

## Professional Pet Groomer Training August 2016 – December 2016

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

### Principles of Professional Pet Grooming



This course is the first of three courses needed to complete Professional Pet Groomer Training. Students must also complete Professional Pet Groomer Practices Part I and Part II. This course covers the fundamental principles and terminology of pet grooming including grooming equipment, animal behavior and handling, dog anatomy, breed classes, CPR, cat review, hair and skin disorders, and familiarization with

grooming room set-up. This course is a prerequisite before clipping in Professional Pet Groomer Practices, Part I. (Textbook included in the material fee). Students must purchase approximately \$100 - \$200 worth of equipment on their own.

Class Limit: 10.

Fee: \$570

Course #: PET 011 B

Tuesdays and Thursdays 5pm-8:30pm • 8/16/16-9/15/16

Main Campus–Career Programs Building/ Central Dawgma

### Professional Pet Grooming Practices Part I

Pre-requisite–Principles of Professional Pet Grooming – no exceptions. Students begin hands-on training. Bathing and brushing techniques and easy breeds for grooming. The course is held at Central Dawgma 1337 Pennsylvania Ave., Hagerstown, MD 21742. The material fee includes the use of dog grooming stations. Students must purchase \$300 - \$400 worth of equipment on their own prior to the second class. The course includes 11 classes of hands-on practice.

Class Limit: 10

Fee: \$951

Course #: PET 014 C

Tuesdays and Thursdays 5pm-8:30pm • 9/20/16-10/25/16

Main Campus–Career Programs Building/ Central Dawgma

### Professional Pet Grooming Practices Part II

Pre-requisite–Professional Pet Grooming Practices Part I–no exceptions. Students continue hands-on training with complex breeds and techniques. The course is held at Central Dawgma 1337 Pennsylvania Ave. Hagerstown, MD 21742. The material fee includes the use of dog grooming stations. Students must purchase approximately \$200 worth of equipment on their own prior to the second class. The course includes 12 classes of hands-on practice and graduation from training the last night.

Class Limit: 10

Fee: \$1201

Course #: PET 015 D

Tuesdays and Thursdays 5pm-8:30pm • 10/27/16-12/13/16 • No class week of 11/22/16

Main Campus–Career Programs Building/ Central Dawgma

# 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 2016

### AMA Certificate in General and Human Resources Management

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

#### Complete the following courses.

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

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

See next page for details.

For more information please visit [www.hagerstowncc.edu/ama](http://www.hagerstowncc.edu/ama)

## AMA Training

### AMA General and Human Resources Management Certificate

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

Total: \$1295 — Senior Total: \$1005

---

PRD-570-C	Th 8:30AM–4:30PM	Sep 08 – Nov 17
	<i>M. E. Waltemire, A. Kostreski, D. Hartman</i>	
	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 learn the five strategies for managing conflict.

Total: \$239 — Senior Total: \$213

---

PRD-429-C	Th 8:30AM–4:30PM	Sep 08
	<i>A. Kostreski</i>	
	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 others succeed.

Total: \$239 — Senior Total: \$213

---

PRD-675-C	Th 8:30AM–4:30PM	Sep 22
	<i>M. E. Waltemire</i>	
	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 delivering positive and instructional feedback.

Total: \$239 — Senior Total: \$213

---

PRD-555-C	Th 8:30AM–4:30PM	Sep 29
	<i>A. Kostreski</i>	
	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-D	Th 8:30AM–4:30PM	Oct 13
	<i>M. E. Waltemire</i>	
	VM 6	

### Fundamentals of Human Resources

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

Total: \$239 — Senior Total: \$213

---

PRD-700-D	Th 8:30AM–4:30PM	Oct 20
	<i>D. Hartman</i>	
	VM 6	

**Fair, Square, and Legal: A Manager’s Guide to Safe Hiring, Managing and Firing Practices**

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

Total: \$239 — Senior Total: \$213

PRD-506-D	Th 8:30AM–4:30PM	Nov 03
	<i>D. Hartman</i>	<i>VM 6</i>

**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-611-E	Th 8:30AM–4:30PM	Nov 17
	<i>A. Kostreski</i>	<i>VM 6</i>

**Business Seminars**

**Brand Story As Strategy**

You’ve got a great idea and perhaps even the funding to implement it. But how do you create a compelling brand that serves as a roadmap for ongoing success? Brand strategist Peter Davis will show you not only why your story is the critical prerequisite to effective communications in a competitive and complex marketplace, but also how to elevate, write, and perform your story in a way that it attracts your natural audience.

Total: \$95

PRC-010-C1	Tu 1:00PM–4:00PM	Sep 13 – Sep 27
		<i>TIC 323</i>

**Energy Leadership - Enhancing Your Personal Leadership Style**

Life is fast paced. In order to thrive in today’s world people must have a true sense of who they are and how they show up in roles they play in life. Energy leadership is the process that develops an effective style of leadership.

Total: \$267

PRD-807-D	MW 6:00PM–8:00PM	Oct 25 – Nov 3
	<i>M. E. Waltemire</i>	<i>VM 6</i>

★ ★ **NEW COURSES** ★ ★

**Business Leadership Skills: Meeting Today’s Challenges**

Leadership in today’s rapidly changing business environment requires a multi-faceted approach.

Leaders who understand their personal leadership style, can positively influence others. Learn to recognize and remove barriers to success, to adapt to changing business circumstances, and to understand how emotions influence decision making.

Join HCC’s Business instructors for any of the three courses designed to provide that depth of knowledge.

- Energy Leadership: PRD-807-D
- Emotional Intelligence: PRD-806-C
- Situational Leadership: PRD-805-D

## Entrepreneurship

### Simple Steps for Starting Your Business While Still Working

Whether you plan to start a new 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 will 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. For more details, call SCORE at 301-766-2043

Total: \$79

PRD-565-D	Th 6:30PM–8:30PM	Oct 06 – Oct 27 TIC 323
-----------	------------------	----------------------------

## Management

### Using Emotional Intelligence in the Workplace

Today’s diverse workforce demands flexibility from managers and supervisors. By gaining an understanding of Emotional Intelligence, participants will become more self-aware, learn to self-manage and self-motivate, and elevate their ability to empathize with others. Increased Emotional Intelligence drives workplace performance. With increased E.I., communication skills become more flexible and at the same time more authentic.

Total: \$157

PRD-806-C	F 8:30AM–12:00PM <i>D. Hartman</i>	Sep 30 VM 6
PRD-806-D	W 5:00PM–8:30PM <i>D. Hartman</i>	Oct 05 VM 6

## Situational Leadership

Situational Leadership is the art of adapting individual leadership styles and decision making to suit the needs of the team and the current conditions. Effective leadership promotes long term growth and success in the team. By understanding Situational Leadership, leaders learn to recognize the four stages of maturity and can adapt their leadership to meet the needs of those being led.

Total: \$157

PRD-805-D	F 8:30AM–12:00PM <i>D. Hartman</i>	Oct 21 VM 6
-----------	---------------------------------------	----------------



## **START YOUR OWN BUSINESS... WHILE STILL WORKING SCORE Workshops Can Help**

Do you dream of being your own boss? If you want to start a business but aren't quite ready to give up your job and its security, income, and benefits, don't worry... you don't have to. With the help of SCORE's four-workshop series on "Start Your Own Business... While Still Working" in October, you'll complete 16 steps that will help equip you for your successful small business journey.

And you don't have to do it alone! Attending the workshop series means that you will have the expert assistance of live SCORE presenters and a free workbook. SCORE will even provide an individual mentor for you, free and confidential, to help you start and grow your own business.

Workshop Schedule and Topics- All sessions are on Thursday evenings, 6:30 to 8:30 p.m. in room 323, Technical Innovation Center, Main Campus.

- Oct. 6 - Getting Started/Developing Your Idea and Plans
- Oct. 13 - Marketing/Finding the Right Recipe for Success
- Oct. 20 - Small Business Management/Learning to Handle Your Business Challenges
- Oct. 27 - Lift Off/Making It Happen!

Fee: \$79

PRD 565 D Th 6:30 p.m.-8:30 p.m. 10/6/16-10/27/16 Tech Innovation Ctr 323



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

## **Business Solutions Start Here.**

**HCC offers customized  
training at your  
convenience and location.**

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

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



## Child Care

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

- School Age Child Care: Curriculum  
PLC 798 \$265
- Infant and Toddler Care  
PLC 875 \$265
- Child Growth and Development  
PLC 874 \$265
- Preschool Curriculum & Activities  
PLC 998 \$265

Upon registering online, please contact Kristin Holt at Hagerstown Community College at 240-500-2355 or [keholt@hagerstowncc.edu](mailto:keholt@hagerstowncc.edu).

An email will be sent from Hagerstown Community College with login and textbook information two weeks prior to the start of class.

## Reimbursement Dollars for Child Care

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

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.

### MD Excel Series

is offered in partnership with Howard Community College. You will receive course information from Kristin Navarro at Howard Community College.

### Observation and Assessment, Birth – 12

PLC-821 \$48

### Age and Developmentally Appropriate Supervision

PLC-822 \$48

### Positive Child Guidance and Discipline Theory

PLC-823 \$48

### Developmentally Appropriate Practice

PLC-824 \$48

### Taking Learning Outside

PLC-825 \$48

### Nutrition and Active Living

PLC-826 \$48

### Playground Safety

PLC-827 \$48

### Including All Children and the ADA

PLC-828 \$48

### Supporting Children with Disabilities

PLC-829 \$48

### Conflict Resolution Strategies

PLC-830 \$48

### The Child Care Provider as a Professional

PLC-831 \$48

### Cultural Competencies and Awareness

PLC-832 \$48

### Family and Community Partnerships

PLC-833 \$48

### Sudden Infant Death Syndrome

PLC-846 \$43

### Family Childcare Preservice

PRC-012 \$275

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



## Child Care

### Preschool Child Care I

This is the first of three courses needed to complete the requirements of the Maryland Office of Child Care to become senior staff in a Maryland pre-school for ages 2-6. This course covers early childhood education theories and child development. Students will also need Pre-School Child Care II and the nine-hour Child Care Communications courses to become senior staff. (Textbook included in materials fee)

Total: \$265

PLC-279-C	–	Sep 14 – Oct 26 ONLINE
-----------	---	---------------------------

### Medication Administration for Child Care Providers

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

Total: \$99

PLC-457-C	Sa 9:00AM–3:00PM F. Galeski	Sep 17 CPB 230
-----------	--------------------------------	-------------------

### Child Care Administration

This course is designed to prepare licensed child care providers pursuing director positions to administer and manage a child care center. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors.

Total: \$265

PLC-592-D	–	Oct 27 – Dec 08 ONLINE
-----------	---	---------------------------

### Communication Skills for Child Care Professionals

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

Total: \$113

PLC-652-E	–	Nov 07 – Nov 21 ONLINE
-----------	---	---------------------------

### Asthma Medication Training for Child Care Providers

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

Total: \$63

PLC-967-B	Sa 9:00AM–3:00PM	Aug 27 CPB 214
-----------	------------------	-------------------

### Supporting Breastfeeding in Child Care

This course is designed to provide child care and education professionals with an overview of the state regulation, guidelines, and resources to support the practice of breastfeeding and provide related resources for families within a child care program. Topics include, benefits of breastfeeding, normalizing breastfeeding, breastfeeding friendly child care policy, environment and practices, and supportive information and resources.

Total: \$48

PRC-001-C	–	Sep 06 – Dec 15 ONLINE
-----------	---	---------------------------

## Pesticide Safety

HCC offers online pesticide courses that meet the requirements for certification in Pesticide Applicator and Business Licensing Requirements. Classes may be started at any time with a six-month access to the course.

Visit [www.hagerstowncc.edu/coned/areas/licensing/pesticide](http://www.hagerstowncc.edu/coned/areas/licensing/pesticide) for more information and to register.

### Horticulture

#### 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.

Total: \$350

PLC-921-B – Aug 16 – Dec 31  
ONLINE

#### Ornamental Exterior - Landscape IPM

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 3A, 3B. The student will learn principles of Integrated Pest Management in ornamental landscapes, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-931-B – Aug 16 – Dec 31  
ONLINE

#### Greenhouse/ Interior Ornamental Plant IPM

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 3B. The student will learn principles of Integrated Pest Management in greenhouses and interior ornamental plants, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-932-B – Aug 16 – Dec 31  
ONLINE

#### Turfgrass IPM

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 3C. The student will learn principles of Integrated Pest Management as they relate to turfgrass. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-933-B – Aug 16 – Dec 31  
ONLINE

#### General/Structural Pest Management

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 7A. The student will learn principles of Integrated Pest Management of pests that infest buildings, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-934-B – Aug 16 – Dec 31  
ONLINE

#### Aquatic Pest (Weed) Management

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 5. The student will learn principles of aquatic vegetation management, including identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-935-B – Aug 16 – Dec 31  
ONLINE

## Public Health/ Mosquito Control

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 8. The student will learn principles of Public Health/ Mosquito Control Pest Management, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$325

PLC-936-B	-	Aug 16 – Dec 31 ONLINE
-----------	---	---------------------------

## Right of Way Pest Control

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 2 and 6. The student will learn principles of Right-Of-Way Pest Management, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$325

PLC-937-B	-	Aug 16 – Dec 31 ONLINE
-----------	---	---------------------------

## Hospitality

### Mixology

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

Total: \$410 — Senior Total: \$316

PLC-696-C	W 5:30PM–8:30PM	Sep 21 – Nov 09 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 — Senior Total: \$250

PLC-743-D	Tu 8:30AM–4:00PM	Oct 11 VM 3
-----------	------------------	----------------

### Food Defense

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

Total: \$199

PLC-941-E	M 8:30AM–4:30PM	Nov 07 – Nov 14 VM 3
-----------	-----------------	-------------------------

### AllerTrain - Handling Food Allergies And Sensitivities

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

Total: \$149

PLC-942-B	M 8:30AM–11:00AM	Aug 29 VM 3
-----------	------------------	----------------

## Notary

### Notary Public Principles and Practices

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

Total: \$87

PLC-954-E	MTu 5:00PM–8:00PM <i>J. Cunningham</i>	Nov 07 – Nov 08 <i>CPB 230</i>
-----------	---	-----------------------------------

## Personal Trainer

### Personal Trainer - Six Weeks

Become a Certified Personal Trainer with W.I.T.S. ([www.witseducation.com](http://www.witseducation.com)). Take on a career that you can be proud of while earning a great living as certified personal trainer. The course includes 15 hours of lectures covering anatomy, health screening, exercise physiology, nutrition, muscle and skeletal injuries, etc. Students must pass a written exam and a one-on-one practical skills exam. The National Exam is held on the sixth and final day of class. Students are required to complete a 30-hour internship within 12 months of passing the final exam. Students need to provide proof of CPR/AED certification and internship hours prior to being awarded certificate. Students should order their books by calling 1-888-330-9487. Age Limit: 18 years and older. No refunds are given for this course

Total: \$657

PLC-940-D	Sa 9:00AM–4:00PM	Oct 08 – Nov 12 <i>CPB 230</i>
-----------	------------------	-----------------------------------

## Personal Trainer



HCC offers Certified Personal Trainer courses in partnership with W.I.T.S., the only major certifying body in the country providing comprehensive practical training and internship components ([www.witseducation.com](http://www.witseducation.com)). HCC offers additional online courses in a variety of topics, which are approved for continuing education credits once you have received your Certified Personal Trainer certification. The courses are offered online so you can complete them 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

## 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 receive a 70 percent or better on the final in order to receive a certificate to take the MD real estate state examination. Students must arrive to class on time. (Textbooks are not included in the materials fee)

Total: \$325

PLC-364-C	TuTh 6:00PM–9:00PM	Sep 20 – Nov 29
	<i>R. Fairbourn, R. Beckwith, R. Fennel</i>	CPB 212

### MD Real Estate Supervisor

This course is required by all Maryland real estate brokers, managers or team leaders after Jan 1, 2012, in order to renew their real estate license. The course reviews the Maryland Licensing Law requirements of supervision of agents. DLLR 329-0694

Total: \$38

PLC-542-C	Tu 1:00PM–4:00PM	Sep 27
	<i>R. Fairbourn</i>	VM 4

### Residential Investment for RE Professional

This course is for the real estate professional to maintain their MD and PA Real Estate License. The course is an introductory overview of how to list and sell investment real estate effectively with an emphasis on the formulas required to determine the potential profitability of one property over another. DLLR 315-0694 and approved for 2.5 hours of MD continuing education. RECE002609 and approved for three hours of PA continuing education. Please bring a calculator to class.

Total: \$38

PLC-866-D	W 1:00PM–4:00PM	Oct 05
	<i>J. Maravelis</i>	VM 4

### MREC 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. DLLR 336-0694

Total: \$38

PLC-957-D	Tu 9:00AM–12:00PM	Oct 11
	<i>R. Fairbourn</i>	VM 4

## Real Estate Ethics

This course is approved for three hours of Maryland Real Estate Commission Ethics Continuing Education Credits. DLLR 320-0694

Total: \$38

PLC-282-D	Th 9:00AM–12:00PM	Oct 20
	<i>B. Maloney</i>	VM 4

## 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 314-0694

Total: \$28

PLC-466-E	Th 9:00AM–11:00AM	Nov 17
	<i>R. Fairbourn</i>	VM 4

## Common Contract Issues

This course is for Real Estate agents. In Maryland, the Real Estate commission approves this course for 1.5 hours of continuing education. Topics covered include: earnest money deposits, both broker held and title company held, common buyer seller/ issues, property condition terms (as is, broom clean, etc.), the most recent standard contracts, electronic signatures, and non-standard contracts

Total: \$38

PLC-973-E	Th 11:00AM–12:30PM	Nov 17
	<i>R. Fairbourn</i>	VM 4

## Reverse Mortgages

This course meets the requirements of the MD Real Estate Commission for Continuing Education credits to renew a MD Real Estate License. The course is designed to educate real estate professionals on the FHA HECM program so that they will be better equipped to represent their senior clients in all real estate transactions. Knowledge of the government insured program will help them explain to the buyer the benefits of the program and how to use the program in a particular buy or sell situation. Many baby boomers will be using this loan program to purchase their retirement homes. Agents will be able to represent and guide the senior buyers. DLLR 322-0694

Total: \$38

PLC-877-F	W 9:00AM–12:00PM	Dec 07
		VM 4

### PA Real Estate 14 Hr Mandatory First 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: \$111

---

PLC-888-B	MTu 9:00AM-5:00PM	Aug 22 - Aug 23
	<i>D. Martin</i>	<i>VM 6</i>

## Maryland Real Estate Continuing Education Online Courses

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

### The Truth About Mold

3 hours of Maryland CE credit in the professional enhancement category (F). *DLLR 338-0694 PLC 803 Fee: \$50*

### Environmental Issues in Your Real Estate Practice

5 hours of Maryland CE credit in the professional enhancement category (F). *DLLR 333-0694 PLC 377 Fee: \$50*

### Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). *DLLR 328-0694 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 341-0694 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 331-0694 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 330-0694 PLC 661 Fee: \$26*

### Real Estate Finance Today

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

### Risk Management

6 hours of Maryland CE credits in category (F) Professional Enhancement. *DLLR 335-0694 PLC 687 Fee: \$50*

### Red Flags Property Inspections

6 hours of Maryland CE credits in category (F) Professional Enhancement. *DLLR 307-0694 PLC 595 Fee: \$50*

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

3 hours of Maryland CE in category (F) Professional Enhancement. *DLLR 319-0694 PLC 596 Fee: \$50*

### Foreclosures, Short Sales, and REOs

6 hours of Maryland CE credit in the category (F)  
*DLLR 311-0694 PLC 851 Fee: \$60*

### 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 337-0694 PLC 855 Fee: \$70*

### Understanding 1031 Tax Free Exchanges

6 hours of Maryland CE credits in category (F)  
*DLLR 334-0694 PLC 924 Fee: \$50*

### Real Estate Market Pulse

4 hours of Maryland credits in category (F)  
*DLLR 303-0694 PRC 004 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, REOs and Auctions

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

### 14 Hr First Renewal

14 Hours of PA CE  
*PLC 859 RECE 003597 Fee: \$100*

### Intro to Commercial RE Sales

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

### Intro to Reverse Mortgages for Seniors

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

## PSI PREP

### Maryland Real Estate PSI Exam Prep QBank

PLC 929 Fee: \$109

### The Pennsylvania Guide to Passing the PSI Exam QBank

PLC 930 Fee: \$109

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



## 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: \$475 — Senior Total: \$237

CMT-252-B	M 6:00PM–9:30PM	Aug 29 – Dec 14
	<i>I. Staff</i>	<i>ATC 116</i>

### Solid Modeling: Autodesk Inventor

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

Total: \$475 — Senior Total: \$93

CMT-228-B	Tu 6:00PM–9:30PM	Aug 30 – Dec 13
	<i>A. Bridendolph</i>	<i>ATC 116</i>

### CAD Building Information Modeling

Discover how Building Information Modeling (BIM) can revolutionize your construction projects. Use Autodesk Revit to create commercial or residential building designs while applying parametric modeling to floor plans, elevations, roof plans, foundation plans, ceiling plans, site plans, as well as proper placement of building components. Includes an introduction to rendering and animation of models. (Textbook Required)

Total: \$409 — Senior Total: \$269

CMR-230-C	Th 6:00PM–9:30PM	Sep 01 – Dec 15
	<i>H. Zarrabi</i>	<i>ATC 116</i>

## Phone/Tablet

### iPhones, iFrustration

Apple's innovative smart phone can do much more than most people recognize. Stop struggling to have a great user experience and get insights on how to use your iPhone more fully. From device basics to tips and tricks, this course addresses the topics you really need to know about your iPhone and keeping your device information safe.

Total: \$75 — Senior Total: \$48

CMR-071-D	Tu 6:00PM–8:00PM	Oct 18 – Nov 01
	<i>S. Martz</i>	<i>VM 5</i>

### iPad, iFrustration

Does your so called "smart" tablet sometimes seem smarter than you? Stop worrying and join us for an overview of the iPad and how you can use the device more effectively at home or at work. From basic tips and tricks to keeping your information safe, the class will help you access and customize your iPad's features and find the apps that work for your needs.

Total: \$75 — Senior Total: \$48

CMR-070-C	Tu 6:00PM–8:00PM	Sep 13 – Sep 27
	<i>S. Martz</i>	<i>VM 5</i>

### Configuring Android Phones and Tablets

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

Total: \$58

CMP-972-C	W 6:00PM–8:30PM	Sep 21 – Oct 05
	<i>G. Shingler</i>	<i>VM 5</i>

## 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.

Total: \$127 — Senior Total: \$87

CMP-835-C	W 9:00AM–4:30PM	Sep 14
	<i>R. Koziel</i>	<i>VM 2</i>

CMP-835-E	W 9:00AM–4:30PM	Nov 09
	<i>R. Koziel</i>	<i>VM 2</i>



### Microsoft Excel Level II

Improve your Excel workbook by adding visual appeal and increasing usability. Organize data with sorts and filters; use multiple worksheets and workbooks efficiently; add and modify charts and graphics; and explore more advanced functions. Pre-requisite: Excel Level I.

Total: \$127 — Senior Total: \$87

CMP-836-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 21 VM 2
CMP-836-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 16 VM 2

### Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 05 VM 2
CMP-693-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 30 VM 2

### 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.

Total: \$127 — Senior Total: \$87

CMP-837-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 02 VM 2
-----------	-------------------------------------	----------------

### Microsoft Access Level I

Manage, store, search, analyze, and display important relational database information with this latest version of Access. Work with tables, fields, and records; sort and filter data.

Total: \$127 — Senior Total: \$87

CMP-846-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 12 VM 2
-----------	-------------------------------------	----------------

### Microsoft Access Level II

Manage your data better and improve your data-reporting techniques in this Level II class. Create table relationships and enforce data integrity; form controls and objects; print reports and labels; and explore additional query capabilities. Pre-requisite: Access Level I.

Total: \$127 — Senior Total: \$87

CMP-847-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 19 VM 2
-----------	-------------------------------------	----------------

### Microsoft Access Level III

Access Level III builds on the skills and concepts taught in Access Level II. Create multiple table and action queries and link database objects. Also perform database maintenance tasks including compact and repair, password-protection, and change properties. Pre-requisite: Access Level I & II

Total: \$127 — Senior Total: \$87

CMP-848-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 26 VM 2
-----------	-------------------------------------	----------------

## 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. (Textbook Required)

Total: \$520 — Senior Total: \$282

CMT-150-B	M 6:00PM–8:45PM <i>K. Weil-Yates</i>	Aug 29 – Dec 12 ATC 200
-----------	---	----------------------------

### 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: \$520 — Senior Total: \$282

CMT-151-B	W 6:00PM–8:45PM <i>K. Weil-Yates</i>	Aug 31 – Dec 14 ATC 200Cis
-----------	---	-------------------------------

CISCO SYSTEMS



Networking Academy

### Cisco Certified Network Associate

CCNA: Networking 1

Prepare for your CCNA certification through the Cisco Networking Academy. Configure routers and switches as you learn the principles and structure of IPv4 and v6 addressing and the fundamentals of Ethernet technologies. Prerequisite: A+ certification or equivalent work experience. NOTE: Orientation meeting on Saturday, 9/10/16, from 9 a.m. to 3 p.m. at HCC.

CMT-355-C 9/10/16 - 10/29/16

Tuition: \$545 Grant reduced to \$245 for qualified applicants\*

CCNA: Networking 2

Configure LAN technologies on routers and switches including EIGRP and OSPF routing protocols, NAT, DHCP, and device/traffic security. Recognize and correct common routing and switching problems. Prerequisite: CCNA: Networking 1.

CMT-356-D 10/31/16 - 12/22/16

Tuition: \$545 Grant reduced to \$245 for qualified applicants\*

\*To apply for grant-reduced tuition, please contact Jack Drooger at [jadrooger@hagerstowncc.edu](mailto:jadrooger@hagerstowncc.edu) for more details and a grant application.

Cisco, Cisco Systems, the Cisco Systems logo and the Cisco System Networking Academy mark are trademarks of Cisco Systems, Inc.

This project is funded, in part, by a grant awarded under the Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration.

### After School Coding Academy

Join the exciting growth of the smartphone and tablet market and explore your future career as an app programmer. Develop your idea from concept to completion by being part of the Coding Academy. Participation is open for students attending grades 6 – 10.

#### Session 1: App Coding Introduction

Start your programming adventure by learning to create games for Android phones and tablets. Discover how to code mobile controls by developing your own version of a classic defense game. No prior coding experience is needed.

CMR-101-C Tuesday and Thursday, Sept. 13 – Oct. 20

Tuition: \$199

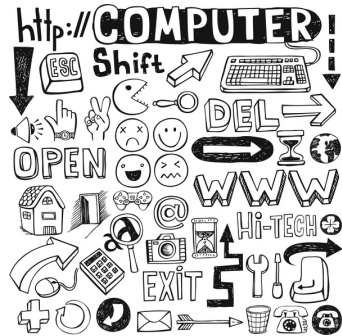
#### Session 2: App Development and Publishing

Code your own platformer game for Android devices. Create animations, add gravity-based physics, design level landscapes, incorporate enemy AI, and more. Completed games will be released on the Google Play store.

CMR-102-D Tuesday and Thursday, Oct 25 – Dec. 8

Tuition: \$199

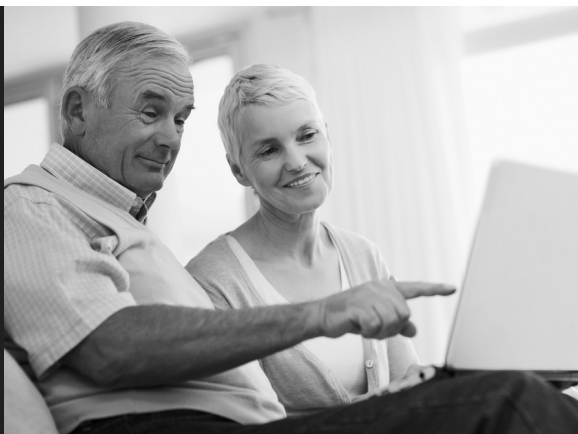
Coding Academy classes meet at HCC's Valley Mall Center from 4-6 p.m. Parent/guardian must be present with student for sign-in/sign-out from classroom.



### 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 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  
Mastering Digital Photography: Photographing People  
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  
Keyboarding

#### COMPUTER PROGRAMMING

Introduction to ASP.NET  
Introduction to Java Programming  
Introduction to PHP and MySQL  
Introduction to Python 2.5 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  
Intermediate SQL

#### NETWORKING AND COMMUNICATIONS

Introduction to Networking  
Intermediate Networking  
Wireless Networking

#### SECURITY

Hack Your Way to Security  
Introduction to PC Security



## CDL - Commercial Driver

### CDL Learner's Permit Prep

Take the guesswork out of sitting for your CDL Learner's Permit and let the 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. Please bring your state of residency CDL manual to the class.

Total: \$28

TDV-051-A	W 5:00PM–9:00PM <i>F. Hughes</i>	Aug 17 <i>IND 100</i>
TDV-051-D	W 5:00PM–9:00PM <i>F. Hughes</i>	Oct 05 <i>IND 100</i>
TDV-051-F	W 5:00PM–9:00PM <i>F. Hughes</i>	Dec 14 <i>IND 100</i>

### CDL Class B Training

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

Total: \$1758 — Senior Total: \$1158

TDV-008-C	Sa 8:00AM–4:00PM <i>D. Mitchell</i>	Sep 17 – Oct 29 <i>IND 100</i>
-----------	--	-----------------------------------

## 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 have your learner's permit to schedule behind-the-wheel driving sessions.

Total: \$325

DRV-001-C	Sa 9:00AM–12:00PM <i>D. Mitchell</i>	Sep 24 – Dec 10 <i>VM 6</i>
DRV-001-D	MW 6:00PM–9:00PM <i>F. Vincent</i>	Oct 10 – Nov 14 <i>CPB 210</i>
DRV-001-E	MTuW 6:00PM–9:00PM <i>F. Vincent, D. Mitchell</i>	Nov 28 – Dec 16 <i>CPB 210</i>

### Driver Education - Spanish

Prepare for your Maryland Driver's License in this Motor Vehicle Administration (MVA) course approved for delivery in Spanish. 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: \$325 — Senior Total: \$214

DRV-010-C	TuTh 5:30PM–8:30PM <i>J. Lemus</i>	Sep 20 – Oct 25 <i>VM 6</i>
-----------	---------------------------------------	--------------------------------



# Become a Commercial Truck Driver

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

**Commercial Driver Training** – HCC's professional driver programs prepare you for CDL A or CDL B licensing. Grant funding includes partial tuition plus assistance with pre-CDL fees including DOT physicals and Learner's Permit.

To apply for grant funding and for more information on pathway schedules, complete the online application at [www.hagerstowncc.edu/earn](http://www.hagerstowncc.edu/earn) or call 240-500-2236.

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

## Motorcycle

### Basic Rider Course

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 (per MVA regulations) and receive a certificate for the Maryland Class M license. Online eCourse completion also required.

Total: \$272 — Senior Total: \$228

MST-614-C	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>S. McClain</i>	Sep 07 – Sep 08 Sep 10 - Sep 11 <i>CPB EU /232</i>
MST-614-R	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM	Aug 17 – Aug 18 Aug 20- Aug 21 <i>CPB EU /232</i>
MST-614-S	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>S. McClain</i>	Sep 21 – Sep 22 Sep 24 - Sep 25 <i>CPB EU /232</i>

### Motorcycle Repair

You can master the fundamental concepts and skills to keep a metric bike running smoothly. In this course, learn how to setup a safe motorcycle shop and select the right tools, from simple to specialized, to perform inspections, troubleshooting, and maintenance. Hands-on lab projects will include tune-ups, fastener servicing, fuel systems, basic electronics, batteries

and charging systems, and engine condition diagnosing without teardown. Information also relates to servicing ATV's and scooters. (Textbook required)

Total: \$283 — Senior Total: \$158

MST-002-C	MW 6:00PM–9:00PM Sa 9:00AM–3:00PM	Sep 13 – Oct 29 Sep 13 – Oct 29
-----------	--------------------------------------	------------------------------------

## Forklift Operator

### 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-C	Sa 9:00AM–5:00PM <i>D. Donovan, A. Obitts</i>	Sep 24 <i>ATC 202</i>
TRD-030-D	Sa 9:00AM–5:00PM <i>D. Donovan, A. Obitts</i>	Oct 22 <i>ATC 202</i>
TRD-030-E	Sa 9:00AM–5:00PM <i>D. Donovan, A. Obitts</i>	Nov 19 <i>ATC 202</i>

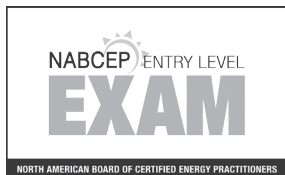
## Alternative Energy

### Solar PV Installer Certificate

More and more, solar photovoltaic (PV) systems are being used to produce electricity for homes and businesses. This course covers all the basics needed to become 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 Saturdays included for field activities. Successful completion of the class qualifies participants to sit for the NABCEP Solar PV Entry Level exam. (Textbook required)

Total: \$546 — Senior Total: \$343

TRD-023-D M 6:00PM–9:00PM Oct 10 – Dec 12  
CPB 232



## Electrical

### 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: \$579 — Senior Total: \$273

CNT-110-C F 12:30PM–4:15PM Sep 02 – Dec 16  
I. Staff ATC 110A

## HVAC

### Introduction to HVAC/R

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

Total: \$475 — Senior Total: \$227

CNT-107-C Th 6:00PM–8:45PM Sep 01 – Dec 15  
D. Fulk CPB 142

## Industrial Technology

### Intro to CNC Programming

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

Total: \$460 — Senior Total: \$78

CNT-150-C Th 5:00PM–9:00PM Sep 01 – Dec 15  
K. Stoops ATC 202

## Lead Paint

### Lead Paint Visual Inspector

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

Total: \$228 — Senior Total: \$208

PLC-016-D ThF 8:30AM–4:30PM Oct 27 – Oct 28  
C. Gunther VM 4

### 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-D F 8:30AM–4:30PM Oct 14  
C. Gunther VM 4

### Lead Paint M & R Supervisor Training For MD

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.

Total: \$203

TRD-040-D ThF 8:30AM–4:30PM Oct 13 – Oct 14  
C. Gunther VM 4



## EPA Certified Lead Paint Renovator - RRP

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

Total: \$207

TRD-042-D	F 8:30AM–5:00PM <i>C. Gunther</i>	Oct 21 <i>VM 4</i>
-----------	--------------------------------------	-----------------------

## Lead Paint Visual Inspector Refresher

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

Total: \$132

TRD-043-D	F 8:30AM–4:30PM <i>C. Gunther</i>	Oct 28 <i>VM 4</i>
-----------	--------------------------------------	-----------------------

## Small Engine Repair

### 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 tools needed will be distributed at the first class and appropriate safety clothing is required for shop activities. (Textbook required)

Total: \$198 — Senior Total: \$132

TRD-124-C	MW 6:00PM–9:00PM <i>T. Kroon</i>	Sep 7 – Oct 10 <i>CPB 212</i>
-----------	-------------------------------------	----------------------------------

## Plumbing

### 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: \$475 — Senior Total: \$227

CNT-105-B	Tu 6:00PM–8:45PM <i>R. Calhoun</i>	Aug 30 – Dec 13 <i>CPB 142</i>
-----------	---------------------------------------	-----------------------------------

## Welding

### Intro to Welding

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

Total: \$364 — Senior Total: \$236

CNT-106-C	F 5:30PM–8:15PM <i>D. Mummert, J. Smith</i>	Sep 02 – Dec 16 <i>CPB 142/142A</i>
-----------	--	--

CNT-106-N	Sa 8:30AM–12:30PM <i>B. Staley, S. Staley</i>	Sep 10 – Nov 19 <i>CPB 142/142A</i>
-----------	--	--

### Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-C	Sa 8:30AM–12:30PM <i>B. Staley, S. Staley</i>	Sep 10 – Nov 19 <i>CPB 142/142A</i>
-----------	--	--

### Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-C	Sa 8:30AM–12:30PM <i>B. Staley, S. Staley</i>	Sep 10 – Nov 19 <i>CPB 142/142A</i>
-----------	--	--



## Electrical Apprenticeship Training

Work toward becoming a licensed Maryland Journeyman Electrician while mastering the industry theory and working hands-on in the electrical field. HCC has partnered with the Independent Electrical Contractors to bring quality training and job opportunities in the construction field. Work full-time for an electrical contractor while attending your apprenticeship classes in-person or online.

Applications are being accepted for fall classes.

Contact Jack Drooger at [jadrooger@hagerstowncc.edu](mailto:jadrooger@hagerstowncc.edu) or 240-500-2453.



## 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.



## BLS

### BLS Initial Certification

The American Heart Association Basic Life Support (BLS) for Healthcare Providers (HCP) (C) is a classroom course that is designed to teach a variety of healthcare professionals how to recognize a number of life-threatening emergencies, how to provide CPR, how to use an AED and how to relieve choking in a safe, timely, and effective manner. This course is for healthcare professionals who must know how to perform CPR, as well as other lifesaving skills, in a range of in-hospital and out-of-hospital settings. Textbook cost is included in the BLS full course fee. Student is responsible for textbook for BLS renewal course. AHA requires each student to have a textbook available before, during and after the course. Students must pass a written exam and skills test in order to receive an AHA BLS for Healthcare Provider (C) course completion card.

Total: \$67 — Senior Total: \$52

NRS-923-C	Th 5:00PM–9:00PM	Sep 01 CPB 214
NRS-923-D	Th 5:00PM–9:00PM	Sep 15 CPB 214
NRS-923-E	Th 5:00PM–9:00PM	Oct 06 CPB 214
NRS-923-F	Th 5:00PM–9:00PM	Oct 20 CPB 214
NRS-923-G	Th 5:00PM–9:00PM	Nov 03 CPB 214
NRS-923-H	Th 5:00PM–9:00PM	Nov 17 CPB 214
NRS-923-I	Th 5:00PM–9:00PM	Dec 01 CPB 214
NRS-923-J	Th 5:00PM–9:00PM	Dec 15 CPB 214

### BLS Recertification

BLS Recertification for Healthcare Providers is a class provided by the American Heart Association to refresh healthcare professionals previously certified in recognizing several life-threatening emergencies and providing CPR, using an AED and bag-mask, and relieving choking

in a safe, timely, and effective manner. This class includes a review adult, child, and infant skills in both the non-hospital and hospital settings. A textbook is required. (Please note: If the current BLS card has expired, the student should enroll in a BLS Initial Certification course.)

Total: \$47 — Senior Total: \$37

NRS-924-C	Th 6:00PM–8:00PM	Sep 08 CPB 214
NRS-924-D	Th 6:00PM–8:00PM	Sep 22 CPB 214
NRS-924-E	Th 6:00PM–8:00PM	Oct 13 CPB 214
NRS-924-F	Th 6:00PM–8:00PM	Oct 27 CPB 214
NRS-924-H	Th 6:00PM–8:00PM	Dec 08 CPB 214

## Delegating Nurse

### Delegating Nurse

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

Total: \$288 — Senior Total: \$223

NRS-563-C	FSa 8:00AM–5:00PM L. Smigelski	Sep 16 – Sep 17 CPB 124
NRS-563-F	FSa 8:00AM–5:00PM L. Smigelski	Dec 09 – Dec 10 CPB 214

## Ed2Go Six-Week Online Courses

HCC offers hundreds of online six-week classes. Each course has 12 lessons, with two lessons released each week. Visit [www.ed2go.com/hagerstown](http://www.ed2go.com/hagerstown) to see the class selection. Register online and attend orientation online.

### Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

### Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.



### HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.

### Certificate in Pain Assessment and Management

This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.

### Certificate in Complementary and Integrative Health

Enhance your professional marketability by gaining a broad understanding of complementary and integrative health care options.



### 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.

### 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.

### Certificate in Gerontology

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



### 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.

# Nurse Refresher Course

This course is a three-step series designed for Registered or Licensed Practical Nurses to reinstate an inactive Maryland nursing license and consists of a hybrid class with 40 classroom hours and online course work totaling 80 hours of content. Areas of concentration include: delivery of care utilizing the nursing process; medication calculation and administration; adult medical/surgical nursing; and current issues, trends, and nursing practice. Students are expected to complete assignments on a weekly basis for the online component. Successful completion requires an 80 percent or higher average score on four exams and completion of 10 weekly assignments with an average score of 80 percent. There is a required textbook, the cost of which is in addition to the class totals. ISBN 9780323086783

**Prior to beginning the Clinical Practice component, students must:**

- Possess an active, inactive, or temporary Maryland nursing license (RN or LPN) or one from a compact state.
- Provide documentation of a physical exam (signed by a medical provider - MD, PA, or NP) within 12 months of the start date of clinical practice.
- Have a current Basic Life Support Health Care Provider CPR Card issued by the American Heart Association (AHA). Provider courses and recertification courses are available at HCC.
- Provide medical documentation or waivers of the following vaccinations: MMR or titre, Varicella or titre, Tetanus, Hepatitis B series, and negative TB test (PPD or Chest X-Ray) – TB results should be within the past 12 months of the start date of Clinical Practice.
- Complete a Criminal Background Check (forms completed first night of class, cost covered in course fee).

**The Nurse Refresher Course will take 16 weeks to complete.**

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

**Step 1: Nurse Refresher I Classroom Theory (NRS 988 C)**

Mon 6 p.m. – 10 p.m. Sept. 12 – Nov 14 CPB 214

Total: \$653 Sr. Total: \$409

- ✓ Consists of 80 hours of theory presented in classroom, online learning, and assignments with the following areas of concentration:
  - o Delivery of nursing care utilizing the nursing process
  - o Adult Medical/Surgical Nursing
  - o Current issues, trends, and nursing practice
- ✓ A learning portfolio is created during the course.
- ✓ Successful completion includes the learning portfolio, weekly quizzes greater than 80 percent, participation in online discussion weekly and 80 percent or higher on the average of four exams spaced through the course.

**Step 2: Nurse Refresher Skills Lab (NRS 094 D)**

Fri. Oct. 14 6 p.m. – 10 p.m., and Sat. Oct. 15 9 a.m. – 5 p.m. CPB 154

Total: \$354 Sr. Total: \$258

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

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

Nov. 28 – Jan. 25

Total: \$248 Sr. Total: \$144

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



## CCRN + PCCN Three-Day Review Class



With Carol Rauhen, RN-BC, MS, CCRN,  
PCCN, CEN

Independent Clinical Nurse Specialist and  
Educational Consultant

The three-day critical care review course is intended for nurses who are planning to take the AACN-CCRN or AACN-PCCN certification exam or as a clinical practice

review seminar. The lectures and time allotment are based on the exam blueprints and cover all body systems, physiology, pathophysiology, assessment strategies, and treatment options for medical and surgically critically ill patients. This course will benefit those who have critical care experience and need/want a clinical update and review of the latest in best practices as well as those who are interested in a final review prior to taking the PCCN/CCRN certification exam. This seminar is not intended as a basic critical care course and is recommended for nurses with at least one year of critical or progressive care experience.

HCE 025 C - \$325

Sept. 26-28 from 7:30 a.m.-4 p.m.

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

## Cardiac Updates #15

Saturday, October 8, 2016

7:30 a.m. to 3 p.m.

Career Programs Building

NRS 583 D

Total: \$90

### EARLY BIRD DISCOUNT

Register by  
Sept. 30 and  
pay only \$72



To register or for  
more information,  
call 240-500-2236.

This activity is designated for 6 hours  
of ASE CEU credits. CEU credit from  
ASRT – pending approval.

## Allegany Optical/ National Optometry Continuing Education – Lecture Series XIX

Sunday, October 16, 2016  
8 a.m. - 4 p.m.  
Career Programs Building

NRS 877 D  
Fee: \$115

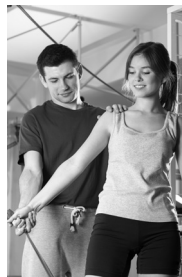
Visit  
[www.hagerstowncc.edu/seminars](http://www.hagerstowncc.edu/seminars)  
for more information



### Ed2Go Career Training Programs

Train for a new career from the comfort of your home and at your own pace. Visit <http://careertraining.ed2go.com/hagerstowncc/> to see the class selection and course outlines. You don't have to be online at a specific time.

ICD-10 Medical Coding  
Certified National Pharmaceutical Representative  
Physical Therapy Aide  
Medical Billing and Coding  
Advanced Hospital Coding and CCS Prep  
Clinical Dental Assistant  
Medical Transcription + Medical Terminology  
Optician Certification Training  
Nutrition for Optimal Health, Wellness, and Sports



Questions?  
Call 240-500-2553 or  
email [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu)



## DENTAL SEMINAR

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

Friday, Nov. 11 from 8 a.m.-4:15 p.m.

Career Programs Building

NRS 774 E • \$230

For more information, visit [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned) or call 240-500-2236.

### Dental Seminar

---

#### Dental Professional Training: OSHA and Infection Control/Prevention

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

Total: \$65

---

NRS-773-C Sa 7:30AM-12:30PM

Sep 17  
CPB 211/213

## Drug Calculation

### Drug Calculations Preparation

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

Total: \$53 — Senior Total: \$43

NRS-733-D	Sa 9:00AM–12:00PM <i>D. Drooger</i>	Oct 08 – Nov 05 ONLINE /4
-----------	--	------------------------------

## 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: \$88 — Senior Total: \$43

NRS-742-B	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Aug 27 CPB 152
NRS-742-C	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Sep 24 CPB 152
NRS-742-D	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Oct 29 CPB 152
NRS-742-E	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Nov 19 CPB 152
NRS-742-F	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Dec 17 CPB 152



## Health and Wellness

### Being Human: Wealth and Poverty

Is poverty an inevitable byproduct of civilization? What are the consequences of providing unequal access to food, medicine, shelter, and economic opportunity? How much inequality are we willing to tolerate, and how much actually exists in our world today? This class explores wealth and poverty from an anthropological view: we'll uncover the roots of inequality, the effect of social stratification on societies, the reasons for the persistence of poverty, and the innovations that have succeeded in creating a more egalitarian world.

Total: \$75 — Senior Total: \$53

DIS-530-E F 2:30PM–4:30PM  
J. Castillo

Nov 04 – Dec 02  
CPB 230

### 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

MBP-027-C1 Tu 7:00PM–8:30PM  
M. Allan

Sep 27 – Nov 01  
VM 3

## Introduction to Aromatherapy



This three-part course provides an introduction to Aromatherapy. Part 1, "Introduction to Essential Oils" describes the history, research, and properties of essential oils and their physical effects through the body. Part 2, "Mind, Mood, and Emotional Healing with Essential Oils" explores the mind/body connections and how essential oils can restore mental and emotional balance. Part 3, "Aromatherapy for Families and Children" explores the use of essential oils in addressing common childhood health needs.

Tuesday, Oct. 25 – Nov. 8

6 p.m. – 7:30 p.m.

MBP-122-D \$40

Jennifer Silbert Valley Mall



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



**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

---

MBP-072-C1	Th 6:00PM–7:00PM	Sep 15 – Nov 17
	<i>P. Cote</i>	<i>CPB 211</i>

**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

---

MBP-073-C1	Th 7:00PM–8:00PM	Sep 15 – Nov 17
	<i>P. Cote</i>	<i>CPB 211</i>

**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

---

MBP-119-C1	W 7:00PM–8:30PM	Sep 14 – Nov 16
	<i>S. Heurich</i>	<i>KEP 101</i>

**Eating Local for Less**

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

Total: \$71 — Senior Total: \$48

---

DIS-423-C	F 10:00AM–12:00PM	Sep 09 – Sep 24
	<i>J. Castillo</i>	<i>CPB 230</i>

## Cheeseburger CSI



You gotta have your cheeseburger: juicy, beefy, and delicious, mmm – but wait! Before you take that first bite, look closer! Where did the beef come from? What about the cheese, buns, veggies, and sauce? Is that really beef you're tasting, or is it – gasp - artificial beef flavor? Become a burger detective and go behind the scenes of your favorite lunch food. Learn how to read the clues on food labels, keep food advertisers from pulling a fast one on you, and

steer clear of salt, sugar, fat, and all their partners in crime. Learn how to choose and cook healthy alternatives to processed food. Help make the world safer for lunch eaters everywhere!



This course is ideal for both parents and children.

MBP 121 C • \$45

Saturday, Sept. 10-17 from 1 - 5 p.m.

Career Programs Building, room 214



## Food Journaling: Write Your Way to a Healthier Relationship with What You Eat



Do you eat when you're lonely, angry, tired, bored? The snack that you devoured at 11 p.m. – what made you eat that? Discover how the media, marketers, and popular culture influence your choices. Through freewriting, essay assignments, and journaling exercises, delve deep into your unique personal experience. Meet yourself on the page, come face-to-face with yourself as an eater, and transform your relationship with food. The results: more nutritious choices, better healthy, greater joy!

Monday, Sept. 26 – Oct. 17 • 10 – 11:30 a.m.

MBP-120-C1 • \$56

Julie Castillo • Valley Mall



Register for classes at [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned)  
or by calling 240-500-2236.

## LLI TUITION WAIVERS:

You asked, we listened. Any student age 60 years or older is eligible for our senior pricing. Welcome back, Lifelong Learners! Look for the senior total in Personal Enrichment and Healthy Living and apply the senior rate for these courses. Please check the course description for applicable courses.

## Crafting



Back for the cooler weather and the approaching holiday season are our loom knitting and crochet series of classes. Take one, or as many as you'd like! April Berendt, our knitting and crocheting instructor, will return to lead these classes that take beginners from baby-stepping

their way through knitting and crocheting to beautiful finished products!

## Art

### Beginning Loom Knitting Basic Hat

Learn how to make a hat for children and adults using a circle loom in this two part class. You will need to supply on your own and bring to class: 1 skein of # 5 or #6 yarn, one medium 9 1/2 in or large 11 1/2 in circle loom and loom hook (with the set of four you can make hats for the whole family), a tape measure, yarn needle, scissors, stick markers and row counter.

Total: \$38

ANE-323-E	Tu 11:30AM-1:30PM A. Berendt	Nov 01 - Nov 08 CPB 214
-----------	---------------------------------	----------------------------

### Beginner Loom Knitting Brimmed Hat

Learn how to make a two-color hat for children and adults using a circle loom in this two-part class. You will need to supply on your own and bring to class: two skeins of #5 or #6 yarn, one medium 9 1/2 in or large 11 1/2 in circle loom and loom hook (with the set of four you can make hats for the whole family), a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-324-E	Tu 11:30AM-1:30PM A. Berendt	Nov 15 - Nov 22 CPB 214
-----------	---------------------------------	----------------------------

### Beginning Crochet Series



In this introduction to crochet series, you will learn basic stitch techniques necessary to complete a scarf, a hat for adults or children, an infinity scarf, and complete, as well as attach, several granny squares. Each piece will take two weeks to complete. You will need to supply on your own and bring to class: Scarf: one skein #4 yarn (approx. 140 yds.), one size k crochet hook, a tape measure, yarn needle, scissors, stick markers and row counter. Hat: one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter. Granny Square: three skeins #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter. Infinity Scarf: one skein of #4 yarn, one size K, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$108 — Senior Total: \$73

ANE-325-C	Tu 11:30AM-1:30PM A. Berendt	Sep 06 - Nov 01 CPB 210
-----------	---------------------------------	----------------------------

### Beginning Crochet Scarf

You will learn basic stitch techniques to complete a scarf in this two-part class. You will need to supply on your own and bring to class: one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-326-C	Tu 11:30AM-1:30PM	Sep 06 – Sep 13
	<i>A. Berendt</i>	<i>CPB 210</i>

### Beginning Crochet Hat

You will learn basic stitch techniques to complete a basic hat in this two-part class. You will need to supply on your own and bring to class: one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-327-C	Tu 11:30AM-1:30PM	Sep 27 – Oct 04
	<i>A. Berendt</i>	<i>CPB 230</i>

### Beginning Crochet Granny Square

You will learn basic stitch techniques to complete and attach several granny squares in this two-part class. You will need to supply on your own and bring to class: three skeins of Red Heart super saver yarn in three different colors of your choice, one size I or J crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-328-D	Tu 11:30AM-1:30PM	Oct 11 – Oct 18
	<i>A. Berendt</i>	<i>CPB 210</i>

### Beginning Crochet Infinity Scarf

You will learn basic stitch techniques to complete a scarf in this two-part class. You will need to supply on your own and bring to class: one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-329-D	Tu 11:30AM-1:30PM	Oct 25 – Nov 01
	<i>A. Berendt</i>	<i>CPB 210</i>

### Introduction to Sewing



Starting with hand sewing, this course will familiarize the beginner with all the techniques needed to create simple garments or home decorating projects from commercial patterns. A field trip to a fabric store is included in one of the sessions. Students will need to bring a sewing machine to class, except for the first class on hand sewing. Students will need to purchase *The Singer Complete Photo Guide to Sewing* prior to class. Each student will also need a pair of sewing scissors, pins, and a measuring tape. Other equipment may be necessary, depending on the student's choice of project. Equipment may be purchased during the field trip to a sewing store. This course is intended for beginning sewers with little to no experience.

Total: \$98 — Senior Total: \$62

ANE-359-C	Th 12:00PM-3:00PM	Sep 08 – Oct 06
	<i>J. Remes</i>	<i>CPB 210</i>

### Intermediate Sewing



A continuation of Beginning Sewing, this course guides the student through the completion of that crucial first project. All of the essential information and skill-building needed to make an attractive piece of clothing, or home accessory, will be covered in this course. Students will need to bring a sewing machine to each class meeting. Additionally, students need to bring a pair of sewing scissors, pins, and a measuring tape. Other materials may be necessary, depending on the student's choice of sewing project. The textbook for this course (purchased by students) is *The Singer Complete Photo Guide to Sewing*.

Total: \$98 — Senior Total: \$62

ANE-360-D	Th 12:00PM-3:00PM	Oct 20 – Nov 17
	<i>J. Remes</i>	<i>CPB 210</i>

.....  
**Instructor Bio—Jo Lum**

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

**Learn the Heritage Craft of  
 Chair Caning**



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

Total: \$91 — Senior Total: \$58

SEN-090-C1	W 6:00PM–8:30PM G. Lum	Sep 21 – Nov 09 VM 4
SEN-090-D1	M 9:00AM–1:00PM G. Lum	Oct 17 – Nov 14 VM 6
SEN-090-N1	Th 12:00PM–2:30PM G. Lum Center HALL	Sep 22 – Nov 10 Little Antietam

## Cultural Trips



Join us on one of our exciting excursions this season. We're headed back to New York for the Rockettes, into Washington, DC for our regular DC escape days, and off to Harpers Ferry to learn about the overwhelming sense of history and nature there, during this centennial year of the National Park Service. And, of course, cross your fingers for our possible trip to the White House decked out for the holiday season! Between all of the options, there is something for everyone!

### Harpers Ferry Trip

2016 is the centennial of the National Park Service. What better way to recognize its importance than by spending a day in Harpers Ferry National Historical Park? Uniquely situated between three states and two rivers, Harpers Ferry is a landmark location for so many reasons. Experience a personal, ranger-led program featuring talks at Bolivar Heights, Camp Hill, and Lower Town, with fascinating information provided about John Brown's raid on the federal arsenal, Civil War activity around the town, and the impact of Storer College and the Niagara Movement. There will also be time to enjoy lunch on your own in town, as well as browsing through additional exhibits, sites, and stores. A moderate degree of walking is required as part of this cultural day trip. Meet at the Valley Mall; transportation will be via bus to Harpers Ferry.

*DIS 533 C - \$75*

*Tues., Sept. 13 from 8 a.m. - 4:30 p.m.*

### 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.

Total: \$53

SEN-196-D1 Tu 7:00AM-5:30PM

Oct 25

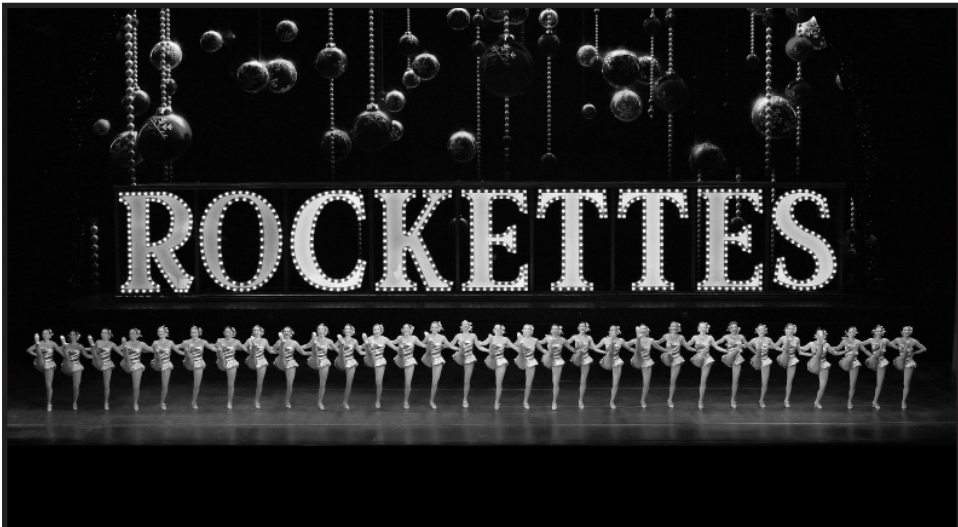
#### Rockettes NY Christmas Trip

Continue a cherished family tradition or create a new one. The Radio City Music Hall's Christmas Spectacular featuring Rockettes is one of the most iconic and magical shows in the country. Every year, the Rockettes put on a show more dynamic and magical than the last. This trip includes tickets to the show and deluxe motor coach transportation. Lunch before and dinner after the 2 p.m. show will be on your own in NYC. (Deaf and hearing families welcome: this show will be interpreted in ASL.) Deaf family please call 240-500-2565 to be seated near the interpreter. Departs Valley Mall at 6 a.m. and returns at 11 p.m. Registration deadline is October 12th.

Total: \$149

DIS-481-E 6:00AM-11:00PM

Nov 19



## NYC Rockettes Christmas Spectacular

Sat., Nov. 19, 6 a.m. to 11 p.m.

DIS 481 E

Fee: \$149

The Radio City Music Hall's Christmas Spectacular featuring the world-famous Rockettes is one of the most iconic and magical shows in the country! Don't let another holiday season pass you by without enjoying this amazing show with your loved ones. Whether it is your first experience or an annual tradition, the Christmas Spectacular has something new for everyone. Plan early, this offer ends soon. Please register by Oct. 15. Cost includes fully-equipped motor coach and tickets to the Christmas Spectacular. Lunch and dinner on your own in NYC.





### **White House Holiday Tour**

Cross your fingers and hope we get a tour of the White House decorated for the holidays this December! This is a first-come, first-served waitlist – we will request a tour and the White House will respond with a date and time in December, if we are approved. Please call to sign up for the waitlist. We will contact you with the date and time of the tour and for your payment, if we are able to visit the White House this season. In order to request a tour, the White House requires us to have the following information: full name with middle initial (as listed on your photo ID), date of birth, social security number, residence, and if you are a US citizen. There is a security check; bring photo ID. This trip requires a lot of walking and standing, both inside and outdoors. Register ASAP; these spots fill quickly. Tour request will be made on September 1; please register by 8/31/16. Drop off and pick up at the Valley Mall.

Total: \$63 (\$55, reg fee \$8)  
Date and Time TBD



## Genealogy

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

### 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 — Senior Total: \$53

SEN-377-D1	F 9:30AM–12:00PM	Oct 14 – Nov 04
	C. Miller-Schultz	VM 2
SEN-377-N1	M 6:00PM–8:30PM	Oct 17 – Nov 07
	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 to investigate additional resources.

Total: \$78 — Senior Total: \$53

SEN-097-D1	F 1:30PM–4:00PM	Oct 14 – Nov 04
	C. Miller-Schultz	VM 2

### Washington, D.C. Genealogy Research Trip

Research time is built into this day and may be used either at the DAR Library or the National Archives. The instructor will contact participants

one week prior to the trip for a discussion of research options. Lunch is on your own but may be purchased within walking distance of all facilities. Tour fee includes: motor coach transportation/gratuity.

Total: \$53

SEN-144-D1	Tu 7:00AM–5:30PM	Oct 25
	C. Miller-Schultz	

## History

### An Introduction to the U.S. Constitution



This course will discover how the federal government was formed by the adoption, by the Continental Congress, of the Articles of Confederation. Students will explore the shortcomings and defects of the Articles, and how those led to the development of the Constitutional Congress' call for a Constitutional Convention. The proceedings of the convention, and the debates that ensued after the new Constitution was offered for ratification, will also be discussed. The Bill of Rights' origin and passage will be visited briefly, and the various sections of the Constitution and their interpretations by court systems, will also be addressed.

Total: \$88 — Senior Total: \$56

DIS-518-C	M 6:00PM–8:00PM	Sep 12 – Oct 31
	J. Warner	VM 4

### 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.

### Jewish Scriptures: Their Origin, Greek Version, Apocrypha, and Early Christian Uses



Attend this intriguing new series from Dr. Karen Gray. Through four different sessions, students will examine the roots and formation of the Jewish canon, its versions, and the various uses Christians made of Jewish sacred writings. The course will also include selections from non-canonical writings treasured by the Hebrew people, and the adaptation and incorporation of Jewish writings into Christian doctrines is considered.

Total: \$95 — Senior Total: \$60

DIS-527-C	W 9:30AM–12:00PM	Sep 28 – Dec 07
	K. Gray	VM 6

**Origins of Jewish Scriptures** 

This course considers from where the writings that came to be regarded as sacred by the Hebrew people originated. It surveys the relationship of oral to written texts, the redactions made during the centuries before scribes sought to freeze them in immutable form, and how the canon of what would be regarded as the most sacred texts formed.

Total: \$30

---

DIS-528-C	W 9:30AM-12:00PM	Sep 28
	<i>K. Gray</i>	VM 6

**The Septuagint** 

The Septuagint is a Greek translation of the sacred Hebrew texts made in Egypt in 300-200 BC, and this presentation surveys the history and reason for its making, and what is known today of the quality of the translation and the sources in the possession of the translators. Dr. Gray looks at some of the details learned about Hebrew scripture in general, and the Septuagint in particular, from the Septuagint manuscripts found among the Dead Sea Scrolls.

Total: \$30

---

DIS-529-D	W 9:30AM-12:00PM	Oct 19
	<i>K. Gray</i>	VM 6

**Jewish Apocrypha and Other Non-Canonical Writings** 

This course reviews works that were treasured by the Hebrew people. Many of these writings were prophetic works from post-exile Judaism. Dr. Gray also provides an overview of the Book of Enoch, and the complex Enochian tradition, and its literature. As well as providing background information, this class includes selections from these fascinating works.

Total: \$30

---

DIS-531-E	W 9:30AM-12:00PM	Nov 16
	<i>K. Gray</i>	VM 6

**Early Christian Uses of Jewish Scriptures** 

This course explores Christian sources for and versions of Jewish religious writings used, in particular, by New Testament authors and the Church Fathers. How Christians understood and adapted Jewish writings to their own doctrines and teachings is considered. Furthermore, texts of particularly great importance to Christian theology are selected for special attention, and discussed.

Total: \$30

---

DIS-532-F	W 9:30AM-12:00PM	Dec 07
	<i>K. Gray</i>	VM 6

**Maryland's Blue Ridge: 1.2 Billion Years Of History** 

Maryland Blue Ridge History and Culture will feature an interactive overview of the long and rich history of our region. We will focus on South Mountain, Catoctin Mountain, and the intermontane area in between, and will also relate this material to the history of the adjacent valleys. We will examine the complex geologic history of the area, focusing on the Blue Ridge orogeny, as well as the flora and fauna of the region as they developed over time. The course will also touch on Paleoindian and Native American history, European settlement, and the role of the Civil War, focusing on the Maryland Campaign of 1862. The culture and folklore of the area will be explored, as will attempts at conservation and preservation of local areas. Two field trips will be a component of this course, and students will meet at the field trip site. Some walking during these trips will be required.

Total: \$195 — Senior Total: \$117

---

DIS-534-C	WF 10:00AM-12:00PM	Sep 14 – Nov 18
	<i>R. Cook</i>	CPB 214

.....  
**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.*

.....

**Slavery in Colonial America** 

In this class, we'll investigate why and how Native American nations enslaved their own and other ethnic groups. We'll learn how American colonies, particularly Massachusetts and South Carolina, accelerated the enslavement of Native Americans. We'll also discover why European colonies in the Caribbean used Native Americans as slaves. We'll cover why certain agricultural crops grown in America and the Caribbean, such as tobacco, rice, and sugar cane, was labor intensive; and employed task and gang labor. Finally, we'll see why these regions enslaved Africans, and investigate the relationships between Native Americans and African-Americans.

Total: \$76 — Senior Total: \$54

---

DIS-536-C	Tu 9:00AM-12:00PM	Sep 13 – Sep 27
	<i>R. Swartz</i>	VM 6

**The Salem Witchcraft Trials of 1692**



These infamous trials have been described as our national crackup en route to the United States Constitution. It is one of the seminal episodes in colonial American history where the central roles are held by women and girls. In this program, we'll discuss the background of witchcraft in Europe and the New England colonies, particularly Puritan Massachusetts Bay, where the trials occurred. We'll cover the roles of religion, culture, war, and economics as possible background causes for the hysteria produced. Husbands accused their wives; children accused adults; neighbors accused neighbors. We'll cover the immediate causes; the trials themselves, and the results, which included the executions of fourteen women and five men. We'll also learn how and why these trials came to an abrupt ending, and the role that witchcraft plays in a society."

Total: \$76 — Senior Total: \$54

DIS-535-D	Tu 9:00AM-12:00PM R. Swartz	Oct 11 – Oct 25 VM 6
-----------	--------------------------------	-------------------------

**The 1778 Rhode Island Campaign in the American Revolution**



The military campaign involved key figures of the American Revolution, such as Nathaniel Greene and George Washington. It was unique in that its geography included the mainland, islands, and open sea—even a hurricane—spanning New York to Boston. It included the country's first fully integrated regiment of African-Americans and Native Americans. For the first time it involved the Franco-American Alliance of 1778. We'll review failed attempts to wrest control of Rhode Island from the British prior to 1778; we'll ascertain how our government, under the Articles of Confederation, contributed to failure. We'll cover the main events and why they also failed. We'll discover how the foreign alliance with France was quickly frayed by US General John Sullivan, commander of American forces for this campaign, and how said alliance was subsequently repaired.

Total: \$76 — Senior Total: \$54

DIS-537-E	Tu 9:00AM-12:00PM R. Swartz	Nov 15 – Nov 29 VM 6
-----------	--------------------------------	-------------------------

**Home & Garden**

**Instructor Bio - Denny Warrenfeltz**

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

**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. Supplies to be discussed during the first session and may be purchased from instructor. Cost dependent upon your choice of materials. Course will not meet on 10/31.

Total: \$93 — Senior Total: \$59

PDV-795-C1	M 6:30PM-8:30PM D. Warrenfeltz	Sep 12 – Nov 14 CPB 211
------------	-----------------------------------	----------------------------

## FINANCIAL GPS SERIES



In this new HCC continuing education series, money matters and personal finance are brought to the forefront. You'll learn strategies and information surrounding understanding your credit score, managing debt and credit, planning short-term and long-term financial goals, and paving the road to financial security. Join us for this brand new opportunity in Personal Enrichment! (Classes may be taken as an entire series or as individual sessions.)

### Money Matters

#### Financial GPS Series



Through this series, participants will learn about financial well-being, and gain a better understanding of credit, eliminating debt, establishing financial goals, and saving and investing.

Total: \$77 — Senior Total: \$51

DIS-510-D	Tu 6:30PM–8:30PM M. McLean	Oct 04 – Oct 25 CPB 214
-----------	-------------------------------	----------------------------

#### Finding Yourself Financially: Net Worth And Credit Score

Through this series, participants will learn about financial well-being, and gain a better understanding of credit, eliminating debt, establishing financial goals, and saving and investing.

Total: \$28

DIS-511-D	Tu 6:30PM–8:00PM M. McLean	Oct 04 CPB 214
-----------	-------------------------------	-------------------

#### Your Money on the Move

This class will get you and your money on the same track-moving towards your financial goals. We'll explore why and how to set financial goals. Then we'll develop a spending plan or budget that will help you achieve those goals. Budgeting tools of all types will be reviewed.

Total: \$28

DIS-512-D	Tu 6:30PM–8:00PM M. McLean	Oct 11 CPB 214
-----------	-------------------------------	-------------------

### The Road to Financial Security: Saving And Investing

Become a more knowledgeable and confident saver and investor—a key step to financial security. We'll explore multiple methods, strategies and key factors to consider. You'll learn financial principles such as the value of time in growing money and opportunity costs and use tools to calculate their impact.

Total: \$28

DIS-513-D	Tu 6:30PM–8:00PM M. McLean	Oct 18 CPB 214
-----------	-------------------------------	-------------------

### Overcoming Financial Roadblocks: Discarding Debt & Consumer Savvy

Find solid tools and understand credit and debt. We'll explore the psychology behind our money habits. We'll discover the full costs of debt and how to pay it off. Multiple debt payoff methods and tools will be explained. We'll talk about using financial savvy to avoid negative deals and scams.

Total: \$28

DIS-514-D	Tu 6:30PM–8:00PM M. McLean	Oct 25 CPB 214
-----------	-------------------------------	-------------------

## Music

### 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: \$58

BLU-013-C1	M 5:45PM-6:45PM	Sep 12 – Nov 07
	<i>F. Maietta</i>	CPB 213

### Bluegrass Jamming

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

Total: \$53

BLU-015-C1	M 7:00PM-9:00PM	Sep 12 – Nov 21
	<i>F. Maietta</i>	CPB 213

## 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's of Art in Teaching and currently an Art Teacher.*  
 .....

### Basic Photography

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

Total: \$73 — Senior Total: \$43

ANE-318-B	M 6:30PM-8:30PM	Aug 22 – Sep 26
	<i>S. Schaefer</i>	VM 3
ANE-318-D	M 6:30PM-8:30PM	Oct 10 – Nov 07
	<i>S. Schaefer</i>	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 — Senior Total: \$43

ANE-281-E	Tu 6:30PM-8:30PM	Nov 15 – Dec 13
	<i>S. Schaefer</i>	VM 3

### Nature and Wildlife Photography

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

Total: \$63 — Senior Total: \$43

ANE-090-B	W 6:30PM-8:30PM	Aug 24 – Sep 14
	<i>S. Schaefer</i>	VM 3

## Writing

.....

### **Instructor Bio—Julie Castillo**

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

.....

### **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

---

ANE-454-C	Th 6:00PM–9:00PM	Sep 22 – Oct 20
	<i>J. Castillo</i>	<i>CPB 230</i>

---

## Writing - Youth

### **Dystopia**

Are you a fan of books like Hunger Games, Divergent, and Ugliers? Want to know how authors create dystopian worlds like these? Join us for a hands-on exploration of dystopian fiction, then create a fictional world, plot, and characters of your own!

Total: \$39

---

DIS-517-C	Sa 9:00AM–12:00PM	Nov 19
	<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 B	8/17/16 – 9/23/16
Section C	9/14/16 – 10/21/16
Section D	10/12/16 – 11/18/16
Section E	11/9/16 – 12/16/16
Section F	12/14/16 – 1/20/17

### 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.

### Beginner's 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.

### 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.



## LAST CHANCE



### TEEN WRITERS:

Do You Love To  
Write?

Do You Dream  
of Becoming  
a Published Author?

Attend the  
Hub City Teen  
Writers Institute  
at Hagerstown  
Community College

August 12-13, 2016

Work with Professional Writers  
and College Professors

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

Be inspired by  
other teen writers!

[www.mafwi.org/teens](http://www.mafwi.org/teens)



### Summer Conference for Fiction Writers

August 12-13, 2016

Featuring  
Keynote Speaker  
Brad Parks

Join other fiction writers at the  
Mid-Atlantic Fiction Writers  
Institute (formerly the Nora  
Roberts Writing Institute) on  
August 12-13, 2016.

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

Register or learn more at  
[www.mafwi.org](http://www.mafwi.org)



Mid-Atlantic  
Fiction Writers Institute  
at Hagerstown Community College

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 Math Test Prep
- Introduction to Algebra
- Introduction to Statistics
- Everyday Math

#### Courses for Teaching Professionals:

- 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
- Creating Classroom Centers
- Teaching High School Students

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

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

## Giggles and Wiggles

This is a child/adult interactive movement program that includes a variety of structured movement experiences each week! The activities are designed for the adult to accompany the child throughout the class. Come share a special time with your child. The first session of each day is designed for children ages 2-3; the second session is for children ages 3-4.



### Ages 2-3

Fee: \$52

ANE 344 C1 – Wed., Sept. 7 – Oct. 26 from 9:30 – 10:15 a.m.

ANE 344 D1 – Thurs., Sept. 8 – Oct. 27 from 9:30 – 10:15 a.m.

### Ages 3-4

Fee: \$52

ANE 343 C1 – Wed., Sept. 7 – Oct. 26 from 10:45 – 11:30 a.m.

ANE 343 D1 – Thurs., Sept. 8 – Oct. 27 from 10:45 - 11:30 a.m.

All classes meet in the ARCC, HCC Main Campus.

### Giggles and Wiggles for Ages 2-3



This is a child/adult interactive movement program that includes a variety of structured movement experiences each week! The activities are designed for the adult to accompany the child throughout the class. Come share a special time with your child. This course is for students who are ages 2-3.

Total: \$52

ANE-344-C1	W 9:30AM-10:15AM J. Miller	Sep 07 – Oct 26 ARCC MAIN
ANE-344-E1	Th 9:30AM-10:15AM J. Miller	Sep 08 – Oct 27 ARCC MAIN

### Giggles and Wiggles for Ages 3-4



This is a child/adult interactive movement program that includes a variety of structured movement experiences each week! The activities are designed for the adult to accompany the child throughout the class. Come share a special time with your child.

Total: \$52

ANE-343-D1	W 10:45AM-11:30AM J. Miller	Sep 07 – Oct 26 ARCC MAIN
ANE-343-F1	Th 10:45AM-11:30PM J. Miller	Sep 08 – Oct 27 ARCC MAIN

**Dance**

**Instructor Bio - Karen Carpenter**

*Karen has been a professional ballet teacher and choreographer for more than 35 years. She was a former member of the City Center Joeffrey Ballet Company where she served as a personal assitant to Robert Joeffrey. 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 Senior Total: \$48

FIT-013-B1 M 6:15PM-7:30PM Aug 29 - Nov 07  
K. Carpenter KEP 101

**Instructor Bio - Jodi White**

*I started my dancing career at a large franchise in 1997. I then moved on to study ballroom dance at Brigham Young University and taught as an independent instructor for several years. Since 2010, I've become professionally certified through Dance Vision International Dance Association and I'm currently adding to my list of professional dance certifications. I continue to teach using the excellent DVIDA system and specialize in social dancing, event preparation and American Rhythm dances. I love working with beginners of all ages and look forward to introducing you to the magic of ballroom dancing!*

**Ballroom Dance - Swing/Foxtrot**



Back by popular demand! Join professionally certified Dance Vision International Dance Association (DVIDA) instructor, Jody White, for Ballroom Dance Instruction. Learn to dance to the greatest music from the roaring 20s all the way through the rock n' roll 50s. We'll be sailing smoothly through the fox trot and twirling our way through the swing. Wear comfortable shoes (no flip flops) and we'll be dancing in no time.

Total: \$70 Senior Total: \$50

FIT-014-C W 5:45PM-6:45PM Sep 07 - Sep 28  
J. White KEP 101

**Ballroom Dance - Salsa/Cha Cha**



Back by popular demand! Join professionally certified Dance Vision International Dance Association (DVIDA) instructor, Jody White, for Ballroom Dance Instruction. Get those hips moving with two of the most popular Latin dances! The Cha Cha is a great ballroom dance and the salsa is a spicy club dance. Bring comfortable shoes (no flip flops or sharp/pointed heels) and learn more about how these two great dances are related.

Total: \$70 Senior Total: \$50

FIT-018-D1 W 5:45PM-6:45PM Oct 05 - Oct 26  
J. White KEP 101

**Fitness**

**Instructor Bio - Sylvia Rogers**

*Sylvia Rogers has been teaching arthritis exercise programs for 13 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 Senior Total: \$43

FIT-005-C TuTh 9:30AM-10:30AM Sep 13 - Oct 20  
S. Rodgers Hagerstown Seven Day Adventist HALL

FIT-005-E TuTh 9:30AM-10:30AM Nov 01 - Dec 13  
S. Rodgers Hagerstown Seven Day Adventist HALL

## Join the HCC Alumni & Friends for our 8th Annual Caribbean Cruise February 24 – March 3, 2017



**Travel with HCC, February 24 – March 3, 2017  
on the 8th Annual HCC Alumni & Friends Cruise  
on the Holland America Ship, "Oosterdam,"**

leaving from Tampa, Florida. Ports of call include: Key West, Florida; Mahogany Bay, Roatan, Honduras; Santo Tomas De Castillo, Guatemala; Costa Maya, Mexico. Our trip includes: roundtrip transportation to the airport from HCC, airfare from Baltimore to Tampa and back, transfers from the airport to the Ship, an 8-day/7-night Western Caribbean Cruise, lodging, entertainment, unlimited delicious food, all port fees and taxes.

**Everyone is invited and welcome to join the fun!**

Our cruise group: enjoys meals & special parties together on board ship; travels within the safety of a group; meets before our cruise events to discuss our trip and get better acquainted; and has a WONDERFUL time together.

**Rates begin at: \$1,585.33 per person**

**All Proceeds Benefit the HCC Alumni Scholarship Fund**

**Travel arrangement through:  
Travel Leaders – All About Travel  
at 301-739-4600 - Ask for Belinda Stull**

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

# Dreaming of a better life?



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

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

**Meet the required placement scores, and you can enroll in the National External Diploma Program (NEDP) for \$90.**

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

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

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



Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742

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



## Registration is Easy

### **Registration is Easy**

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

#### **To register in-person:**

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

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

- Monday and Thursday 8:30 a.m. – 6:30 p.m.
- Tuesday, Wednesday and Friday 8:30 a.m. – 4:30 p.m.

#### **Visit HCC's satellite location at:**

17301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

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

#### **To register by phone:**

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

#### **To register through WebAdvisor:**

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

#### **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**

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

### **Tuition and Fees**

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

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

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

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

### **Admissions**

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

### **Registration Confirmation**

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

### **Course Cancellations**

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

### **Refund Policy**

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

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



## **Employer's Tuition Assistance**

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

## **ed2go Online Course Registration Information**

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

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

If you have additional questions, you can also e-mail our student liaison at [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu).

## **College Holidays**

- September 5, 2016 – Labor Day
- November 23, 2016 – College closes at 12:00pm
- November 24 & 25, 2016 – Thanksgiving
- December 23, 2016 – College closes at 12:00pm
- December 24, 2016 to January 2, 2017 – Winter Break

## **Parking**

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

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

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

## **Emergency Closing**

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

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

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

# 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 Workforce Development  
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.