fortune 500 and large, multinational companies.

DDI's development tools include:

- Needs Analysis
- Skill Gap Assessment
- Individual Performer Soft Skill Development
- Front Line Leader Development
- Mid-Level Leader Development

Contact Stephanie Hurd
at 240-500-2490 or
sahurd@hagerstowncc.edu
for a FREE needs analysis and one-on-one consultation about training and employee development in your company.



Child Care

Medication Administration for Child Care Providers

The purpose of the medication administration training program is to teach child care providers and child care center staff information about administering medication to infants, toddlers, pre-school and school age children. The goal is to ensure safe and accurate administration of oral, topical, inhaled, and emergency medications to infants and children.

Total: \$99

PLC-457-B	Sa 9:00AM–3:30PM	Aug 08 CPB 124
PLC-457-J	Sa 9:00AM–3:30PM	Apr 18 CPB 232
PLC-457-L	Sa 9:00AM–3:30PM	Jun 13 CPB 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 developing 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	TuW 9:00AM–4:30PM	Apr 28 – Apr 29 CPB 214
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Child Growth and Development

This online course is designed to prepare students for positions in child care centers: the course satisfies the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include: an overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12.

Total: \$250

PLC-874-J	– A. Weaver	Apr 01 – Aug 31 ONLINE
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Infant and Toddler Care

This hybrid course (online and in person) is designed to provide an overview of infant and toddler care and curriculum planning based on child development theory and best practices for children birth through two years of age. It

is approved by the Maryland State Department of Education (MSDE) for infant toddler teacher certification training. Topics include: curriculum planning, goal setting, and selection of age appropriate materials and methods.

Total: \$259		
PLC-875-J	– A. Weaver	Apr 01 – Jul 16 ONLINE

Child Care II - Activities for Young Children

This online course 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.

Total: \$250

PLC-898-J	– A. Weaver	Apr 01 – Jul 16 ONLINE
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Asthma Medication Training for Child Care Providers

This course will educate child care providers in providing a healthy asthma-friendly child care environment. Topics include identifying the signs and symptoms of asthma and anaphylaxis, identifying the environmental triggers of asthma and allergies, identifying the importance of an emergency Allergy/Asthma Action Plan and demonstrating accurate administration of asthma and anaphylaxis medication.

Total: \$63

PLC-967-L	Sa 9:00AM–1:00PM	Jun 06 CPB 214
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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. The MD Excels Orientations (PLC 910) are: Feb. 25, March 25, April 29, May 27, and June 24. All sessions meet from 6 – 9 p.m. at HCC in CPB 213.

MD Excel Series

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

PLC-901 \$325

Observation and Assessment, Birth – 12

PLC-821 \$30

Age and Developmentally Appropriate Supervision

PLC-822 \$30

Positive Child Guidance and Discipline Theory

PLC-823 \$30

Developmentally Appropriate Practice

PLC-824 \$30

Taking Learning Outside

PLC-825 \$30

Nutrition and Active Living

PLC-826 \$30

Playground Safety

PLC-827 \$30

Including All Children and the ADA

PLC-828 \$30

Supporting Children with Disabilities

PLC-829 \$30

Conflict Resolution Strategies

PLC-830 \$30

The Child Care Provider as a Professional

PLC-831 \$30

Cultural Competencies and Awareness

PLC-832 \$30

Family and Community Partnerships

PLC-833 \$30

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, complete the simple two-page application. You can learn how to apply by attending a workshop or check out APPLES website for step-by-step instructions at www.applesforchildren.org/getcredential.php

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



To see course descriptions and to register, visit www.hagerstowncc.edu/coned/areas/licensing.

Pesticide Safety

The Maryland Department of Agriculture (MDA) has approved several courses as meeting the requirements for certification in Pesticide Applicator and Business Licensing Requirements. MDA felt that individuals completing specific courses would obtain a good working background in pest control and pesticide use that would be equivalent to the one year of experience. In order for the course to be accepted towards the experience requirements, the individual must, at a minimum, receive a grade of 70 percent. A copy of the transcript must then be submitted with an application in order to be approved for certification. Each of the following courses has been approved as meeting six months of the experience requirements. In order for an individual to be eligible for certification, they must complete the course that deals specifically with pesticide use and safety. This course will count towards certification in any category. The course selection for satisfying the other six months of required experience will be dependent upon the individual's needs. These courses have been approved for meeting the requirements within specific categories (e.g., Ornamental Plants and Shade Trees - Exterior Category 3A, Ornamental Plants - Interior Category 3B, Turf and Lawn Pest Control Category 3C, Public Health Category 8 or Agricultural Plant Category 1A). Completion of these courses cannot be used as meeting the experience requirements in other categories of pest control. Classes may be started at any time with a six-month access to the course.

West Virginia certification is pending approval.

- Ornamental Exterior - Landscape IPM (PLC 931 - \$350)
- Greenhouse/Interior Ornamental Plant IPM (PLC 932 - \$350)
- Turfgrass IPM (PLC 933 - \$350)
- General/Structural Pest Management (PLC 934 - \$350)
- Aquatic Pest (Weed) Management (PLC 935 - \$350)
- Public Health/Mosquito Control (PLC 936 - \$325)
- Right of Way Pest Control (PLC 937 - \$325)
- Pesticide Use and Safety (PLC 921 - \$350)

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 guidelines for working with regulatory agencies. Certified Professional Food Manager from the National Environmental Health Association is awarded upon completion of the course and passing a final examination. This course meets the requirements in those jurisdictions where food manager certification is mandated. Fee includes materials, exam, and certification.

Total: \$278

PLC-743-L M 8:30AM-4:00PM Jun 08 - Jun 15 VM 4

AllerTrain - Handling Food Allergies And Sensitivities

This course will train the food service and hospitality staff on food allergens, gluten, and other food sensitivities. This is part of the AllerTrain curriculum and topics include: how to handle/safely prepare for food allergens and gluten in food service; laws and regulations on food allergens; what to do and not to do with a food allergic guest; information on certification and continuing education credits; and next steps to being an AllerFriendly facility.

Total: \$149

PLC-942-L M 8:30AM-11:00AM Jun 22 VM 3

Notary

Notary Public Principles and Practices

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

Total: \$87

PLC-954-K	MTu 5:00PM–8:00PM <i>J. Cunningham</i>	May 11 – May 12 <i>CPB 230</i>
PLC-954-L	MTu 5:00PM–8:00PM <i>J. Cunningham</i>	Jun 08 – Jun 09 <i>CPB 212</i>

Personal Trainer

Personal Trainer - Six Weeks

Become a Certified Personal Trainer with W.I.T.S. who is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, and the International Association of Continuing Education and Training (IACET). Take on a career that you can be proud of while earning a great living as certified personal trainer. The U.S. Labor Department and the fitness industry have big shortages in the personal trainer field (25% shortage is projected to continue until 2018). The course includes 15 hours of lectures covering anatomy, health screening, exercise physiology, nutrition, muscle and skeletal injuries, etc. Students must pass a written exam and a one-on-one practical skills exam. The National Exam is held on the sixth and final day of class. Students are required to complete a thirty hour internship within 12 months of passing the final exam. Students need to provide proof of CPR/AED certification and internship hours prior to being awarded certificate. Students should order their books for an additional fee as soon as possible in order to begin studying prior to class. To order your books, call 1-888-330-9487. Age Limit: 18 years and older. Refund policy does not apply to this courses. No refunds are given.

Total: \$657

PLC-940-A	Sa 9:00AM–4:00PM	Jul 11 – Aug 15 <i>CPB 210</i>
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Personal Trainer

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

To see course descriptions and to register, visit www.hagerstowncc.edu/coned/areas/licensing.

Business Success for Fitness Professional

Exercise Program Design for Special Populations

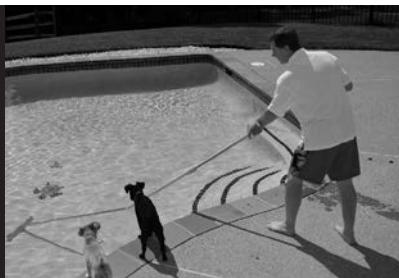
Pregnancy Fitness

Running Well

Nutritional Concepts

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

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 percent 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 3/20/15 – 3/22/15 Friday – Sunday
Fri 6PM-9PM, Sat 9AM-4PM, Sun 1PM-6PM CPB 124*

*PLC-809-J 4/21/15 – 5/12/15 Tuesdays
5:30PM – 9:30PM CPB 212*

*PLC-809-L 6/12/15 – 6/14/15 Friday – Sunday
Fri 6PM-9PM, Sat 9AM-4PM, Sun 1PM-6PM CPB 212*

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 3/25/15 Wednesday 5:30PM – 9:30PM
CPB 212*

*PLC-810-K 5/19/15 Tuesday 5:30PM – 9:30PM
CPB 212*

*PLC-810-L 6/13/15 Saturday 9:00AM – 1:00PM
CPB 212*

Your Time, Your Place

HCC offers classes to you at your convenience. Classes may be scheduled day or evening, weekday or weekend, and at your location or Hagerstown Community College.

Contact HCC today for more information.



Samantha Willard 240-500-2275 or slwillard@hagerstowncc.edu

Real Estate

Principles and Practices of Real Estate For Maryland

This course provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. Students must attend 60 hours of class time and receive a 70 percent 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 <i>R. Beckwith, R. Fennel, K. Rylander, K. Valentine, D. Santeufemio</i>	Jun 02 – Aug 13 <i>CPB 211</i>
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Real Estate Ethics

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

Total: \$36

PLC-282-L	W 6:00PM–9:00PM <i>B. Maloney</i>	Jun 17 <i>CPB 214</i>
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MD Real Estate Legal and Legislative Update

This course meets the Maryland Real Estate Commission requirements for three hours of continuing education in category (A). Topics will include the most recent licensing law updates and local code enforcement updates. DLLR 302-0694

Total: \$36

PLC-294-L	W 6:00PM–9:00PM <i>B. Maloney</i>	Jun 24 <i>CPB 212</i>
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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-L	Tu 6:00PM–8:00PM <i>B. Maloney</i>	Jun 30 <i>CPB 212</i>
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Agency Residential

This course is approved by the Maryland Real Estate Commission for 3 hours of Maryland Continuing Education credits in category H. DLLR 277-0694

Total: \$36

PLC-957-L	Tu 6:00PM–9:00PM <i>K. Rylander</i>	Jun 09 <i>CPB 213</i>
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More Online Learning Options

Continuing Education has partnered with Ed4Online to provide additional, flexible learning experiences. Over 800 courses are now available including the categories below with no waiting on start dates.

- Career Training
- Personal Enrichment
- Professional Development

See the details and request a class demo at hagerstowncc.ed4online.com.

Maryland Real Estate Continuing Education Online Courses

You can start anytime. Call 240-500-2553 to learn more.

Homes for All: Serving People with Disabilities

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

The Truth About Mold

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

Reverse Mortgages for Senior Home Owners

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

Environmental Issues in Your Real Estate Practice

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

Real Estate and Taxes

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

Maryland 3-hour Legislative Update Online

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

Maryland Ethics and Predatory Lending Online

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

Fair Housing 1 ½ Hours for Maryland

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

Real Estate Finance Today

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 308-0694 PLC 594 Fee: \$50

Risk Management

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

Red Flags Property Inspections

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 307-0694 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 311-0694 PLC 851 Fee: \$60

Homes For All: Serving People with Disabilities

6 hours of Maryland CE credit in category (F)
DLLR 312-0694 PLC 848 Fee: \$60

Reverse Mortgages for Seniors

2 hours of Maryland CE credit in category (F)
DLLR 310-0694 PLC 849 Fee: \$50

MREC Agency – Commercial

3 hours of Maryland CE credit in category (H)
DLLR 304-0694 PLC 854 Fee: \$60

MREC Agency – Residential

3 hours of Maryland CE credit in category (H)
DLLR 305-0694 PLC 847 Fee: \$60

Property Management and Managing Risk

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

Understanding 1031 Tax Free Exchanges

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

PA ONLINE CLASSES

Homes for All: Serving People with Disabilities

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

Investment Property Practice and Management

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

Foreclosures, Short Sales, REO's and Auctions

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

14 Hr First Renewal

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

Intro to Commercial RE Sales

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

Intro to Reverse Mortgages for Seniors

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

PSI PREP

Maryland Real Estate PSI Exam Prep QBank

PLC 929 Fee: \$109

The Pennsylvania Guide to Passing the PSI Exam QBank

PLC 930 Fee: \$109

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

Senior Adult

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Instructor Bio—Carvel Wright

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

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 — Senior Total: \$130

CMR-022-J	TuTh 9:00AM–11:00AM C. Wright	Apr 14 – May 14 VM 5
CMR-022-L	TuTh 9:00AM–11:00AM C. Wright	Jun 02 – Jul 02 VM 5

Talk Nerdy to Me: Understanding Today's Tech Terminology

Tweet! Do you hear that? Tag! You're it! We hear all these weird new words being tossed around but what do they mean and how can I tweet, tag and pin? It's time we jump into the next generation's world and learn all the tools and toys that are out there that they have to offer. Come learn how to Snap Chat, tweet, post on a wall, and even use Vine! Learn the buzzwords and phrases of today. Don't be left out of the loop any longer. This crash course will provide a general understanding of the terminology. It's time to become one with today's lingo.

Total: \$58 — Senior Total: \$48

DIS-471-J	F 1:00PM–3:00PM C. Kerr	Apr 10 – Apr 24 VM 5
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MS Office

Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

CMP-835-J	W 9:00AM–4:30PM Staff	Apr 15 VM 5
CMP-835-L	W 9:00AM–4:00PM Staff	Jun 03 VM 5
CMP-835-A	W 9:00AM–4:30PM Staff	Jul 01 VM 5

Microsoft Excel Level II

Improve your Excel workbook by adding visual appeal and increasing usability. Organize data with sorts and filters; use multiple worksheets and workbooks efficiently; add and modify charts and graphics; and explore more advanced functions. Pre-requisite: Excel Level I. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-836-J	W 9:00AM–4:30PM Staff	Apr 22 VM 5
CMP-836-A	W 9:00AM–4:30PM Staff	Jul 08 VM 5

Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-K	W 9:00AM–4:30PM Staff	May 13 VM 5
CMP-693-A	W 9:00AM–4:30PM Staff	Jul 22 VM 5

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-J	W 9:00AM–4:30PM Staff	Apr 01 VM 5
CMP-837-L	W 9:00AM–4:30PM Staff	Jun 10 VM 5

Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-J	W 8:30AM–4:30PM Staff	Apr 08 VM 5
CMP-846-L	W 9:00AM–4:30PM Staff	Jun 17 VM 5

Microsoft Access Level II

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

Total: \$127 — Senior Total: \$87

CMP-847-J	W 9:00AM–4:30PM Staff	Apr 29 VM 5
CMP-847-A	W 9:00AM–4:00PM Staff	Jul 15 VM 5

Microsoft Access Level III

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

Total: \$127 — Senior Total: \$87

CMP-848-K	W 9:00AM–4:30PM Staff	May 06 VM 5
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Microsoft Powerpoint Level I

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

Total: \$127 — Senior Total: \$87

CMP-851-K	W 9:00AM–4:30PM Staff	May 20 VM 5
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Tablets/Phone

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	M 5:30PM–8:30PM C. Kerr	Apr 13 VM 3
CMP-844-K	F 9:00AM–12:00PM C. Kerr	May 01 VM 6

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 app 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 G. Shingler	Apr 13 – Apr 27 VM 5
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Online computer classes— choosing your class is easy

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

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



ACCOUNTING SOFTWARE

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

COMPUTER APPLICATIONS – ADOBE

Dreamweaver
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 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 CSS3 and HTML5

CLASSROOM COMPUTING

Creating a Classroom Website
Integrating Technology in the Classroom
PowerPoint in the Classroom
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 PC Troubleshooting
Introduction to Windows XP
Keyboarding

COMPUTER PROGRAMMING

Introduction to ASP.NET
Introduction to Java 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
Introduction to Oracle
Intermediate Oracle
Introduction to SQL

NETWORKING AND COMMUNICATIONS

Introduction to Networking
Intermediate Networking
Wireless Networking

SECURITY

Hack Your Way to Security
Introduction to PC Security



CDL - Commercial Driver

CDL Class B Training

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

Total: \$1758 — Senior Total: \$1158

TDV-008-K	Sa 8:00AM–4:00PM	May 16 – Jul 11 VM 3
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CDL Learner's Permit Prep

Take the guesswork out of sitting for your CDL Learner's Permit and let our professional truck driving instructors guide you through the testing process. This short course will cover the topics you need including areas of general knowledge, air brakes, combinations, tankers, and double and triples. The DOT physical card is not required for class but the MVA does require it

for testing. (Test review materials are provided.)
Total: \$28

TDV-051-K	W 5:00PM–9:00PM I. Staff	May 06 VM 6
TDV-051-L	W 5:00PM–9:00PM	Jun 24 VM 3
TDV-051-B	W 5:00PM–9:00PM	Aug 12 VM 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 six 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: \$298

DRV-001-J	MW 6:00PM–9:00PM F. Vincent	Apr 27 – Jun 03 CPB 210
DRV-001-L	MTuWThF 9:00AM–12:00PM D. Mitchell	Jun 15 – Jun 29 VM 6
DRV-001-O	MTuWThF 6:00PM–9:00PM F. Vincent	Jun 22 – Jul 27 CPB 210
DRV-001-N	MTuWThF 9:00AM–12:00PM D. Mitchell	Jul 27 – Aug 10 VM 6
DRV-001-A	MTuWThF 9:00AM–12:00PM D. Mitchell	Jul 06 – Jul 20 VM 6



Train to be a Forklift Operator or Commercial Truck Driver

Transportation and distribution companies have a constant demand for qualified employees. HCC's short-term career pathways can help you prepare for a better job and higher pay.

Distribution Career Pathway – Train as a forklift operator and material handler with onsite visits to local distribution centers.

Transportation Career Pathway – Pre-CDL training will prepare you ready for HCC's professional driver programs for CDL A or CDL B. Prepares you for the CDL Learner's Permit testing with air brake endorsement.

Grant funding available for qualified applicants to cover most career pathway costs and to help you with CDL training expenses. Apply online at www.hagerstowncc.edu/earn or call 240-500-2453.

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



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.

eCourse component now required. Learn online and be prepared for your safety class.

Basic Rider—MST 614

\$272

Limited or no motorcycle riding experience? HCC's 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. eCourse completion required.

Section Name	Start Date	End Date	Classroom	Range
MST-614-F	4/29/15	5/3/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-X	4/29/15	5/3/15	W/Th 5:45p-9p	S/S PM 12:15p-6p
MST-614-H	5/13/15	5/17/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-Y	5/13/15	5/17/15	W/Th 5:45p-9p	S/S PM 12:15p-6p
MST-614-I	5/27/15	5/31/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-K	6/10/15	6/14/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-L	6/17/15	6/21/15	W/Th 5:45p-9p	S/S PM 7:30a-12:30p
MST-614-M	6/24/15	6/28/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-N	7/8/15	7/12/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-O	7/15/15	7/19/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-P	8/5/15	8/9/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-Q	8/19/15	8/23/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-R	8/26/15	8/30/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-S	9/9/15	9/13/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-T	9/30/15	10/4/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-U	10/14/15	10/18/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p

Basic Rider for Women—MST 448

\$292

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

Section Name	Start Date	End Date	Classroom	Range
MST-448-J	6/3/15	6/7/15	none	W/TH 7:30a-12:30p

Alternate Basic Rider—MST 615

\$272

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

Section Name	Start Date	End Date	Classroom	Range
MST-615-K	5/15/15	5/15/15	none	F 1p-7p

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: \$367 — Senior Total: \$212

CNT-107-K	M 5:30PM–9:00PM <i>J. Wachter</i>	May 11 – Jul 20 <i>CPB 142/142A</i>
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Lead Paint

Lead Paint Visual Inspector

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

Total: \$228 — Senior Total: \$208

PLC-016-K	ThF 8:30AM–4:30PM	May 21 – May 22 <i>VM 4</i>
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Lead Paint Supervisor Refresher

This course meets the training requirements to renew a Maryland Department of Environment (MDE) Certification as a lead paint abatement supervisor. This course is approved for MDE maintenance and repainting supervisors as well as MDE demolition supervisors. Emphasis is on new abatement technologies and products.

Total: \$132

TRD-039-A	F 8:30AM–4:30PM	Jul 10 <i>VM 4</i>
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Lead Paint M & R Supervisor Training For Maryland

This course meets the most recent training guidelines to become certified by the Maryland Department of the Environment as a lead paint abatement maintenance and repainting. Anyone that removes lead paint is required to be certified by the Maryland Department

of the Environment. The course is taught by Chris Gunther of ECTC. (All materials included in material fee).

Total: \$203

TRD-040-J	ThF 8:30AM–4:30PM	Apr 30 – May 01 <i>VM 4</i>
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EPA Certified Lead Paint Renovator - RRP

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

Total: \$207

TRD-042-B	F 8:30AM–5:00PM	Aug 14 <i>VM 4</i>
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Lead Paint Visual Inspector Refresher

This course meets the training requirements to maintain Maryland accreditation as a lead paint visual inspector. Emphasis is on new regulations, technologies, and products. This course is taught by Chris Gunther of ECTC.

Total: \$132

TRD-043-A	F 8:30AM–4:30PM	Jul 24 <i>VM 6</i>
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ProRider Advanced Motorcycle Handling

Ride your motorcycle safer and more confidently after completing the ProRider one-day course taught by law enforcement professionals. Based on the same training exercises used by police motorcycle officers, you can improve your ride through the slow speed maneuvers, confined space turns, crash avoidance, and various braking challenges. Requires proof of a current motorcycle license and motorcycle insurance for your bike.

Total: \$283 — Senior Total: \$272

MST-009-J	Sa 8:00AM–4:00PM	Apr 18 <i>Park EU</i>
MST-009-K	Sa 8:00AM–4:00PM	May 9 <i>Park EU</i>
MST-009-L	Sa 8:00AM–4:00PM	Jun 13 <i>Park EU</i>
MST-009-A	Sa 8:00AM–4:00PM	Jul 11 <i>Park EU</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	Tu 5:00PM–9:00PM B. Staley, S. Staley	May 12 – Jul 21 CPB 142/142A
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Intermediate Shielded Metal Arc Welding - Stick

Advance your skills in Shielded Metal Arc Welding (SMAW) with a focus on fillet and groove welds required for Structural Weld Code tests. Participants learn how to adjust machines, prepare materials, and apply stick welds on carbon steel in various positions (horizontal and vertical). Prerequisite: Intro to Welding
Total: \$408 — Senior Total: \$288

CNT-306-K	Tu 5:00PM–9:00PM B. Staley, S. Staley	May 12 – Jul 21 CPB 142/142A
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Intermediate Gas Tungsten Arc Welding - TIG

Work with a variety of materials and improve your ability to burn clean TIG welds. Participants will prepare material and perform welding on flat, horizontal, and vertical welds using carbon steel, stainless steel, and aluminum. Prerequisite: Intro to Welding
Total: \$408 — Senior Total: \$288

CNT-308-K	Tu 5:00PM–9:00PM B. Staley, S. Staley	May 12 – Jul 21 CPB 142/142A
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Weld Certification Testing

Earn your American Welding Society D1.1 Structural-Steel or D1.3 Structural-Sheet Steel weld certification at HCC.

- Testing for SMAW or GMAW Groove 3G or 4G
- Exams supervised by an AWS Certified Weld Inspector
- Receive a Welder Qualification Document and Welder ID Card

Test dates available this spring. Talk to your welding instructor or contact Jack Drooger at jadrooger@hagerstowncc.edu for more information.

Become a

Home Inspector!



**Hagerstown Community College and
American Home Inspectors Training
have teamed up to offer you home inspection training at the
HCC Valley Mall Training Center
TRD-045-L — April 11-18, 2015**

TRD-045-B — August 22-29, 2015

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.



To register
call 240-500-2236
www.hagerstowncc.edu

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.

NEW**CLASSES FOR COMMUNITY LIFE SUPPORT!****Basic Life Support (BLS) – Initial Certification**

Basic Life Support 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 and effective manner. Students should take this if they have not taken the class before or their certification expired. A textbook will be provided.

NRS 923 J	Tues	April 7	CPB 214
NRS 923 JN	Tues	April 21	CPB 214
NRS 923 K	Tues	May 5	CPB 214
NRS 923 KN	Tues	May 19	CPB 214
NRS 923 L	Tues	June 9	CPB 214
NRS 923 LN	Tues	June 23	CPB 214
NRS 923 B	Tues	Aug 11	CPB 214
NRS 923 BN	Tues	Aug 25	CPB 214

5 p.m. – 9 p.m. Total Fee: \$67 (Senior: \$52)

Basic Life Support- Recertification

BLS Recertification is provided by the American Heart Association to refresh healthcare professionals previously certified in recognizing life-threatening emergencies and providing CPR, using an AED and bag-mask, and relieving choking in a timely and effective manner. A Textbook is NOT required. (Please NOTE: if the BLS card has expired, you should enroll in a BLS Initial Certification Course.)

NRS 924 J	Thurs	April 9	CPB 212
NRS 924 JN	Thurs	April 23	CPB 212
NRS 924 K	Thurs	May 7	CPB 212
NRS 924 KN	Thurs	May 21	CPB 212
NRS 924 L	Thurs	June 11	CPB 212
NRS 924 LN	Thurs	June 25	CPB 212
NRS 924 B	Thurs	Aug 13	CPB 212
NRS 924 BN	Thurs	Aug 27	CPB 212

6 p.m. – 8 p.m. Total Fee: \$47 (Senior: \$37)

ASHI CPR, AED, Basic First Aid

This class is designed for individuals who do not work in the healthcare field but who desire, or are required, to have CPR, AED, and first aid knowledge and skills in order to respond to medical emergencies (e.g. camp directors and counselors, adult residential school personnel, babysitters, child care workers, and industry health and

safety). Topics include CPR, use of an AED, and first aid.

NRS 943 L Sat June 6 CPB 213
8:30 a.m. – 2:30 p.m. Total: \$77 (Senior Total: \$60)

Pediatric Advanced Life Support (PALS)

Pediatric Advanced Life Support is a classroom, video-based, Instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. This course is for healthcare providers who respond to emergencies in infants and children.

NRS 358 LS (for HCC Students) Total: \$199
NRS 358 L (for non-HCC Students) Total: \$299 (Senior Total: \$188)
Sat/Sun 8 a.m. – 4:30 p.m. June 20 and 21 CPB 212/214

Advanced Life Support (ACLS)

ACLS is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care, and immediate post-cardiac-arrest care. It also covers airway management and related pharmacology. Skills are taught in large, group sessions and small, group learning and testing stations where case-based scenarios are presented. ACLS is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies..

NRS 594 J Sat/Sun 8 a.m. – 4:30 p.m. April 25-26
CPB 212/214 Total: \$289 (Senior Total: \$188)
NRS 594 JS Sat/Sun 8 a.m. – 4:30 p.m. April 25-26
CPB 212/214 Total: \$189 HCC Students

Advanced Life Support (ACLS) – Recertification

ACLS recertification is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care, and immediate post-cardiac-arrest care. It also covers airway management and related pharmacology.

NRS 341 M Sat 8 a.m. – 4:30 p.m. March 28
CPB 230 Total: \$149
NRS 341 MS Sat 8 a.m. – 4:30 p.m. March 28
CPB 230 Total: \$129 for HCC Students
NRS 341 K Sat 8 a.m. – 4:30 p.m. May 16
CPB 212/214 Total: \$149
NRS 341 KS Sat 8 a.m. – 4:30 p.m. May 16
CPB 212/214 Total: \$129 for HCC Students

MARYLAND REQUIRED COURSES

CNA/GNA Medicine Aide Recertification

This course provides current Medicine Aides with updated information on drug therapies and safe medication administration and meets the MBON CE requirements for recertification. 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 two years immediately preceding admission to the CMA Clinical Update.
2. Practiced as a GNA for eight hours in a licensed nursing home in the two years immediately preceding admission to the Clinical Update class.
3. Practiced as a CMA for 100 hours in the two years immediately preceding admission to the CMA Clinical Update.
4. A copy of the CMA Clinical Update Verification form can be found on www.hagerstownncc.edu/coned/nursing/cma.

Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and drug book to class.

Instructor: Geri Haywood

NRS 742 J	Sat	9 a.m. – 6 p.m.	April 25	CPB 152	Total: \$83 Senior Total: \$43
NRS 742 K	Sat	9 a.m. – 6 p.m.	May 16	CPB 152	Total: \$83 Senior Total: \$43
NRS 742 L	Sat	9 a.m. – 6 p.m.	June 27	CPB 152	Total: \$83 Senior Total: \$43
NRS 742 A	Sat	9 a.m. – 6 p.m.	July 25	CPB 152	Total: \$83 Senior Total: \$43
NRS 742 B	Sat	9 a.m. – 6 p.m.	Aug 29	CPB 152	Total: \$83 Senior Total: \$43

Delegating Nurse in Assisted Living

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

Instructor: Lynn Smigelski

NRS 563 K	Fri/Sat	8 a.m.-5 p.m.	May 15-16	CPB 125	Total: \$283 Senior Total: \$223
NRS 563 A	Fri/Sat	8 a.m.-5 p.m.	July 24-25	CPB 125	Total: \$283 Senior Total: \$223
NRS 563 C	Fri/Sat	8 a.m.-5 p.m.	Sept 25-26	Total: \$283 Senior Total: \$223	

Caring for People with Cognitive Impairment

This 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 five 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.

NRS 907 K	Tues	9:30 a.m. – 3:30 p.m.	May 5	VM 4	Total: \$53 Senior Total: \$43
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ALLIED HEALTH

CONTINUING EDUCATION COURSES

International Autism Day Course

This course is directed at the caregivers, teachers, and professionals providing services to children with Autism Spectrum Disorders. The speakers will provide insights into immune system issues, medical problems and treatment, making a home safe, and addressing the educational needs of children. The program will have both presentations and smaller break-out group sessions.

This program will be of interest to pediatricians, nurses, teachers, and home caregivers. At the end of this course participants will be able to:

- 1) State the methods needed to keep a child's immune system healthy
- 2) List the steps required to keep a home safe with an autistic child
- 3) Discuss the techniques needed to address the educational needs of the autistic child

Total: \$99 (Senior Total: \$68)

NRS 989J Thurs 8 a.m. – 4:30 p.m. April 2 CPB 212/214

Capnography

This course on capnography is an eye-opening experience gained from full ETCO2 monitoring and waveform assessment. In this exciting and informative session, a review of the related A&P of the respiratory system explains the role of capnography: management of cardiac arrest, airway and ventilation assessment, closed head injury management, tension pneumothorax assessment, shock management, and triage of any patient.

NRS 980J Sat 8:30 a.m. – 2:30 p.m. April 11 B. Page CPB 210/212/214 Total: \$114 (Senior Total: \$78)

NRS 980JS Sat 8:30 a.m. – 2:30 p.m. April 11 B. Page CPB 210/212/214 HCC Student Total: \$89

12 Lead EKG

This eight-hour, highly motivating, non-stop interactive course on 12-Lead ECG includes proper lead placement, axis and hemiblock determination, bundle branch blocks, differentiating wide complex tachycardia, and myocardial infarction recognition. Also included is the use of a 15-lead ECG. The course is delivered as a state-of-the-art computer presentation enhanced with sound, graphics, animation, music, and video clips.

NRS 979J Fri 8 a.m. – 4:30 p.m. April 10 B. Page CPB 210/212/214 Total: \$114 (Senior Total: \$78)

NRS 979JS Fri 8 a.m. – 4:30 p.m. April 10 B. Page CPB 210/212/214 HCC Student Total: \$89

Physiological Monitoring Course

The Physiological Monitoring and Interpreting Technician provides 24/7 continuous surveillance, analysis and interpretation of patient's heart rhythm patterns and physiological parameters (including multi-lead ECG waveforms, invasive and non-invasive blood pressure, ETCO2 and continuous pulse oximetry (SpO2), for both in-patients and out-patients. The Physiological Monitoring and Interpreting Technician works with a variety of patient monitoring devices and systems. The technician collaborates with nurses and physicians when patient parameters and waveforms are abnormal or critical. This course will provide the learner with the knowledge and skills to be able to assist the professional healthcare staff with patient physiologic data to support ongoing assessments.

NRS 965M Mon/Wed 6 p.m. – 10 p.m. March 23-April 27 CPB 125 Total: \$325 Certificate Course

NRS 966M Mon/Wed 6 p.m. – 10 p.m. March 23-April 6 CPB 125 Total: \$133 EKG Section

NRS 967J Mon/Wed 6 p.m. – 10 p.m. April 8-20 CPB 125 Total: \$125 Hemodynamics Section

NRS 968J Mon/Wed 6 p.m. – 10 p.m. April 22-27 CPB 125 Total: \$65 Respiratory Section

NURSING CERTIFICATION REVIEW COURSES

CEN Review Course

This two-day intense review course is intended for nurses who are planning to take the ENA-CEN certification exam or as a clinical practice review seminar. The lectures and time allotment are based on the CEN exam 2011 content list and will cover all body systems, physiology, pathophysiology, assessment strategies, and treatment options for emergency department patients. This course will benefit those who have emergency nursing experience and need/want a clinical update and review of the latest best practice and those who have studied and need/want a final review prior to taking the CEN certification exam.

Total: \$299 (Senior Total: \$239)

NRS 960J Tues/Wed 8 a.m. – 4 p.m. April 21-22 C. Rauen

Gerontological Nursing Review Course

This two-day intense course is for nurses who plan to take the ANCC Gerontological Nursing Certification Exam or as a clinical practice review seminar. The lectures and time allotment are based on the exam content outline and will cover all body systems, physiology, pathophysiology, pharmacology, assessment strategies, and treatment options that are unique for nursing care of older adults. This course will benefit those who have community, primary, long-term, and acute care experience in the care of the growing aging population. The course will also provide an update on best practice in the care of older adults. This seminar is recommended for nurses with at least one year of practice in the care of patients over the age of 65.

NRS 986J Thurs/Fri 8 a.m. – 4 p.m. April 23-24 CPB 210/212/214 C. Rauen Total: \$307 (Senior: \$239)

NRS 986JS Thurs/Fri 8 a.m. – 4 p.m. April 23-24 CPB 210/212/214 C. Rauen Total: \$207 (HCC Students)

NCLEX Review Course

The comprehensive Live NCLEX Review is an all-inclusive, live study session covering essential nursing content that aligns with the NCLEX test plan. Led by a master's degree nurse educator, the engaging, interactive format reviews all content areas and includes test-taking strategies, critical-thinking exercises, and Q&A practice.

NRS 854K Mon – Thurs 9 a.m. – 4 p.m. May 11-14 CPB 210/212/214 Total: \$407

NRS 854KS Mon – Thurs 9 a.m. – 4 p.m. May 11-14 CPB 210/212/214 Total: \$357 (HCC Students)

Drug Calculations Preparation Course

A five-session hybrid (class and online) 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, percents, and the metric system will be covered. The course has demonstration and practice in using various formulas for calculating oral and parenteral medication dosages. Successful completion of the final exam exempts the student from the nursing program exam.

NRS 733K Sat 9 a.m. – 12 p.m. May 2, 16, 30 VM 4 Online May 9 and 23

Physical Assessment for Occupational Health Nurses

This three-day course consists of lectures and demonstrations to provide occupational health nurses with knowledge needed to assess the physical health status of individuals specific to a variety of occupational health settings. Body organs and systems to be covered include: the skin, head, ears, eyes, nose, throat, and the respiratory, gastrointestinal, musculoskeletal, cardio-vascular, and neurological systems. Information related to collecting a medical history, documenting findings, and adherence to HIPAA regulations will also be included.

NRS 975LA Mon – Wed 8:30 a.m. – 5 p.m. June 1-3 CPB 210/212/214 Total: \$650 (Member Rate/ Early Bird before March 27)

NRS 975L Mon – Wed 8:30 a.m. – 5 p.m. June 1-3 CPB 210/212/214 Total: \$750

Health Seminars

Dental Seminar

This course provides information related to conditions and procedures encountered in dental practices. Knowledge gained from this class will be relevant to dentist, dental hygienist, and dental assistants. Topics include: pathophysiology of disorders, diagnostic mechanisms, treatments, and dental therapies.

Total: \$230

NRS-774-J	F 8:00AM-4:00PM	Apr 24 CPB 211/213
NRS-774-JS* F	8:00AM-4:00PM	Apr 24 CPB 211/213
*Special pricing for HCC students only (\$40).		
NRS-999-J	F 10:30AM-4:00PM	Apr 24 CPB 211/213

Pre-Hospital Trauma Life Support

Sixteen-hour course for emergency medical responders, EMTs, paramedics, nurses, physician assistants, and physicians. The provider course is offered in the traditional onsite face-to-face format with lectures and skill stations, followed by a one-day face-to-face session for skill station instructions and evaluations.

Total: \$281

NRS-993-A	FSa 8:00AM-5:00PM	Jul 10 - Jul 11 CPB 160
NRS-993-AS* FSa	8:00AM-5:00PM	Jul 10 - Jul 11 CPB 160
*Special pricing for HCC students only (\$231).		

Cardiac Updates

This course provides updates in techniques for Echo sonographers.

Total: \$70

NRS-583-J	Sa 7:30AM-3:00PM	Apr 11 CPB 125
NRS-583-JM* Sa	7:30AM-3:00PM	Apr 11 CPB 125
*Special pricing for Tri-State Echo members only (\$56).		

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SCHOOL NURSE COURSES

School Emergency Triage Training (SETT)

Effective management of school emergencies where there are mass casualties requires careful training, preparation, and planning to maximize effectiveness under less than optimal conditions. The school nurse coordinates the collection of information from a variety of sources to develop emergency plans. This program equips the school nurse with knowledge to develop and lead school first-aid teams.

Total: \$215

NRS 973 J Mon 8:30 a.m. - 2:30 p.m. April 20
CPB 212/214

MEDICAL OFFICE COURSES

This course is designed for the coding workforce, individuals who are currently coding in ICD 9 CM within hospital inpatient and outpatient facilities, physician offices, and various other health care settings.

Students are responsible to bring:

- 1. ICD-10-CM Code book - 2014 (approximate cost is \$92.95)
- 2. AHIMA ICD-10CM Coder Training Manual (approximate cost is \$88.95)
 - Overview of ICD-10 Background & History
 - Identify the primary differences between ICD-9 and ICD-10
 - Review of ICD-10-CM format and structure
 - Review of ICD-10-CM coding conventions
 - Review of ICD-10-CM coding guidelines
 - Review of ICD-10-CM chapters

Total: \$283 (includes two days of instruction and handouts)

NRS 994 A Fri 8:30 a.m. - 12:30 p.m. July 17-24 VM 4

Nurse Refresher Course

This course is a three-step series designed for Registered or Licensed Practical Nurses to reinstate an inactive Maryland nursing license and consists of a hybrid class with 40 classroom hours and online course work totaling 80 hours of content. Areas of concentration include: delivery of care utilizing the nursing process; medication calculation and administration; adult medical/surgical nursing; and current issues, trends, and nursing practice. Classes are held Monday evenings from 6 - 10 p.m. Students are expected to complete assignments on a weekly basis for the online component. Successful completion requires an 80 percent or higher average score on four exams and completion of 10 weekly assignments with an average score of 80 percent. There is a required textbook, the cost of which is in addition to the class totals.

Prior to beginning the Clinical Practice component, students must:

- Possess an active, inactive, or temporary Maryland nursing license (RN or LPN) or one from a compact state.
- Provide documentation of a physical exam (signed by a medical provider - MD, PA, or NP) within 12 months of the start date of clinical practice.
- Have a current Basic Life Support Health Care Provider CPR Card issued by the American Heart Association (AHA). Provider courses and recertification courses are available at HCC.
- Provide medical documentation or waivers of the following vaccinations: MMR or titre, Varicella or titre, 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.
- Complete a Criminal Background Check.

The Nurse Refresher Course will take 16 weeks to complete.

- Step 1 is 10 weeks of theory, one classroom day per week & online assignments.
- Step 2 consists of 12 hours of skills labs Friday evening/Saturday.
- Step 3 consists of 60 hours of clinical hours with a preceptor.

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

Mon 6 p.m. – 10 p.m. April 6 – June 15 CPB 230

Total: \$641 Sr. Total: \$399

- ✓ Consists of 80 hours of theory presented in classroom, online learning, and assignments 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
- ✓ A learning portfolio is created during the course.
- ✓ Successful completion includes the learning portfolio, weekly quizzes greater than 80 percent, participation in online discussion weekly and 80 percent or higher on the average of four exams spaced through the course.

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

Fri. May 8 6 p.m. – 10 p.m., and Sat. May 9 10 a.m. – 6 p.m. CPB 151

Total: \$349 Sr. Total: \$253

- ✓ Students will be provided all supplies required to review, practice, and demonstrate mastery of 12 nursing skills needed to provide nursing care in a state of the art simulation lab.
- ✓ Bring your own stethoscope.

Step 3: Nurse Refresher Skills Lab (NRS 743 L)

June 17 – Aug. 21

Total: \$243 Sr. Total \$139

- ✓ Step 1 and Step 2 are prerequisites.
- ✓ Students must complete 60 clinical hours at an approved site.
- ✓ All requirements listed must be met before starting clinicals.

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HIPAA Compliance

Medical Math

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Medical Billing and Coding*

Physical Therapy Aide*

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**Certificate Course/Program*

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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

Explore a Career in Nursing

Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

Spanish for Medical Professionals I and II

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Online Programs with PROTRAIN World Class Training for Education to Employment

Pharmacy Technician Certification

330 Hours/12 Months/Online/Self-Paced

This course will provide you with the necessary skills to become a pharmacy tech in a hospital or retail setting. The lessons in this course will provide a comprehensive overview of the complexities of community and institutional pharmacies. You will learn the fundamentals of the pharmacy, as well as the role of a pharmacy technician. You will learn how to process a prescription, create non-sterile compounds, and ensure proper medication safety and management. Upon completion of this course, you will gain the skills and knowledge to qualify for entry level positions in pharmacies. This course prepares a student to take the NHA Pharmacy Technician (CPhT) certification exam.

CVS PROTRAIN Pharmacy Externship –

Call for Details 800-762-9881

Starts April 1

Preparing for ICD-10 Coding

265 Hours/12 Months/Online/Self-Paced

On October 1, 2015, the coding system will move from ICD-9 to ICD-10-CM/PCS. The structure of the new code sets is radically different from the codes in use today. ICD-10 implementation will impact virtually all processes, technology and people within a health care enterprise. This course will provide an introduction to ICD-10-CM coding to help you translate your knowledge of ICD-9-CM coding to the new code set. Through the use of expert developed learning modules, in-course activities, and case studies, you will learn everything you need to know to easily move to ICD 10 coding.

Starts April 1

Administrative Medical Assistant Career

265 Hours/12 Months/Online/Self-Paced

Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day support. In the Administrative Medical Assistant course you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel.

Starts April 1

Certified Electronic Health Records Specialist Career Prep

145 Hours/12 Months/Online/Self-Paced

This course will provide a comprehensive education in all aspects of electronic health records, including implementing electronic systems, managing systems, troubleshooting, entering and retrieving patient information, maintaining patient confidentiality, and other topics associated with electronic health records and computer-based health information systems. Through a variety of learning activities, including practice in a simulated electronic records system, students will learn the skills necessary to become an Electronic Health Records Specialist. This course prepares the student to take the National Healthcareer Association Electronic Health Record Specialist (CEHRS) certification exam.

Starts April 1

Visit www.protrainedu.org for more information.

TUITION WAIVERS:

Tuition is waived or reduced for students 60 years of age or older, legally residing in Maryland, for any state-funded course. Waiver applies only to tuition, not to any other fees.

Genealogy

Instructor Bio - Carol Miller-Schultz
Carol Miller-Schultz facilitates a monthly local genealogy group. She has been participating in ancestry research for more than two decades. Her interests include utilizing technology and the use of DNA as related to family history research.

Genealogy Plus

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

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

SEN-097-J1	F 1:30PM-4:00PM C. Miller-Schultz	Apr 24 – May 15 VM 2
SEN-097-A1	F 1:30PM-4:00PM C. Miller-Schultz	Jul 17 – Aug 07 VM 2

Tracing Your Family Roots - Introduction To Genealogy

Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. This introductory course will cover the fundamental building blocks of genealogy research. You will learn where to find source documents and the best strategies to enhance your exploration. The most current genealogy tools will be used including: Family Tree Maker, RootsMagic 6 and Legacy 8 Family Tree. In addition, online

resources such as Ancestry.com, Family Search, Fold3, Genealogy Bank, and USGenWeb will be utilized. The hands-on class is held in a computer lab at the Valley Mall Center.

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 24 – May 15 VM 2
SEN-377-P1	M 6:00PM-8:30PM C. Miller-Schultz	Apr 27 – May 18 VM 2
SEN-377-A1	F 9:30AM-12:00PM C. Miller-Schultz	Jul 17 – Aug 07 VM 2
SEN-377-N1	M 6:00PM-8:30PM C. Miller-Schultz	Jul 20 – Aug 10 VM 2

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. The instructor will contact participants one week prior to the trip for a discussion of research options. Lunch is on your own but may be purchased within walking distance of all facilities. Tour fee includes: motor coach transportation/ gratuity. A complete itinerary will be sent to you one week prior to the tour date.

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

SEN-144-A1	Tu 7:00AM-5:30PM C. Miller-Schultz	Jul 28
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Cultural Trips

Washington D.C. Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. HCC's 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 and 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 02
SEN-196-A1	Tu 7:00AM–5:30PM	Jul 28

History

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Instructor Bio - Karen Gray
Karen Gray holds a Ph.D. from the University of Edinburgh in theology and religious philosophy, and retired as the developer of Smithsonian Institution educational study tours for adults.
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The Earliest French Tristan and Isolde (or Yseut)

One of the better known Celtic myths that became part of the Arthurian cycle is that of the adulterous love affair between Tristan, nephew of King Mark of Cornwall, and the king's mid-12th century French manuscript but also surveys briefly some other extensive sources of the tales.

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

DIS-455-J	W 9:30AM–12:00PM K. Gray	Apr 29 VM 6
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The Great Grail Cycle

Perhaps the most Christianized and mysterious of all the ancient mythic material that was woven into the mature Arthurian cycle, is that of a grail and those who seek it. In this lecture, Dr. Gray focuses on the major versions and sources of the Grail stories, from that known as the Prose Lancelot or the Vulgate Cycle and earlier materials that its anonymous author (or authors?) may have drawn on, such as material

in the 9th C. History of Britain and the 12th/13th C. Robert de Boron.

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

DIS-456-K	W 9:30AM–12:00PM K. Gray	May 27 VM 6
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Back to the Future: Tennyson and His Arthurian Allegories

Dr. Gray ends this series by considering the 19th C. Arthurian poem *The Idyls of the King*, by Alfred, Lord Tennyson. On the surface, a beautiful and powerful work of romantic-era poetry: what it is beneath the surface is today a matter of considerable controversy. Its theme and ethics can be understood in starkly contrasting ways, including as a masterpiece of irony that challenges materialism and endorses relativism. In this final lecture, Dr. Gray explores the tales in the hands of a modern master storyteller for whom they were not simply fanciful stories to be read only for fun but confront us with issues of immediate and personal concern. "

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

DIS-457-L	W 9:30AM–12:00PM K. Gray	Jul 01 VM 6
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The Nag Hammadi Discovery and Coptic Gnostic Library



In 1945 a collection of 12 leather-bound papyrus books was found sealed in a large jar at the base of cliffs on the west side of the Nile in Upper Egypt. These 4th century manuscripts contain texts now identified as gnostic and that provide intriguing views of Jesus and those around him, as well as reveal early Christian understandings and beliefs that subsequently vanished. In most cases they represent the only copy of these works that we have, and as such they dramatically changed our understanding of the diversity of the writings shared and preserved by early Christian believers. In these lectures Dr. Gray recounts the dramatic story of the discovery and dispersion of the codices, before the nature of the find was understood. She also includes readings from and discussion of selected texts from such sources as the uniquely important Gospel of Thomas, a treatise on the origin of the world, and an agnostically-modified version of Plato's Republic. In the process, she draws on some of the most recent scholarship and translations. Dr. Gray's lectures are heavily illustrated with PowerPoint slides and followed by a half-hour discussion period.

Total: \$80 (\$72, reg \$8)

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

DIS-470-A	W 9:30AM–12:00PM K. Gray	Jul 08 – Jul 22 VM 4
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Instructor Bio - Deborah Swarz
Deborah “Turtle” Swartz is a member of and clan mother for the Southeastern Woodland Indian Loyalist Confederacy. This organization has been invited to Colonial Williamsburg and Louisburg for presenting traditional Native American culture via educational programs for the general public. As “Turtle,” she has conducted educational programs on the roles of women in Eastern Woodland cultures; programs. Programs include: Rocky Mount Museum, TN, Fort Necessity National Park, PA, Mount Vernon Historical Site, Historic Bartram’s Garden, PA, National Elderhostel program.
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Native American Spiritual Beliefs

Explore pre-and post-contact Native American religious beliefs of the Northeast, including Maryland, with Deborah “Turtle” Swartz. In this fascinating course, participants will learn about the difference between soul and spirit; the concepts of heaven, supporters and helpers and a afterlife, as well as discover how these beliefs are implemented in Native American cultures - from regalia to festivals to the mourning war concepts. Compare the differences of Native American beliefs to basic beliefs of other world religions.

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

DIS-461-K	M 6:30PM–8:30PM	May 04 – May 18
	D. Swartz	VM 4

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Instructor Bio—Roger Swartz
Roger Swartz is a nationally acclaimed author and historian. Program sponsors have included: Smithsonian Associates, the Smithsonian; Mount Vernon Estate, and Historic Bartram’s Gardens in Philadelphia.
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The Iroquois in the American Revolution

Learn why and how Great Britain employed the Iroquoian Confederacy against the 13 colonies in the American Revolution. We will cover Iroquoian involvement in the war effort from 1777 to 1782-particularly in the colonies of New York and Pennsylvania and in the Ohio country. We

will learn why two nations of the League - the Oneida and the Tuscarora-primarily fought with the patriots and how the Revolution became a civil war within their League. We will also learn of the treaties ending the war and how the League was geographically divided.

Total: \$68 (\$60, reg \$8)
Senior Total: \$44 (\$36, reg \$8)

DIS-465-J	M 9:00AM–12:00PM	Apr 13 – Apr 27
	R. Swartz	VM 3

1765: Rebels in the Land

Discover the Conocheague District’s Black Boys rebellion against the policies of Great Britain. Topics include: reasons for civil disobedience and fighting British forces in the Pennsylvania’s Cumberland Valley and Bedford, the major events, the results. We will then analyze why these disturbances were local in nature. Finally we will compare and contrast the Black Boys to the Paxtang Boys in the upper Cumberland Valley and present day Harrisburg. The second portion deals with the Stamp Act crisis of 1765. We will discuss the causes for the Act, its provisions, and why it met political and physical resistance in all 13 colonies. Finally, we will analyze the impact of this crisis. 2015 marks the 250th anniversary of both events.

Total: \$68 (\$60, reg \$8)
Senior Total: \$44 (\$36, reg \$8)

DIS-467-K	Tu 9:00AM–12:00PM	May 05 – May 26
	R. Swartz	VM 6

Thomas Jefferson’s Legacy

This program first covers major events in Jefferson’s private and public life, as well as his personal traits. Topics include those for which he wanted to be remembered: the University of Virginia; religious toleration in Virginia; and the Declaration of Independence. Others include: the Louisiana Purchase; slavery at Monticello; the Kentucky Resolutions; his attempts at curbing Federalist foreign policy of presidents Washington and Adams; and his efforts to reduce federalist government and the results in his administration while president. Finally, we will analyze and discuss his place in American history.

Total: \$68 (\$60, reg \$8)
Senior Total: \$44 (\$36, reg \$8)

DIS-468-L	M 9:00AM–12:00PM	Jun 08 – Jun 29
	R. Swartz	VM 3

Day Trips

American Dynasty – the Roosevelts

Join D.C. Tour Director Carol Bessette as she leads you on this interesting new tour featuring the Roosevelts: Teddy, Franklin, and Eleanor. The tour begins at the FDR Memorial, and then head to Teddy Roosevelt Island, a place most Washingtonians have never seen. A buffet lunch will be served in the Vantage Point Restaurant, on the 17th floor overlooking Georgetown with beautiful panoramic views, in Arlington, VA. After lunch, the tour will continue to the Lafayette Square Historic District to learn more Roosevelt stories, as well as a stop to see the house where Franklin and Eleanor were living when he was Asst. Secretary of the Navy. Tour fee includes a fully-equipped motor coach, gratuity, any entrance fees, and buffet lunch. Departure is from the Valley Mall.

Total: \$85 (\$77, reg \$8)

ANE-314-J Thurs 8 a.m. – 6 p.m. 4/30/15

National Cathedral Highlights Tour & Tea

Our National Cathedral Highlights tour and tea includes a National Cathedral docent tour of all of the must-see features of the Cathedral and provides the perfect introduction to the history, architecture, and artwork of the Washington National Cathedral for first-time visitors and returning friends. The tour will be followed by a lovely 3 p.m. tea served in the St. Paul Room of the Pilgrim's Observation Gallery. Following the tea, will be an opportunity to do some shopping at the Cathedral Museum and Book Store and Herb Cottage gift shop and visit the earthquake exhibit. Space is limited. Fee includes a fully-equipped motor coach, gratuity, all entrance fees, Tour and Tea. Departure is from the Valley Mall.

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

DIS-217-K1 Wed 10 a.m. – 6:30 p.m. 5/13/15

Patriots at the Cathedral Tour & Tea

Washington National Cathedral is unique among the great cathedrals of the world in that it tells stories from American history and speaks of the American perspective. Presidents from Theodore Roosevelt to George W. Bush have visited the Cathedral and it reaches out through its mission as a national house of prayer for all people. "Patriots at the Cathedral" explores depictions of patriots, statesmen, and heroes from George Washington to the raising of the flag at Iwo Jima. Departure is from the Valley Mall.

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

DIS-463-L1 6/17/15 Wednesday 10:00 a.m. – 6:30 p.m.

Harriet Tubman & the Underground Railroad (Quest for Freedom Tour)

with Roger Swartz

Join historian Roger Swartz on the Quest for Freedom Tour in Cambridge, Maryland. Roger will be lecturing en route, focusing upon Tubman's life; her tactics in leading slaves successfully to Pennsylvania; characteristics of the Underground Railroad; and the conditions of slavery in Maryland during Tubman's life. You will visit the Harriet Tubman Educational and Cultural Museum, and a docent will join you as you visit the Bucktown Village General Store, as well as the Courthouse and Long Wharf (sites of slave auctions and docking slavers). Space is limited. Fee includes a fully-equipped motor coach, gratuity, entrance fees, and lunch at the Canvasback Restaurant & Pub. Departure is from the Valley Mall.

Total: \$95 (\$87, reg \$8)

DIS-464-L Tues 7:30 a.m. – 6 p.m. 6/2/15

Day Trips

The Washingtons and Lees of Northern Virginia with Roger Swartz

Join historian Roger Swartz to tour Washington’s childhood home, Pope’s Creek Plantation, and Stratford Hall, Robert E. Lee’s boyhood home and the home of his ancestors: Thomas Lee (formed the Ohio Company of VA and MD – a fur trading company that led to conflict with the French in the Ohio Valley and the French & Indian War), Richard Henry Lee (made motion for independence in 1776), and Lightfoot Lee (signed the Declaration of Independence). There will be an en route lecture by Roger giving background to Washington’s family as well as the Lees. The tour will point out the contrast between the two homes and show the difference in economic status between Virginia aristocracy and the “middling folk” represented by the Washingtons. Space is limited. Bring a bag lunch to eat under the Pope’s Creek pavilion. Fee includes a fully-equipped motor coach, gratuity, and entrance fees. Departure is from the Valley Mall.

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

DIS-466-K Fri 7 a.m. – 6:30 p.m. 5/14/15

Walters Art Museum (Baltimore, Maryland) with Dr. Karen Gray

Join Dr. Karen Gray, for an interesting and fun day at the Walters Museum in Baltimore. Tour the new exhibit, From Pen to Press: Experimentation and Innovation in the Age of Print, as well as exploring the Renaissance and Baroque Galleries with free time in the afternoon to explore the four levels and two city blocks of the Walters Art Museum. Departure is from the Valley Mall.

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

DIS-472-J Thurs 8:30 a.m. – 5:30 p.m. 4/2/15

D.C. Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. HCC’s 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 and 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 Tues 7 a.m. – 5:30 p.m. 6/2/15

SEN-196-A1 Tues 7 a.m. – 5:30 p.m. 7/28/15

Home & Garden

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Instructor Bio - Denny Warrenfeltz
Denny Warrenfeltz has been a floral designer for 40 years and is the owner of Rooster Vane Gardens.
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Glorious Garden Series With Denny Warrenfeltz

Creativity and entertaining in the lovely months of summer are a highlight for all who love summer gardens. 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 herbs that would be appropriate for a rustic to primitive garden setting. * First Session: 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, Pennsylvania. Denny will conclude this session with plant material arrangement demonstration and refreshments. Please bring a folding chair

to this session. * Second Session: We will join Denny and his wife, Shawen, for a special visit to their lovely home and gardens in Keedysville, Maryland. Take a summer stroll through Denny's varied gardens, filled to the brim with decorating possibilities. 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.

Total: \$67 (\$59, reg \$8)

ANE-084-K1 M 6:00PM-8:00PM May 18 – Jun 22
D. Warrenfeltz

“Lights, Camera, BLOOM!”



Join HCC in seeing the 186th Philadelphia Flower Show on Monday, March 2, 2015. The show features large-scale gardens, elaborate landscapes, and over-the-top floral creations.

Visitors to the PHS Philadelphia Flower Show are treated to fabulous designs, live entertainment, culinary demonstrations, gardening how-to workshops, and lectures by experts. Bring your camera to capture beautiful designs.

Depart HCC at 8 a.m. and return at approximately 8 p.m.

Travel on a coach bus to and from the show with a dinner stop on the return.

Fee: \$84 (admission ticket and transportation included)
DIS 459 M

Check the website for more information at www.hagerstowncc.edu/coned/flowershow

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

Trees, shrubs, and flowers are not always chosen and planted with maintenance considerations in mind. Creating a low maintenance, vigorous home landscape is easy when you learn steps to save time, pesticides, and money. Learn what to do with inferior, overgrown, pest-prone, or high maintenance plants. Learn to select the appropriate cultivar, particularly those that are pest-resistant. Learn which native plants perform best in our area based upon specific climatic requirements. Cultural steps to improve plant health while reducing pest attack will also be covered, as well as time-saving landscape maintenance and design tips.
Total: \$53 (\$45, reg \$8)
Senior Total: \$43 (\$35, reg \$8)

HOM-019-J	Tu 6:30PM–9:00PM D. Smith-Fiola	Apr 14 – Apr 21 VM 4
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Perennial Gardening

Learn how to grow and care for perennial plants that will give you years of enjoyment. Understand the basics of planning, soil preparation, plant selection, planting, maintenance, and propagation. Plus, get the inside scoop on proven performers.
Total: \$23 (\$15, reg \$8)

HOM-038-K1	Tu 6:00PM–9:00PM D. Smith-Fiola	May 19 VM 4
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Prevent Tick Bites to Prevent Lyme Disease

Lyme disease, a debilitating disease vectored by the tiny black legged (deer) tick, is now common in the tri-state area. Many Lyme victims never remember a tick bite. On top of this, ticks can also transmit other disease, and co-infection is even harder to diagnose and treat. The very

best way to prevent Lyme disease is to prevent a tick bite in the first place. This course will cover ways to avoid ticks when outdoors and tips to make your yard less inviting for ticks. Learn the times of year when you are most at risk for a tick bite and how to identify common tick species. Guidelines will be given for arming yourself with the most effective/safest repellents, pesticides, and other treatments. (Note: This class does not focus on medical issues with Lyme Disease - the focus is on prevention.)
Total: \$38 (\$30, reg \$8)

HOM-060-L	Tu 6:00PM–8:00PM D. Smith-Fiola	Jun 09 VM 4
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Instructor Bio - Sandy Sagalkin
Sandy Sagalkin has been an active leader in the Potomac Valley Audubon Society's birding community for the last six years. He is a former member of the Board of Directors and is the current Chairman of the PVAS Birding Committee. Sandy built up the PVAS birding program which now conducts four birding trips a month. He organized the annual birdathon competitions for PVAS and its activities to celebrate International Migratory Bird Day. He has also been involved in the breeding bird surveys for the Department of Natural Resources for the State of West Virginia and leading birding trips. .
.....

Introduction to Birding

This workshop will introduce students to the basics of bird field identification. It will teach students to observe the key features of a bird's size, shape, color pattern, habitat, field marks, and songs. There will be a classroom discussion, short videos, and a full day field trip. Saturday locations will be discussed during Thursday's class. Bring binoculars and bag lunch on Saturday.
Total: \$78 (\$70, reg \$8)
Senior Total: \$50 (\$42, reg \$8)

DIS-469-J	Th 7:00PM–9:00PM S 8:00AM–4:00PM S. Sagalkin	Apr 30 – Apr 30 May 02 CPB 230
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Life Enrichment

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

“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. When was the last time you bit into a tomato that exploded on your tongue the way they did when you were a kid? 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: \$71 (\$58, materials \$5, reg \$8)
Senior Total: \$48 (\$35, materials \$5, reg \$8)

DIS-423-K	MTu 3:00PM–5:00PM J. Castillo	May 04 – May 26 CPB 230
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Being Human: Religion & Spirituality

Religion is a cultural universal, occurring in some form in every society. In this course, we’ll explore the nature of religion and spirituality from an anthropological perspective. We’ll address the big questions: How does a person come to believe something? Is belief compatible with science? What do people of various faiths actually believe and how do their spiritual traditions shape their lives? Does religion structure society, or vice versa? Join us for an exploration of human spirituality, a grand tour of world faiths, and a series of lively discussions.

Total: \$73 (\$65, reg \$8)
Senior Total: \$47 (\$39, reg \$8)

DIS-462-J	— J. Castillo	Apr 06 – Apr 27 ONLINE
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Meditation

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Instructor Bio—Mary Ann Allan
Mary Ann Allan is a lifelong seeker in the field of Ancient Arts; an Astarian of the Eighth Degree. She has been practicing meditation for over 40 years; teaching in the community for two decades.
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Principles of Meditation-A Joyous Peaceful Way of Life

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

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

MBP-027-A1	Tu 10:30AM–12:00PM M. Allan	Jul 07 – Aug 11 VM 4
MBP-027-J1	Th 7:00PM–8:30PM M. Allan	Apr 16 – May 21 VM 4

The History of Opera

with the

Hub Opera Ensemble



La Boheme

La Boheme is the passionate, tragic story of two idealistic young lovers struggling to live their dreams and find love in Paris. The two young lovers find warmth together through their love, and with their bohemian friends, live their lives to the fullest, making a paradise out of squalor, until that paradise comes to a tragic end. This is Puccini's most popular opera, and is consistently in the top four of the world's most performed operas.

Join your fellow opera friends for another great Hub Opera Company performance and introductory lectures.

This course features:

Pre-Opera Lecture – Saturday, May 23 and May 30 from 10 a.m. to 12 p.m. in the Kepler Theater, HCC Main Campus

Opera Performance – Tickets to the fully-staged Hub Opera Company performance on Saturday, May 30 at 7:30 p.m. in the Kepler Theater.

Course: ANE 292 K

Lectures: Saturday, May 23 and 30 from 10 a.m. to 12 p.m.
Kepler Performing & Visual Arts Education Center

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

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

Music

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Instructor Bio—Ernie Bradley

Ernie Bradley began playing the banjo at age five. His father and grandfather both played the banjo and were the beginning influences in his musical career as well as others such as Don Reno, Raymond Fairchild, Earl Scruggs and Jay Barte. 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

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Beginning Bluegrass Banjo

This course is for beginning 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 06 – Jun 01 CPB 211/213
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Photography

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Instructor Bio - Steve Schaefer

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

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Basic Photography

Learn the basics to improve your photography. Discuss the importance of the shutter, aperture, lenses, film, filters, flash, macro (close-up) techniques, and composition. Photographs will be projected at each session to explain the specific topic. Equipment necessary for class:

digital camera (single-lens reflex helpful but not necessary).

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

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

ANE-103-K	M 6:30PM–8:30PM S. Schaefer	May 04 – Jun 01 VM 3
ANE-103-L	M 6:30PM–8:30PM S. Schaefer	Jun 15 – Jul 13 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-L	Tu 6:30PM–8:30PM S. Schaefer	Jun 09 – Jul 07 VM 3
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Portrait Photography

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 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 S. Schaefer	Apr 01 – Apr 22 VM 3
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Low Light Photography

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

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

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

ANE-284-J	Th 6:30PM–8:30PM S. Schaefer	Apr 23 – May 14 VM 3
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Fine Art Photography

Explore the realm of fine art with your photography. This class will challenge you to find the balance of composition and content to create exciting photographs. We will discuss and practice tricks and techniques. Also explore ways to present of your photographs.

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

ANE-315-K	Tu 6:30PM–8:30PM S. Schaefer	May 05 – May 26 VM 3
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Nature and Wildlife Photography

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

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

ANE-090-K	W 6:30PM–8:30PM S. Schaefer	May 06 – May 27 VM 3
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Writing

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

Science Fiction Writers’ Workshop

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

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

ANE-306-K	M 7:00PM–9:00PM J. Castillo	May 04 – May 18 CPB 214
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Fun with Science

**College for Kids classes are held at HCC
on days public schools are closed.**

Children – 4th & 5th Grade

The World Up Close

This one-day academic enrichment program is designed for fourth & fifth grade students interested in science and microscopes. Students will take a closer look at their world by using dissecting and compound microscopes to look at small organisms including aquarium snails, snail eggs, vinegar eels, daphnia, and brine shrimp. Students will collect items on an outside scavenger hunt and then observe them with a microscope. The class will learn about how fossils form and examine different types of fossils. With the aid of a dissecting microscope, students will hunt for tiny fossilized shark teeth from sand samples that were previously collected at Calvert Cliffs, MD.

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

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

Course #: DIS 447 E

When: Monday, April 6 (Easter Monday)

Time: 8:45 a.m. to 4:15 p.m.

Location: STEM 201

**Please call 240-500-2236 or email ceregister@hagerstowncc.edu
if you have any questions.**

This program is supported by
NSF grant #1205050



National Science Foundation
WHERE DISCOVERIES BEGIN



TEEN WRITERS:

Do You Love To
Write Stories?

Do You Dream
of Becoming
a Published Author?

Attend the

Hub City Teen
Writers Institute
at Hagerstown
Community College

August 7-9, 2015

Work with Professional Writers
and College Professors

Go from **INSPIRATION** to
PUBLICATION in
One High-Speed Weekend

Enter the 3rd Annual
Short Story Contest
and Win Awesome Prizes

www.mafwi.org/teens



Summer Conference for Fiction Writers

August 7-9, 2015

Featuring
Keynote Speaker
Tess Gerritsen

Join other fiction writers at the
Mid-Atlantic Fiction Writers
Institute (formerly the Nora
Roberts Writing Institute), on
August 7-9, 2015.

The annual MAFWI summer
conference offers workshops and
breakout sessions by bestsell-
ing authors, college faculty, and
experienced public relations
professionals. From story fun-
damentals like plot and point
of view to seasoned advice on
how to market your work, there
is something for writers of every
genre at MAFWI.

Register or learn more at
www.mafwi.org



Mid-Atlantic
Fiction Writers Institute
at Hagerstown Community College

Writing Classes Online

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

Section J	4/15/15 – 6/5/15
Section K	5/13/15 – 7/3/15
Section L	6/17/15 – 8/7/15
Section A	7/15/15 – 9/4/15
Section B	8/12/15 – 10/2/15

Advanced Fiction Writing

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

Beginners Guide to Getting Published

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

Beginning Writer's Workshop

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

The Craft of Magazine Writing

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

Introduction to Journaling

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

Introduction to Screenwriting

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

Mystery Writing

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

Research Methods for Writers

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

Travel Writing

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

Write and Publish Your Nonfiction Book

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

Write Fiction Like a Pro

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

Write Your Life Story

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

Writeriffic: Creativity Training for Writers

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

Writeriffic 2: Advanced Creativity Training for Writers

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

Writing Essentials

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

Writing for Children

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

Learn
from the
comfort of
home!

> Instructor-Facilitated Online Courses

HCC's instructor-facilitated online courses are informative, fun, convenient, and highly interactive. HCC instructors are known 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, hands-on 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
- Six Weeks of Instruction

New course sessions begin monthly.
Please visit the Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now

Courses as Low as:

\$109

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GED Prep and General Education Online:

- GED Prep
- GED Language/Writing Prep
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- Introduction to Algebra
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Courses for Teaching Professionals:

- Creating K-12 Learning Materials
- Creative Classroom
- Differentiated Instruction in the Classroom
- Guided Reading: Strategies for the Differentiated Classroom
- Introduction to Teaching ESL/EFL
- Solving Classroom Discipline Problems
- Survival Kit for New Teachers
- Teaching ESL/EFL Vocabulary
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Students with ADHD
- Teaching Students with Autism: Strategies for Success
- Understanding Adolescents

**MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER**

www.ed2go.com/hagerstown

Dance

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

Beginning Classical Ballet

There is no better way to appreciate the art of classical ballet than to try it yourself. This beginner's level class will strengthen your body, increase your flexibility, and give you a much richer appreciation of ballet as a viewer. Please contact instructor Karen Carpenter at kbnninos@aol.com to discuss class attire.
 Total: \$87 (\$79, reg \$8)

FIT-013-J	M 6:15PM-7:30PM K. Carpenter	Apr 20 - Jun 29 KEP 101
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Middle Eastern Dance

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 Instructor Bio - Monica Hobbs
Monica has been teaching Middle Eastern Dancing for HCC for over 7 years

Middle Eastern Dancing

Discover your inner beauty and strength through an exciting and ancient art form of dance. This introduction to belly dancing is a wonderful recreational activity and art form that can be enjoyed at any fitness level. Participants will learn what is common in all belly dance styles and work on exercises that can help them improve posture, strength, and flexibility. Dancing is a great way to relieve tension and stress. This class embraces all body types and ages.
 Total: \$73 (\$65, reg \$8)

MBP-068-J1	M 7:30PM-8:30PM M. Hobbs	Apr 06 - Jun 01 KEP 101
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Middle Eastern Dance II

If you have taken the Middle Eastern Dancing course and feel you have the basics down, 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	M 8:30PM-9:30PM M. Hobbs	Apr 06 - Jun 01 KEP 101
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Fitness

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

Simply Fit

Put a spring in your step. Regain flexibility and strength in this class designed around patterns of easy exercise that will improve range of motion, muscle strength, and endurance. This class begins with a warm-up followed by strength training, core muscle exercises, low impact aerobics, cool down, and guided meditation. Light hand weights and resistance bands are used but are not required. Instructor will guide you through exercises done at your own pace, seated or standing.
 Total: \$68 (\$60, reg \$8)
 Senior Total: \$43 (\$35, reg \$8)

FIT-005-J	TuTh 9:30AM-10:30AM S. Rodgers	Apr 21 - May 28
Hagerstown Seven Day Adventist HALL		
FIT-005-L	TuTh 9:30AM-10:30AM S. Rodgers	Jun 09 - Jul 16
Hagerstown Seven Day Adventist HALL		

Mind Body

.....
Instructor Bio - Paul Cote, MS, PhD.
Paul J. Cote, MS, PhD. Paul is trained academically in the life sciences including physiology and infectious diseases and is a recently retired research professor from Georgetown University Medical Center. He is a 6th dan black belt in Okinawan karate and is a master level instructor of the Chinese internal arts, including xing-yi quan, bagua zhang, and taiji quan (tai chi). He has been teaching tai chi classes for HCC Healthy Living since 2007.
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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 6:00PM-7:00PM Apr 09 - Jun 11
P. Cote CPB 214

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 7:00PM-8:00PM Apr 09 - Jun 11
P. Cote CPB 214

Yoga

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Instructor Bio - Simone Heurich

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

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

This session will introduce students to the basic poses, breathing, and relaxation techniques of Hatha Yoga. Through developing your self awareness, you will learn proper alignment, increase your strength, and improve your flexibility. Through encouragement in honoring where you are starting from, you will experience the benefits of yoga without unnecessary discomfort. You'll appreciate how important your breathing is and learn ways to breathe in a more balanced way. Through Hatha Yoga, you can experience a more vibrant body, peaceful mind, and joyful heart. This session is suitable for all ages and abilities. Students are asked to wear comfortable clothing and bring a floor mat and one or two blankets.

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

MBP-119-J1	W 7:00PM-8:30PM S. Heurich	Apr 01 – Jun 03 KEP 101
MBP-119-L1	W 7:00PM-8:30PM S. Heurich	Jun 17 – Aug 05 KEP 101

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

The Glass Loft
16825 Fairview Road
Hagerstown, MD 21740

Central Dawgma
1337 Pennsylvania Ave
Hagerstown, MD 21742

Dreaming of a better life?



**Need to acquire your high school diploma? Improve your English language skills?
Or enhance your math, writing, and reading skills?
HCC would like to partner with you and make it happen.**

HCC's Adult Education Program offers free assessment, advising, classes, tutoring support, and a computer lab that is professionally staffed for those wanting to acquire their high school diploma or improve their educational skills.

**Meet the required placement scores, and you can enroll in the
National External Diploma Program (NEDP) for \$90.
That's a \$110 dollar savings from last year.**

**Classes are offered both day and evening at a variety of locations
in the Hagerstown area.**

**It all starts with a phone call and an appointment.
Call 240-500-2313 between 8:30 a.m. – 4:30 p.m.
and speak to someone who looks forward to partnering with you.**

Change your life today, one step at a time. Let's make that dream a reality.



Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742

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

Registration is Easy

Registrations will be accepted through the first day of class if space is still available. However, we encourage you to SIGN UP EARLY.

To register in-person:

Visit the HCC registration office in the Administration and Student Affairs Building on the main campus.

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

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

Visit HCC's satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

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

To register by phone:

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

To register through WebAdvisor:

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

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

For Additional Information

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

1-866-422-2468

HCC Valley Mall Fax Number

301-582-4001

CE E-Mail Address

ceregister@hagerstowncc.edu

HCC Campus Store

240-500-2271

Call for Special Evening Hours

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

Books and materials may be returned for a cash refund or exchanged when accompanied by the original cash register receipt. Books must be returned in original condition by the second class. The Bookstore Refund Policy is posted online at www.hagerstowncc.edu/campus-store.

Birthdate and Social Security Number

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

Tuition and Fees

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

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

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

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

Admissions

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

Registration Confirmation

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

Course Cancellations

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

Refund Policy

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

- Withdrawal prior to second class – 100% of fee will be refunded.
- Seminars or one-day classes must be dropped 24 hours in advance to receive a 100% refund.
- Refunds for all trips are subject to availability based upon agreements with all vendors. Please call the Continuing Education Department for more information.

Employer's Tuition Assistance

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

ed2go Online Course Registration

Information

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

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

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

College Holidays

- March 13, 2015 – Spring Break
- May 25, 2015 – Memorial Day
- July 3, 2015 – 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 silent when class is in session. Calls must not interrupt the class. If students have to make or take calls on an emergency basis, please step out of the classroom to do so in order to minimize the disruption.

Emergency Closing

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

We will not necessarily close when the public schools do. When the public schools are closed due to weather or emergencies, all classes at public school locations are cancelled. When the college closes, all classes at off-campus sites are cancelled.

Classes canceled 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 (CEUs). You must inform the instructor if you need CEUs.

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 Activities Office.

Smoking Policy

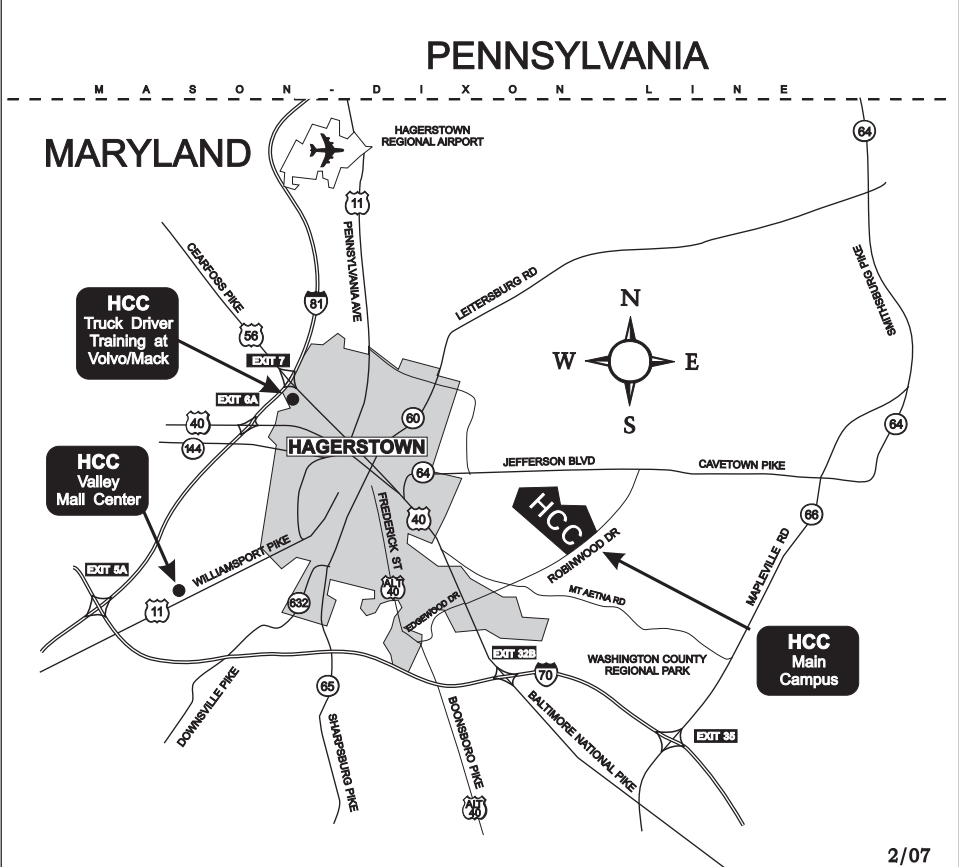
Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors. Effective January 1, 2015, HCC will be a tobacco-free campus. The Tobacco-Free Policy applies to all Hagerstown Community College facilities and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco and e-cigarette products will not be permitted on any HCC property, including all buildings and facilities, walkways, recreational and athletic areas, building entrances, and parking lots. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit. To learn more, visit www.hagerstowncc.edu/tobaccofree

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 10 days prior to the meeting or course.

HIGHWAY MAP



DIRECTIONS TO HCC

From Interstate 70

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

From Interstate 81

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

CAMPUS MAP



November 2013

5 Ways to Register



1. WebAdvisor

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

2. Phone

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



3. Mail

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

4. In Person

Visit the HCC's 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.