

# WINTER 2017

## HCC CONTINUING EDUCATION



### **2 ANIMAL CARE/ VETERINARY OFFICE COURSES**

Vet Assistant Training

### **3 BUSINESS AND PROFESSIONAL DEVELOPMENT**

AMA Training  
Entrepreneurship  
Management

### **6 CERTIFICATION AND LICENSURE**

Maryland EXCELS  
Child Care  
Horticulture  
Hospitality  
Notary  
Personal Trainer  
Pool Operator  
Real Estate

### **14 COMPUTERS**

Computer Basics  
Smart Phones/Tablets  
Minecraft  
MS Office  
CAD  
Repair/Networking

### **20 TRANSPORTATION**

CDL—Commercial Driver  
Driver Education  
Senior Driver Safety  
Motorcycle  
Forklift Operator Training

### **23 INDUSTRIAL TECHNOLOGY AND TRADES**

Small Engine Repair  
Alternative Energy  
Home Inspector  
Other Trades  
Plumbing  
Welding

### **25 ALLIED HEALTH**

BLS  
BLS Recertification  
EMS  
Delegating Nurse  
Medicine Aide  
Nurse Refresher  
Seminars  
ed2go courses

### **31 HEALTH AND WELLNESS**

Health and Wellness  
Mind Body  
Yoga/Pilates

### **35 PERSONAL ENRICHMENT**

Art  
Cultural Trips  
Genealogy  
History  
Music  
Photography  
Writing

### **43 YOUTH AND FAMILY**

Giggles and Wiggles  
Youth and Family

### **45 HEALTHY LIVING**

Dance  
Mind Body

### **46 ALUMNI**

### **47 ADULT EDUCATION**

### **48 REGISTRATION IS EASY**

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



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

## Veterinary Assistant Training 2017

February 27, 2017 - October 16, 2017

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](http://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**

PET 043 H

Fee: \$335

Feb. 27, 2017 – Apr. 24, 2017

6-8 PM No class: 3/6/17

### 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.

PET 041 K

Fee: \$895

May 1, 2017 – Oct. 16, 2017

5:30-8:30 PM No class: 5/29/17, 7/3/17, 9/4/17

### 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.

PET 042 K

Fee: \$211

May 1, 2017 – Sept. 25, 2017

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

Oct. 16, 2017

### 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

Visit [www.hagerstowncc.edu/coned/areas/animal/vet](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](http://www.hagerstowncc.edu/coned) or call 240-500-2236 for details.*

## AMERICAN MANAGEMENT ASSOCIATION



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



### Certificate for 2017

#### **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.

The AMA certification program at HCC is self-directed. Students complete courses as time and funding permit. Courses are offered several times throughout the academic year and can be taken as a series, or individually. Certification is earned when the student completes all seven courses.

See next page for details.

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

AMA Training

AMA General and Human Resources Management Certificate

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

Total: \$1295 — Senior Total: \$1005

PRD-570-G	TuTh 5:00PM–8:30PM <i>M. Waltemire, J. Mieczkowski, D. Hartman, A. Kostreski</i>	Jan 24 – Apr 27 <i>VM 4</i>
-----------	---	--------------------------------

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	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	Jan 24 – Jan 26 <i>VM 4</i>
-----------	---	--------------------------------

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-G	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	Jan 31 – Feb 02 <i>VM 4</i>
-----------	---	--------------------------------

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-H	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	Feb 14 – Feb 16 <i>VM 4</i>
-----------	---	--------------------------------

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	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Feb 28 – Mar 02 <i>VM 4</i>
-----------	---	--------------------------------

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	TuTh 5:00PM–8:30PM <i>D. Hartman</i>	Mar 21 – Mar 23 <i>VM 4</i>
-----------	---	--------------------------------

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

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

Total: \$239 — Senior Total: \$213

PRD-506-J	TuTh 5:00PM–8:30PM D. Hartman	Apr 11 – Apr 13 VM 4
-----------	----------------------------------	-------------------------

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-J	TuTh 5:00PM–8:30PM J. Mieczkowski	Apr 25 – Apr 27 VM 4
-----------	--------------------------------------	-------------------------

Entrepreneurship

Entrepreneur Boot Camp: Lean Method



Ready for an intensive focus on getting your business off the ground? Be part of an eight-week boot camp on launching your own company. Local business experts will step you through organizational structure, writing a business plan, developing your go-to-market strategy and officially launching your business by the end of the course. After eight weeks, you'll hit the ground running.

Total: \$251

PRD-810-G	Th 5:30PM–8:30PM C. Staff	Jan 23 – Mar 13 TIC 323
-----------	------------------------------	----------------------------

Simple Steps for Starting Your Business While Still Working

Whether you plan to start a new small business or improve your existing business, this SCORE Millennium small business seminar brings to you experts on the topic. Presented by local "in-business" SCORE counselors and associates, you will learn how to create a business plan, organize and finance your business, manage it efficiently, and select the best marketing strategies. A workbook is provided at no extra charge. For more details, call SCORE at 301-766-2043

Total: \$79

PRD-565-J	Th 6:30PM–8:30PM C. Staff	Apr 06 – Apr 27 TIC 323
-----------	------------------------------	----------------------------

Management

Using Emotional Intelligence in the Workplace

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

Total: \$157

PRD-806-H	F 8:30AM–12:00PM D. Hartman	Feb 10 VM 4
-----------	--------------------------------	----------------

Child Care

HCC in partnership with Howard Community College is offering each of the 45 hour courses required by the State of MD for licensing. 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 HS equivalency, and have successfully completed the two 45 hour courses required for your desired grade level certification, from the following six courses:

- 1. School Age Child Care: Curriculum  
PLC 798 \$265
- 2. Infant and Toddler Care  
PLC 875 \$265
- 3. Child Growth and Development  
PLC 874 \$265
- 4. Preschool Curriculum & Activities  
PLC 998 \$265
- 5. Childcare Administration  
PLC 592 \$265
- 6. Family Childcare Preservice  
PRC 012 \$275

Please call Kristin Holt at 240-500-2355 for more information as to which two courses you should select.

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

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

Resources that Guide Daily Planning

PRC-022 \$48

Intro to Environmental Rating Scales

PRC-023 \$48

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

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-H	Sa 9:00AM–3:30PM <i>F. Galeski</i>	Feb 18 <i>CPB 232</i>

Child Care Administration

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

Total: \$265		
PLC-592-G	–	Feb 06 – Mar 20 <i>ONLINE</i>

Communication Skills for Child Care Professionals

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

Total: \$113		
PLC-652-M	–	Mar 17 – Mar 31 <i>ONLINE</i>

School Age Child Care: Curriculum

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

Total: \$289		
PLC-873-G	–	Jan 20 – Mar 10 <i>ONLINE</i>

Child Growth and Development

This online course is designed to prepare students for positions in child care centers: the course satisfies the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include: an overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. Contact Kristin Holt at 240-500-2355 prior to registering for this course.

Total: \$265		
PLC-874-G	–	Jan 06 – Feb 24 <i>ONLINE</i>

Infant and Toddler Care

This course is designed to provide an overview of infant and toddler care and curriculum planning based on child development theory and best practices for children birth through two years of age. It is approved by the Maryland State Department of Education (MSDE) for infant toddler teacher certification training. Topics include: curriculum planning, goal setting, and selection of age appropriate materials and methods. Contact Kristin Holt at 240-500-2355 prior to registering for this course.

Total: \$265		
PLC-875-G	–	Jan 11 – Feb 22 <i>ONLINE</i>

Family Child Care PreService

This course is designed to prepare prospective and new child care providers to start and operate a home-based child care business and meets state of Maryland pre-service training requirements for Family Child Care applicants. Topics include principles of child development, curriculum, special needs, health, safety and nutrition, professionalism, and community, as they are applied to family child care.

Total: \$275		
PRC-012-G	–	Jan 03 – Mar 24 <i>ONLINE</i>

Pesticide Safety

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

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

Horticulture

Pesticide Use and Safety

This course prepares the student for the Maryland and Virginia Pesticide Use and Safety application certification exam through a thorough understanding of the principles of pest control, including pesticide labeling, regulations, and proper handling. This course is equivalent to six months as a registered technician in the state of Maryland.

Total: \$350

PLC-921-G	—	Jan 01 — Mar 31 ONLINE
-----------	---	---------------------------

Ornamental Exterior - Landscape IPM

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

Total: \$350

PLC-931-G	—	Jan 01 — Mar 31 ONLINE
-----------	---	---------------------------

Greenhouse/Interior Ornamental Plant IPM

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

Total: \$350

PLC-932-G	—	Jan 01 — Mar 31 ONLINE
-----------	---	---------------------------

Turfgrass IPM

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

Total: \$350

PLC-933-G	—	Jan 01 — Mar 31
-----------	---	-----------------

General/Structural Pest Management

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

Total: \$350

PLC-934-G	—	Jan 01 — Mar 31 ONLINE
-----------	---	---------------------------

Aquatic Pest (Weed) Management

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

Total: \$350

PLC-935-G	—	Jan 01 — Mar 31 ONLINE
-----------	---	---------------------------

Public Health/Mosquito Control

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

Total: \$325

PLC-936-G	—	Jan 01 — Mar 31 ONLINE
-----------	---	---------------------------

Right of Way Pest Control

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

Total: \$325

PLC-937-G	—	Jan 01 — Mar 31 ONLINE
-----------	---	---------------------------

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 07 – Feb 14 <i>VM 3</i>
-----------	-------------------------------------	--------------------------------

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 14 – Mar 21 <i>VM 6</i>
-----------	-------------------------------------	--------------------------------

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 <i>I. Staff</i>	Mar 13 – Mar 14 <i>CPB 214</i>
-----------	--------------------------------------	-----------------------------------



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](http://www.witseducation.com)) The information for the books are as follows: Fitness Professional’s Handbook, Seventh Edition With WebResource ISBN-13: 9781492523376 \$106.97 WITS price (\$97 for book plus \$9.97 shipping) and eBook ISBN-13: 9781492535935 eBook \$53.00. 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 C. Staff	Feb 28 – Apr 27 CPB 230
-----------	--------------------------------	----------------------------

### Personal Trainer

HCC offers Certified Personal Trainer courses in partnership with W.I.T.S., the only major certifying body in the country providing comprehensive practical training and internship components ([www.witseducation.com](http://www.witseducation.com)).

The courses are offered online so you can complete them based on your schedule.

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

- Business Success for Fitness Professional
- Exercise Program Design for Special Populations
- Pregnancy Fitness
- Running Well
- Nutritional Concepts
- Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

Pool

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 at least 16 years old to register for this course.

Total: \$130

PLC-809-J	F	6:00PM–9:00PM	Apr 21 – Apr 21
	Sa	9:00AM–4:00PM	Apr 22 – Apr 22
	Su	1:00PM–6:00PM	Apr 23 – Apr 23
	C. Staff		CPB 232

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. The textbooks are as follows: Modern Real Estate Practices ISBN 9781427746122 and Maryland Real Estate Practice and Law ISBN 9781475421811. (Textbooks are not included in the materials fee)

Total: \$325

PLC-364-G	TuTh	6:00PM–9:00PM	Jan 24 – Apr 04
	R. Beckwith, R. Fennel		CPB 212

MREC Agency - Residential

This course is approved by the Maryland Real Estate Commission for Maryland Real Estate Continuing Education credits. The course reviews in detail the form Understanding Whom Real Estate Agents Represent and the correct usage of the form. DLLR 336-0694

Total: \$38

PLC-957-G	Th	9:00AM–12:00PM	Jan 26
	R. Fairbourn		VM 4

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	Th	1:00PM–3:00PM	Feb 02
	R. Fennel		VM 4

Common Contract Issues

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

Total: \$38

PLC-973-N	Th	3:00PM–4:30PM	Feb 02
	R. Fairbourn		VM 4

Fair Housing Review & Updates

This course meets the Maryland Real Estate Commission requirements for Maryland fair housing training required every two years to renew a Maryland real estate license. Topics include federal laws, Maryland laws, and local jurisdiction laws. DLLR 314-0694

Total: \$28

PLC-466-H	Th	1:00PM–3:00PM	Feb 09
	R. Fairbourn		VM 4

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	Feb 23
	R. Fairbourn		VM 4

Certification and Licensure

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	Mar 14
	B. Maloney	VM 4

Residential Investment for RE Professional

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

Total: \$38

PLC-866-M	W 1:00PM–4:00PM	Mar 15
	J. Maravelis	VM 4

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	Mar 30
	R. Fairbourn	VM 4

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
- 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.



Maryland Real Estate Continuing Education Online Courses

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

The Truth About Mold

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

Environmental Issues in Your Real Estate Practice

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

Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). DLLR 328-0694 PLC 309 Fee: \$50

Maryland 3-hour Legislative Update Online

3 hours of Maryland CE credits in the required category (A) Legal and Legislative updates. DLLR 341-0694 PLC 659 Fee: \$50

Maryland Ethics and Predatory Lending Online

3 hours of Maryland CE credits in the required category (D) Ethics and Predatory Lending. DLLR 331-0694 PLC 660 Fee: \$50

Fair Housing (1 ½ Hours for Maryland)

1 ½ hours of Maryland CE credits in the required category (C) Fair Housing Law. DLLR 330-0694 PLC 661 Fee: \$26

Real Estate Finance Today

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

Risk Management

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

Red Flags Property Inspections

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

Understanding Credit and Improving Credit Scores for RE Agents

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

Foreclosures, Short Sales, and REOs

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

DL/MREC Agency – Commercial

3 hours of Maryland CE credit in category (H) DLLR 348-0694 PLC 854 Fee: \$60

DL/MREC Agency – Residential

3 hours of Maryland CE credit in category (H) DLLR 350-0694 PLC 847 Fee: \$60

Property Management and Managing Risk

4 hours of Maryland CE credit in category (F) DLLR 337-0694 PLC 855 Fee: \$70

Understanding 1031 Tax Free Exchanges

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

Real Estate Market Pulse

4 hours of Maryland credits in category (F) DLLR 342-0694 PRC 004 Fee: \$50 (Course Expires 12/1/17)

PA ONLINE CLASSES

Homes for All: Serving People with Disabilities

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

Investment Property Practice and Management

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

Foreclosures, Short Sales, REOs and Auctions

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

14 Hr First Renewal

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

Intro to Commercial RE Sales

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

Intro to Reverse Mortgages for Seniors

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

PSI PREP

Maryland Real Estate PSI Exam Prep QBank

PLC 929 Fee: \$109

The Pennsylvania Guide to Passing the PSI Exam QBank

PLC 930 Fee: \$109

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

## Technology Tutoring Now Available

Befuddled by your computer, tablet or smartphone? Personalized training sessions arranged in two hour segments.

Schedule a tutoring appointment  
by calling 240-500-2236

Fee: \$80



### Beginning Computers

#### 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 10, 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	Jan 17 – Feb 16
	<i>C. Wright</i>	<i>VM 5</i>

#### Using Your Apple Computer



Apple provides a great platform for users of all ages but transitioning from a Windows computer can be a challenge. You can discover all the tricks and tips to be a better Mac user in our class that covers recent versions of the MacOS. From managing your files and using common applications, class topics will help you understand MacOS terminology and be more productive Apple user.

Total: \$198 — Senior Total: \$130

CMR-110-G	Th 6:00PM–9:00PM	Jan 26 – Mar 23
	<i>I. Staff</i>	<i>ATC 115</i>

### Smart Phones/Tablets

#### Configuring Android Phones and Tablets

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

Total: \$58

CMP-972-G	W 6:00PM–8:30PM	Jan 25 – Feb 08
	<i>G. Shingler</i>	<i>VM 4</i>

#### iPhone, iFrustration

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

Total: \$75 — Senior Total: \$48

CMR-071-H	Tu 6:00PM–8:00PM	Jan 24 – Feb 07
	<i>S. Martz</i>	<i>VM 8</i>

iPad, iFrustration

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

Total: \$75 — Senior Total: \$48

CMR-070-H	Tu 6:00PM–8:00PM S. Martz	Feb 21 – Mar 07 VM 3
-----------	------------------------------	-------------------------

College For Kids

App Coding Introduction

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

Total: \$198

CMR-101-G	TuTh 4:00PM–6:00PM S. Ingraham	Jan 31 – Mar 14 VM 5
-----------	-----------------------------------	-------------------------

App Development and Publishing

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

Total: \$198

CMR-102-M	TuTh 4:00PM–6:00PM S. Ingraham	Mar 21 – May 09 VM 5
-----------	-----------------------------------	-------------------------

Minecraft Marathon

Join up for 10 hours of non-stop Minecraft activity with your best gaming buds. Marathon activities include team fort building, capture the flag and where’s the beef! Bring your laptop or desktop, and most importantly your Minecraft account to the marathon. All participants will be sequestered at our Valley Mall center, pizza party included.

Total: \$48

CMR-109-G	Sa 10:00AM–10:00PM T. Chupak, T. Conomos	Jan 21 VM 6
-----------	---	----------------

MS Office

Office Associate Certificate Program - Level I



Participants in this series obtain basic computer skills that complement the required duties of an office associate in a business working environment. As part of the Office Associate Certificate series, Part 1 includes computer basics, using the Microsoft Office suite, and an introduction to word processing, spreadsheets, presentation software, and bookkeeping software.

Total: \$537

CMR-031-H	MW 5:30PM–8:30PM I. Staff	Feb 06 – Apr 19 VM 5
CMR-041-H	MW 5:30PM–8:30PM I. Staff	Feb 06 – Apr 19 VM 5

**\*\*Must sign up for both CMR-031 and CMR 041\*\***

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–4:00PM R. Koziel	Jan 25 VM 2
CMP-835-H	W 9:00AM–4:30PM R. Koziel	Feb 22 VM 2

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-H	W 9:00AM–4:30PM R. Koziel	Feb 08 VM 2
CMP-836-M	W 9:00AM–4:30PM R. Koziel	Mar 08 VM 2

## After School Coding Academy

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

## Session 1: App Coding Introduction

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

CMR-101-G Tuesday and Thursday, Jan. 31 – Mar. 14

Tuition: \$199

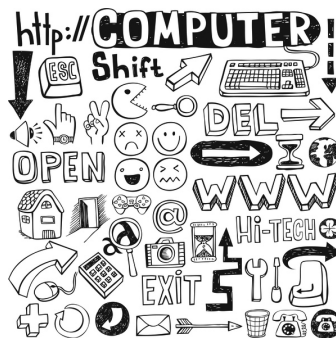
## Session 2: App Development and Publishing

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

CMR-102-M Tuesday and Thursday, Mar. 21 – May 9

Tuition: \$199

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



## 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-M	W 9:00AM-4:30PM	Mar 22
	<i>R. Koziel</i>	<i>VM 2</i>

## Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-H	W 9:00AM-4:30PM	Feb 01
	<i>B. Koziel</i>	<i>VM 2</i>

## Microsoft Access Level II

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

Total: \$127 — Senior Total: \$87

CMP-847-H	W 9:00AM-4:30PM	Feb 15
	<i>B. Koziel</i>	<i>VM 2</i>

## Microsoft Access Level III

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

Total: \$127 — Senior Total: \$87

CMP-848-M	W 9:00AM-4:30PM	Mar 01
	<i>B. Koziel</i>	<i>VM 2</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: \$475 — Senior Total: \$237

CMT-252-G	W 6:00PM–9:30PM	Jan 11 – Apr 26
	A. Bridendolph	ATC 116

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	Jan 12 – Apr 27
	A. Bridendolph	ATC 116

CAD III: Architectural

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

Total: \$364 — Senior Total: \$228

CMT-226-G	M 6:00PM–9:30PM	Jan 09 – May 01
		ATC 116

Repair/Networking

PC Tech: Repair and Troubleshooting

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

Total: \$520 — Senior Total: \$282

CMT-150-G	MW 10:00AM–12:00PM	Feb 15 – May 01
	K. Weil-Yates	ATC 200

PC Tech: Operating Systems

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

Total: \$520 — Senior Total: \$282

CMT-151-G	W 5:30PM–8:15PM	Jan 11 – Apr 26
	K. Weil-Yates	ATC 200

# CISCO SYSTEMS



## Networking Academy

### Cisco Certified Network Associate

CCNA: Networking 1

Prepare for your CCNA certification through the Cisco Networking Academy. Configure routers and switches as you learn the principles and structure of IPv4 and v6 addressing and the fundamentals of Ethernet technologies. Prerequisite: A+ certification or equivalent work experience. NOTE: Orientation meeting on Saturday, 1/14/17, from 9 a.m. to 3 p.m. at HCC.

CMT-355-G 1/14/17 - 3/18/17

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

CCNA: Networking 2

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

CMT-356-M 3/20/17 - 5/13/17

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

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

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

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

## 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

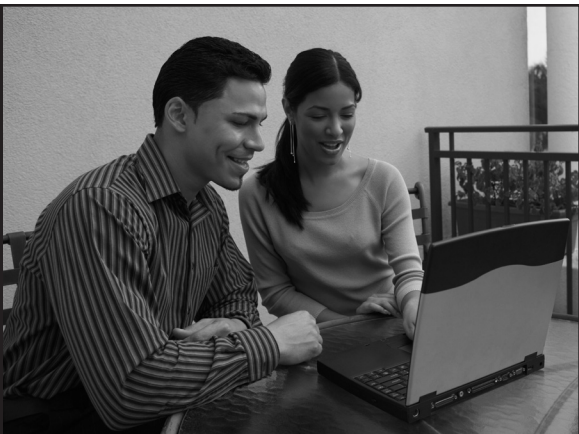
Each technician certificate program enriches your skills and knowledge in design, programming, installation, operation, maintenance and troubleshooting industrial electronics, robotics and PLC equipment. The self-paced distance education alternative provides you with practical know how and technical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

Online computer classes—  
choosing your class is easy

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

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



ACCOUNTING SOFTWARE

- Introduction to Crystal Reports
- Introduction to QuickBooks
- Performing Payroll in QuickBooks
- QuickBooks for Contractors

COMPUTER APPLICATIONS – ADOBE

- Dreamweaver
- Introduction to InDesign
- Introduction and Intermediate Photoshop
- Photoshop Elements for the Digital Photographer

COMPUTER APPLICATIONS – MICROSOFT

- Introduction and Intermediate Microsoft Access
- Introduction and Intermediate Microsoft Excel
- Introduction to Microsoft Outlook
- Introduction to Microsoft PowerPoint
- Introduction to Microsoft Project
- Introduction and Intermediate Microsoft Word

DIGITAL PHOTOGRAPHY

- Discover Digital Photography
- Secrets of Better Photography
- Mastering Digital Photography: Photographing People
- Photographing Nature with Your Digital Camera

WEB DESIGN

- Creating WordPress Websites I and II
- Creating Web Pages
- Introduction and Intermediate CSS3 and HTML5

CLASSROOM COMPUTING

- Creating a Classroom Website
- Integrating Technology in the Classroom
- PowerPoint in the Classroom
- Using the Internet in the Classroom
- Blogging and Podcasting for Beginners

CERTIFICATE PREP

- Basic CompTIA A+ Certification Prep
- Intermediate CompTIA A+ Certification Prep
- Advanced CompTIA A+ Certification Prep
- CompTIA Security+ Certification Prep
- CompTIA Network+ Certification Prep

COMPUTER FUNDAMENTALS

- Computer Skills for the Workplace
- Introduction to PC Troubleshooting
- Introduction to Windows
- Keyboarding

COMPUTER PROGRAMMING

- Introduction to ASP.NET
- Introduction to Java Programming
- Introduction to PHP and MySQL
- Introduction to Python 2.5 Programming
- Introduction to Visual Basic
- Intermediate C# Programming
- Intermediate PHP and MySQL
- Intermediate Visual Basic
- C# Programming for the Absolute Beginner
- C++ for the Absolute Beginner

DATABASE DEVELOPMENT

- Introduction to Database Development
- Introduction to Crystal Reports
- Introduction to Oracle
- Intermediate Oracle
- Introduction to SQL
- Intermediate SQL

NETWORKING AND COMMUNICATIONS

- Introduction to Networking
- Intermediate Networking
- Wireless Networking

SECURITY

- Hack Your Way to Security
- Introduction to PC Security

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



# Passenger Bus Training Available

## CDL - Commercial Driver

### CDL Learner's Permit Prep

Take the guesswork out of sitting for your CDL Leaner'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-G	W 5:00PM–9:00PM <i>F. Hughes</i>	Jan 04 <i>IND 100</i>
TDV-051-M	W 5:00PM–9:00PM <i>F. Hughes</i>	Mar 01 <i>IND 100</i>

### CDL Class B Training

Prepare for your Class B CDL license and develop the skills to drive a dump truck, commercial delivery truck, passenger bus or other vehicle weighing over 26,000 pounds. Defensive driving, road safety, pre-trip inspections, plus vehicle control and maneuvering are all part of the course at our professional truck driving range. Includes skills/road test in your state of licensing (MD, PA, or WV). Applicants must complete a screening process and have a current DOT physical and a Class B Learner's Permit with Air Brake/ Passenger endorsement. (No textbook required)

Total: \$1758 — Senior Total: \$1158

TDV-008-G	Sa 8:00AM–4:00PM <i>D. Mitchell</i>	Jan 21 – Apr 01 <i>IND 100</i>
-----------	--	-----------------------------------

## Driver Education

### Driver Education

For adults or teens, prepare for your Maryland Driver's License in this Motor Vehicle Administration (MVA) approved course. The course includes 30 hours of classroom and six hours of behind-the-wheel instruction. The first session is an orientation for student/parent/mentor that acquaints you with the requirements of the HCC driving school and the components of Maryland's graduated driver licensing laws. You MUST have your learner's permit to schedule behind-the-wheel driving sessions.

Total: \$325

DRV-001-G	MW 6:00PM–9:00PM <i>F. Vincent</i>	Jan 09 – Feb 15 <i>CPB 210</i>
DRV-001-H	MW 6:00PM–9:00PM <i>F. Vincent</i>	Mar 13 – Apr 17 <i>CPB 210</i>
DRV-001-J	Sa 9:00AM–12:00PM <i>D. Mitchell</i>	Mar 18 – May 27 <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: \$325 — Senior Total: \$214

DRV-010-H	TuTh 5:30PM–8:30PM <i>J. Lemus</i>	Jan 31 – Mar 07 <i>VM 6</i>
-----------	---------------------------------------	--------------------------------



HCC has taught you everything from English 101 to Ballroom Dancing. You can trust your family's Driver Education to us.

As a licensed Maryland Driver Education school, our goal is to meet your teenager's need for safe expert driver training including:

- New vehicles modified for training
- MVA certified instructors
- Quality classroom facilities
- Easy, online scheduling
- NOW available in Spanish

For more information and class schedules call 240-500-2236 or online at [www.hagerstowncc.edu/godrive](http://www.hagerstowncc.edu/godrive).

Senior Driver Safety

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.

DRV-050 Tu 9:00AM-1:00PM Mar 14 VM 7

Motorcycle

Motorcycle Repair

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

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

Total: \$283 — Senior Total: \$158

MST-002-M	TuTh 6:00PM-9:00PM	Mar 28 - May 13
	Sa 9:00AM-3:00PM	May 6 - May 13
	I. Staff	CPB 211

Basic Rider Course

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

Total: \$272 — Senior Total: \$228

MST-614-M	WTh 5:45PM-9:00PM	Mar 29 - Mar 30
	SaSu 7:30AM-12:30PM	Apr 1 - Apr 02
		CPB 232

Basic Rider for Women

No motorcycle experience is required, and no gender stress will be allowed! Led by a female instructor, the course provides the same skills as our mixed-gender classes for new riders who want to develop the mental and motor skills important for safe-street operation. This class consists of six hours of classroom instruction and eleven hours of on-motorcycle instruction. Participants will receive a certificate of completion upon passing both the knowledge and skills tests for the Maryland Class M endorsement. Online eCourse completion also required.

Total: \$292 — Senior Total: \$248

MST-448-J	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>M. Hollingshead</i>	Apr 26 – Apr 27 Apr 29 – Apr 30 <i>CPB 232</i>
-----------	--	--

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 13 – May 22 <i>CPB 232</i>
-----------	------------------------------------	-----------------------------------

Forklift Operator

Forklift Operator Training

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

Total: \$178 — Senior Total: \$130

TRD-030-G	Sa 9:00AM–5:00PM <i>D. Donovan, A. Obitts</i>	Jan 28 <i>ATC 202</i>
TRD-030-H	Sa 9:00AM–1:00PM <i>D. Donovan, A. Obitts</i>	Feb 18 <i>ATC 202</i>

College For Kids Summer 2017

Look for new courses, connect with friends and have fun!



To learn more visit  
[www.hagerstowncc.edu/kids](http://www.hagerstowncc.edu/kids)  
or call 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: \$475 — Senior Total: \$227

CNT-107-G	W 6:00PM–8:45PM <i>I. Staff</i>	Jan 11 – Apr 26 <i>CPB 142</i>
-----------	------------------------------------	-----------------------------------

Home Inspector

Home Inspector Training

This course is presented by AHIT (American Home Inspectors Training Institute) for Hagerstown Community College. The course meets required Maryland Real Estate Appraisal and Home Inspection Commission to apply to be a licensed home inspector in Maryland. Textbook included in materials fee.

Total: \$2012 — Senior Total: \$1906

TRD-045-HP	MTuWThFSaSu 8:00AM–5:00PM Feb 12 <i>C. Staff</i>	Feb 04 –  <i>VM 6</i>
------------	--	-----------------------------

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 ESPIRIT software to create numerical machine code to drive CNC milling machines or lathes. Prerequisite: CNT-150 or related work experience. (Textbook require)

Total: \$354 — Senior Total: \$229

CNT-250-G	Th 5:00PM–9:00PM <i>K. Stoops</i>	Jan 12 – Apr 27 <i>ATC 202</i>
-----------	--------------------------------------	-----------------------------------

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–9:00PM <i>R. Harbaugh</i>	Feb 01 – Feb 22 <i>VM 7</i>
-----------	---------------------------------------	--------------------------------

Plumbing

Plumbing and Pipefitting

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

Total: \$475 — Senior Total: \$227

CNT-105-G	Tu 6:00PM–8:45PM <i>I. Staff</i>	Jan 10 – Apr 25 <i>CPB 142</i>
-----------	-------------------------------------	-----------------------------------

Welding

Intro to Welding

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

Total: \$364 — Senior Total: \$236

CNT-106-H	Sa 8:30AM–12:15PM <i>B. Staley, S. Staley</i>	Feb 04 – Apr 29 <i>CPB 142/142A</i>
-----------	--	--

Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-H	Sa 8:30AM–12:15PM <i>B. Staley, S. Staley</i>	Feb 04 – Apr 29 <i>CPB 142/142A</i>
-----------	--	--

Intermediate Gas Tungsten Arc Welding - TIG

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


Total: \$408 — Senior Total: \$288


CNT-308-H	Sa 8:30AM–12:15PM <i>B. Staley, S. Staley</i>	Feb 04 – Apr 29 <i>CPB 142/142A</i>
-----------	--	--

# Hagerstown Community College

## Instructor-Led

# Online Courses





Learn From the  
Comfort of Home!

### Learn More!

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**
- **Course Sessions Begin Monthly**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, 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.

### Enroll Now!

**Call Us Today!**

### Hundreds of Titles to Choose From!

#### Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement.

#### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

#### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

#### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

#### Introduction to CSS3 and HTML5

Learn to create state-of-the-art web sites using modern CSS3 and HTML5 techniques.

#### Introduction to SQL

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

#### Mac, iPhone, and iPad Programming

Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

#### Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

#### Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

#### Basic CompTIA® A+ Certification Prep

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

#### Creating WordPress Websites

Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.

#### Explore a Career in a Dental Office

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.

#### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

#### Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

**More Courses Available!**

(240) 500-2236    [www.ed2go.com/hagerstown](http://www.ed2go.com/hagerstown)

0613-02

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. American Heart Association guidelines require that classes run within a specified time period. *Please be aware that failure to arrive for class on time may result in having to reschedule for a later date*

Total: \$67 — Senior Total: \$52

NRS-923-G	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Jan 12 CPB 214
NRS-923-H	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Jan 26 CPB 214
NRS-923-J	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Feb 09 CPB 214
NRS-923-K	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Feb 23 CPB 214
NRS-923-L	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Mar 30 CPB 214

BLS Recertification

BLS Recertification for Healthcare Providers is a class provided by the American Heart Association to refresh healthcare professionals previously certified in recognizing several life-threatening emergencies and providing CPR, using an AED and bag-mask, and relieving choking in a safe, timely, and effective manner. This class includes a review adult, child, and infant skills in both the non-hospital and hospital settings. A textbook is required. (Please note: If the current BLS card has expired, the student should enroll in a BLS Initial Certification course.) American Heart Association guidelines require

that classes run within a specified time period. *Please be aware that failure to arrive for class on time may result in having to reschedule for a later date*

Total: \$47 — Senior Total: \$37

NRS-924-G	Th 6:00PM–8:00PM LIFE-SAVING SOLUTIONS, LLC	Jan 19 CPB 214
NRS-924-H	Th 6:00PM–8:00PM LIFE-SAVING SOLUTIONS, LLC	Feb 02 CPB 214
NRS-924-J	Th 6:00PM–8:00PM LIFE-SAVING SOLUTIONS, LLC	Feb 16 CPB 214
NRS-924-K	Th 6:00PM–8:00PM LIFE-SAVING SOLUTIONS, LLC	Mar 02 CPB 214
NRS-924-L	Th 6:00PM–8:00PM LIFE-SAVING SOLUTIONS, LLC	Mar 16 CPB 214
NRS-924-M	Th 6:00PM–8:00PM LIFE-SAVING SOLUTIONS, LLC	Mar 23 CPB 214

EMS

Multi-Lead Medics 12 Lead EKG Interpretation

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

Total: \$145 — Senior Total: \$78

NRS-979-M	F 8:30AM–4:30PM	Mar 03 CPB 210/212/214
-----------	-----------------	---------------------------

Slap the CAP, The role of Capnography in EMS

This course on capnography is an eye-opening experience where participants learn the incredible benefits gained from full ETCO2 monitoring and waveform assessment. This course includes a review of the related A&P of the respiratory system and explanation of the role of capnography in EMS. Topics include: cases of cardiac arrest to airway and ventilation; assessment and management from closed head injury to tension pneumothorax to shock, and triage of any patient to the ongoing monitoring of the patient.

Total: \$145 — Senior Total: \$78

NRS-980-M	Sa 8:30AM–2:30PM	Mar 04 CPB 210/212/214
-----------	------------------	---------------------------

Delegating Nurse

Delegating Nurse

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

Total: \$288 — Senior Total: \$223

NRS-563-G	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Jan 20 – Jan 21 <i>CPB 122</i>
NRS-563-M	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Mar 03 – Mar 04 <i>CPB 122</i>

Medicine Aide

CNA Medicine Aide Recertification

This course provides current medicine aides with updated information on drug therapies and safe medication administration and meets the Maryland Board of Nursing continuing education requirements for recertification. Students are required to attend the full eight hour course (six hours of lecture and two hours of testing) and score a minimum of 80 percent on the written final exam. Submission of the CMA Clinical Update Verification form by the student’s employer prior to enrollment verifying the following information is required: 1. Practiced as a CNA for 16 hours in the two years immediately preceding admission to the CMA Clinical Update. 2. Practiced as a GNA for eight hours in a licensed nursing home in the two years immediately preceding admission to the Clinical Update class. 3. Practiced as a CMA for 100 hours in the two years immediately preceding admission to the CMA Clinical Update. A copy of the CMA Clinical Update Verification form can be found on [www.hagerstowncc.edu/coned/nursing/cma](http://www.hagerstowncc.edu/coned/nursing/cma). Certificates will not

be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$88 — Senior Total: \$43

NRS-742-G	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Jan 28 <i>CPB 152</i>
NRS-742-H	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Feb 25 <i>CPB 152</i>
NRS-742-M	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Mar 18 <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: \$447

NRS-854-G	TuWThF 9:00AM–4:00PM	Jan 03 – Jan 06 <i>CPB 210/212/214</i>
NRS-854-GS	TuWThF 9:00AM–4:00PM	Jan 03 – Jan 06 <i>CPB 210/212/214</i>

**\*\*SECTION GS IS FOR HCC STUDENTS ONLY\*\***

**Attention!**  
**Please take HCE-036 –D**  
**Nurse Refresher Screening**  
**BEFORE registering for**  
**Nurse Refresher I Classroom Theory**  
**(NRS 988 J)**

# Nurse Refresher Course

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

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

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

**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 3 – June 17 CPB 214

Total: \$693 Sr. Total: \$409

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

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

Fri. May 12 6 p.m. – 10 p.m., and Sat. May 13 9 a.m. – 5 p.m. CPB 154

Total: \$364 Sr. Total: \$258

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

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

June 13 – Aug. 17

Total: \$258 Sr. Total: \$144

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



# Cardiac Updates #16

Saturday, April 1, 2017  
7:30 a.m. to 3 p.m.  
Career Programs Building

NRS 583 J

## EARLY BIRD DISCOUNT

Register by  
Mar. 25 and  
pay only \$74  
After Mar. 26 - \$90



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

# National Optometry Continuing Education – Lecture Series XX

Sunday, Feb 19, 2017  
8 a.m. - 4 p.m.  
Career Programs Building

NRS 877 H  
Fee: \$115

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





**SAVE THE DATE**  
**DENTAL SEMINAR**  
**MAY 5, 2017**

**College For Kids Summer 2017**

Look for new courses, connect with friends and have fun!



To learn more visit  
[www.hagerstowncc.edu/kids](http://www.hagerstowncc.edu/kids)  
or call 240-500-2236.

# Ed2Go Six-Week Online Courses

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

## Human Anatomy and Physiology

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

## Legal Nurse Consulting

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

## HIPAA Compliance

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

## Certificate in Pain Assessment and Management

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

## Certificate in Complementary and Integrative Health

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



## Certificate in Healthy Aging

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

## Explore a Career as an Administrative Medical Assistant

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

## Medical Transcription

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

## Certificate in Gerontology

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



## Explore a Career in Nursing

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

## Spanish for Medical Professionals I and II

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

Health and Wellness

**Instructor Bio – Sylvia Rogers**  
*Sylvia Rogers has been teaching arthritis exercise programs for more than 10 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 10 – Feb 14 Hagerstown Seven
FIT-005-H	TuTh 9:30AM–10:30AM S. Rodgers Day Adventist HALL	Feb 28 – Apr 04 Hagerstown Seven

**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.*

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

Total: \$71 — Senior Total: \$48

DIS-423-G	M 10:00AM–12:00PM J. Castillo	Jan 30 – Feb 20 CPB 230
-----------	----------------------------------	----------------------------

Mind Body

Principles of Meditation-A Joyous Peaceful Way of Life

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

Total: \$73

MBP-027-H	Th 7:00PM–8:30PM C. Snyder	Feb 09 – Mar 23 VM 3
-----------	-------------------------------	-------------------------

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

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 12 – Mar 23 CPB 211
-----------	-----------------------------	----------------------------

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 12 – Mar 23 CPB 211
-----------	-----------------------------	----------------------------

Eating Healthy After 50

Folks over fifty have unique nutritional requirements: we need more of certain nutrients, even as we're facing dwindling appetites, decreased activity levels, and the challenge of cooking for one or two. It's imperative to pack as much nutrition into our meals as possible. Come find out which foods give you the biggest nutritional bang for your buck, why freshness and soil health matter, why "grass time" makes for superior animal products, where to find this nutrient-dense bounty, how to buy it for less, and how to fit cooking into a busy lifestyle.

Total: \$42

MBP-123-M1	M 7:00PM–9:00PM C. Staff	Mar 06 CPB 214
------------	-----------------------------	-------------------

Yoga/Pilates

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.

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-G	W 7:00PM–8:30PM S. Heurich	Jan 11 – Mar 22 BSH 114
MBP-119-M	W 7:00PM–8:30PM S. Heurich	Mar 29 – May 31 BSH 114

## Cheeseburger CSI



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

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

This course is ideal for both parents and children.

MBP 121 H • \$45

Saturday, Feb. 4-11 from 1 - 5 p.m.

Career Programs Building, room 214



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



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

Monday, Mar. 13 – Apr. 17 • 10 – 11:30 a.m.

MBP-120-H • \$56

Julie Castillo • Valley Mall



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

## Introduction to Aromatherapy



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

Tuesday, Jan. 17 – Jan. 31 and Mar. 14 – Mar. 28

6 p.m. – 7:30 p.m.

MBP-122-G \$40 • MBP-122-M

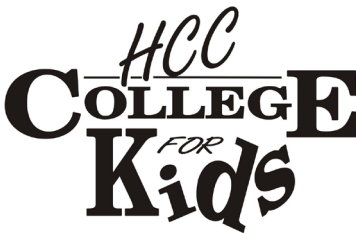
Jennifer Silbert Valley Mall



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

## College For Kids Summer 2017

Look for new courses, connect with friends and have fun!



To learn more visit  
[www.hagerstowncc.edu/kids](http://www.hagerstowncc.edu/kids)  
or call 240-500-2236.

LLI TUITION WAIVERS:

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

Art

Introduction to Sewing



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

Total: \$98 — Senior Total: \$62

ANE-359-G	Th 6:00PM–9:00PM	Jan 19 – Feb 16
	J. Remes	CPB 210

Advanced Basic Sewing



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

Total: \$98 — Senior Total: \$62

ANE-360-M	Th 6:00PM–9:00PM	Mar 09 – Apr 06
	J. Remes	CPB 210

Instructor Bio–Jo Lum

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

Learn the Heritage Craft of Chair Caning



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

Total: \$91 — Senior Total: \$58

SEN-090-G	Th 12:00PM–2:30PM	Jan 19 – Mar 09
	G. Lum	
	Little Antietam Center HALL	
SEN-090-H	M 6:00PM–8:30PM	Jan 23 – Mar 13
	G. Lum	VM 1
SEN-090-M	M 9:00AM–1:00PM	Mar 20 – Apr 17
	G. Lum	VM 6

## Day Trips

Join us this winter for a trip to the beautiful John F. Kennedy Center, the D.C. Escape trip and the Washington National Cathedral Tour & Tea. Keep your eye out for our full lineup of trips 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 concert by the National Symphony Orchestra at the beautiful Kennedy Center. Equipped with a “piercingly beautiful” tone (Chicago Tribune), violinist Simone Lamsma makes her NSO debut in Shostakovich’s First Violin Concerto. Conducted by Jaap van Sweden, the program also includes Brahms’s Symphony No. 2. Following the concert will be a guided tour through the lovely halls and theaters. You will learn the history of the buildings, see stunning artworks and gifts from many countries, and get a look at the theaters where the arts come alive! Tours last an hour and fifteen minutes. Transportation provided by Hagerstown Community College. Departs from the Valley Mall.

Total: \$98

ANE-351-M – Mar 03

### Washington, D.C. Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. HCC’s motor coach will drop you off and pick you up at the Smithsonian Castle, allowing for plenty of exploration time in one or more of the historic museums on the Mall or shopping. Fee includes: fully-equipped motor coach transportation and gratuity. Departure is from the Valley Mall.

Total: \$53

SEN-196-M Tu 7:00AM–5:30PM Mar 21

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

Research time is built into this day and may be used either at the DAR Library or the National Archives. The instructor will contact participants one week prior to the trip for a discussion of research options. Lunch is on your own but may be purchased within walking distance of all facilities. Tour fee includes: motor coach transportation/gratuity.

Total: \$53

SEN-144-M Tu 7:00AM–5:30PM Mar 21

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-G	F 9:30AM–12:00PM C. Miller-Schultz	Jan 27 – Feb 17 VM 2
SEN-377-H	M 6:00PM–8:30PM C. Miller-Schultz	Feb 06 – Feb 27 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-G	F 1:30PM–4:00PM C. Miller-Schultz	Jan 27 – Feb 17 VM 2
-----------	--------------------------------------	-------------------------

Washington, D.C. Genealogy Research Trip

Research time is built into this day and may be used either at the DAR Library or the National Archives. The instructor will contact participants one week prior to the trip for a discussion of research options. Lunch is on your own but may be purchased within walking distance of all facilities. Tour fee includes: motor coach transportation/gratuity.

Total: \$53

SEN-144-M	Tu 7:00AM–5:30PM	Mar 21
-----------	------------------	--------

History

An Introduction to the U.S. Constitution

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

Total: \$88 — Senior Total: \$56

DIS-518-G	M 6:00PM–8:00PM J. Warner	Jan 23 – Mar 13 VM 4
-----------	------------------------------	-------------------------

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.*

The Beaver Wars, 1609-1701

These wars changed the landscape for both Indian nations and European colonies in 17th century Northeastern America. These changes were geographical, cultural, and political. In this program we'll examine the overall causes of the wars as well as the causes of each major war that involved Native American nations, New France, New Netherlands, and the northern British

Personal Enrichment

colonies, including Maryland and Pennsylvania. We'll discuss the major events and results of each war and their overall impact. We'll learn how the Iroquois - The League of Nations - became the balance of power between France and Great Britain in the 18th century.

Total: \$102 — Senior Total: \$72

DIS-543-G	Tu 9:00AM–12:00PM R. Swartz	Jan 24 – Feb 14 VM 4
-----------	--------------------------------	-------------------------

Benedict Arnold: From Hero to Traitor

In this program, we'll cover the personal and professional military components of Arnold's life, and how these intertwined. We'll concentrate on the military successes of Arnold during the American Revolution that made him a hero. We'll discuss the reasons why Arnold turned into a British traitor. We'll also focus upon the British loyalists that contributed to his reputation as a turncoat, including John Andre, and his aide in central Pennsylvania, Samuel Wallis. We'll discover the roles that Peggy Shippen, his wife, performed in his defection to the British cause. Finally, we'll learn about Arnold's activities after his attempt to give up West Point to the British in 1780.

Total: \$102 — Senior Total: \$72

DIS-542-M	Tu 9:00AM–12:00PM R. Swartz	Mar 07 – Mar 28 VM 3
-----------	--------------------------------	-------------------------

.....  
**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.*  
.....

SERIES

The History and Literature of Iceland

This four lecture series is intended to run on one Wednesday morning a month from Feb. 22 to May 24 and to provide an overview of the four major eras of Icelandic history and the literature produced in each. Iceland has an outsized history and literature for its small size and remote location. In these PowerPoint-illustrated presentations, Dr. Gray explores the settlement, early government, era of subjugation, and startling modern emergence as a leader in literacy and publishing. Presentations include powerful selections from Icelandic writings that range from its medieval sagas to the work of its Nobel Prize winning author, Halldor Laxness. The presentations include a two-hour lecture period with a ten minute break in the middle followed by a half hour for discussion that will be extended for those wishing to remain longer.

Total: \$95 — Senior Total: \$60

DIS-544-H	W 9:30AM–12:00PM K. Gray	Feb 22 – May 24 VM 6
-----------	-----------------------------	-------------------------

Settlement of Iceland

A part of migration in the Viking era, Iceland's settlement was both late and uniquely documented in its medieval literature. In this lecture Dr. Gray discusses the forces contributing to its settlement, the original settlers, and the early pattern of settlement - with selections from Icelandic writings both old and new that reveal this colorful history.

Total: \$30

DIS-545-H	W 9:30AM–12:00PM K. Gray	Feb 22 VM 6
-----------	-----------------------------	----------------

Iceland's Saga Era and Their Writing

Encompassing both the time in which the saga stories are set and the somewhat later period when they were written, emphasis in this presentation is placed on Iceland's early independence, including the development of its parliament and commonwealth form of government. Included are readings from the Gragas-Iceland's early legal literature.

Total: \$30

DIS-546-M	W 9:30AM–12:00PM K. Gray	Mar 22 VM 6
-----------	-----------------------------	----------------

The Era of Dependency

Dr. Gray draws on multiple Icelandic and Scandinavian sources to explore Icelandic life first under Norway's dominance, then as part of the Kalmar Union, and finally under Denmark, culminating in the darkest era of its history. This presentation is designed to help students grasp the vast diversity of Icelandic history and experience, and to help students fully appreciate the remarkable era that follows.

Total: \$30

DIS-547-J	W 9:30AM–12:00PM K. Gray	Apr 19 VM 6
-----------	-----------------------------	----------------

Emergence of Modern Iceland

In this presentation Dr. Gray focuses on Iceland's astonishing climb from deep poverty into the successful nation that it is today. Emphasis is on its rich literary culture as exemplified by the fact that one in ten Icelanders will become published authors in their lifetime. In addition to excerpts from Nobel Laureate Halldor Laxness, Dr. Gray will provide a taste of the island's world-class mystery writers.

Total: \$30

DIS-548-K	W 9:30AM–12:00PM K. Gray	May 24 VM 6
-----------	-----------------------------	----------------

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 6:00PM–7:00PM	Jan 09 – Feb 27
	F. Maietta	CPB 213

Bluegrass Jamming

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

Total: \$53

BLU-015-G	M 7:00PM–9:00PM	Jan 09 – Mar 13
	F. Maietta	CPB 213

Photography

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

Basic Photography

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

Total: \$73 — Senior Total: \$43

ANE-103-H	M 6:30PM–8:30PM	Feb 27 – Mar 27
	S. Schaefer	VM 3

Portrait Photography

If you enjoy taking pictures of your family and friends and would like to improve your skills, this is the class for you. You will explore lighting techniques, equipment and composition. You will be able to explore portraits in a studio setting as well as other settings. During this class there will be a field trip for outdoor/environmental portraits.

Total: \$63 — Senior Total: \$43

ANE-282-G	M 6:30PM–8:30PM	Jan 23 – Feb 13
	S. Schaefer	VM 3

Low Light Photography

This class is a field study in long exposures after it is dark. This class will discuss exposure techniques, composition and equipment. We will discuss about nighttime landscapes, light painting and astrophotography. It will consist of two field trips for hands-on learning. Equipment to bring would be an SLR and a tripod.

Total: \$63 — Senior Total: \$43

ANE-284-G	W 6:30PM–8:30PM	Jan 18 – Feb 08
	S. Schaefer	VM 3

Writing

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

Novel Writer's Boot Camp

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

Total: \$104 — Senior Total: \$64

ANE-286-M	Th 7:00PM–9:00PM	Mar 30 – Jun 08
	J. Castillo	CPB 213

So You Want to Write a Book?

You’ve always wanted to do it - friends and family have told you that you’d be great. But how do you know if your idea is any good? How do you get started? Assess your idea, identify your audience, and get a well-stocked “tool box” for growing from that initial spark of an idea to a finished first draft!

Total: \$28

ANE-363-H	Tu 6:00PM–9:00PM	Feb 21
	J. Castillo	CPB 232

Advanced Fiction Writing

Take your craft to the next level. Develop your ability to write inciting incidents, scene transitions, cliffhangers, twist endings, asynchronous storylines, and more. Explore the elements of successful mainstream, literary, and category fiction. We’ll draw examples from the pages of recent successful novels. Bring samples of your fiction for in-class workshoping! Prerequisite: Fiction Writing Workshop or an equivalent introduction to fiction course.

Total: \$85

ANE-362-J	Tu 6:00PM–9:00PM	Apr 18 – May 16
	J. Castillo	CPB 232

Fiction Writing Workshop

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

Total: \$88 — Senior Total: \$61

ANE-508-M	Tu 6:00PM–9:00PM	Mar 07 – Apr 04
	J. Castillo	CPB 232

How to Publish Your Book

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

Total: \$28

ANE-454-H	Tu 6:00PM–9:00PM	Feb 28
	J. Castillo	CPB 232

Writing Classes Online

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

Section B	8/17/16 – 9/23/16
Section C	9/14/16 – 10/21/16
Section D	10/12/16 – 11/18/16
Section E	11/9/16 – 12/16/16
Section F	12/14/16 – 1/20/17

Advanced Fiction Writing

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

Beginner's Guide to Getting Published

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

Beginning Writer's Workshop

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

The Craft of Magazine Writing

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

Introduction to Journaling

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

Introduction to Screenwriting

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

Mystery Writing

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

Research Methods for Writers

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

Travel Writing

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

Write and Publish Your Nonfiction Book

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

Write Fiction Like a Pro

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

Write Your Life Story

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

Writeriffic: Creativity Training for Writers

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

Writing Essentials

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

Writing for Children

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



# > Instructor-Facilitated Online Courses

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

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

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

**Enroll Now**

**Courses as Low as:**

**\$109**

## Hagerstown Community College

### GED Prep and General Education Online:

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

### Courses for Teaching Professionals:

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

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

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

## Giggles and Wiggles

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



### Ages 2-3

Fee: \$52

ANE 344 G – Wed., Jan. 11 – Mar. 1 from 9:30 – 10:15 a.m.

ANE 344 N – Thurs., Jan. 12 – Mar. 2 from 9:30 – 10:15 a.m.

### Ages 3-4

Fee: \$52

ANE 343 G – Wed., Jan. 11 – Mar. 1 from 10:45 – 11:30 a.m.

ANE 343 N – Thurs., Jan. 12 – Mar. 2 from 10:45 - 11:30 a.m.

All classes meet in the ARCC, HCC Main Campus.

## Youth and Family

### Giggles and Wiggles

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

Total: \$52

ANE-344-G	W 9:30AM–10:15AM <i>J. Miller</i>	Jan 11 – Mar 01 <i>ARCC MAIN</i>
ANE-344-N	Th 9:30AM–10:15AM <i>J. Miller</i>	Jan 12 – Mar 02 <i>ARCC MAIN</i>

### Giggles and Wiggles for Ages 3-4

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

Total: \$52

ANE-343-G	W 10:45AM–11:30AM <i>J. Miller</i>	Jan 11 – Mar 01 <i>ARCC MAIN</i>
ANE-343-N	Th 10:45AM–11:30AM <i>J. Miller</i>	Jan 12 – Mar 02 <i>ARCC MAIN</i>

### Dystopia

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

Total: \$39

DIS-517-G	Sa 1:00PM–4:00PM <i>J. Castillo</i>	Jan 21 <i>CPB 230</i>
-----------	--	--------------------------

## College For Kids Summer 2017

Look for new courses, connect with friends and have fun!



To learn more visit  
[www.hagerstowncc.edu/kids](http://www.hagerstowncc.edu/kids)  
or call 240-500-2236.

Dance

**Instructor Bio - Karen Carpenter**  
*Karen has been a professional ballet teacher and choreographer for more than 35 years. She was a former member of the City Center 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 09 - Mar 20 KEP 101
-----------	---------------------------------	----------------------------

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

Beginner Salsa and Merengue

An introduction to two fantastic rhythm dances, the salsa and merengue. Learn a brief dance history, become acquainted with the basic patterns, and get tips on adding style and flair to your dancing! No prior dance experience necessary. No partner is needed as we will be rotating during classes.

Total: \$93

FIT-025-G	W 5:45PM-6:45PM J. White	Jan 11 - Feb 08 KEP 101
-----------	-----------------------------	----------------------------

Mind Body

Being Human: Wealth and Poverty

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

Total: \$75  
Senior Total: \$53

DIS-530-H	Sa 10:00AM-12:00PM J. Castillo	Feb 04 - Feb 25 CPB 230
-----------	-----------------------------------	----------------------------

Evolution and Creationism: Why Can't We Just Get Along

What's really at the heart of this centuries-old animosity? Frame these two radically different ways of knowing, explore their roots, and get at the heart of their disagreement. Look for common ground, seek a meeting of the minds, and search for a viewpoint that allow these diverse positions to peacefully respectfully co-exist.

Total: \$34

MBP-124-H	F 10:00AM-12:00PM J. Castillo	Feb 03 - Feb 10 CPB 232
-----------	----------------------------------	----------------------------

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



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

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

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

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

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

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

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

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

# Dreaming of a better life?



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

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

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

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

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

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



Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742

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

# Registration Information

## Registration is Easy

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

### To register in-person:

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

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

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

### Visit HCC's satellite location at:

17301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

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

### To register by phone:

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

### To register through WebAdvisor:

- [www.hagerstowncc.edu/coned/web-advisor](http://www.hagerstowncc.edu/coned/web-advisor)
- Register online for your courses. Follow the step-by-step tutorials on the WebAdvisor page.

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

## For Additional Information

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

1-866-422-2468

### HCC Valley Mall Fax Number

301-582-4001

### CE E-Mail Address

[ceregister@hagerstowncc.edu](mailto:ceregister@hagerstowncc.edu)

### HCC Campus Store

240-500-2271

*Call for Special Evening Hours*

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

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

## Birthdate and Social Security Number

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

## Tuition and Fees

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

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

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

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

## Admissions

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

## Registration Confirmation

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

## Course Cancellations

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

## Refund Policy

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

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

### Employer's Tuition Assistance

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

### ed2go Online Course Registration Information

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

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

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

### College Holidays

- December 23, 2016 – College closes at 12:00pm
- December 24, 2016 to January 2, 2017 – Winter Break
- January 16, 2017 - Martin Luther King Day
- March 10, 2017 - Spring Break

### Parking

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

### Use of Cell Phones During Class

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

### Emergency Closing

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

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

Classes canceled due to inclement weather or emergencies will be made up. Closings are also posted on the HCC website.

### Non-Credit/Credit Shared Courses

Selected courses may be taken for either academic credit or a non-credit basis. Should the student desire to transfer from non-credit to credit, the student must transfer by the second week of class. In order to transfer from non-credit to credit, the student must first drop the course through Continuing Education and then register in the Registrar's office. Students who have completed the non-credit course will receive a Certificate of Completion but will not be awarded college credits and may not earn college credit for the credit course by exam.

### Certificate/CEU Information

Students do not receive grades for Continuing Education courses. Some non-credit courses offer Continuing Education Units (CEUs). You must inform the instructor if you need CEUs.

### Code of Student Conduct

Hagerstown Community College has established rules of behavior that must be followed so that the teaching/learning process is not disrupted. A copy of the student handbook is available in the Student Activities Office.

### Smoking Policy

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

### Equal Opportunity College

Hagerstown Community College does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, sexual orientation, or conditions of disability in the admission and treatment of students, education programs and activities, scholarship and loan programs, hiring of faculty and staff, or any terms and conditions of employment. The college is committed to affirmative action.

Individuals requiring special accommodations are requested to contact the Office of Student Services at 240-500-2240 to make arrangements no later than 10 days prior to the meeting or course



# HIGHWAY MAP

PENNSYLVANIA

MARYLAND

2/07

## DIRECTIONS TO HCC

**From Interstate 70**  
Take exit 32B on to Dual Highway. At the first stop light turn right on to Edgewood Drive. (Edgewood Drive turns into Robinwood Drive.) Turn left at third stop light on to the HCC campus.

**From Interstate 81**  
Take exit 6A on to Route 40 East. Proceed through downtown Hagerstown and continue straight (road is now called Dual Highway). Turn left on Mt. Aetna Road. At second stop light turn left on to Robinwood Drive. Turn left at the second stoplight on to the HCC campus.

# 5 Ways to Register



## 1. WebAdvisor

Register online for your courses.  
See the “Registration is Easy”  
on the inside cover or visit  
[www.hagerstowncc.edu/web-advisor](http://www.hagerstowncc.edu/web-advisor).



## 2. Phone

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



## 3. Mail

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



## 4. In Person

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



## 5. Fax

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