

WINTER 2016



HCC CONTINUING EDUCATION

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



www.hagerstowncc.edu/coned

Veterinary Assistant Training 2016

February 29, 2016 - October 10, 2016

The Veterinary Assistant Training Program consists of three courses. A certificate of completion of the training will be given upon; successful completion of all three courses and a final project and portfolio, each to be presented on the last night of class.

What is the job outlook for veterinary assistants?

Employment opportunities for veterinary assistants and laboratory animal caretakers is expected to grow by 14 percent from 2010 to 2020. Employment of veterinary assistants and laboratory animal caretakers is concentrated in veterinary services, an industry that is projected to grow rapidly during the next decade. The rate of industry growth is being spurred by a growing pet population and advancements in veterinary medicine (source: www.bls.gov/ooh).

Course 1—Medical Terminology and Intro to Anatomy for Veterinary Assistants

This course introduces and reviews veterinary terminology and vocabulary.

Students must score at least 70% or better on the Course 1 final examination in order to enroll into Course 2, Veterinary Assistant Training Principles

Fee: \$335

Feb. 29, 2016 – Apr. 25, 2016

Course 2—Veterinary Assistant Training Principles

This course includes an overview of the veterinary profession, office procedures, and exam room procedures, client relations, and clinical procedures.

The diagnostic section includes pharmacology and radiology.

The emergency care section includes anesthesia, emergency surgery, and medicine, as well as animal CPR.

Fee: \$895

May 2, 2016 – Oct. 10, 2016

Course 3—Veterinary Assistant Training Practices

This course consists of 25 hours of combined training including; hours at a Humane Society, 10 hours at a Veterinary Hospital/Clinic (mandatory), guest lectures, and up to three hours of individual research for a final presentation to be given at graduation. Course 3 will



run concurrently with Course 2. Students will schedule their individual practice hours with the approval of the instructor.

Fee: \$211

May 2, 2016 – Sept. 26, 2016

Presentation of Projects, Career Portfolios, and Certificate Completion Presentations

Oct. 10, 2016

Registration requirements

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

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

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

See course descriptions on next page.

Visit <http://www.hagerstowncc.edu/coned/areas/animal/vet> for more information on this program.

All courses are held at our Valley Mall location.

To register visit www.hagerstowncc.edu/coned or call 240-500-2236 for details.

Vet Care

Medical Terminology and Introduction to Anatomy for Veterinary Assistants

This course provides an introduction to the field of veterinary medicine and lays a foundation for the Veterinary Assistant course series. Topics include an orientation to the veterinary profession, office and client relations, client history taking and exam room procedures, animal handling techniques, basic anatomy and physiology, vaccines and immunizations, and physical examination procedures.

Total: \$260 — Senior Total: \$109

PET-043-H	M 6:00PM–8:00PM	Feb 29 – Apr 25
	<i>K. Tracey</i>	<i>VM 8</i>

Veterinary Assistant Principles

This continuing education course is one in a series designed to train students to enter the field of veterinary medicine as an assistant. It provides instruction on laboratory procedures, drug therapy, and radiology procedures. Topics include types of laboratory tests, microscopes, drugs used in the field, and radiology.

Total: \$895 — Senior Total: \$438

PET-041-K	M 5:30PM–8:30PM	May 2 – Oct 10
	<i>K. Tracey</i>	<i>VM 8</i>

Veterinary Assisting Practices

This course consists of 25 hours of combined classroom instruction, guest lectures, individual research, portfolio creation, Humane Society volunteer work and clinical observation, project and portfolio presentation.

Total: \$211 — Senior Total: \$102

PET-042-K	–	May 2 – Sep 26
	<i>K. Tracey</i>	<i>VM 8</i>

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.



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).

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

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

AMA Training

AMA General and Human Resources Management Certificate

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

Total: \$1295 — Senior Total: \$1005

PRD-570-G	Th 8:30AM–4:30PM <i>A. Kostreski, M. Waltemire, D. Hartman, J. Mieczkowski</i>	Jan 7 – Apr 7 VM 3
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Leadership Skills for Managers

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

Total: \$239 — Senior Total: \$213

PRD-675-G	Th 8:30AM–4:30PM <i>M. Waltemire</i>	Jan 7 VM 6
PRD-675-J	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	Apr 12 – Apr 14 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-G	Th 8:30AM–4:30PM <i>A. Kostreski</i>	Jan 21 VM 6
PRD-429-J	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Apr 19 – Apr 21 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-H	Th 8:30AM–4:30PM <i>A. Kostreski</i>	Feb 4 VM 6
PRD-555-J	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Apr 26 – Apr 28 VM 6

Coaching for Top Performance

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

Total: \$239 — Senior Total: \$213

PRD-554-H	Th 8:30AM–4:30PM <i>M. Waltemire</i>	Feb 18 VM 4
PRD-554-K	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	May 3 – May 5 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-M	Th 8:30AM–4:30PM <i>D. Hartman</i>	Mar 3 VM 4
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Successful Project Management

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

Total: \$239 — Senior Total: \$213

PRD-611-M	Th 8:30AM–4:30PM <i>J. Mieczkowski</i>	Mar 17 VM 6
PRD-611-K	TuTh 5:00PM–8:30PM <i>J. Mieczkowski</i>	May 10 – May 12 VM 6

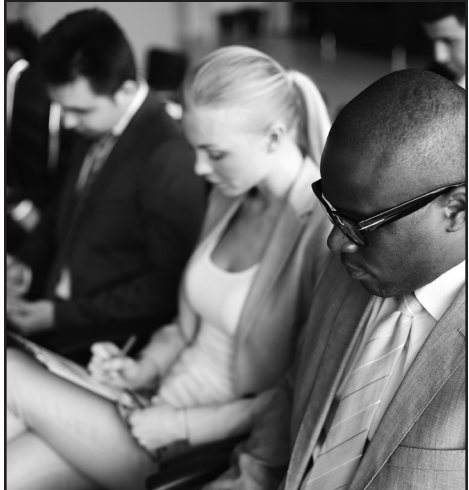
Fair, Square, and Legal: A Manager’s Guide to Safe Hiring, Managing and Firing Practices

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-J	Th 8:30AM–4:30PM <i>D. Hartman</i>	Apr 7 VM 6
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Development Dimensions International Corporate Training



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

DDI’s development tools include:

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

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





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

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

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

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

Attend a free preview session. Sessions will be held on Thurs., March 17 at 2:30 p.m. and 6:30 p.m. on the HCC campus. Come and hear more about how Simple Steps might be right for you! If it is, you can register at the preview session, by calling 240-500-2236, or by visiting www.hagerstowncc.edu/coned. For further details and to register for the preview session, call 301-991-3126.

Fee: \$65

PRD 565 J Th 6:30 p.m.-8:30 p.m. 4/7/16-4/28/16 Tech Innovation Ctr 323



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

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

Child Care

HCC is offering 90 hours of Childcare 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
- Infant and Toddler Care PLC 875
- Child Growth and Development PLC 874
- Preschool Curriculum & Activities PLC 998

Upon registering an email will be sent from Kristin Navarro at Howard Community College with login and textbook information.

For additional information or questions, please contact 240-500-2355.

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.

Child Care

Medication Administration for Child Care Providers

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

Total: \$99

PLC-457-G	Sa 9:00AM–3:30PM <i>F. Galeski</i>	Jan 9 <i>CPB 232</i>
PLC-457-M	Sa 9:00AM–3:30PM <i>F. Galeski</i>	Mar 12 <i>CPB 232</i>
PLC-457-K	Sa 9:00AM–3:30PM <i>F. Galeski</i>	May 21 <i>CPB 232</i>

Emergency Prep in Child Care

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

Total: \$16

PLC-689-G	Sa 9:00AM–4:30PM	Jan 23 <i>CPB 214</i>
PLC-689-J	Sa 9:00AM–4:30PM	Apr 16 <i>CPB 214</i>

Hospitality

Food Safety Managers Certification

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

Total: \$278 — Senior Total: \$250

PLC-743-H	Tu 8:30AM–4:00PM <i>I. Staff</i>	Feb 9 – Feb 16 <i>VM 4</i>
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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-M	Tu 8:30AM–4:00PM <i>I. Staff</i>	Mar 8 – Mar 15 <i>VM 4</i>
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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-M MTu 5:00PM-8:00PM
J. Cunningham

Mar 14 - Mar 15
CPB 214

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 for more information and to register.

Pool Operator



Certified Pool Operator

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

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

Fee: \$130

PLC-809-M 3/18/16 - 3/20/16 Friday - Sunday
Fri 6-9 p.m., Sat 9 a.m.-4 p.m., Sun 1-6 p.m. CPB 212
PLC-809-K 5/20/16 - 5/22/16 Friday - Sunday
Fri 6-9 p.m., Sat 9 a.m.-4 p.m., Sun 1-6 p.m. CPB 212
PLC-809-L 6/10/16 - 6/12/16 Friday - Sunday
Fri 6-9 p.m., Sat 9 a.m.-4 p.m., Sun 1-6 p.m. CPB 212

Certified Pool Operator Update

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

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

Fee: \$48

PLC-810-J 4/20/16 Wednesday 5:30-9:30 p.m.
CPB 212
PLC-810-K 5/17/16 Tuesday 5:30-9:30 p.m.
CPB 212
PLC-810-L 6/11/16 Saturday 9 a.m.-1 p.m.
CPB 212

Personal Trainer

Personal Trainer - 9 Weeks

Come join this fun profession and be a part of what Fortune Magazine & ABC NEWS.com states as the fourth hottest job in the U.S. at a national average of \$34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an eight week period for better retention and skill competency. The National Exam is held on the ninth week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands on practical training, and a 30-hour internship that networks many graduates right into a job. The course

prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees. * Call to order and start reading immediately 888-330-9487 {www.witseducation.com} W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET).

Total: \$699

PLC-899-H TuTh 6:30PM-8:30PM

Feb 23 - Apr 23
CPB 210

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).

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.

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-H	TuTh 6:00PM–9:00PM <i>R. Beckwith, R. Fennel</i>	Jan 21 – Mar 29 <i>CPB 213</i>
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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-M	Tu 9:00AM–12:00PM <i>B. Maloney</i>	Mar 8 <i>VM 3</i>
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MD Real Estate Legal and Legislative Update

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

Total: \$38

PLC-294-H	Th 9:00AM–12:00PM <i>R. Fairbourn</i>	Feb 25 <i>VM 6</i>
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Current Issues in Appraising

This course is approved for continuing education for licensed appraisers in Maryland and Pennsylvania. This course reviews the most current legal issues facing licensed real estate appraisers, federal requirements and law changes for appraisers. Topics include: fraud prevention, USPAP report updates, and federal loan requirement changes. DLLR 306-0694

Total: \$30

PLC-313-H	W 1:00PM–3:00PM <i>R. Fennel</i>	Feb 3 <i>VM 6</i>
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Fair Housing Review & Updates

This course meets the Maryland Real Estate Commission requirements for Maryland fair housing training required every two years to renew a Maryland real estate license. Topics

include federal laws, Maryland laws, and local jurisdiction laws. DLLR 314-0694

Total: \$28

PLC-466-H	Th 1:00PM–3:00PM <i>R. Fairbourn</i>	Feb 11 <i>VM 4</i>
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MD Real Estate Supervisor

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

Total: \$38

PLC-542-M	Th 9:00AM–12:00PM <i>R. Fairbourn</i>	Mar 24 <i>VM 6</i>
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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-M	W 1:00PM–4:00PM <i>J. Maravelis</i>	Mar 16 <i>VM 6</i>
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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.

Total: \$38

PLC-957-G	Th 9:00AM–12:00PM <i>R. Fairbourn</i>	Jan 21 <i>VM 4</i>
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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, common buyer seller/ issues, property condition terms, the most recent standard contracts, electronic signatures, and non-standard contracts

Total: \$38

PLC-973-H	Th 3:00PM–4:30PM <i>R. Fairbourn</i>	Feb 3 <i>VM 3</i>
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Maryland Real Estate Continuing Education Online Courses

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

Homes for All: Serving People with Disabilities

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

The Truth About Mold

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

Reverse Mortgages for Senior Home Owners

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

Environmental Issues in Your Real Estate Practice

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

Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). *DLLR 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 299-0694 PLC 659 Fee: \$50*

Maryland Ethics and Predatory Lending Online

3 hours of Maryland CE credits in the required category (D) Ethics and Predatory Lending. *DLLR 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 295-0694 PLC 687 Fee: \$50*

Red Flags Property Inspections

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

Understanding Credit and Improving Credit Scores for RE Agents

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

Foreclosures, Short Sales, and REO's

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

Homes For All: Serving People with Disabilities

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

Reverse Mortgages for Seniors

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

MREC Agency – Commercial

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

MREC Agency – Residential

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

Property Management and Managing Risk

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

Understanding 1031 Tax Free Exchanges

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

PA ONLINE CLASSES

Homes for All: Serving People with Disabilities

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

Investment Property Practice and Management

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

Foreclosures, Short Sales, REO's and Auctions

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

14 Hr First Renewal

14 Hours may be used for PA CE *PLC 859 RECE 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.

Online computer classes— choosing your class is easy

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

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



ACCOUNTING SOFTWARE

Introduction to Crystal Reports
Introduction to 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



Senior Adult

Computer Basics



This course was designed to introduce the basics of computers to complete beginners. It will begin with an introduction to the pieces of the computer, how to buy a personal computer, what a computer can do for you, and an introduction to the Internet, Windows 8, and much more. Textbook included in course fee. Please pick up in the first class session.

Total: \$180 — Senior Total: \$130

CMR-022-G	TuTh 9:00AM–11:00AM <i>C. Wright</i>	Jan 12 – Feb 11 <i>VM 5</i>
CMR-022-M	TuTh 9:00AM–11:00AM <i>C. Wright</i>	Mar 1 – Mar 31 <i>VM 5</i>

CAD

Computer-Aided Design (CAD) I

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

Total: \$382 — Senior Total: \$237

CMT-252-G	W 6:00PM–9:30PM <i>T. Wolford</i>	Jan 13 – Apr 27 <i>ATC 116</i>
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Computer-Aided Design II

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

Total: \$379 — Senior Total: \$237

CMT-153-G	Th 6:00PM–9:30PM <i>A. Bridendolph</i>	Jan 14 – Apr 28 <i>ATC 116</i>
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Web Design

Web Design I

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

Total: \$352 — Senior Total: \$63

CMW-101-G	M 5:30PM–8:15PM <i>S. Maher</i>	Jan 11 – May 2 <i>ATC 116</i>
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MS Office

Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

CMP-835-G	W 9:00AM–4:30PM <i>R. Koziel</i>	Jan 13 <i>VM 5</i>
CMP-835-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 24 <i>VM 5</i>

Microsoft Excel Level II

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

Total: \$127 — Senior Total: \$87

CMP-836-G	W 9:00AM–4:30PM <i>R. Koziel</i>	Jan 20 <i>VM 5</i>
CMP-836-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 2 <i>VM 5</i>

Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-G	W 9:00AM–4:30PM <i>R. Koziel</i>	Jan 27 VM 5
CMP-693-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 9 VM 5

Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 3 VM 5
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Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 10 VM 5
CMP-846-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 16 VM 5

Microsoft Access Level II

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

Total: \$127 — Senior Total: \$87

CMP-847-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 17 VM 5
CMP-847-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 23 VM 5

Microsoft Access Level III

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

Total: \$127 — Senior Total: \$87

CMP-848-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 30 VM 5
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CISCO SYSTEMS



Networking Academy

Cisco Certified Network Associate

Hagerstown Community College offers CCNA certification preparation through a four-course series in partnership with the Cisco Networking Academy. Courses 1 through 4 are offered in a blended learning format to provide flexibility in earning your CCNA Routing and Switching certification.

CCNA: Networking 1

Identify the architecture, structure, functions, components, and models of the Internet and other computer networks as part of 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, 1/16/16, from 10 a.m. to 1 p.m. at HCC.

STEM 109

CMT-355-G

1/16/16 - 3/19/16

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. By the end of this course, you will be able to recognize and correct common routing and switching problems as well as preparing for your first Cisco professional exam.

Prerequisite: CCNA: Networking 1.

CMT-356-M

3/21/16 - 5/14/16

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

* To apply for grant-reduced tuition, please contact Jack Drooger at 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.

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-M	W 5:00PM-9:00PM <i>L. Zach</i>	Mar 2 <i>IND 100</i>
TDV-051-J	W 5:00PM-9:00PM	Apr 20 <i>ATC 213A</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-G	Sa 8:00AM-4:00PM <i>R. Powell</i>	Jan 23 – Mar 5 <i>IND 100</i>
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Driver Education

Driver Education

For adults or teens, prepare for your Maryland Driver's License in this Motor Vehicle Administration (MVA) approved course. The course includes 30 hours of classroom and 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: \$298

DRV-001-G	MW 6:00PM-9:00PM <i>F. Vincent</i>	Jan 11 – Feb 17 <i>CPB 210</i>
DRV-001-M	MW 6:00PM-9:00PM <i>F. Vincent</i>	Mar 14 – Apr 18 <i>CPB 210</i>
DRV-001-N	Sa 9:00AM-12:00PM <i>D. Mitchell, F. Vincent</i>	Mar 19 – May 28 <i>VM 6</i>
DRV-001-K	MW 6:00PM-9:00PM <i>F. Vincent</i>	May 2 – Jun 8 <i>CPB 210</i>
DRV-001-L	MTuWThF 9:00AM-12:15PM <i>D. Mitchell</i>	Jun 13 – Jun 24 <i>VM 6</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: \$298 — Senior Total: \$214

DRV-010-H	TuTh 5:30PM-8:30PM <i>J. Lemus</i>	Feb 2 – Mar 8 <i>VM 6</i>
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Senior Adult Driver Safety

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

Total: \$0

DRV-050-KP	W 9:00AM-1:00PM	May 18 <i>VM 3</i>
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MOTORCYCLE SAFETY AND LICENSING

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

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

Basic Rider—MST 614

\$272

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

Section Name	Start Date	End Date	Classroom	Range
MST-614-M	3/30/16	4/3/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-J	4/6/16	4/10/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-N	4/20/16	4/24/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-K	5/4/16	5/8/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-O	5/18/16	5/22/16	W/Th 5:45p-9p	S/S PM 7:30a-12:30p
MST-614-L	6/1/16	6/5/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-P	6/15/16	6/19/16	W/Th 5:45p-9p	S/S PM 7:30a-12:30p
MST-614-A	7/6/16	7/10/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-Q	7/20/16	7/24/16	W/Th 5:45p-9p	S/S PM 7:30a-12:30p
MST-614-B	8/3/16	8/7/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-R	8/17/16	8/21/16	W/Th 5:45p-9p	S/S PM 7:30a-12:30p
MST-614-C	9/7/16	9/11/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-S	9/21/16	9/25/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p

Alternate Basic Rider—MST 615

\$272

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

Section Name	Start Date	End Date	Classroom	Range
MST-615-K	5/14/16	5/14/16	none	S 8a-4p

Basic Rider for Women—MST 448

\$292

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

Section Name	Start Date	End Date	Classroom	Range
MST-448-J	4/27/16	5/1/16	W/Th 5:45p-9p	S/S AM 7:30a-12:30p

Forklift Operator Training

Forklift Operator Training

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

Total: \$178 — Senior Total: \$130

TRD-030-G	Sa 9:00AM–5:00PM <i>D. Donovan</i>	Jan 30 <i>ATC 202</i>
TRD-030-H	Sa 9:00AM–1:00PM <i>A. Obitts</i>	Feb 13 – Feb 20 <i>ATC 202</i>



Become a Forklift Operator or Commercial Truck Driver

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

Distribution Center Training – Train as a forklift operator and material handler including onsite visits to local distribution centers. Understand your role in keeping materials moving and creating a smooth warehouse operation. Includes OSHA forklift safety card.

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 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."

Become a

Home Inspector!



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

TRD-045-H — February 13-20, 2016

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



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

Online Technical Training



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

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

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

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

HVAC

Introduction to HVAC/R

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

Total: \$367 — Senior Total: \$212

CNT-107-G	W 6:00PM–8:45PM <i>D. Fulk</i>	Jan 13 – Apr 27 <i>CPB 142</i>
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Lead Paint

Lead Paint Visual Inspector

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

Total: \$228 — Senior Total: \$208

PLC-016-H	ThF 8:30AM–4:30PM <i>I. Staff</i>	Feb 4 – Feb 5 <i>VM 4</i>
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Lead Paint Supervisor Refresher

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

Total: \$132

TRD-039-G	F 8:30AM–4:30PM <i>I. Staff</i>	Jan 29 <i>VM 4</i>
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Lead Paint M & R Supervisor Training For Maryland

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

Total: \$203

TRD-040-G	ThF 8:30AM–4:30PM <i>I. Staff</i>	Jan 28 – Jan 29 <i>VM 4</i>
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EPA Certified Lead Paint Renovator - RRP

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

Total: \$207

TRD-042-M	F 8:30AM–5:00PM <i>I. Staff</i>	Mar 4 <i>VM 4</i>
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Lead Paint Visual Inspector Refresher

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

Total: \$132

TRD-043-H	F 8:30AM–4:30PM <i>I. Staff</i>	Feb 5 <i>VM 4</i>
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Other Trades

Advanced CNC

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

Total: \$354 — Senior Total: \$229

CNT-250-G	M 5:00PM–9:45PM <i>K. Stoops</i>	Jan 11 – May 2 <i>STEM 208</i>
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Preparing for the Home Improvement Exam

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

Total: \$282 — Senior Total: \$204

TRD-029-H	W 6:00PM–8:30PM <i>R. Harbaugh</i>	Feb 3 – Feb 24 <i>VM 4</i>
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Plumbing and Pipefitting

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

Total: \$352 — Senior Total: \$212

CNT-105-G	F 6:00PM–8:45PM <i>R. Calhoun</i>	Jan 15 – Apr 29 <i>CPB 142</i>
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Small Engine

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-M	M 6:00PM–9:00PM <i>T. Kroon</i>	Mar 21 – May 23 <i>CPB 232</i>
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Welding

Intro to Welding

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

Total: \$364 — Senior Total: \$236

CNT-106-G	Sa 8:30AM–12:15PM <i>B. Staley, S. Staley</i>	Jan 30 – Apr 23 <i>CPB 142/142A</i>
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Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-G	Sa 8:30AM–12:15PM <i>B. Staley, S. Staley</i>	Jan 30 – Apr 23 <i>CPB 142/142A</i>
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Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-G	Sa 8:30AM–12:15PM	Jan 30 – Apr 23
	<i>B. Staley, S. Staley</i>	<i>CPB 142/142A</i>

Welding Layout and Fabrication

Building on introductory welding knowledge, this course is designed to introduce the material science of metals within fabrications, welding print reading along with welding procedures (WPS/PQR), basic fabrication tools and equipment, along with materials used in the layout and fabrication of a welding project with emphasis on designing a print based project that includes proposed cost estimation and projected time for assembly. Prerequisite: CNT-116, Intro to Welding. (Textbook Required)

Total: \$479 — Senior Total: \$338

CNT-116-G	Th 6:00PM–8:45PM	Jan 14 – Apr 28
	<i>D. Mummert</i>	<i>CPB 142/142A</i>

AWS Welding Certification Preparation

For experienced welders, this course is highly focused and designed for the sole purpose of preparing for certification to AWS code D1.1 (structural). While some theory is reviewed, the course content is predominately hands-on. The D1.1 certification test will be simulated in the classroom; however, fees for the actual certification test are not included in the tuition and will be an optional cost for students who want to take the AWS Certification exam. Prerequisites: Intermediate Shielded Metal ARC Welding or equivalent experience.

Total: \$509 — Senior Total: \$368

CNT-206-G	M 6:00PM–8:45PM	Jan 11 – May 2
	<i>J. Smith</i>	<i>CPB 142/142A</i>

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-G	Th 5:00PM–9:00PM	Jan 14 CPB 214
NRS-923-H	Th 5:00PM–9:00PM	Jan 28 CPB 214
NRS-923-J	Th 5:00PM–9:00PM	Feb 11 CPB 214
NRS-923-K	Th 5:00PM–9:00PM	Feb 25 CPB 214
NRS-923-L	Th 5:00PM–9:00PM	Mar 17 CPB 214
NRS-923-M	Th 5:00PM–9:00PM	Mar 31 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 not 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-G	Th 6:00PM–8:00PM	Jan 21 CPB 214
NRS-924-H	Th 6:00PM–8:00PM	Feb 4 CPB 214
NRS-924-J	Th 6:00PM–8:00PM	Feb 18 CPB 214
NRS-924-K	Th 6:00PM–8:00PM	Mar 3 CPB 214
NRS-924-L	Th 6:00PM–8:00PM	Mar 24 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: \$283 — Senior Total: \$223

NRS-563-M	FSa 8:00AM–5:00PM L. Smigelski	Mar 4 – Mar 5 CPB 214
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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. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$83 — Senior Total: \$43

NRS-742-G	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Jan 30 <i>CPB 152</i>
NRS-742-H	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Feb 27 <i>CPB 152</i>
NRS-742-M	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Mar 19 <i>CPB 152</i>
NRS-742-J	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Apr 30 <i>CPB 152</i>
NRS-742-K	Sa 9:00AM–6:00PM <i>G. Haywood</i>	May 21 <i>CPB 152</i>
NRS-742-L	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Jun 25 <i>CPB 152</i>

Nursing

NCLEX Review

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

Total: \$407

NRS-854-G	MTuWTh 9:00AM–4:30PM	Jan 4 – Jan 7 <i>CPB 211/213</i>
NRS-854-GS	MTuWTh 9:00AM–4:30PM	Jan 4 – Jan 7 <i>CPB 211/213</i>
NRS-854-K	MTuWTh 9:00AM–4:00PM	May 9 – May 12 <i>CPB 210/212/214</i>
NRS-854-KS	MTuWTh 9:00AM–4:00PM	May 9 – May 12 <i>CPB 210/212/214</i>

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.

Prior to beginning the Clinical Practice component, students must:

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

The Nurse Refresher Course will take 16 weeks to complete.

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

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

Mon 6 p.m. – 10 p.m. April 4 – June 13 CPB 125

Total: \$643 Sr. Total: \$399

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

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

Fri. May 6 6 p.m. – 10 p.m., and Sat. May 7 10 a.m. – 6 p.m. CPB 151

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

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

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

June 14 – August 16

Total: \$243 Sr. Total: \$139

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



Cardiac Updates #14

Saturday, April 2, 2016
7:30 a.m. to 3 p.m.
Career Programs Building

NRS 583 J
Total: \$70

NRS 583 JE
Total: \$56

(Tristate Echo
members and
Meritus Employees)



Allegany Optical/ National Optometry Continuing Education – Lecture Series XVIII

Sunday, February 21, 2016
8 a.m. - 4 p.m.
Career Programs Building

NRS 877 H

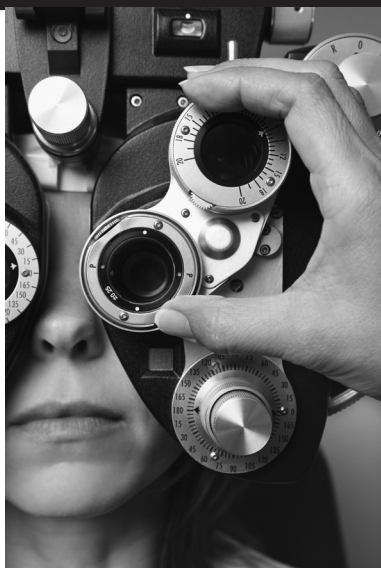
Fee: \$115

Speakers:

Dr. Adam Gerstenblith

Dr. Allen Hu

Ludwick Eye Center



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Medical Terminology

HIPAA Compliance

Medical Math

Legal and Ethical Issues in Nursing*

Gerontology*

Pain Assessment and Management*

End of Life Care*

National Pharmaceutical Representative*

Medical Billing and Coding*

Physical Therapy Aide*

Medical Transcription*

**Certificate Course/Program*

www.ed2go.com/hagerstown

Ed2go Courses

Human Anatomy and Physiology

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

Legal Nurse Consulting

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

HIPAA Compliance

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

Certificate in Pain Assessment and Management

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

Certificate in Complementary and Alternative Medicine

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

ICD-10 Medical Coding

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

Certificate in Healthy Aging

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

Explore a Career as an Administrative Medical Assistant

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

Medical Transcription

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

Certificate in Gerontology

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

Explore a Career in Nursing

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

Spanish for Medical Professionals I and II

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

Online Programs with PROTRAIN World Class Training for Education to Employment

Pharmacy Technician Certification

330 Hours/12 Months/Online/Self-Paced

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

CVS PROTRAIN Pharmacy Externship –

Call for Details 800-762-9881

Preparing for ICD-10 Coding

265 Hours/12 Months/Online/Self-Paced

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

Administrative Medical Assistant Career

265 Hours/12 Months/Online/Self-Paced

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

Certified Electronic Health Records Specialist Career Prep

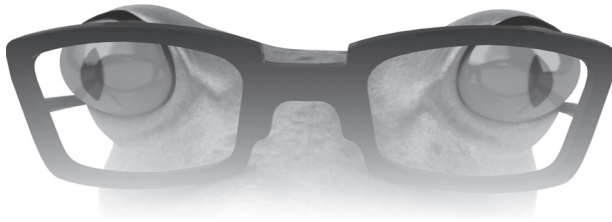
145 Hours/12 Months/Online/Self-Paced

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

Visit <http://hagerstowncc.theknowledgebase.org> for more information.

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.



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Art

Papercrafting Series



Join us for a venture into the world of paper crafting. In this series, you will attend two courses to learn how to complete simple but amazing scrapbook layouts, the basics for making wonderful everyday cards and envelopes to give and share, and learn basic stamping techniques for making beautiful holiday cards. You will need to supply on your own and bring to class: Scrapbook layouts (1/21) 5-6 sheets of coordinating patterned and solid colored 12 X 12 cardstock, 4-6 pictures you would like to use, paper trimmer, scissors, and adhesive; (3/3) 5-6 sheets of coordinating patterned and solid colored 8 1/2 X 12 inch cardstock, coordinating embellishments to finish your cards, paper trimmer, scissors, and adhesive.

Total: \$38 — Senior Total: \$36

ANE-319-G Th 11:30AM-1:30PM Jan 21 – Mar 3
CPB 214

Papercrafting - Scrapbooking 101

Learn how to complete simple but amazing scrapbook layouts in this two-hour class. You will need to bring your own supplies and bring to class: 5-6 sheets of coordinating patterned and solid colored 12x12 cardstock, 4-6 pictures you want to use, paper trimmer, scissors, and adhesive.

Total: \$25

ANE-320-G Th 11:30AM-1:30PM Jan 21
CPB 214

Papercrafting - Cardmaking 101

Learn the basics for making wonderful everyday cards & envelopes to give and share. You will need to supply on your own and bring to class: 6-8 sheets white 8 1/2 x11in cardstock, one momento tuxedo black ink pad, 5-6 sheets of coordinating patterned and solid colored 8 1/2 x11in cardstock, paper trimmer, scissors & adhesive, coordinating embellishments to finish your cards.

Total: \$25

ANE-321-M Th 11:30AM-1:30PM Mar 3
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 (1/7-1/14): one skein #4 yarn (approx. 140 yds.), one size k crochet hook, a tape measure, yarn needle, scissors, stick markers and row counter. Hat (1/28-2/4): one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter. Patriotic Wreath (2/18-2/25): three skeins #4 yarn (approx. 140 yds.), one white, one red, one blue, a 12-inch foam wreath form, one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter. Spring Wreath (3/17-3/24): three to five skeins of #4 yarn in assorted spring colors of your choice, 12 inch foam wreath form, one size K, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$108 — Senior Total: \$73

ANE-325-G Th 11:30AM-1:30PM Jan 7 – Mar 24
CPB 214

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-G Th 11:30AM-1:30PM Jan 7 – Jan 14
CPB 230

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-G Th 11:30AM-1:30PM Jan 28 – Feb 4
CPB 214

Beginning Crochet: Patriotic Wreath

You will learn some basic stitch and color-changing techniques to complete a Patriotic Wreath in this two-part class. You will need to supply on your own and bring to class: 3 skeins of #4 yarn (approx. 140 yds. each): 1 white, 1 red, 1 blue, a 12-inch foam wreath form, a size K crochet hook, a tape measure, yarn needle, scissors, stitch markers, and row counter.

Total: \$38

ANE-353-H Th 11:30AM–1:30PM Feb 18 – Feb 25
CPB 214

Beginning Crochet Spring Wreath

You will learn some basic stitch techniques to make a five-petal flower to complete a beautiful spring wreath in this two-part class. You will need to supply on your own and bring to class: 3-5 skeins of #4 yarn (approx. 140 yds. each) in assorted spring colors of your choice, a 12-inch foam wreath form, a size K crochet hook, a tape measure, yarn needle, scissors, stitch markers, and row counter.

Total: \$38

ANE-352-M Th 11:30AM–1:30PM Mar 17 – Mar 24
CPB 214

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Instructor Bio—Jo Lum

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

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Learn the Heritage Craft of Chair Caning



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

Total: \$91 — Senior Total: \$58

SEN-090-H1	Th 12:00PM–2:30PM <i>G. Lum</i> Center HALL	Jan 21 – Mar 10 <i>Little Antietam</i>
SEN-090-G1	M 6:00PM–8:30PM <i>G. Lum</i>	Jan 25 – Mar 14 <i>VM 6</i>
SEN-090-M1	M 9:00AM–1:00PM <i>G. Lum</i>	Mar 7 – Apr 4 <i>VM 6</i>

Day Trips



Join us this winter for a trip to the beautiful John F. Kennedy Center for one of their new Coffee Concert Series with the National Symphony Orchestra. We also have the D.C. Escape in March, just in time for Cherry Blossom season, so don't miss the opportunity to see the Nation's Capital in full bloom! Keep your eye out for our full lineup of new trips and old favorites coming up in the Spring schedule.

Cultural Trips

National Symphony Orchestra: Christoph Eschenbach, Conductor: Jean-Yves Thibaudet, Piano, Play List/Works by Brahms & Picker

Enjoy a Spring Coffee Concert by the National Symphony Orchestra at the beautiful Kennedy Center. We will enjoy a continental breakfast buffet at the Kennedy Center's KC Cafe prior to the concert. Pianist Jean-Yves Thibaudet, who plays with "classical refinement and cool beauty" (The New York Times), returns for Liszt's Second Piano Concerto, a work of rhapsodic sweep cast in a single movement. A stunning illustration of sustained virtuosity, this beloved Romantic masterpiece shines with blazing marches, climactic glissandos, and piano arabesques. Brahms's heroic Third Symphony pulses with dramatic fire, yet all four of its movements end with a quiet, gentle beauty. Perhaps the most personal of his symphonies, the work has the maxim "free but happy" encoded into its notes. It has also inspired the music of several artists beyond the classical world, from Frank Sinatra to Carlos Santana. Music Director Christoph Eschenbach also conducts three of Brahms's Hungarian Dances, plus the world premiere of Tobias Picker's Opera without Words, a concerto for orchestra. Transportation is provided on a fully equipped motor coach. Departs from the Valley Mall.

Total: \$98

ANE-351-M – Mar 11

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: \$48

SEN-196-M1 M 7:00AM-5:30PM Mar 28

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: \$48

SEN-144-M1 M 7:00AM-5:30PM Mar 28
C. Miller-Schultz

National Symphony Orchestra: Christoph Eschenbach, conductor Jean-Yves Thibaudet, piano, plays Liszt / Works by Brahms & Picker

Friday, March 11, 2016

8:15 a.m. – 3:15 p.m.

ANE-351-M

Total: \$98

Join HCC at the historic John F. Kennedy Center for the Performing Arts. New this season, the National Symphony Orchestra will be offering morning Coffee Concerts, so join us for a trip through beautiful Cherry Blossom season and right into the Concert Hall. Pianist Jean-Yves Thibaudet returns to play Liszt's Piano Concerto No. 2 on a program that also includes Brahms's Symphony No. 3 and three of the composer's Hungarian Dances, plus the world premiere of Picker's Opera without Words.



Preceding the Coffee Concert, a continental breakfast buffet will be included with your ticket and served in the KC Café from 10 to 11:15 a.m. The buffet menu will consist of:

- Assorted muffins, scones, and croissants
- Bagels, cream cheese, butter, and jam
- Freshly cut fruit
- Freshly squeezed orange juice
- Coffee and tea

Performance Timing: Part One - 50 min.; Intermission - 15 min.; Part Two - 50 min.

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-G1	M 6:00PM–8:30PM	Jan 25 – Feb 15
	C. Miller-Schultz	VM 2

SEN-377-H1	F 9:30AM–12:00PM	Jan 29 – Feb 19
	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-G1	F 1:30PM–4:00PM	Jan 29 – Feb 19
	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: \$48

SEN-144-M1	M 7:00AM–5:30PM	Mar 28
	C. Miller-Schultz	

History

Bill of Rights

The purpose of this course is to familiarize citizens with the individual rights which are protected by the first ten amendments of the U.S. Constitution. It will explore the philosophy of natural rights beginning in ancient Greece and Rome. It will then trace this philosophy as it developed under the English Common Law, especially as it was expressed in the 1689 English statute which was called, by Parliament the “Bill of Rights”. The student will learn how the first ten amendments of our Constitution came to be adopted. Finally, the student will learn how the Courts have interpreted these rights.

Total: \$83 — Senior Total: \$56

DIS-501-G	M 6:00PM–8:00PM	Jan 25 – Feb 29
	J. Warner	VM 4

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Instructor Bio - Karen Gray

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

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Literary Fraud and Celtic Romanticism In Britain 1750-1850



This series explores the late 18th and early 19th century, literary Brits found themselves drawn into the romance of Celtic traditional materials and the Scottish highlands especially as the Scotsman James MacPherson published his cycle of epic poems based on Oisín, son of the legendary Irish hero Fionn Mac Cumhaill. Claiming they came from ancient highland sources, they opened the door for a century of diverse writings that reveal the powerful attraction of all things Gaelic-valid or not. Dr. Gray's PowerPoint-illustrated lectures include many images and selections from the writings and each class includes a half-hour at the end for discussion. This series meets on 2/24, 3/23, 4/20, and 5/25.

Total: \$93 — Senior Total: \$67

DIS-502-H	W 9:30AM-12:00PM K. Gray	Feb 24 – May 25 VM 6
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MacPherson and His Magnificent Ossian Fraud

In this class Dr. Gray takes participants on a rollicking romp through the life of James Macpherson and the history of his publication of the Ossian poetry. Some dramatic selections from his wonderful work (worth exploring whether truly from ancient sources or not), are chosen to shed light on its relationship to the true Oisín and Fionn mythology of Ireland and the reasons Macpherson's work has come to be considered fraudulent.

Total: \$28

DIS-503-H1	W 9:30AM-12:00PM K. Gray	Feb 24 VM 6
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Johnson and Boswell: The Hebridean Tour And the Ossian Fallout

In 1773 Scottish Laird and author James Boswell talked the great English author Samuel Johnson into joining him on a tour of Highlands and Hebridean Islands that led to the publishing of the classic *Journal of a Tour to the Hebrides*. Dr. Gray discusses this famous journey and includes selections from the *Journal*. She emphasizes the role of the doubts expressed in the journal concerning the Ossian material ignited a firestorm of controversy around Macpherson and his work.

Total: \$28

DIS-504-M1	W 9:30AM-12:00PM K. Gray	Mar 23 VM 6
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Re-Writing the Past: Thomas Chatterton To Iolo Morganwg

Poets and forgers of traditional materials, Thomas Chatterton and Welsh antiquarian Edward Williams "better known by his baric name of Iolo Morganwg" are the focus of this presentation. Dr. Gray discusses their powerful influence on the romantic movement in Chatterton's case; and on the resurgence of interest in all things Celtic (in Morganwg's case). Selections from their works guide her discussion of how such work is to be valued in a literary sense.

Total: \$28

DIS-505-J1	W 9:30AM-12:00PM K. Gray	Apr 20 VM 6
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Romancing the Scottish Lowlands: From Robert Burns to Walter Scott

Two great Scottish writers, Robert Burns and Sir Walter Scott, are focused on in this lecture that will explore their very different lives and works. Special attention is given to the dramatic ways in which each man reveals, transmits, and then himself contributed to the colorful culture and traditions of Scotland. Dr. Gray also explores their place in the wider romantic and Celtic literary spirit of the time and discusses the distinction between "lowland" and "highland" Scotland.

Total: \$28

DIS-506-K1	W 9:30AM-12:00PM K. Gray	May 25 VM 6
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Instructor Bio—Roger Swartz

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

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This Rise of Political Parties in the Age of Federalism 

In this program, we'll address the forces for and against a stronger central government following the American Revolution and how these led to the first political parties in the 1790s. We'll cover the domestic and foreign issues during the Federalist presidents, Washington and Adams, and how these contributed to the development of our current two-party system. Finally, we'll see how issues confronting us today had their origins in the diverse meanings of the American Revolution.

Total: \$91 — Senior Total: \$58

DIS-508-G	Tu 9:00AM–12:00PM	Jan 19 – Feb 9
	R. Swartz	VM 3

Sir William Johnson & the British Indian Department 

In this program, we'll cover the life & career of Sir William Johnson, Superintendent of the Northern District, British Indian Department. We'll discover how he and his common-law wife, Molly Brant (Mohawk Iroquois), became influential in British government in London and the American colonies. We'll discuss the operations and organization of the British Indian Department and its contributions & impact in four wars affecting Maryland, Pennsylvania, and Virginia. Finally, we'll learn how it lost political power before the American Revolution.

Total: \$68 — Senior Total: \$44

DIS-507-M	Tu 9:00AM–12:00PM	Mar 8 – Mar 22
	R. Swartz	VM 6

Life Enrichment

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Instructor Bio—Julie Castillo

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

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Being Human: Religion & Spirituality

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

Total: \$73 — Senior Total: \$47

DIS-462-H	Th 10:00AM–12:00PM	Feb 18 – Mar 10
	J. Castillo	CPB 210

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-G	M 5:45PM–6:45PM	Jan 25 – Mar 21
	F. Maietta	CPB 211/213

Bluegrass Jamming

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

Total: \$53

BLU-015-G	M 7:00PM-9:00PM F. Maietta	Jan 25 - Mar 21 CPB 211/213
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Photography

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Instructor Bio - Steve Schaefer

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

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Basic Photography



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

Total: \$73 — Senior Total: \$43

ANE-103-G	Tu 6:30PM-8:30PM S. Schaefer	Jan 19 - Feb 16 VM 3
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Advanced Photography



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

Total: \$73 — Senior Total: \$43

ANE-281-M	Tu 6:30PM-8:30PM S. Schaefer	Mar 1 - Mar 29 VM 3
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Low Light Photography



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

Total: \$63 — Senior Total: \$43

ANE-284-H	M 6:30PM-8:30PM S. Schaefer	Feb 8 - Feb 29 VM 3
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Writing

Character Writing for Fiction Writers



Want to bring your stories to life with unforgettable fictional characters? In this three-session workshop, you'll create and develop richly detailed characters with the necessary elements to go the distance. Create "starter" characters from your own well-stocked storehouse of personal experiences, news stories, images, artifacts, and music. Next, give your characters a vivid inner life by borrowing character development tools from psychology such as the Johari Window, the Myers-Briggs personality matrix, VAKT Learning Styles, Maslow's Hierarchy of Needs, and more. Finally, develop your character's backstory, that gold mine of detailed information you can tap into whenever inspiration runs dry. Discover your characters; family history, sociocultural background, and much more. You'll leave this class ready to write!

Total: \$83 — Senior Total: \$43

ANE-259-M	Th 7:00PM-9:00PM J. Castillo	Mar 31 - Apr 14 CPB 230
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Writing Classes Online

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

Section G	1/13/16 – 2/19/16
Section H	2/10/16 – 3/18/16
Section M	3/16/16 – 4/22/16
Section J	4/13/16 – 5/20/16

Advanced Fiction Writing

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

Beginners Guide to Getting Published

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

Beginning Writer's Workshop

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

The Craft of Magazine Writing

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

Introduction to Journaling

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

Introduction to Screenwriting

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

Mystery Writing

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

Research Methods for Writers

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

Travel Writing

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

Write and Publish Your Nonfiction Book

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

Write Fiction Like a Pro

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

Write Your Life Story

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

Writeriffic: Creativity Training for Writers

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

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.

Youth and Family

Music and Movement

Making music is a creative experience which involves expression of feelings. Children often do not have the words to express themselves and need positive ways to release their emotions. Parents and children learn together in a stress-free, playful environment. Simple rhythm instruments are played while we develop musical concepts such as high/low, fast/slow, and loud/quiet. Movement is part of this class to allow children to feel the beat of music and learn about spatial awareness while enhancing their gross motor skills and coordination. This course is for children ages 1 to 3.

Total: \$30

ANE-344-G	Th 10:00AM–10:30AM	Jan 7 – Feb 4 CPB 214
ANE-344-H	Th 10:00AM–10:30AM	Feb 18 – Mar 24 CPB 214

Jump, Play, and Learn

This 45-min class is an introduction to a class without the caregiver. Boys and girls, ages 3 to 5, will play games to music while being introducing to some light tumbling and mat work to help improve their fine and gross motor skills as well as eye hand and eye foot coordination. This class helps to introduce early socialization skills such as listening, following directions, line making, and taking turns.

Total: \$42

ANE-343-G	Th 10:30AM–11:15AM	Jan 7 – Feb 4 CPB 214
ANE-343-H	Th 10:30AM–11:15AM	Feb 18 – Mar 24 CPB 214

Youth and Family Programming

In this age of full-day kindergarten and high-speed learning, don't forget to teach your children the old fashioned way – through play. Our play-centered courses help get your child or grandchild ready to learn. Child-focused group classes offer your child the opportunity to explore, make friends, and start to learn the social skills needed for success in school environments.

Music and Movement helps Toddlers ages 1 – 3 bond with their caregiver while taking advantage of their growing curiosity and physical development. **Jump, Play, and Learn** takes Preschool education a step further allowing children ages 3 – 5 to take a class without a caregiver. Preschoolers will love the opportunity to test out their new-found independence in a safe, musical environment. Let them learn; let them play!



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Instructor Bio - Elizabeth Hill

Liz is currently a teacher at Maryland School for the Deaf. She has taught grades K-8 and worked for 5 years as a reading specialist. Liz's education background includes a bachelors degree in mathematics with minors in biology and psychology as well as two masters - one in Deaf education and the other in reading specialization. Liz is fluent in American Sign Language.

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Harry Potter - the World of Harry Potter

J.K. Rowling created Harry Potter's magical world to appeal to all ages. In this series, students will explore the magical world of witchcraft and wizardry in new and exciting ways. Harry Potter stories are rich with drama, math, science, and creativity - come join us for the magic! Series dates are 4/9, 4/16, 4/23, and 4/30.

Total: \$133

DIS-486-J	Sa 9:00AM-12:00PM E. Hill	Apr 9 - Apr 30 CPB 123
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Harry Potter - the Dramatic World of Harry Potter

In this class, students will turn scenes from various Harry Potter books into scripts to be acted out. Students will learn about elements of reading and writing drama scripts as well as enjoy acting out their creations.

Total: \$40

DIS-487-J	Sa 9:00AM-12:00PM E. Hill	Apr 9 CPB 123
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Harry Potter - the Mathematical World of Harry Potter

Math is everywhere - even in Harry Potter! Come explore Potter probability, magical money, and more. Students will have fun with a variety of math concepts and how they appear in the Harry Potter books.

Total: \$40

DIS-488-J	Sa 9:00AM-12:00PM E. Hill	Apr 16 CPB 123
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Harry Potter - the Scientific World of Harry Potter

Potions, herbology, and magical creatures, oh my! We will explore the science behind some of your favorite parts of Harry Potter. Students will explore science through potion making, plant studying, and a little creativity with making magical creatures of their own.

Total: \$40

DIS-489-J	Sa 9:00AM-12:00PM E. Hill	Apr 23 CPB 123
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Harry Potter - the Creative World of Harry Potter

Harry Potter and his friends live, learn, and play in one of the most creative worlds we know. Students will explore activities that you might find in Transfiguration, Defense Against the Dark Arts, and History of Magic. We will make our imaginations come alive using art and the written word.

Total: \$40

DIS-490-J	Sa 9:00AM-12:00PM E. Hill	Apr 30 CPB 123
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Grades 3 -5 No School

Minecraft for iGeneration

Mine your way to the top. Whether a newbie or a Minecraft addict, share game experiences and use critical thinking skills to overcome game obstacles. Use team work and collaboration to solve Minecraft challenges. You must have a Minecraft account before starting the class.

Total: \$54

DIS-493-M	W 9:00AM-4:00PM C. Kerr	Mar 23 STEM 103
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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.

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\$109

Hagerstown Community College

GED Prep and General Education Online:

- GED Prep
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- Introduction to Algebra
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- Differentiated Instruction in the Classroom
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- 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

Dance

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 - Waltz/Rumba



Ballroom dance with professionally certified Dance Vision International Dance Association (DVIDA) Instructor, Jody White, is continuing with new styles. Waltz/Rumba—this 4 week course will introduce new dancers to the graceful waltz and the flirty rumba. Beginner level instruction, no previous experience or partner needed.

Total: \$50 Senior Total: \$43

FIT-020-G1	W 5:45PM–6:45PM J. White	Jan 20 – Feb 10 KEP 101
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Ballroom Dance - Tango/Swing



Ballroom dance with professionally certified Dance Vision International Dance Association (DVIDA) Instructor, Jody White, is continuing with new styles. Tango/Swing— Join us for this 4 week introduction to two terrific styles of dancing, the passionate tango and the playful swing! Beginner level instruction, no previous experience or partner needed.

Total: \$50 Senior Total: \$43

FIT-019-H1	W 5:45PM–6:45PM J. White	Feb 24 – Mar 16 KEP 101
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Intermediate Ballroom Dance - Salsa/ Cha Cha



Back by popular demand! Join professionally certified Dance Vision International Dance Association (DVIDA) instructor, Jody White, for an Intermediate Ballroom Dance class. 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: \$50 Senior Total: \$43

FIT-021-G1	W 6:45PM–7:45PM J. White	Jan 20 – Feb 10 KEP 101
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Intermediate Ballroom Dance - Swing/ Foxtrot



Back by popular demand! Join professionally certified Dance Vision International Dance Association (DVIDA) instructor, Jody White, for an Intermediate Ballroom Dance course. Pick up where you left off this fall - learning 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: \$50 Senior Total: \$43

FIT-022-H1	W 6:45PM–7:45PM J. White	Feb 24 – Mar 16 KEP 101
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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 Joefrey Ballet Company where she served as a personal assitant to Robert Joefrey. 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 kbminos@aol.com to discuss class attire.

Total: \$87 Senior Total: \$48

FIT-013-G	M 6:15PM–7:30PM K. Carpenter	Jan 25 – Apr 11 KEP 101
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Fitness

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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-G	TuTh 9:30AM–10:30AM S. Rodgers Day Adventist HALL	Jan 12 – Feb 18 Hagerstown Seven
FIT-005-M	TuTh 9:30AM–10:30AM S. Rodgers Day Adventist HALL	Mar 1 – Apr 7 Hagerstown Seven

Mind & Body

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Instructor Bio - Paul Cote, MS, PhD.

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

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

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

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

Total: \$87

MBP-072-G	Th 6:00PM–7:00PM P. Cote	Jan 14 – Mar 24 CPB 211
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Intermediate T'ai Chi (Authentic Northern Wu Style)

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

Total: \$87

MBP-073-G	Th 7:00PM–8:00PM P. Cote	Jan 14 – Mar 24 CPB 211
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Yoga/Pilates

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Instructor Bio - Simone Heurich

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

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

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

Total: \$107

MBP-119-G1	W 7:00PM-8:30PM <i>S. Heurich</i>	Jan 6 – Mar 9 <i>BSH 114</i>
MBP-119-M1	W 7:00PM-8:30PM <i>S. Heurich</i>	Mar 30 – Jun 1 <i>KEP 101</i>

Join the HCC Alumni & Friends for a Caribbean Cruise February 20 – 28, 2016



Travel with us on February 20 - 28, 2016 on the 7th Annual HCC Alumni & Friends Cruise on the Carnival ship, "Pride," leaving from Baltimore, MD.

Ports of call include: Grand Turk; Half Moon Cay, Bahamas; and Nassau, Bahamas. The trip includes: roundtrip transportation to the cruise ship from HCC, a 9-day/8-night 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: \$957.19 per person

All Proceeds Benefit the HCC Alumni Scholarship Fund.

Travel arrangement through Richards World Travel.

For additional information on our cruise program, contact
Lisa Stewart at 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



Hub City Hive is a co-working community of startups, entrepreneurs, and creative professionals sharing a common workspace in the Technical Innovation Center (TIC) at Hagerstown Community College.

Hive membership includes:

- Access to shared offices, coffee bar, HCC Valley Eatery, and comfortable co-working spaces
- Enabled with WIFI, fax, printer and copier machines, conference rooms
- Use of well-equipped Class A conference rooms
- Two hours per month of business support services and consulting time with TIC Management Team
- Access to the many diverse resources of HCC campus such as dining, training and fitness facilities, student and alumni interns and hires, faculty, cultural and educational resources
- Invitations to startup and technology programming and networking events with successful entrepreneurs

Example events include:

- Tech Hour
- Technology Briefings
- Expert Speaker Series
- Startup Meetup Sessions

For more information contact:

TIC Management at
tic@hagerstowncc.edu or
240-500-2399

TIC | Technical Innovation Center
@ Hagerstown Community College

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

Visit HCC's satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

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

To register by phone:

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

To register through WebAdvisor:

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

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

For Additional Information

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

1-866-422-2468

HCC Valley Mall Fax Number

301-582-4001

CE E-Mail Address

ceregister@hagerstowncc.edu

HCC Campus Store

240-500-2271

Call for Special Evening Hours

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

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

Birthdate and Social Security Number

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

Tuition and Fees

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

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

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

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

Admissions

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

Registration Confirmation

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

Course Cancellations

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

Refund Policy

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

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

Employer's Tuition Assistance

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

ed2go Online Course Registration

Information

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

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

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

College Holidays

- January 18, 2016 - Martin Luther King Day
- March 11, 2016 - Spring Break
- May 30, 2016 - Memorial Day

Parking

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

Use of Cell Phones During Class

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

Emergency Closing

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

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

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.

2. Phone

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



3. Mail

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



4. In Person

Visit the HCC's registration office in the Administration and Student Affairs Building.



5. Fax

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