

# Continuing Education & Business Services

## Winter 2015 Non-Credit Schedule



Child Care



Photography



New Careers in Distribution and Transportation



Computer Training



Programs In Every Direction



Civil War Seminar



Allied Health



Business



Real Estate

# It's Convenient to Register Online

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

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## 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
<b>Total Fee</b>						

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](http://www.hagerstowncc.edu)

# Train as a Forklift Operator or Truck Driver

**New career pathways are available this fall 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](http://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."*

Non-Profit Org.  
U.S. Postage  
PAID  
Hagerstown, MD  
Permit No. 510

## Animal Care / Veterinary Office

### Pet Care

#### Professional Pet Groomer Practices I

Students must have attended and passed the course Professional Pet Groomer Principles in order to enroll in this course. Classes will be held at a dog grooming facility. Students begin hands-on training.

Total: \$951

PET-014-G	Tu 5:30PM–8:30PM <i>T. Walizer</i>	Jan 13 – Mar 10 <i>Central Dogma MAIN</i>
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#### 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 <i>T. Walizer</i>	Apr 07 – Jun 23 <i>Central Dogma MAIN</i>
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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	Apr 23 – May 28 <i>CPB 211/213</i>
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### Vet Care

#### Terminology for Veterinary Assistant

This course introduces and reviews terminology and vocabulary the veterinary assistant must use and recognize to complete forms and procedures for the veterinary technician. Medical Terminology exam must be passed (70%) to move forward into the Veterinary Assistant Program. Veterinary assistant students are required to attend all classes. To register for the certificate program, students need to take the Accuplacer Math and English placement tests. To be accepted into the program, students must place into MAT 100 and ENG 099 or higher. (Note: Students do not have to take the MAT 100 or ENG 099 courses, but must receive a score indicating that they qualify for both courses.) If students received a “C” or higher in a college-level Math and English class, then they are exempt from taking the Accuplacer placement tests.

Total: \$271

PET-030-H	M 6:00PM–8:00PM <i>K. Tracey</i>	Feb 16 – Apr 13 <i>VM 4</i>
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# Veterinary Assistant Training 2015

February 16, 2015 - December 14, 2015

The Veterinary Assistant Training consists of four courses. Student will not be given certificates of completion for individual courses. A certificate of completion of the training will be given upon successful completion of all four courses and a final project presented the last night of class.

## Course 1—Terminology for Veterinary Assistants

This course introduces and reviews veterinary terminology and vocabulary.

Fee: \$271 Course # PET 030 H Mondays 6PM-8PM  
Feb. 16, 2015 – Apr. 13, 2015

## Course 2—Veterinary Assistant Training Principles Part I

### Section I – Outpatient Care

Topics include an overview of the veterinary profession, office procedures, client relations and exam room procedures. Pre-requisite – Terminology for Veterinary Assistant

### Section 2 – Diagnostic and Pharmacy

Topics include laboratory, pharmacy, and radiology.

Fee: \$497 Course # PET 032 J Mondays  
5:30PM-8:30PM Apr. 20, 2015 – Aug. 3, 2015

## Course 3—Veterinary 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.

Fee: \$457 Course # PET 035 B Mondays  
Aug. 10, 2015 – Sept. 14, 2015 and as arranged with Humane Society, clinics and field trips until the end of the program.

## Course 4—Veterinary Assistant Training Principles Part II

### Section 3 – Patient Care and Treatment

Topics included patient care and clinical procedures.

### Section 4 – Anesthesia, Surgery and Emergency Care

Topics include anesthesia, surgery, emergency medicine and care, and animal CPR.

Fee: \$457 Course # PET 037 C Mondays  
5:30PM-8:30PM Sept. 21, 2015 – Dec. 7, 2015



## Presentation of Projects, Career Portfolios, and Certificate Completion Presentations—

Dec. 14, 2015, 5:30PM–8:30PM.

## Registration requirements

Students must register for the first course—Course # PET 030 H—to hold a place in the training. The first 25 students to register for both courses will be admitted to the training and only those that complete the first course requirements will be allowed to continue the training.

Students must be 18 prior to the beginning of the Veterinary Assistant Training Practices course.

Students must be a high school graduate or GED certified prior to July of the program year.

Students will be required to take a final examination for each course and the grade will be posted on the certificate of completion. **Students will not be allowed to continue into the next course unless they score at least 70% or better on the current course final examination.**

Veterinary assistant students are required to attend all classes. To register for the certificate program, students need to take the Accuplacer Math and English placement tests. To be accepted into the program, students must place into MAT 100 and ENG 099 or higher. (Note: Students do not have to take the MAT 100 or ENG 099 courses, but must receive a score indicating that they qualify for both courses.) If students received a “C” or higher in a college-level Math and English class, then they are exempt from taking the Accuplacer placement tests.

All courses are held at the Valley Mall location.

To register visit [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned) or call 240-500-2236 for details.

# 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

Take courses individually or sign up for PRD 533 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](http://www.hagerstowncc.edu/ama)

# Business and Professional Development

## 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-G	Th 8:30AM–4:30PM <i>M. Waltemire, A. Kostreski, D. Hartman, J. Miecowski</i>	Jan 08 – Apr 02 VM 6
PRD-570-J	TuTh 5:00PM–8:30PM <i>M. Waltemire, A. Kostreski, D. Hartman, J. Miecowski</i>	Apr 14 – May 28 VM 6

### 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-G	Th 8:30AM–4:30PM <i>M. Waltemire</i>	Jan 08 VM 6
PRD-675-J	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	Apr 14 – Apr 16 VM 6

### 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-G	Th 8:30AM–4:30PM <i>A. Kostreski</i>	Jan 22 VM 6
PRD-429-J	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Apr 21 – Apr 23 VM 6

### 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-H	Th 8:30AM–4:30PM <i>A. Kostreski</i>	Feb 05 VM 6
PRD-555-J	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Apr 28 – Apr 30 VM 6

### Coaching for Top Performance

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

Total: \$239 — Senior Total: \$213

PRD-554-H	Th 8:30AM–4:30PM <i>M. Waltemire</i>	Feb 19 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-M	F 8:30AM–4:30PM	Mar 06
	<i>J. Mieczkowski</i>	<i>VM 6</i>

## Fundamentals of Human Resources

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

Total: \$239 — Senior Total: \$213

PRD-700-M	Th 8:30AM–4:30PM	Mar 19
	<i>D. Hartman</i>	<i>VM 6</i>

## 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	Apr 02
	<i>D. Hartman</i>	<i>VM 6</i>

**Attention: CEOs, Supervisors, Managers!**

# Business Solutions Start Here.

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

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

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



## Entrepreneurship

Choosing your class is easy. Visit our online classroom at [www.ed2go.com/hagerstown](http://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 outline for course requirements. Questions? Call 240-500-2553, or email [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu).

Section G	1/21/15–2/27/15
Section H	2/18/15–3/27/15
Section I	3/18/15–4/24/15

## 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-G	Jan 21 – Mar 13	ONLINE
PRD-426-H	Feb 18 – Apr 10	ONLINE
PRD-426-I	Mar 18 – May 08	ONLINE

## Management

### Fundamentals of Supervision and Management

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

Total: \$109

PRD-328-G	Jan 21 – Mar 13	ONLINE
PRD-328-H	Feb 18 – Apr 10	ONLINE
PRD-328-I	Mar 18 – May 08	ONLINE

### Project Management Fundamentals

Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

Total: \$109

PRD-382-G	Jan 21 – Mar 13	ONLINE
PRD-382-H	Feb 18 – Apr 10	ONLINE
PRD-382-I	Mar 18 – May 08	ONLINE

# SCORE Hagerstown Seminars

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



## How to

# Really Start Your Own Business

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

Fee: \$65

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

# Attention Trucking and Distribution Companies

## Front Line Leader Development Program

As part of a Maryland State Grant Program, HCC has secured funding to support incumbent worker training for employees working at trucking companies and distribution centers. Employers can benefit by hosting a training cohort at their facility, exclusively for their employees, or by partnering with other employers to make a complete cohort to attend classes at HCC or an employer site.

The 40-hour leadership development program is perfect for new supervisors, or for those front line workers who may become future leaders.



### Leadership Modules Include:

- Communicating for Leadership Success
- First Line Supervision
- Leading Change
- Coaching for Improvement
- Making High Quality Decisions
- Working As a High Performing Team
- Resolving Conflict

**Call Stephanie Hurd at 240-500-2490  
to schedule a program for your employees.**

Up to \$7,500 in savings available to eligible companies.

*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.*

## Your Time, Your Place

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

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



**Adrienne Summers 240-500-2520 or [amsummers@hagerstowncc.edu](mailto:amsummers@hagerstowncc.edu)**

# HCC College for Kids OPEN HOUSE

Summer enrichment program for grades 2-10

- Check out instructor demonstrations
- See new course offerings
- Register for 2015 classes

Saturday, February 21, 2015\* at the Valley Mall Center  
from 9 a.m.-12 p.m.

\*snow date Saturday, March 7

We look forward to seeing you there!



Please call 240-500-2236  
to be added to the CFK email and mailing list.

## Certification and Licensure

### Child Care

#### Maryland Excel Orientation

This orientation is required for the Maryland Excels Courses. This course will meet in CPB 213 on Wednesdays, Jan. 28, Feb. 25, March 25, April 29. Course number is PLC 910.

Total: \$0

#### MD Excel Series - Child Care

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

Total: \$325

PLC-901-G	Jan 01 – Mar 31
PLC-901-H	Feb 01 – May 10
PLC-901-J	Apr 01 – Jun 30
PLC-901-M	Mar 01 – Jun 07

### Reimbursement Dollars for Child Care

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

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

## Maryland EXCELS

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

**New Online Format** – To assist with learning how to complete these courses, you will be required to attend one orientation session. The MD Excels Orientations (PLC 910) are: Jan. 28, Feb. 25, March 25, April 29, May 27, and June 24. All sessions meet from 6PM – 9PM at HCC in CPB 213

#### MD Excel Series

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

PLC-901 \$325

#### Observation and Assessment, Birth – 12

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

To see course descriptions and to register, visit [www.hagerstowncc.edu/coned/areas/licensing](http://www.hagerstowncc.edu/coned/areas/licensing).

### 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, preschool 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: \$115

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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### School Age Child Care: Curriculum

This online course is designed to prepare students for positions in school age child care programs. This certification course satisfies half of the MSDE requirement of 90 hours of training for child care teachers, directors and coordinators working with school age children, and also satisfies the nine-hour communication skills requirement. Topics include: curriculum planning, materials, and teaching methods appropriate for children ages 6-13 and communication skills to use with parents, co-workers and the public.

Total: \$289

PLC-873-G	– A. Weaver	Jan 27 – Apr 30 ONLINE
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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: \$259

PLC-874-G	– A. Weaver	Jan 27 – Apr 30 ONLINE
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### Child Care II - Activities for Young Children

This online child care 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: \$259

PLC-898-G	– A. Weaver	Jan 27 – Apr 30 ONLINE
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## 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)**

## Home and Garden

### Pesticide Use and Safety

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

Total: \$350

PLC-921-G

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Jan 01 – Mar 31  
ONLINE

## Hospitality

### Introduction to Bartending

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

Total: \$410 — Senior Total: \$316

PLC-696-H

W 5:30PM–8:30PM  
T. Smith

Mar 04 – Apr 29  
VM 4

## 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

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PLC-743-H	Tu 8:30AM–4:00PM	Feb 10 – Feb 17
		VM 3

## Food Defense

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

Total: \$199

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PLC-941-M	Tu 8:30AM–4:00PM	Mar 10 – Mar 17
		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 a commissioned notary that want a better understanding of their appointment.

Total: \$87

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PLC-954-M	MTu 5:00PM–8:00PM	Mar 23 – Mar 24
	J. Cunningham	CPB 214

## Personal Trainer

### Personal Trainer - 9 Weeks

Come join this fun profession and be a part of what Fortune Magazine & ABCNEWS.com states as the fourth hottest job in the U.S. at a national average of \$34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an eight-week period for better retention and skill competency. The National Exam is held on the ninth week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands on practical training, and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. Textbook is required and not included in course fees. \* Call to order and start reading immediately 888-330-9487 ([www.witseducation.com](http://www.witseducation.com))

Total: \$699

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PLC-899-M	TuTh 6:30PM–8:30PM	Mar 17 – May 14
		CPB 210



## Personal Trainer - Online

### Personal Trainer

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

To see course descriptions and to register, visit [www.hagerstowncc.edu/coned/areas/licensing](http://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 212

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

# Insurance Courses

Offered via Skype by HCC in partnership  
with Allegany College of Maryland



**HCC offers pre-licensing courses for Insurance:**

**Maryland Property & Casualty Insurance  
Life & Health Insurance**

Both courses meet the requirements as set forth by the Maryland Insurance Commission and upon completion of one or both of the above courses and meeting the requirements, you may sit for the Maryland State Exams.

For additional course information, please visit our website at [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned).

## 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

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PLC-364-G TuTh 6:00PM–9:00PM Jan 20 – Apr 02  
*R. Beckwith, R. Fennel, K. Rylander, K (more)*  
*CPB 213*

### Real Estate Ethics

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

Total: \$36

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PLC-282-M W 1:00PM–4:00PM Mar 18  
*VM 6*

### 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

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PLC-294-H Th 9:00AM–12:00PM Feb 26  
*VM 3*

### Fair Housing Review & Updates

This course meets the Maryland Real Estate Commission requirements for Maryland Fair Housing Training required every two years to renew a Maryland Real Estate License. Topics include federal laws, Maryland laws and local jurisdiction laws. DLLR 269-0694

Total: \$26

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PLC-466-H Th 1:00PM–3:00PM Feb 26  
*VM 3*

## Residential Investment for RE Professional

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

Total: \$36

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PLC-866-G W 1:00PM–4:00PM Jan 28  
*J. Marvelis VM 4*

### PA Real Estate 14 Hr Mandatory 1st Renewal Course

This course meets the requirements of PA Real Estate Commission for Continuing Education credits to renew a PA Real Estate License for first time renewals. The course includes seven hours of general education and seven hours of residential specific content. The topics include: duties of licensees, closing costs, contracts, agency representation agreements, financing the real estate transaction, fair housing, and agreements for the purchase of real estate.

Total: \$109

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PLC-888-H WTh 9:00AM–5:00PM Feb 18 – Feb 19  
*D. Martin VM 3*

### Agency Residential

This course is approved by the Maryland Real Estate Commission for Maryland Real Estate Continuing Education credits. The course reviews in detail the form Understanding Whom Real Estate Agents Represent and the correct usage of the form.

Total: \$36

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PLC-957-G Th 9:00AM–12:00PM Jan 22  
*VM 4*

## Maryland Real Estate Continuing Education Online Courses

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

### Homes for All: Serving People with Disabilities

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

### The Truth About Mold

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

### Reverse Mortgages for Senior Home Owners

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

### Environmental Issues in Your Real Estate Practice

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

### Real Estate and Taxes

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

### Maryland 3-hour Legislative Update Online

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

### Maryland Ethics and Predatory Lending Online

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

### Fair Housing 1 ½ Hours for Maryland

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

### Real Estate Finance Today

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

### Risk Management

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

### Red Flags Property Inspections

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

### Understanding Credit and Improving Credit Scores for RE Agents

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

### Foreclosures, Short Sales, and REO's

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

### Homes For All: Serving People with Disabilities

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

### Reverse Mortgages for Seniors

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

### MREC Agency – Commercial

3 hours of Maryland CE credit in category (H)  
DLLR 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 directly at 240-500-2553.

## Computers

### Senior Adult

#### 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-G	TuTh 9:00AM–11:00AM <i>C. Wright</i>	Jan 20 – Feb 19 <i>VM 2</i>
CMR-022-M	TuTh 9:00AM–11:00AM <i>C. Wright</i>	Mar 10 – Apr 09 <i>VM 2</i>

#### Introduction to Windows 8



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

Total: \$180 — Senior Total: \$130

CMR-032-G	TuTh 1:00PM–3:00PM <i>C. Wright</i>	Jan 20 – Feb 19 <i>VM 5</i>
CMR-032-M	TuTh 1:00PM–3:00PM <i>C. Wright</i>	Mar 10 – Apr 09 <i>VM 5</i>

#### ed2go Dates

Choosing your class is easy. Visit our online classroom at [www.ed2go.com/hagerstown](http://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 outline for course requirements. Questions? Call 240-500-2553, or email [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu)

Section G 1/21/15 – 2/27/15

Section H 2/18/15 - 3/27/15

Section I 3/18/15 – 4/24/15

## Computers - General

### Computer Skills for the Workplace

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

Total: \$109

CMP-792-G	Jan 21 – Mar 13	ONLINE
CMP-792-H	Feb 18 – Apr 10	ONLINE
CMP-792-I	Mar 18 – May 08	ONLINE

### Web Design

#### Web Design I

Learn fundamental Web design techniques including graphics, HTML, JavaScript, rollovers, publishing with FTP, and tables-based design. Dreamweaver will be the primary software used and you will learn to manage Websites, use templates, use library items, and gain a general understanding of the Dreamweaver design and coding environment. This course serves as an introduction to Internet technologies used to support browsing, file transfers, e-commerce and user security. Other topics will include standards, accessibility (508), Internet research, and intellectual property rights as they relate to Web content. Required: Intro to Personal Computing or equivalent knowledge.

Total: \$352 — Senior Total: \$63

CMW-101-G	Tu 5:30PM–8:15PM <i>S. Maher</i>	Jan 13 – May 05 <i>ATC 202</i>
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#### Creating Web Pages

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

Total: \$109

CMP-202-G	Jan 21 – Mar 13	ONLINE
CMP-202-H	Feb 18 – Apr 10	ONLINE
CMP-202-I	Mar 18 – May 08	ONLINE

## Introduction to SQL

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

Total: \$109

CMP-543-G	Jan 21 – Mar 13	ONLINE
CMP-543-H	Feb 18 – Apr 10	ONLINE
CMP-543-I	Mar 18 – May 08	ONLINE

## Java for Absolute Beginner

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

Total: \$109

CMP-601-G	Jan 21 – Mar 13	ONLINE
CMP-601-H	Feb 18 – Apr 10	ONLINE
CMP-601-I	Mar 18 – May 08	ONLINE

## Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

Total: \$109

CMP-747-G	Jan 21 – Mar 13	ONLINE
CMP-747-H	Feb 18 – Apr 10	ONLINE
CMP-747-I	Mar 18 – May 08	ONLINE

## CAD

### Computer-Aided Design (CAD) I

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

Total: \$382 — Senior Total: \$237

CMT-252-G	W 6:00PM–9:30PM A. Bridendolph	Jan 14 – Apr 29 ATC 116
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## Computer-Aided Design II

Computer-Aided Design II is a hands-on competency-based course that builds on skills and knowledge gained in CAD I. Participants receive advanced instruction in dimensioning, blocks, layer management, and print layout. Students are introduced to working in three dimensions and will create three-dimensional drawings and models and produce an electronic portfolio of their work. Prerequisite: CMT 252 or equivalent work experience. (Textbook Required)

Total: \$379 — Senior Total: \$237

CMT-153-G	Th 6:00PM–9:30PM A. Bridendolph	Jan 15 – Apr 30 ATC 116
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### CAD III: Architectural

This continuing education course is a hands-on competency-based course which uses computer-aided design software to produce architectural drawings including floor plans, elevations, schedule details, and three-dimensional models. Required: CMT 153.

Total: \$364 — Senior Total: \$228

CMT-226-G	F 6:00PM–9:30PM T. Wolford	Jan 16 – May 01 ATC 116
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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-G	W 9:00AM–4:30PM I. Staff	Jan 28 VM 5
CMP-835-H	W 9:00AM–4:30PM I. Staff	Feb 25 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

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CMP-836-M	W 9:00AM–4:30PM	Mar 04
	<i>I. Staff</i>	<i>VM 5</i>

## Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

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CMP-693-M	W 9:00AM–4:30PM	Mar 18
	<i>I. Staff</i>	<i>VM 5</i>

## Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

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CMP-837-H	W 9:00AM–4:30PM	Feb 04
	<i>I. Staff</i>	<i>VM 5</i>

## 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

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CMP-846-H	W 9:00AM–4:30PM	Feb 11
	<i>I. Staff</i>	<i>VM 5</i>

## 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

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CMP-847-M	W 9:00AM–4:30PM	Mar 11
	<i>I. Staff</i>	<i>VM 5</i>

## 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

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CMP-848-M	M 9:00AM–4:30PM	Mar 16
	<i>I. Staff</i>	<i>VM 5</i>

## Repair/Networking

### PC Tech: Repair and Troubleshooting

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

Total: \$427 — Senior Total: \$282

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CMT-150-G	W 6:30PM–9:15PM	Jan 14 – Apr 29
	<i>K. Weil-Yates</i>	<i>ATC 200</i>

## PC Tech: Operating Systems

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

Total: \$427 — Senior Total: \$282

CMT-151-G	M 6:30PM–9:15PM K. Weil-Yates	Jan 12 – May 04 ATC 200
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## CCNA: Networking 3

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, Inter-VLAN routing, and Spanning Tree Protocol in a converged network. In conjunction with the Cisco Networking Academy, students also develop the knowledge and skills necessary to implement a WLAN in a small to medium network. One Saturday meeting date required. Students must have a personal computer and Internet access (broadband is recommended) to complete online assignments and exams. (Textbook Required) Prerequisite: CMT 355.

Total: \$531 — Senior Total: \$323

CMT-455-G	– J. Drooger	Jan 19 – Mar 21 ONLINE
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## CCNA: Networking 4

This course covers the WAN technologies and network services required by converged applications in Enterprise Networks. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services. Natural Address Translation (NAT) and DHCP services are also covered. Two Saturday sessions are also required to complete the material. Students must have a personal computer and Internet access (broadband is recommended) to complete online assignments and exams. (Textbook Required) Prerequisite: CMT 455.

Total: \$531 — Senior Total: \$323

CMT-456-G	– J. Drooger	Mar 23 – May 16 ONLINE
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## Network+ Certification Prep

Prepare to take and pass the CompTIA Network+ Exam and begin a career as a network tech.

Total: \$165 — Senior Total: \$128

CMP-534-G	Jan 21 – Mar 13	ONLINE
CMP-534-H	Feb 18 – Apr 10	ONLINE
CMP-534-I	Mar 18 – May 08	ONLINE

## Basic A+ Prep

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Total: \$165 — Senior Total: \$128

CMP-562-G	Jan 21 – Mar 13	ONLINE
CMP-562-H	Feb 18 – Apr 10	ONLINE
CMP-562-I	Mar 18 – May 08	ONLINE

## Intermediate A+ Prep

Take the second step toward becoming a CompTIA A+ certified technician by going inside the PC to install and configure drives and then diving into the Windows operating system.

Total: \$165 — Senior Total: \$128

CMP-563-G	Jan 21 – Mar 13	ONLINE
CMP-563-H	Feb 18 – Apr 10	ONLINE
CMP-563-I	Mar 18 – May 08	ONLINE

## CompTIA Security+ Certification Prep

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

Total: \$165 — Senior Total: \$128

CMP-885-G	Jan 21 – Mar 13	ONLINE
CMP-885-H	Feb 18 – Apr 10	ONLINE
CMP-885-I	Mar 18 – May 08	ONLINE



### Online computer classes— choosing your class is easy!

1. Visit our online classroom at [www.ed2go.com/hagerstown](http://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](mailto: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



## Transportation and Driver Education

### CDL - Commercial Driver

#### 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-G	W 5:00PM-9:00PM	Jan 07 VLO 3
TDV-051-M	W 5:00PM-9:00PM	Mar 11 VM 3

#### 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-G	Sa 8:00AM-4:00PM	Jan 31 - Mar 21 VM 4
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## 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.

## 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-G	MW 6:00PM–9:00PM <i>F. Vincent</i>	Jan 12 – Feb 18 <i>CPB 210</i>
DRV-001-M	MW 6:00PM–9:00PM <i>F. Vincent</i>	Mar 16 – Apr 20 <i>CPB 210</i>
DRV-001-N	Sa 9:00AM–12:00PM <i>D. Mitchell</i>	Mar 21 – May 30 <i>YM 6</i>
DRV-001-J	MW 6:00PM–9:00PM <i>F. Vincent</i>	Apr 27 – Jun 03 <i>CPB 210</i>



### You can trust your family's driver education to HCC.

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

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

Classes are offered every eight weeks. For more information, contact Continuing Education at 240-500-2453 or see the schedule on the Web at [www.hagerstowncc.edu/godrive](http://www.hagerstowncc.edu/godrive).



# MOTORCYCLE SAFETY AND LICENSING

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

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

**Basic Rider—MST 614**

**\$272**

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

<i>Section Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Classroom</i>	<i>Range</i>
MST-614-A	3/18/15	3/22/15	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-B	3/25/15	3/29/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-C	4/1/15	4/5/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-V	4/1/15	4/5/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-D	4/15/15	4/19/15	W/Th 5:45p-9p	S/S PM 12:15p-6p
MST-614-E	4/22/15	4/26/15	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-W	4/22/15	4/26/15	W/Th 5:45p-9p	S/S PM 12:15p-6p
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

**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.

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

**Basic Rider for Women—MST 448**

**\$292**

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

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



# Transportation and Distribution Career Pathways

Transportation and distribution companies have a constant demand for qualified employees. Join other motivated individuals in earning your opportunity for a new career through HCC's short-term job preparation program.

## **TRD-144 MOVE Key Skills for Transportation/Distribution Careers**

Strong interpersonal skills are essential to becoming a top performer in any job role. Topics include communication, making choices, customer service, and personal responsibility.

*Fee: \$417    Grant reduced to \$8*

## **TRD-145 MOVE Intro to Logistics/Distribution**

Warehouse and distribution facilities provide growing employment opportunities that require a skilled worker and a commitment to success. Improve your chances for a successful career and develop the proper skills for material moving equipment. Perform material handling operations manually and with a variety of standard motorized equipment while practicing workplace safety based on OSHA standards.

*Fee: \$573    Grant reduced to \$8*

## **TRD-146 MOVE Intro to Transportation**

Discover how you can fit into commercial truck driver opportunities that range from delivery driver to long-haul operator. Course topics will include an introduction to commercial vehicle classes, roles of the operator in supporting transportation and logistics businesses, and licensing requirements for commercial operators. Also, prepare for the general knowledge, air brake, and other specific requirements to pass your commercial Learner's Permit exam.

*Fee: \$573    Grant reduced to \$48*

Funding is available for qualified Maryland residents through the MOVE Transportation and Logistics Career Pathways grant. Funding includes required testing, partial tuition, and licensing fees where required. To apply, complete the online registration at [www.hagerstowncc.edu/earn](http://www.hagerstowncc.edu/earn)

For more information, contact the Continuing Education office at 240-500-2236 or email [jadrooger@hagerstowncc.edu](mailto:jadrooger@hagerstowncc.edu).



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

# Industrial Technology and Trades

## Trades

### 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-G	Tu 6:00PM–8:45PM	Jan 13 – May 05
	<i>D. Fulk</i>	CPB 142

### Small Engine Repair

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

Total: \$198 — Senior Total: \$132

TRD-124-M	M 6:00PM–9:00PM	Mar 23 – May 18
	<i>T. Kroon</i>	CPB 232

### Preparing for the Home Improvement Exam

Contractors or subcontractors providing alteration, remodeling, repair or replacement work on homes in Maryland must be MHIC licensed. You can prepare for the Maryland Home Improvement Contractor examination in this intensive and accelerated course. Expert instructor guidance and course materials help you understand the requirements for the MHIC. (Textbook included)

Total: \$282 — Senior Total: \$204

TRD-029-H	W 6:00PM–8:30PM	Feb 04 – Feb 25
	<i>R. Harbaugh</i>	VM 4

### Plumbing and Pipefitting

Study the fundamental, practical skills needed for plumbing and pipefitting. Identify the classifications and functions of boilers, steam and hot water heating systems. Plus, review the details

related to heating code. (Textbook required).

Total: \$352 — Senior Total: \$212

CNT-105-G	F 6:00PM–8:45PM	Jan 16 – May 01
	<i>R. Calhoun</i>	CPB 142

## 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-G	Sa 8:30AM–12:15PM	Jan 31 – Apr 11
	<i>B. Staley, S. Staley</i>	CPB 142/142A

### Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-G	Sa 8:30AM–12:15PM	Jan 31 – Apr 11
	<i>B. Staley, S. Staley</i>	CPB 142/142A

### Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-G	Sa 8:30AM–12:15PM	Jan 31 – Apr 11
	<i>B. Staley, S. Staley</i>	CPB 142/142A

## Industrial Technology

### Introduction to PLC

For individuals in the industrial or manufacturing sector, master the beginning concepts for programmable logic controllers (PLCs). The course introduces students to the Allen Bradley SLC-500 and PLC-5, A.I. Series, and RSLogix software. Topics include standard relay-type

instructions, timers, counters, sequencers, move instructions, and arithmetic operations. This is a hands-on course ideal for electricians, technicians, and engineers who wish to upgrade their skills. Prerequisite: Intro to Personal Computing or equivalent computer experience. (Textbook Required)

Total: \$342 — Senior Total: \$153

CNT-102-G	Tu 2:00PM–4:45PM	Jan 13 – May 05
	<i>A. Valente</i>	<i>STEM 208</i>

## Fundamentals of Electricity

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

Total: \$450 — Senior Total: \$258

CNT-110-G	M 6:00PM–9:45PM	Jan 12 – May 04
	<i>W. Bailey</i>	<i>STEM 208</i>

## Advanced CNC

For advanced machine operators, expand your skills in computer operation of CNC machines and commands. This practical course addresses Computer-Aided Manufacturing concepts using ESPIRIT software to create numerical machine code to drive CNC milling machines or lathes. Prerequisite: CNT-150 or related work experience

Total: \$354 — Senior Total: \$229

CNT-250-G	F 5:00PM–9:00PM	Jan 16 – May 01
	<i>K. Stoops</i>	<i>ATC 202</i>

## Forklift Operator Training

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

Total: \$178 — Senior Total: \$130

TRD-030-G	Sa 8:00AM–1:00PM	Jan 24 – Jan 31
	<i>D. Donovan</i>	<i>ATC 213</i>

## Alternative Energy

### Introduction to Alternative Energy

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

Total: \$336 — Senior Total: \$187

CNT-202-G	Tu 6:00PM–8:45PM	Jan 13 – May 05
	<i>A. Valente</i>	<i>STEM 208</i>

### Solar PV Installer Certificate of Competency

More and more, solar photovoltaic (PV) systems are being used to produce electricity for homes and businesses. The industry is expected to grow dramatically over the coming years. This course covers all the basics needed to be a successful PV installer. Content includes sizing and designing a system, components of a PV system, the mathematics of PV system design, basic electrical concepts, and more. Two Saturday's included for field activities. Textbook required.

Total: \$546 — Senior Total: \$343

TRD-023-H	M 6:00PM–9:00PM	Feb 16 – Apr 20
	<i>C. Giannoumis</i>	<i>ATC 213A</i>

## Lead Paint

### Lead Paint Supervisor Refresher

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

Total: \$132

TRD-039-M	F 8:30AM–4:30PM	Mar 13
		<i>VM 4</i>

## 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

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TRD-040-J	ThF 8:30AM-4:30PM C. Gunther	Apr 30 - May 01 VM 4
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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

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TRD-042-M	F 8:30AM-5:00PM	Mar 27 VM 4
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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

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TRD-043-M	F 8:30AM-4:30PM C. Gunther	Mar 06 VM 4
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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

*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  
April 11-18, 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. What are you waiting for?



To register for TRD-045-L,  
call 240-500-2236 or  
go to [www.hagerstowncc.edu](http://www.hagerstowncc.edu)



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 life-threatening emergencies and to provide CPR, use an AED and bag-mask, and relieve choking in a safe and effective manner. This course includes adult, child, and infant skills. Students should take this if they haven't taken the class before or their certification expired. A textbook will be provided.

Jan. 15	NRS 923 G	CPB Room 214
Jan. 29	NRS 923 N	CPB Room 214
Feb. 12	NRS 923 H	CPB Room 214
Feb. 27	NRS 923 O	CPB Room 214
March 12	NRS 923 M	CPB Room 214
March 26	NRS 923 P	CPB Room 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.)

Jan. 27	NRS 924 G	CPB Room 214
Feb. 2	NRS 924 H	CPB Room 212
Feb. 19	NRS 924 N	CPB Room 214
March 6	NRS 924 M	CPB Room 214
March 19	NRS 924 O	CPB Room 214
6 p.m. – 8 p.m.	Total Fee: \$47 (Senior: \$37)	

### Advanced Life Support (ACLS)

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. In this course, 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. This

includes personnel in emergency response, emergency medicine, intensive care and critical care units.

NRS 594 H	8 a.m. - 4:30 p.m.	Feb 28 - March 1
Total Fee:	\$289	
NRS 594 HS	8 a.m. - 4:30 p.m.	Feb 28 - March 1
Total Fee:	\$189 HCC Students	
NRS 594 J	8 a.m. - 4:30 p.m.	April 25 - April 26
Total Fee:	\$289	
NRS 594 JS	8 a.m. - 4:30 p.m.	April 25 - April 26
Total Fee:	\$189 HCC Students	

### Advanced Life Support (ACLS)- Recertification

The ACLS recertification course covers the material in the ACLS Initial course. See description above.

NRS 341 M	8 a.m.-4:30 p.m.	March 28
Total Fee:	\$149	
NRS 341 MS	8 a.m.-4:30 p.m.	March 28
Total Fee:	\$129 HCC Students	
NRS 341 K	8 a.m.-4:30 p.m.	May 16
Total Fee:	\$149	
NRS 341 KS	8 a.m.-4:30 p.m.	May 16
Total Fee:	\$129 HCC Students	

### Geriatric Emergency Medical Services (BLS & ALS)

The GEMS Course is designed to address the special needs of the older population, including the geriatric objectives as identified in the EMT-Basic, Intermediate and Paramedic National Highway Traffic Safety Administration National Standard Curricula. The course is innovative, comprehensive, and highly visual with case-based lectures, live-action video, hands-on skill stations, and small group scenarios. This new program is the first of its kind, designed specifically for First Responders, EMTs, Paramedics, Registered Nurses and other Emergency Care Provider. This course features a one-day BLS course, geared toward First Responders and EMT-Basic, and a one and a half day ALS course, geared toward EMT-Intermediates, Paramedics, RNs and other Emergency Providers.

NRS 982 G (BLS)	8 a.m. – 5:30 p.m.	Jan. 17
Total Fee:	\$75	
NRS 982 GS (BLS)	8 a.m. – 5:30 p.m.	Jan. 17
Total Fee:	\$45 HCC Students	
NRS 981 G (ALS)	8 a.m. – 5:30 p.m.	Jan. 17-18
Total Fee:	\$145	
NRS 981 GS (ALS)	8 a.m. – 5:30 p.m.	Jan. 17-18
Total Fee:	\$125 HCC Students	

# ALLIED HEALTH CONTINUING EDUCATION COURSES

## Advanced Patient Care Skills

This course prepares RNs, LPNs, paramedics, EMTs, and certified nursing assistants to work in hospitals and other health care settings as part of a team caring for patients who require acute care as well as chronic care. The student will expand and deepen their skills in health care procedures including phlebotomy, EKGs, CBG monitoring, IV therapy, wound care, stoma care, and urinary catheterization. This course can be taken as a whole NRS 946 G, in sections, or in individual units.



NRS 946 G	6 p.m.-10 p.m. Mon/Wed	Jan. 5 – March 11	Total Fee: \$658	Certificate Course
NRS 947 G	6 p.m.-10 p.m. Mon/Wed	Jan. 5 – Jan. 21	Total Fee: \$243	EKG & Phlebotomy Section Only
NRS 950 G	6 p.m.-10 p.m. Mon/Wed	Jan. 5 – Jan. 7	Total Fee: \$71	Phlebotomy Only
NRS 951 G	6 p.m.-10 p.m. Mon/Wed	Jan. 12 – Jan. 20	Total Fee: \$99	EKG Only
NRS 948 G	6 p.m.-10 p.m. Mon/Wed	Jan. 26 – Feb. 9	Total Fee: \$243	Diabetes & Fluids Electrolytes Section Only
NRS 953 G	6 p.m.-10 p.m. Mon/Wed	Jan. 26 – Jan. 28	Total Fee: \$71	Diabetes Only
NRS 954 H	6 p.m.-10 p.m. Mon/Wed	Feb. 2 – Feb. 9	Total Fee: \$99	Fluids & Electrolytes Only
NRS 949 H	6 p.m.-10 p.m. Mon/Wed	Feb. 11 – March 9	Total Fee: \$243	Wound, Stoma, Urinary Care Section Only
NRS 955 H	6 p.m.-10 p.m. Mon/Wed	Feb. 11 – Feb. 16	Total Fee: \$71	Wound Care Only
NRS 956 H	6 p.m.-10 p.m. Mon/Wed	Feb. 23 – Feb. 25	Total Fee: \$71	Stoma Care Only
NRS 957 M	6 p.m.-10 p.m. Mon/Wed	March 2 - March 4	Total Fee: \$71	Urinary Care Only

## EKG Technician

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT-Electrocardiograph (EKG) Technician Exam and other national certification exams. This course will include important information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography, and stress testing.

NRS 952 G Tues/Thurs 6 p.m. – 9:30 p.m. Jan. 6 – Feb. 24 Total Fee: \$1007

## Wound Management

This course is geared toward health care professionals interested in expanding their overall understanding of skin and wound care and improving the quality of care for their patients. You will leave with a greater understanding of skin and wound care, having gained comprehensive wound management skills that will improve the quality of care you provide to your patients with skin and wound issues. Instructor: Dr. Tisha Barzyk

NRS 970 G Fri 8 a.m. – 4 p.m. Jan. 16 Total Fee: \$199

NRS 970 GS Fri 8 a.m. – 4 p.m. Jan. 16 Total Fee: \$30 HCC Students

## Managing Aggressive Behavior

This program is intended for administrators, nurses, direct care staff, and all persons involved in the care of clients who may experience aggressive behavior episodes.

Identify the scope and severity of aggressive behavior in LTC facilities

Identify 4 factors that contribute to the increase in aggressive behavior incidents in LTC

Instructor: Christine Stacy

NRS 961 H Fri 8:30 a.m. - 4pm Feb. 20 Total Fee: \$125

NRS 961 HS Fri 8:30 a.m. - 4pm Feb. 20 Total Fee: \$20 HCC Students

### Alarms and Alarm Management

This course is designed to assist hospital administration, hospital risk management, hospital quality assurance, and nurse managers to implement the national patient safety goal on alarm management.

Instructors: Maria Cvach, Byron Burlingame, Rob Schluth, Michael Wong

*NRS 969 G Fri 8 a.m. - 4:30 p.m. Jan. 30 Total Fee: \$172*

*NRS 969 GS Fri 8 a.m. - 4:30 p.m. Jan. 30 Total Fee: \$20 HCC Students*

### Safe Medication Practices

This unique medication safety workshop will be led by ISMP faculty including a pharmacist and a nurse who, based on their own real-world experiences in establishing and evaluating medication safety programs, will help you maximize your effectiveness in meeting today's medication safety challenges. Upon completion of the workshop, you will be armed with the specific knowledge and tools needed to be successful in establishing an aggressive, focused medication safety program and the associated infrastructure for continued safety improvements.

*NRS 962 H Sat 8:30 a.m. - 3:30 p.m. Feb. 21 Total Fee: \$199*

### Capnography

This course on capnography is an eye-opening experience gained from full ETCO<sub>2</sub> 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. Instructor Bob Page

*NRS 980 J Sat 8:30 a.m. - 2:30 p.m. April 11 Total Fee: \$114*

*NRS 980 JS Sat 8:30 a.m. - 2:30 p.m. April 11 Total Fee: \$89 (HCC Students)*

### 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. Instructor: Bob Page

*NRS 979 J Fri 8 a.m. - 4:30 p.m. April 10 Total Fee: \$114*

*NRS 979 JS Fri 8 a.m. - 4:30 p.m. April 10 Total Fee: \$89 (HCC Students)*

### 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, ETCO<sub>2</sub> and continuous pulse oximetry (SpO<sub>2</sub>), for both in-patients and out-patients. 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 965 M Mon/Wed 6 p.m. - 10 p.m. March 23- April 27 Total Fee: \$325 Certificate Course*

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

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

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

# NURSING CERTIFICATION REVIEW COURSES

## CCRN Review Course

This two-day intense critical care review course is intended for nurses who are planning to take the AACN-CCRN/CCRN-E certification exam or as a clinical practice review seminar. The lectures are based on the CCRN exam 2010 blueprint and will cover all body systems, physiology, pathophysiology, assessment strategies, and treatment

options for medical and surgical critically ill patients. Instructor: Carol Rauen

*NRS 958 M Mon/Tues 8 a.m. – 4:30 p.m. March 9-10 Total Fee: \$299*



## PCCN Review Course

This two-day intense critical care review course is intended for nurses who are planning to take the AACN-PCCN certification exam or as a clinical practice review seminar. The lectures are based on the exam blueprints and will cover all body systems, physiology, pathophysiology, assessment strategies, and treatment options for medical and surgical critically ill patients. Instructor: Carol Rauen

*NRS 959 M Wed/Thurs 8 a.m. – 4:30 p.m. March 11-12 Total Fee: \$299*

## 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 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. Instructor: Carol Rauen

*NRS 960 J Tues/Wed 8 a.m. – 4:30 p.m. April 21-22 Total Fee: \$299*

## Medical-Surgical Nursing Certification Review Course

This two-day course will provide those taking the medical-surgical certification exam with information necessary for success. This course is also ideal for nurses who desire a refresher course or who are transitioning from another area into medical-surgical nursing. Course includes a brief explanation of each body system, common pathological conditions, treatments, and appropriate nursing assessments and interventions. Instructor: Denise Verosky

*NRS 974 K Thurs/Fri 8 a.m. – 4:30 p.m. May 7-8 Total Fee: \$255*

## 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 854 G Mon – Thurs 9 a.m. – 4:30 p.m. January 5-8 Total Fee: \$398*

*NRS 854 K Mon – Thurs 9 a.m. – 4:30 p.m. May 11-14 Total Fee: \$398*

## SCHOOL NURSE COURSES

### H.A.N.D.S.

*Helping Administer to the Needs of the Student with Diabetes in School*

Effective diabetes management at school requires an individualized plan of care developed by a school nurse for each student. The school nurse coordinates the collection of information from a variety of sources to develop this plan, and then provides the continued oversight to implement and evaluate the effectiveness of this plan. H.A.N.D.S. equips the school nurse with current diabetes knowledge and provides tools and resources to facilitate effective diabetes management for students at school.

*NRS 971 G Tues 8 a.m. – 4 p.m. Jan 20*  
*Total Fee: \$299 (NON NASN Member)*

*NRS 971 GM Tues 8 a.m. – 4 p.m. Jan 20*  
*Total Fee: \$269 (NASN Member)*

### S.E.T.T.

*School Emergency Triage Training*

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.

*NRS 973 J Tues 8:30 a.m. – 2:30 p.m. April 20*  
*Total Fee: \$215*



## 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.

Please bring a stethoscope and drug book to class.

*NRS 742 G Sat 9 a.m. – 6 p.m. Jan. 31*  
*Total Fee: \$83 Senior Fee: \$43*

*NRS 742 H Sat 9 a.m. – 6 p.m. Feb. 28*  
*Total Fee: \$83 Senior Fee: \$43*

*NRS 742 M Sat 9 a.m. – 6 p.m. March 28*  
*Total Fee: \$83 Senior Fee: \$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. Instructor: Lynn Smigelski

*NRS 563 G Fri/Sat 8 a.m.-5 p.m. Jan. 23-24*  
*Total Fee: \$283*

*NRS 563 M Fri/Sat 8 a.m.-5 p.m. March 20-21*  
*Total Fee: \$283*

## Nursing

### Medicine Aide

#### CNA Medicine Aide Recertification

This course provides current medicine aides with updated information on drug therapies and safe medication administration and meets the Maryland Board of Nursing continuing education requirements for recertification. Students are required to attend the full eight-hour course (six hours of lecture and two hours of testing) and score a minimum of 80 percent on the written final exam. Submission of the CMA Clinical Update Verification form by the student's employer prior to enrollment verifying the following information is required: 1. Practiced as a CNA for 16 hours in the 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. A copy of the CMA Clinical Update Verification form can be found on [www.hagerstowncc.edu/coned/nursing/CMA](http://www.hagerstowncc.edu/coned/nursing/CMA). Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$83 — Senior Total: \$43

NRS-742-G	Sa 9:00AM–6:00PM <i>S. Mills</i>	Jan 31 <i>CPB 152</i>
NRS-742-H	Sa 9:00AM–6:00PM <i>S. Mills</i>	Feb 28 <i>CPB 152</i>
NRS-742-M	Sa 9:00AM–6:00PM <i>S. Mills</i>	Mar 28 <i>CPB 152</i>

## Nursing

#### NCLEX Review

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

Total: \$398

NRS-854-G	MTuWTh 9:00AM–4:30PM	Jan 05 – Jan 08 <i>CPB 210/212/214</i>
NRS-854-GS	MTuWTh 9:00AM–4:30PM	Jan 05 – Jan 08 <i>CPB 211/213</i>

#### Study Tips for RN to BSN Success with Face to Face and Online Programs

This course is designed to develop the skills required to independently complete an RN to BSN Program. Emphasis will be placed on development of self understanding of the student's learning style, study habits, reading preferences and internet search engine use. Learning modules will be used to create learning habits with feedback to encourage change.

Grant funded

NRS-984-G	–	Jan 05 – Mar 31 <i>ONLINE</i>
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# HEALTHCARE SEMINARS

## WOMEN'S WELLNESS SERIES

### A BUSY WOMAN'S GUIDE TO A HEALTHY HEART with ELIZ GREENE

- Identify how risk factors of heart disease relate exponentially to each other.
- Utilize a simple and medically sound tool to evaluate their personal risk of heart disease.
- Practice stroke and heart attack symptom recognition skills.
- Get up and use strategies to increase activity levels.
- Learn five actionable strategies to decrease risk of heart disease.
- Develop a plan to implement at least one strategy.
- Connect the information to what they value most to inspire real change.
- 75 minutes: High content with laughter and dancing



*NRS 976 H Thurs 7 p.m. - 9 p.m. Feb 12 Total Fee: \$38*

### ISCHEMIC HEART DISEASE IN WOMEN

A Seminar for all Healthcare Professionals

This seminar is designed to assist all healthcare professionals to recognize the differences in presentations of coronary artery disease in women.

- Recognize predictors of heart disease in women
- List the signs and symptoms of heart disease in pregnancy
- Understand gender disparity issues in coronary artery disease
- Define the characteristics of coronary artery disease in women with diabetes

Speakers: Eliz Greene, Nanette Wenger, Rick Bradley

*NRS 972 H Fri 8 a.m. - 4:30 p.m. Feb 13 Total Fee: \$99*

*NRS 972 HS Fri 8 a.m. - 4:30 p.m. Feb 13 Total Fee: \$25 (HCC Student Fee)*

### OPTOMETRY SEMINAR

The course will address and discuss the diagnosis and treatment of various eye diseases and treatments. Speakers will present updated information regarding current research and evidence-based practice. Optometrists, ophthalmologists, and staff who practice as members of eye care professional teams will benefit from the COPE-approved material and credits awarded.

*NRS 877 H Sun 8 a.m. - 4 p.m. Feb 22 Total Fee: \$98*

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

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

\*Certificate Course/Program

[www.ed2go.com/hagerstown](http://www.ed2go.com/hagerstown)

### Ed2go Courses

#### Human Anatomy and Physiology

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

#### Legal Nurse Consulting

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

#### HIPAA Compliance

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

#### Certificate in Pain Assessment and Management

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

#### Certificate in Complementary and Alternative Medicine

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

#### ICD-10 Medical Coding

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

#### Certificate in Healthy Aging

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

#### Explore a Career as an Administrative Medical Assistant

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

#### Medical Transcription

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

#### Certificate in Gerontology

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

#### 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.



# Lifelong Learning

## Art

### Instructor Bio - Jennie Avila

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

### Creative Drawing

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

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

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

ANE-274-G	W 6:00PM–8:00PM	Jan 28 – Feb 25
	J. Avila	ATC 211

### Instructor Bio—Candace Stribling

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

### Paper Bead Jewelry

Discover this popular new jewelry-making method and learn how to turn newspaper, scrapbook paper, or gift wrap into lovely jewelry to wear or give as gifts. Jewelry made from paper beads is becoming very popular because it reuses discarded paper. This basic level class will teach you how to make beads from paper and turn them into necklaces, bracelets, or earrings. In this class, you will learn how to: make paper strips using templates; roll a paper bead using the patented Paper Girl Bead roller; seal and finish the paper beads; and string them into a necklace. At the end of the class, participants will have a completed necklace (and a pair of earrings if time permits) and the know-how to do your own projects. Supplies: Materials include Paper Bead Girl patented paper bead roller, templates, precut paper strips, clasps, crimp beads, beading wire to make a necklace or bracelet. Materials fee \$15 paid to instructor at the time of the class.

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

ANE-287-G1	Sa 9:00AM–12:00PM	Jan 24
	C. Stribling	VM 3
ANE-287-H1	Sa 9:00AM–12:00PM	Feb 14
	C. Stribling	VM 3

**Kumihimo-Japanese Braid Making**

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

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

ANE-288-M1	Sa 9:00AM-12:00PM	Mar 14
	<i>C. Stribling</i>	<i>VM 3</i>

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**Instructor Bio—Jo Lum**

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

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**Learn the Heritage Craft of Chair Caning**



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

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

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

SEN-090-G1	M 6:00PM-8:30PM	Jan 12 – Mar 09
	<i>G. Lum</i>	<i>VM 6</i>
SEN-090-N1	Th 12:00PM-2:30PM	Jan 15 – Mar 05
	<i>G. Lum</i>	<i>Little Antietam</i>
	<i>Center HALL</i>	
SEN-090-M1	M 9:00AM-1:00PM	Mar 23 – Apr 20
	<i>G. Lum</i>	<i>VM 6</i>

**Art - Online**

**Start Your Own Arts & Crafts Business**

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

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

ANE-502-G	Jan 21 – Mar 13	ONLINE
ANE-502-H	Feb 18 – Apr 10	ONLINE
ANE-502-I	Mar 18 – May 08	ONLINE

**Calligraphy**

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**Instructor Bio - Jordanne Ferrington**

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

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**Calligraphy**

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

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

ANE-095-G1	Sa 10:00AM-12:00PM	Jan 17 – Feb 07
	<i>J. Ferrington</i>	<i>VM 6</i>

**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-M1 Tu 7:00AM–5:30PM Mar 24

to investigate additional resources.

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

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

SEN-097-G1 F 1:30PM–4:00PM Jan 30 – Feb 20  
C. Miller-Schultz VM 2

## Genealogy

### Instructor Bio - Carol Miller-Schultz

Carol 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.

## 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-G1 M 6:00PM–8:30PM Jan 26 – Feb 16  
C. Miller-Schultz VM 2

SEN-377-N1 F 9:30AM–12:00PM Jan 30 – Feb 20  
C. Miller-Schultz VM 2

## 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

## 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.

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

SEN-144-M1 Tu 7:00AM–5:30PM Mar 24  
C. Miller-Schultz

## History

### Instructor Bio—Roger Swartz

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

## George Washington in the French & Indian War, 1753-1758



What lessons did Washington learn in this war that aided him in the American Revolution? In answering this question, we will cover Washington's personal and physical traits and follow him throughout the war. Topics covered are: (1) His diplomatic journey to the French on the upper Ohio in 1753. (2) The Fort Necessity campaign of 1754, including his controversial decision to attack an alleged French diplomat. (3) The myths and realities of his roles in General Braddock's 1755 campaign culminating in defeat at the Forks of the Ohio. (4) His efforts as commander of Virginia's frontier defense from 1755 to 1758. (5) His controversial roles—both personally and professionally—in the Forbes campaign of 1758.

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

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

DIS-183-H M 9:00AM–12:00PM Feb 23 – Mar 09  
R. Swartz VM 6

# *One Day Civil War Seminar*

Saturday, March 28, 2015 • 8:30am-4:00pm

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

## *1865-Peace & Reunion*

*This seminar will feature four one-hour lectures, lunch and a panel discussion.  
Seminar presenters and lecture titles:*

**Dennis Frye, Chief Historian, Harpers Ferry National Historical Park, Author**  
• Harpers Ferry in late 1864 into 1865

**Edie Wallace, Authority on Freedman's Bureau, Tolson's Chapel in Sharpsburg**  
• Freedmen's Bureau in Washington County & Tolson's Chapel

**Stephen Bockmiller, Author and Historian**  
• Civil War veterans in Washington County

**Dr. Tom Clemens, History Professor Emeritus, Hagerstown Community College, President SHAE, Historian, Author, Antietam Battlefield Guide**  
• Development of Antietam National Battlefield

*Program Moderated by Dr. Tom Clemens*

HCC Main Campus – Merle S. Elliott Continuing Education and Conference Center  
Fee: \$75 Senior Fee: \$55  
(includes materials, lunch and registration fee)  
Course: DIS 282 M



# The Beginnings of the King Arthur Myth Cycle, Anglo-Norman, French, and Celtic Sources

## 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.*

Popular modern versions of King Arthur and Camelot stories are derived largely from Sir Thomas Mallory's *Morte d'Arthur*. There is a vast reservoir of Arthurian materials from Europe and the British Isles that is little known and rich in powerful perspectives on the past as well as our own time. In this series Dr. Karen Gray includes extensive readings from these texts while exploring their cultural, linguistic, and literary context. Dr. Gray's PowerPoint-illustrated presentations, include a break mid-way through the two-hour lecture, and end with half an hour for discussion. **This lecture from 9:30AM-12PM is followed by a half-hour discussion period. Series dates are 2/25, 3/25, 4/29, 5/27, & 6/24. Series units may be purchased together or individually.**

*DIS 452 H*

*Total Fee: \$88 (\$80, reg \$8), Senior Total Fee: \$53 (\$45, reg \$8)*

## Beginnings: Geoffrey of Monmouth, Wace, and Layamon

The 12th century Geoffrey of Monmouth, Anglo-Norman poet Robert Wace, and early 13th century author Layamon, provide us with a historicized Arthur and entry into the earliest period of the Arthurian materials that will, within a few hundred years, form the great Arthurian myth-cycle with which most of us are familiar today. This lecture includes extensive selections from the works of these men while setting them in their historic and linguistic context.

*DIS 453 H, 2/25/15, Wed, 9:30AM–12PM*

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

## The Arthur of the Welsh, Irish, and Scottish

Very early and often independent Arthurian stories and characters found in the Welsh, Irish, and even Scottish Celtic literature are explored in this lecture. In particular the famed collection of medieval Welsh tales known as the *Mabinogion*, contains stories not found elsewhere, two of which involved, for example, Arthur and companions other than those that show up in the later "round table" tales. Selections from the British Celtic materials serve to illustrate these little-known sources.

*DIS 454 M, 3/25/15, Wed, 9:30AM–12PM*

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

## The Earliest French Tristan and Isolde (or Yseut)

One of the better known Celtic myths that will become part of the Arthurian cycle, is that of the adulterous love affair between Tristan, nephew of King Mark of Cornwall, and the king's Irish wife. This lecture focuses on one of the earliest extant versions of the story from Beroul's mid-12th century French manuscript but also surveys briefly some other extensive sources of the tales.

*DIS 455 J, 4/29/15, Wed, 9:30AM–12PM*

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

## The Great Grail Cycle

Perhaps the most Christianized—and mysterious—of all the ancient mythic material that will be 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 century "History of Britain" and the 12th/13th century. Robert de Boron.

*DIS 456 K, 5/27/15, Wed, 9:30AM–12PM*

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

## Back to the Future: Tennyson and His Arthurian Allegories

Dr. Gray ends this series by considering the 19th century. 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 ethic can be understood in starkly contrasting ways, including as a masterpiece of irony that challenges materialism and endorses relativism. In this final lecture, therefore, Dr. Gray explores the tales in the hands of a modern master story-teller for whom they were not simply fanciful stories to be read only for fun but confront us with issues of immediate and personal concern.

*DIS 457 L, 6/24/15, Wed, 9:30AM–12PM*

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

## All courses meet in Valley Mall 6

## The French Invasion of Western Pennsylvania

The French & Indian War was a seminal occurrence in the nation's history, accelerating events that would culminate in the American Revolution. A state of war existed in the fall of 1753, following Washington's delivering a diplomatic message to the French at Fort Le Boeuf from Virginia's governor Dinwiddie, and the French refusal of the governor's request: vacate the King's land. This program details the events leading up to Washington's historic 1753 mission. Topics include: French policy regarding the importance of the Ohio and Illinois country; elements of New France's North American civilization from Louisiana to Nova Scotia; Canada's military expedition of 1753 culminating in their fortifying the Allegheny River; and, finally, Washington's 1753 mission in behalf of Virginia.

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

DIS-458-G	M 9:00AM-12:00PM	Jan 26 - Feb 02
	R. Swartz	VM 6

## Music

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**Instructor Bio - Dr. Candice Mowbray**  
*Dr. Mowbray enjoys a busy career as a solo performer, chamber musician and college instructor. For videos and more information, visit [www.candicemowbray.com](http://www.candicemowbray.com)*  
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## Guitar for Beginners

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

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

ANE-248-G1	Th 6:30PM-7:30PM	Jan 15 - Mar 19
	C. Mowbray	KEP 204

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**Instructor Bio—Ernie Bradley**  
*Ernie Bradley began playing the banjo at age five. His father and grandfather both played the banjo and were the beginning influences in his musical career as well as others such as Don Reno,*

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

## Bluegrass Jamming

Can you strum a song using G, C, F, D, A and E? Do you envy those people that can jump into any jam session? Join us Monday evenings for this beginner's jam that instructs you in song lyrics, taking breaks, and just plain jamming fun. If you have always wanted to try joining a jam session, this is your chance. The course is led by Ernie Bradley—well known band leader and instructor. Acoustic guitars, banjos, mandolins, bass, dobro and fiddles welcome. There are 3 levels of participation available at each jam session: 1. Learning to hear and play chord changes 2. Sing and play 3. Sing, play and take a beginning level break. Class will not meet on April 13, 2015  
Total: \$73 (\$65, reg \$8)

BLU-011-H1	M 7:00PM-9:00PM	Feb 02 - Jun 01
	E. Bradley	CPB 211/213

## Beginning Bluegrass Guitar

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

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

BLU-012-H1	M 5:45PM-6:45PM	Feb 02 - Mar 23
	E. Bradley	CPB 211

## 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	Apr 06 - Jun 01
	E. Bradley	CPB 211/213

## Home and Garden

### *Instructor Bio - Denny Warrenfeltz*

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

to be discussed during the first session and may be purchased from instructor. Cost dependent upon your choice of materials.

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

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

PDV-795-G1 M 6:30PM-8:30PM  
D. Warrenfeltz

Jan 26 – Mar 23  
ATC 211

## Floral Design



Join floral designer and historic garden specialist, Denny Warrenfeltz, for this wonderful class that will bring together your creative senses. The many layers of floral arrangement will be explored in this insightful class. We will begin with a three-week session on decorating your home with florals, focusing on the glorious, fresh flowers of early fall and late summer, as well as an exploration of arranging silk flowers for a lasting impression. The closing sessions will focus on creating lasting holiday arrangements that will surely please your guests and family. Bring your friends and give yourself a treat. Supplies

## “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 459M

Check the website for more information at [www.hagerstowncc.edu/coned/flowershow](http://www.hagerstowncc.edu/coned/flowershow)

## Photography

.....  
**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 of art in teaching and is currently an art teacher.*

.....

### Basic Photography

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

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

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

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ANE-103-G	Tu 6:30PM-8:30PM	Jan 20 - Feb 17
	S. Schaefer	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)

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ANE-281-M	Tu 6:30PM-8:30PM	Mar 10 - Apr 07
	S. Schaefer	VM 3

### 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)

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ANE-282-H	Th 6:30PM-8:30PM	Feb 12 - Mar 05
	S. Schaefer	VM 3

## Black & White Photography

Taking black and white photographs is an intriguing form of photography. There are many subjects that just have to be photographed in black and white. This course will introduce you to this fascinating form of photography. You will be introduced to film, lenses, techniques and how to look for those black and white photos. Prerequisite: Basic photography knowledge or equivalent. Equipment necessary for class: digital, with SLR (single lens reflex).

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

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

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ANE-283-M	Th 6:30PM-8:30PM	Mar 26 - Apr 16
	S. Schaefer	VM 3

## 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*

.....

### Novel Writer's Boot Camp



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

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

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

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ANE-286-M	-	Mar 09 - May 30
	J. Castillo	ONLINE



## How to Publish Your Book

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

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

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ANE-454-M	W 6:00PM–9:00PM	Mar 11
	<i>J. Castillo</i>	<i>CPB 230</i>

## Fiction Writing Workshop



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

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

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

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ANE-508-H	Sa 9:00AM–12:00PM	Feb 07 – Mar 07
	<i>J. Castillo</i>	<i>CPB 230</i>

## Writing Classes Online

Choosing your class is easy. Visit HCC's online classroom at [www.ed2go.com/Hagerstown](http://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](mailto:online@hagerstowncc.edu).

Section G	1/21/15 – 3/13/15
Section H	2/18/15 – 4/10/15
Section I	3/18/15 – 5/8/15
Section J	4/15/15 – 6/5/15

### 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, write, 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**

### Hagerstown Community College

#### GED Prep and General Education Online:

- GED Prep
- GED Language/Writing Prep
- GED Math Test Prep
- Introduction to Algebra
- Introduction to Statistics
- Everyday Math

#### 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](http://www.ed2go.com/hagerstown)**

## Healthy Living

### Dance

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**Instructor Bio - Jean Goodnight**

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

### Ballroom Dancing - Intermediate

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

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

FIT-007-G1 Th 7:30PM-9:00PM Jan 29 - May 07  
*J. Goodnight* ARCC 201

.....  
**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 kbninos@aol.com to discuss class attire.

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

FIT-013-G M 6:15PM-7:30PM Jan 26 - Mar 30  
*K. Carpenter* KEP 101

### 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-G1 M 7:30PM-8:30PM Jan 19 - Mar 16  
*M. Hobbs* KEP 101

### 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-G1 M 8:30PM-9:30PM Jan 19 - Mar 16  
*M. Hobbs* KEP 101

## 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-G TuTh 9:30AM–10:30AM Jan 20 – Feb 26  
*S. Rodgers*  
*Hagerstown Seven Day Adventist HALL*

FIT-005-M TuTh 9:30AM–10:30AM Mar 10 – Apr 16  
*S. Rodgers*  
*Hagerstown Seven Day Adventist HALL*

## Mind Body

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**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 taijiquan (tai chi). He has been teaching tai chi classes for HCC Healthy Living since 2007.*  
 .....

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

This beginning course in T'ai Chi Ch'uan is designed especially for the novice and for seniors who wish to learn and practice a simplified version of this profound art form. In this class, the art of T'ai Chi is taught as a holistic exercise that promotes health, improves balance, and enhances mind-body awareness. Step-by-step instruction is provided in an easy-to-learn primer form of less than 20 movements selected from the Yang and Wu styles of T'ai Chi. The movements of T'ai Chi are circular, soft, and flowing, and are performed slowly with concentration

and control. In beginning T'ai Chi, the participant can return again and again to the same class or use the lessons as a foundation if they wish to pursue continued studies of T'ai Chi at an intermediate or advanced level. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees.

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

MBP-072-G1 Th 6:00PM–7:00PM Jan 15 – Mar 26  
*P. Cote* CPB 210/212

### 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-G1 Th 7:00PM–8:00PM Jan 15 – Mar 26  
*P. Cote* CPB 210/212

## 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-G1	W 7:00PM-8:30PM	Jan 14 - Mar 25
	<i>S. Heurich</i>	<i>KEP 101</i>
MBP-119-J1	W 7:00PM-8:30PM	Apr 01 - Jun 03
	<i>S. Heurich</i>	<i>KEP 101</i>

.....  
**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-G	Tu 10:30AM-12:00PM	Jan 27 - Mar 03
	<i>M. Allan</i>	<i>VM 4</i>

## 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

# Thinking of a better life?



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

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

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

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

**Change your life today, one step at a time!**



Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742

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

## **Registration is Easy**

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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:**

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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:**

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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:**

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- [www.hagerstowncc.edu/coned/web-advisor](http://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**

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### **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](mailto: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](http://www.hagerstowncc.edu/campus-store).

## **Birthdate and Social Security Number**

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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**

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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**

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

## **Registration Confirmation**

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

## **Course Cancellations**

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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**

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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](mailto:online@hagerstowncc.edu).

## **College Holidays**

- January 19, 2015 – Martin Luther King Day
- March 13, 2015 – Spring Break

## **Parking**

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

## **Use of Cell Phones During Class**

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

## **Emergency Closing**

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

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

Classes 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**

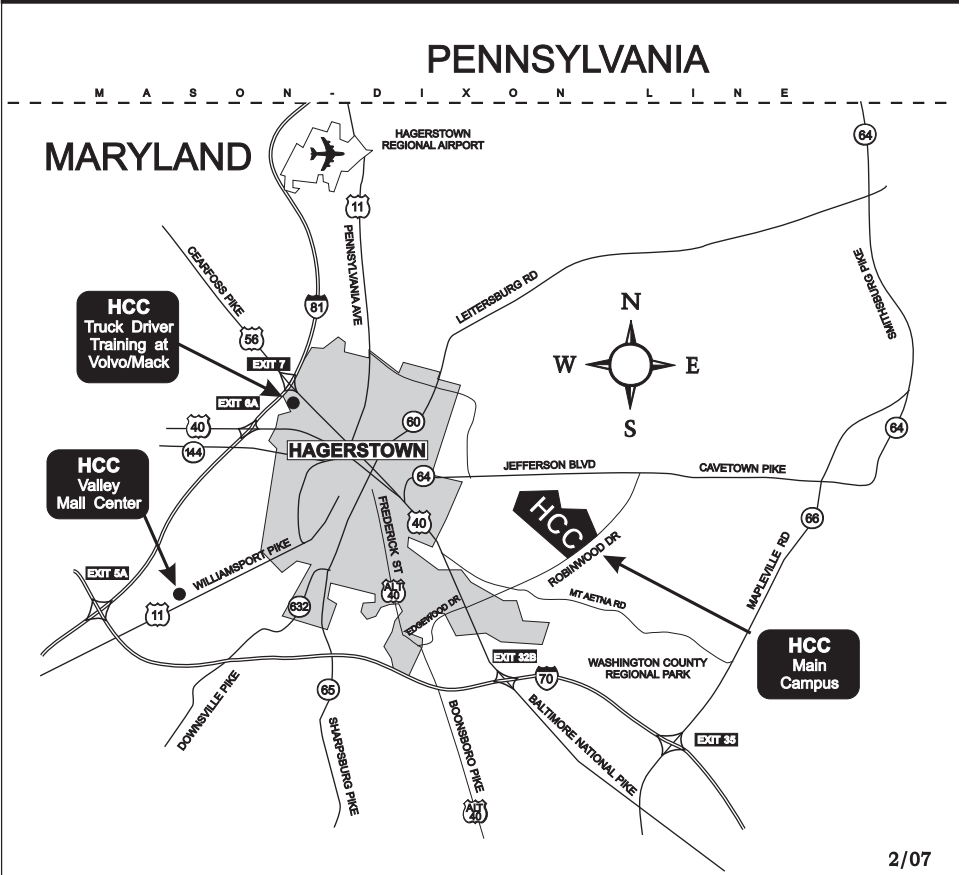
Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors. Effective January 1, 2015, HCC will be a tobacco-free campus. The Tobacco-Free Policy applies to all Hagerstown Community College facilities and vehicles, 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](http://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



2/07

## DIRECTIONS TO HCC

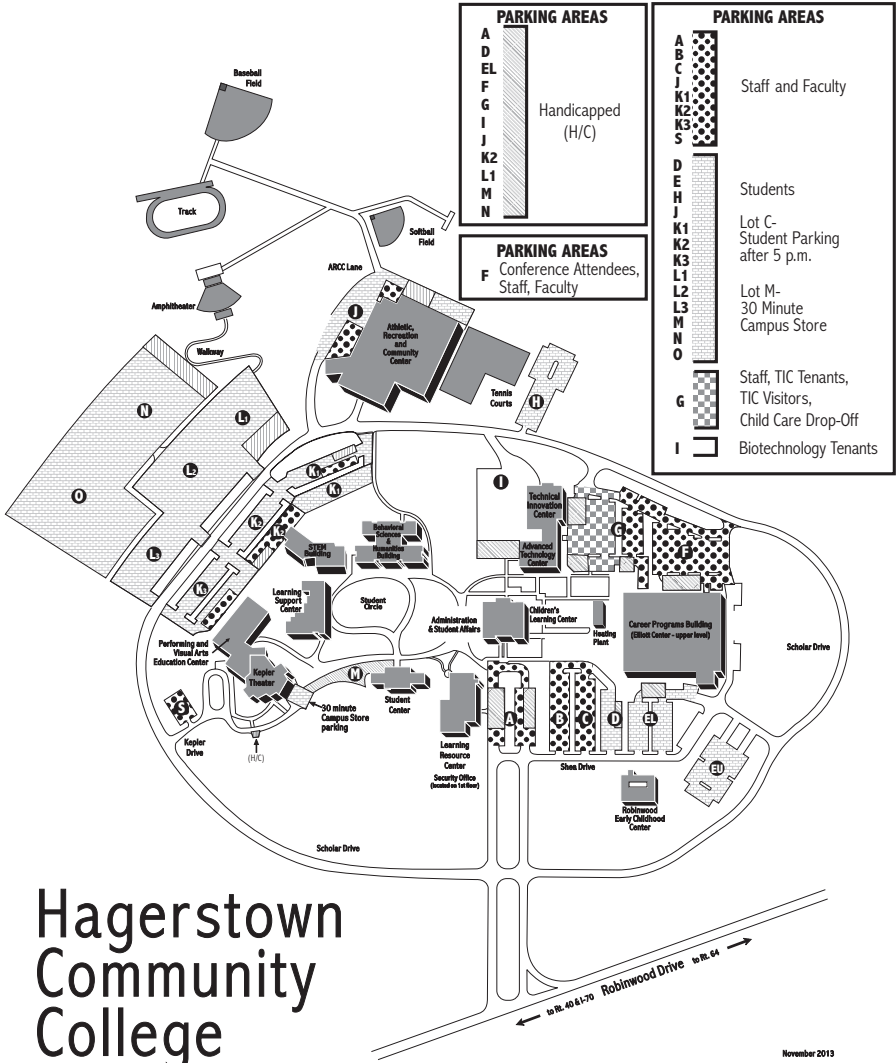
***From Interstate 70***

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

***From Interstate 81***

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

# CAMPUS MAP



Hagerstown  
Community  
College

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](http://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.