



Workforce Solutions & Continuing Education

Fall 2019 Non-Credit Schedule



Workforce Solutions • Personal Enrichment • Career Development

Fall 2019

HCC CONTINUING EDUCATION



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The information presented in this schedule is deemed to be accurate at the time of printing, but content is subject to change.



www.hagerstowncc.edu/coned

Professional Pet Groomer Training August 2019 – December 2019

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

Principles of Professional Pet Grooming



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

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

Class Limit: 10.

Fee: \$570

Course #: PET 011 B

Tuesdays and Thursdays 5pm-8:30pm • 8/6/19-9/5/19

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part I

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

Class Limit: 10

Fee: \$951

Course #: PET 014 C

Tuesdays and Thursdays 5pm-8:30pm • 9/17/19-10/22/19

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part II

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

Class Limit: 10

Fee: \$1201

Course #: PET 015 E

Tuesdays and Thursdays 5pm-8:30pm • 10/31/19-12/10/19

No class Sept. 11, Sept. 13 and Nov. 22

Main Campus–Career Programs Building/ Central Dawgma

AMERICAN MANAGEMENT ASSOCIATION



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



Certificate for 2019

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

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.

Total: \$1350 — Senior Total: \$1005

PRD-570-C	MW 5:00PM–8:30PM	Sep 16 – Oct 30
	<i>A. Kostreski, M. E. Waltemire, D. Hartman, J. Martorana</i>	
		VM 4

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: \$249 — Senior Total: \$213

PRD-429-C	MW 5:00PM–8:30PM	Sep 16 – Sep 18
	<i>A. Kostreski</i>	VM 4

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: \$249 — Senior Total: \$213

PRD-555-C	MW 5:00PM–8:30PM	Sep 23 – Sep 25
	<i>D. Hartman</i>	VM 4

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: \$249 — Senior Total: \$213

PRD-554-C	MW 5:00PM–8:30PM	Sep 30 – Oct 02
	<i>M. E. Waltemire</i>	VM 4

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: \$249 — Senior Total: \$213

PRD-675-D	MW 5:00PM–8:30PM	Oct 07 – Oct 09
	<i>J. Martorana</i>	VM 4

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: \$249 — Senior Total: \$213

PRD-700-D	MW 5:00PM–8:30PM	Oct 14 – Oct 16
	<i>D. Hartman</i>	VM 4

A Manager's Guide to Human Resource Law

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: \$249 — Senior Total: \$213

PRD-506-D	MW 5:00PM–8:30PM	Oct 21 – Oct 23
	<i>D. Hartman</i>	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: \$249 — Senior Total: \$213

PRD-611-D	MW 5:00PM–8:30PM <i>J. Martorana</i>	Oct 28 – Oct 30 <i>VM 4</i>
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Business Seminars

Work Keys Prep

This course prepares the student to earn the National Career Readiness Certificate by achieving a Silver level on the WorkKeys assessment. Students will meet in HCC's Learning Support Center to learn about WorkKeys and will complete a pre-test assessment. With the scores earned students will be assigned lessons on Applied Math, Graphic Literacy and Workplace Documents. The lessons are delivered via a personalized, mobile-based learning management system. The platform delivers a meaningful learning experience and provides a customized study schedule and detailed instructional content. Students completing of 30 hours of test prep (at level 4 or higher) will receive a 50% discount on the Work Keys assessment taken in the Testing Center.

Total: \$30

PRD-862-C	Th 6:00PM–9:00PM <i>I. Staff</i>	Sep 05 <i>LSC 122</i>
PRD-862-D	Th 6:00PM–9:00PM <i>I. Staff</i>	Oct 03 <i>LSC 122</i>
PRD-862-E	Th 6:00PM–9:00PM <i>I. Staff</i>	Nov 07 <i>LSC 122</i>
PRD-862-F	Th 6:00PM–9:00PM <i>I. Staff</i>	Dec 05 <i>LSC 122</i>

Entrepreneurship

TechFast

The landscape for technology is rapidly changing and things are constantly advancing. On-the-job training is crucial to success in the industry. Attendees will get a chance to hear from subject matter experts on High Tech topics each quarter. And get a chance to connect with local tech professionals to foster local collaboration.

Total: \$15

TIC-001-B	W 7:30AM–9:00AM <i>C. Staff</i>	Aug 14 <i>CPB 210/212/214</i>
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How to Start & Operate Your Own Company

This course is designed for entrepreneurs who have recently started or are seeking to start their own business. It provides instruction on all aspects of the start-up process. Topics include small business financing, conducting market research and developing a marketing plan, business and cash flow planning, and small business operations.

Total: \$69

TIC-020-C	Tu 5:30PM–7:30PM <i>C. Staff</i>	Sep 24 – Oct 29 <i>TIC 323</i>
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Management

Civility in the Workplace

This course is designed for those in supervisory roles of all levels, (formal and informal) in any organization. To identify and exemplify thoughts, behaviors, attitudes and responsibilities that encompass a civil and respectful environment for the safety and well-being of your customers, employees and management. The purpose is to create awareness of the characteristics of a hostile work environment and to see the impact it has on morale, productivity and turnover. Topics include sexual harassment, inclusion, civility and respect for coworkers and clients. The target audience are those who have leadership roles in any organization.

Total: \$179

PRD-839-D	Th 8:30AM–12:30PM <i>D. Hartman</i>	Oct 17 – Oct 24 <i>VM 3</i>
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Project Management

This course is designed for working professionals who seek to learn the practical application of Project Management principles. Supervisors, managers and administrative professionals all benefit from learning the fundamentals of Project Management. Topics covered include; the PM vocabulary, project scope, time management, costs and risks and how to get back on track. The target audiences for this course are those who have the responsibility for managing multiple tasks simultaneously.

Total: \$325

PRD-840-E	Tu 8:30AM–4:30PM <i>J. Martorana</i>	Nov 05 – Nov 12 <i>VM 3</i>
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Marketing

Developing Your 30-Second Elevator Pitch

This course will help attendees to deliver an effective elevator pitch about their business.

Total: \$41

TIC-009-D	Tu 6:00PM–7:30PM <i>I. Staff</i>	Oct 01 <i>TIC 323</i>
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WorkSmart is a partnership between the Maryland Department of Commerce and the Maryland Association of Community Colleges (MACC). The WorkSmart Program offers businesses an array of customized and relevant training solutions providing an innovative approach that leverages the strengths of Maryland's 16 community colleges to serve the training needs of the local business community.

Hagerstown Community College has developed and delivered customized training solutions to many businesses, associations, and Government agencies.

Hagerstown Community College is one single point of contact for the Tristate's business community and workforce stakeholders to connect with the WorkSmart network that is responsive, accessible, and an affordable partner to help businesses address workforce issues and close skill gaps.

Please contact Theresa Shank at 240-500-2476 or tmshank@hagerstowncc.edu for further information.

*“What’s worse than training your workers and losing them?
Not training them and keeping them.” - Zig Ziglar*



A Company’s Greatest Asset is its Workforce

Training reduces turnover and helps your company maintain a topnotch workforce that positions your company above the competition.

Hagerstown Community College offers customized training to increase your productivity, employee retention, efficiency, and business results.

Training areas include:

- Leadership Skills
- Computer Skills
- Individual Skills
- Industry-Specific Skills
- Certifications

Contact Michael Boyd today for a free consultation.
240-500-2490 ● mdboyd@hagerstowncc.edu



www.hagerstowncc.edu/customized-training

Leadercast *women*

Courage is not the absence of fear. It is acting in spite of it.

It isn't reserved for a select group of leaders. Opportunities to have courage take place in the everyday and it's up to you to seize the moment. Join us for the one of the world's top leadership events and walk away with the tools to take control.

BROUGHT TO YOU BY



REGISTER ONLINE
lcwomen2019.eventbrite.com

SAVE THE DATE!
FRIDAY, OCTOBER 18TH, 2019



PRIYA
PARKER



LUVVIE
AJAYI



DESHAUNA
BARBER



FRANCESCA
GINO



LISA
LING



GLENNON
DOYLE



KATE
DELANEY



KENDRA
SCOTT



SUSAN
PACKARD

SPACE IS LIMITED!

Workforce Development Scholarships



WORKFORCE DEVELOPMENT SEQUENCE SCHOLARSHIP

HCC has received funding from the Maryland Higher Education Commission (MHEC) for Workforce Development Training Certificate Programs.

Programs consist of a series of courses that must be completed to receive the certificate or certification related to the sequence.

All MHEC-approved programs are related to an employable skill set.

Applicants for the MHEC WDS scholarship must be either:

- A Maryland resident, attesting to and providing proof of residency, or
- A non-Maryland resident who graduated from a Maryland high school, providing proof of graduation

APPROVED PROGRAMS

MS OFFICE ASSOCIATE • PERSONAL TRAINER • VET ASSISTANT
REAL ESTATE • CDL CLASS B • NURSE REFRESHER • CHILD CARE
CONSTRUCTION EQUIPMENT OPERATOR • HOME CARE PROVIDER

HCC Continuing Education and Workforce Development

240-500-2236

www.hagerstowncc.edu/cefunding

Effective Use of Social Media for Business Owners/Managers

- Today's fast paced business environment is constantly changing
- Reaching your customers with your message is challenging and competitive
- Effective use of Social Media to promote your business requires a strategic approach
- HCC in partnership with ED2GO is offering three on line courses for business owners and managers.

This online program is offered by ed2go in partnership with HCC

Using Social Media in Business

In today's fast-paced and globally connected environment, social media is a game changer. If you're looking for a new way to market your business or simply hoping to gain a better understanding about the excitement that surrounds social media, this course will empower you.

PRD-800

\$119

Marketing your Business on Line

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity.

PRD-426

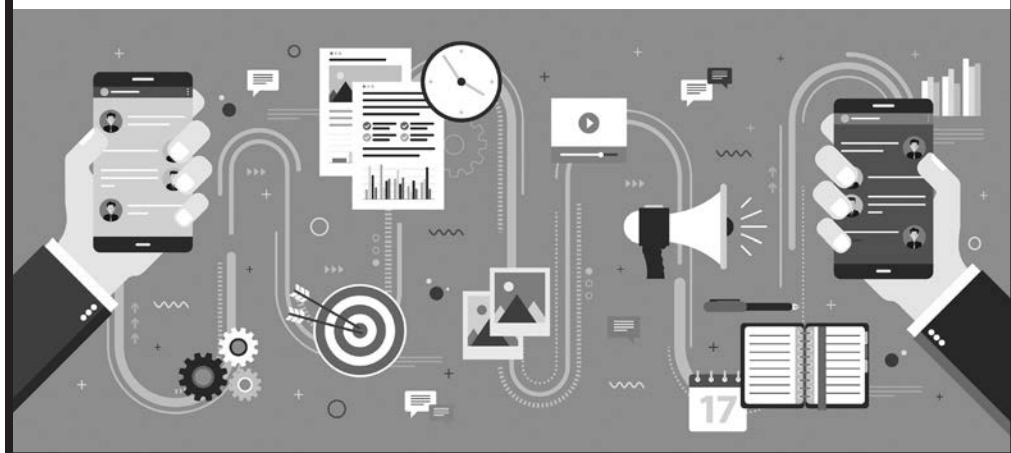
\$119

Small Business Marketing on a Shoestring

When it comes to marketing for small businesses, money isn't everything! In this course, you'll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet

PRD-786

\$119



WorkKeys®



ACT WorkKeys National Career Readiness Certificate (ACT® WorkKeys® NCRC®)

The National Career Readiness Certificate (NCRC) is a valuable credential for students and job seekers seeking to verify foundational workplace skills. You can earn the ACT WorkKeys NCRC based on your scores on the core assessments.

NCRC is based on a series of work-based assessments called WorkKeys®. WorkKeys® is a job skills assessment system measuring “real world” skills that employers deem critical to job success. These skills are valuable for any occupation and at any level of education. The test results provide valuable information for individuals, employers, schools, colleges, state and local governments, and training programs.

Based on the data from more than 21,000 job profiles, ACT has identified three foundational skills that are essential to success in most jobs. These are the three core skill assessments that are the basis for earning the ACT WorkKeys NCRC:

- *Applied Math*— measures the ability to apply mathematic principles to problems
- *Graphic Literacy*— measures the ability to find, analyze and apply information presented
- *Workplace Documents*— measures the ability to understand and apply written information presented in the workplace

Want to brush-up on your skills before taking the actual test?

Enroll in one of our walk-in NCRC test prep: PRD 862. Scheduled for the first Thursday of every month at 6:00pm in the Learning Support Center. The classes are internet based, interactive, and self-paced. The test fee can be waived upon completion of 30 hours of test prep (at level 4 or higher). Test prep hours **MUST** be completed prior to pre-registering for the actual test to qualify for the test fee waiver. Enroll in an NCRC test prep class on campus and you can continue your test prep from home if you have internet access.

Ready to schedule a test date?

Pre-registration is required at least one day prior to the test date. You can register online at <http://www.hagerstowncc.edu/academic-testing-center>

**Online Business classes—
choosing your class is easy!**

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

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

ACCOUNTING FUNDAMENTALS I

Demand for accounting professionals currently exceeds supply. If you are interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You will learn the basics of double entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We will cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you are a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Fee \$119 (includes tuition, fee & registration)

ACCOUNTING FUNDAMENTALS II

While it is true that accounting professionals are scarce, those with corporate accounting experience are even rarer. This course will build on the knowledge you gained in Charlene Messier's online Accounting Fundamentals course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices

Fee \$119 (includes tuition, fee & registration)

A TO Z GRANTWRITING

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You will learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You will also learn how to network

and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.
Fee \$119 (includes tuition, fee & registration)

PROJECT MANAGEMENT FUNDAMENTALS

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you are organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management.

Fee \$119 (includes tuition, fee & registration)

PROJECT MANAGEMENT FUNDAMENTALS II

Are you a part-time or accidental project manager? Part-time project managers have projects assigned to them in addition to their daily responsibilities. Accidental project managers find themselves leading projects without formal training in the discipline. Some people choose project management as a career, and many others find project management just another part of your area of responsibilities. For you, project management is a skill set, not a career.

Fee \$119 (includes tuition, fee & registration)

EFFECTIVE BUSINESS WRITING

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Do not let small gaps in your business writing skills prevent you from reaching your full potential! It does not matter whether you are a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you will know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Fee \$119 (includes tuition, fee & registration)

See more online computer classes you can take from home!
Visit www.ed2go.com/hagerstown for more details and to register.

Are you interested in a career in Child Care?

HCC in partnership with Howard Community College offers a variety of classes to get you started on your way. To meet the requirements for certification as a childcare teacher you must have a high school diploma an or approved certificate of high school equivalency and have successfully completed two 45 hour courses.

All students must complete:

Child Growth and Development • PLC-874
Course Cost: \$275

After completing, the above course students may choose one of the following courses based on preferred area of interest:

Infant and Toddler Care • PLC-875
Course Cost: \$275

Preschool Curriculum & Activities • PLC-998
Course Cost: \$275

School Age Child Care: Curriculum • PLC-798
Course Cost: \$275

**Scholarships
Available**

If you have no prior college credits you are required to take:

Communication Skills • PLC-652
Course Cost \$118

For those seeking the Director certification the following course is required:

Child Care Administration • PLC-592
Course Cost: \$275





Online Child Care Classes

Align your program with Maryland EXCELS.

Reach higher Maryland Child Care Credential levels.

- Complete courses at your own pace, with instructor guidance.
- Access to a computer, the internet and email are required.
- Fee does not include the cost of books.
- A list of books will be emailed to you when you receive your user name and password.

Continuing Education Courses

Register and begin a 3 hour Continuing Education class anytime between the start date and end date

Supervising Children in Child Care PLC-822
Conflict Resolution Strategies PLC-830
Cultural Competencies and Awareness PLC-832
Developmentally Appropriate Practice PLC-824
Family & Community Partnerships PRC-012
Including All Children and the ADA PLC-828
Introduction to Environmental Rating Scale PRC-023
Nutrition and Active Living PLC-826
Observation and Assessment Birth – 12 PLC-821

Playground Safety PLC-827
Positive Child Guidance and Discipline Theory PLC-823
Resources That Guide Daily Planning PRC-022
Sudden Infant Death Syndrome (SIDS) PLC-846
Supporting Breastfeeding in Child Care PRC-001
Supporting Children with Learning Disabilities PLC-829
Taking Learning Outside PLC-825
The Child Care Provider as a Professional PLC-831

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-E	Sa 9:00AM–3:30PM	Nov 09
	<i>I. Staff</i>	<i>CPB 210</i>

Personal Trainer

Personal Trainer - I

This course includes 15 hours of lectures. The course prepares you for success with key topics that include bio-mechanics, exercise physiology, health assessment. Students upon successfully completing all course requirements and the necessary CPR/AED first aid training, receive nationally- World Instructor Training School (W.I.T.S.) Personal Trainer Certification. Students must complete Personal Trainer II to receive certification. The target audience for this course are students who seek a career as a Personal Trainer. Students will need to contact WITS to order a book.

Total: \$308 — Senior Total: \$128

PRC-064-C	Sa 1:00PM–4:00PM	Sep 21 – Nov 02
	W.I.T.S.	CPB 213

Personal Trainer



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

HCC offers additional online courses in a variety of topics, which are approved for continuing education credits once you have received your Certified Personal Trainer certification. The courses are offered online so you can complete them based on your schedule.

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

Business Success for Fitness Professional
 Exercise Program Design for Special Populations
 Pregnancy Fitness
 Running Well
 Nutritional Concepts

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

Learn The Art of Mixology

The Art of Mixology

This course is an introduction to bartending and the art of mixology. It is designed for the home entertainer as well as those interested in a career in bartending. Students learn the basic bar set up, proper glassware, measuring tools, identification of various beers, wines, and liquors, as well as recipes for mixed drinks. Students will receive a bartending manual and a starter bartending kit.

Tues., Sept 19 - Oct 24

5:00 - 8:00 pm

\$289

Course #PRC 029 C



Mixology Certification

This course is designed for those who seek employment in the hospitality industry and are required by law or by employer policy to be TAM[®] certified.

The TAM[®] program teaches:

- Professional and ethical conduct when serving alcohol
- Techniques for reducing alcohol related incidents
- Techniques for preventing illegal sale of alcoholic beverages to minors.

The TAM[®] program meets the certification requirements for the State of Maryland and Washington County and is recognized in PA, VA, and WV.

Thurs., Oct 31

4:30 - 8:30 pm

\$139

Course #PRC 042 D

Call 240-500-2236 to register.

Personal Trainer - I I

This course includes hands-on practical training . The course prepares you for success with key topics that include bio-mechanics, exercise physiology, fitness testing, and equipment usage and health assessment. When you successfully complete all course requirements and the necessary CPR/AED first aid training, and a 30 hour internship, you'll receive your nationally-recognized World Instructor Training School (W.I.T.S.) Personal Trainer Certification. Students must complete Personal Trainer I in conjunction with this course in order to receive certification. The target audience for this course are students seeking a career as a Personal Trainer.

Total: \$365 — Senior Total: \$151

PRC-065-C	Sa 9:00AM–12:00PM W.I.T.S.	Sep 21 – Nov 02 ARCC WC
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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-C	MW 8:30AM–4:30PM C. Staff	Sep 23 – Sep 25 CPB 230
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Certified Pool Operator Update

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

Total: \$48

PLC-810-D	W 5:30PM–9:30PM C. Staff	Oct 09 CPB 230
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Pesticide Safety

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

Visit www.hagerstowncc.edu/coned/areas/licensing/pesticide for more information and to register.

Real Estate

Principles and Practices of Real Estate- Part I

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 exam in order to receive a certificate to take the MD real estate state examination. The target audience for this course are those who seek to become a licensed Real Estate agent in the State of MD. The book required for this course is Modern Real Estate Practice, 20th Edition. ISBN 978-1-4754-6372-9.

Total: \$167 — Senior Total: \$103

PRC-062-C	TuTh 6:00PM–9:00PM	Sep 17 – Oct 22
	J. Fritsch, R. Fairbourn, W. Sommerville CPB 210	

Principles & Practices II

This course also provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. This course provides students with the contractual and legal aspects of MD real estate transactions. Students must receive a 70 percent or better on the final exam in order to receive a certificate to take the MD real estate state examination. Students must take part I and part II to sit for the final exam.

Total: \$158 — Senior Total: \$98

PRC-063-D	TuTh 6:00PM–9:00PM	Oct 24 – Dec 05
	J. Fritsch, R. Fairbourn, W. Sommerville CPB 212	

Principles and Practices II that both I and II must be registered for at the same time.

Real Estate Ethics

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

Total: \$38

PLC-282-D	W 9:00AM–12:00PM	Oct 16
	B. Maloney	VM 3

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.

Total: \$38

PLC-294-E	F 1:00PM–4:00PM	Nov 01
	R. Fairbourn	VM 4

Fair Housing Review & Updates

This two hour 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.

Total: \$28

PLC-466-E	Tu 12:00PM–2:00PM	Nov 19
	B. Maloney	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.

Total: \$38

PLC-542-C	W 1:00PM–4:00PM	Sep 25
	R. Fairbourn	VM 3

Residential Investment for RE Professional

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

Total: \$38

PLC-866-D	W 1:00PM–4:00PM	Oct 02
	J. Maravelis	VM 4

MREC Agency - Residential

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

Total: \$38

PLC-957-B	F 9:00AM–12:00PM	Aug 16
	R. Fairbourn	VM 4

PLC-957-D	W 9:00AM–12:00PM	Oct 09
	R. Fairbourn	VM 3

Common Contract Issues

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

Total: \$38

PLC-973-E	Tu 10:00AM–11:30AM	Nov 19
	B. Maloney	VM 4

Maryland Real Estate Continuing Education Online Courses

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

Homes for All: Serving People with Disabilities

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

The Truth About Mold

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

Reverse Mortgages for Senior Home Owners

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

Environmental Issues in Your Real Estate Practice

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

Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). *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. *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. *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. *PLC 661 Fee: \$26*

Real Estate Finance Today

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

Risk Management

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

Red Flags Property Inspections

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

Understanding Credit and Improving Credit Scores for RE Agents

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

Foreclosures, Short Sales, and REOs

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

MREC Agency – Commercial

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

MREC Agency – Residential

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

Property Management and Managing Risk

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

Understanding 1031 Tax Free Exchanges

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

Real Estate Market Pulse

4 hours of Maryland credits in category (F) *PRC 004 Fee: \$50*

All courses are approved by DLLR

PA ONLINE CLASSES

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 851 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*

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.

Hagerstown Community College in partnership with Beacon House Inc. presents

The Nonprofit Leadership Academy: 2019-2020

The Non Profit Institute is a 10 session program that will:

- Increase organizational effectiveness
- Increase donor support
- Increase your impact on the community to achieve your mission
- Prepare your organization to begin the accreditation process for the Standards of Excellence

Once monthly, August 2019 through May 2020, participants will come to the Leadership Academy at Hagerstown Community College. Each of the 10 sessions offer practical work time, directed learning, and assignments for the next session. Sessions led by Tony Williams, include guest lecturers whose professional experiences add depth as well as a practical application of the session content.

Categories covered in this 10 session Academy include:

- Legal Compliance and Ethics
- Resource Development
- Public Awareness, Engagement, and Advocacy

Why Standards of Excellence?

The foundation of the Standards for Excellence® program is the published **Standards for Excellence®: An Ethics and Accountability Code for the Nonprofit Sector**. It identifies major areas of nonprofit governance and management.

Each topic area includes specific benchmarks and measures that provide a structured approach to building capacity, accountability, and sustainability in your organization.

About the instructor: Anthony Williams, licensed Standards of Excellence Institute consultant, HCC adjunct faculty member and founder of Beacon House, will lead local leaders in nonprofit organizations on a 10 session yearlong leadership journey .

Costs: \$1200 per individual person* (box lunch included)

- 25% Discount available to single organizations sending 4 or more individuals

Dates: Aug. 16, Sept. 13, Oct. 11, Nov. 15, Dec. 13, Jan. 17, Feb. 14, Mar. 13, Apr 10, May 15

Time: 8:00 AM – 4:00 PM

Location: HCC Career Programs Building

For more information contact
Michael Boyd at 240-500-2490
or email: mdboyd@hagerstowncc.edu

To register call 240-500-2236



How to

Mr. Roboto's Secrets: Discovering Robotics



Robots have come a long way since Leonardo DaVinci's design for a mechanical knight in the late 1400s. Now, they're everywhere! If you've ever wanted to learn the secrets of Mr. Roboto and his robot friends, this hands-on, interactive class is for you. From Ozobots, Sphero Robots, Dash, Dot, and others, to the more complex LEGO and VEX robotics, you'll learn the technology and coding needed to construct, design, and program your creations.

Total: \$65

DIS-631-C	M 6:00PM–7:00PM Beacon House	Sep 09 – Oct 14 CPB 213
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3D Design & Printing



We live in a 3-dimensional world, so it is time we design and print in one as well. Learn the basics of 3D design and the technology used to make your design a reality. Discover how a 3D printer works and print your very own 3D design! No experience necessary. All materials and 3D printers are provided.

Total: \$65

DIS-632-C	Th 6:00PM–7:00PM Beacon House	Sep 19 – Oct 24 CPB 213
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Troubleshooting Technology



Are you forever frustrated by the technology in your home? Can't set the time on your DVD player? Have problems figuring out your TV? Need help understanding your home theater or Wi-Fi networks? Having computer issues? Learn how to troubleshoot some of these common tech issues at home. Continue the discussion with Shawna and your fellow classmates at an optional lunch nearby.

Total: \$19

HCR-041-E	Tu 12:00PM–1:00PM Beacon House	Nov 12 VM 4
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iPhone, iFrustration

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

Total: \$75 — Senior Total: \$48

CMR-071-D	Tu 6:00PM–8:00PM C. Kerr	Oct 15 – Oct 29 VM 4
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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: \$471 — Senior Total: \$287

CMT-252-B	Tu 5:30PM–9:00PM O. Bamiduro	Aug 27 – Dec 10 ATC 116
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Solid Modeling: Autodesk Inventor

This is a hands-on competency based course in which you will use assembly-centric, parametric, solid-modeler software (Autodesk Inventor) to build and animate three-dimensional models including 3D printing. Create three-dimensional models to generate 2D drawings. Prerequisite: CMT 252 CAD I or consent of instructor. (Textbook Required)

Total: \$471 — Senior Total: \$143

CMT-228-B	Th 5:30PM–9:00PM O. Bamiduro	Aug 29 – Dec 12 ATC 116
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Office Associate

Office Associate Certificate Program

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

Total: \$765

CMR-031-C	MW 5:45PM–8:45PM A. McCoy	Sep 09 – Nov 13 VM 5
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CMR-041-E	MW 5:45PM–8:45PM A. McCoy	Nov 18 – Dec 16 VM 5
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****Must sign up for both of the above courses to complete the program****

MS Office

Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

CMP-835-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 11 <i>VM 2</i>
CMP-835-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 06 <i>VM 6</i>

Microsoft Excel Level II

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

Total: \$127 — Senior Total: \$87

CMP-836-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 18 <i>VM 2</i>
CMP 836 D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 2. <i>VM 2</i>

Microsoft Excel Level III

Add on to your Level II knowledge and work with advanced concepts/customization. Import and export data; create custom ranges and use VLOOKUP; and work with Pivot Tables and Pivot Charts. 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 version 2010 and newer. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-693-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 02 <i>VM 2</i>
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Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 30 <i>VM 6</i>
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Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 09 <i>VM 6</i>
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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-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 16 <i>VM 6</i>
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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: \$481 — Senior Total: \$297

CMT-150-B	W 5:30PM–8:15PM	Aug 28 – Dec 11
	K. Weil-Yates	ATC 200

CCNA: Networking 1

Participants are introduced to the architecture, structure, functions, components, and models of the Internet and other computer networks as part of the Cisco Networking Academy. The principles and structure of IPv4 and v6 addressing and the fundamentals of Ethernet concepts, media, and operations provide a foundation for the curriculum. Introductory router/switch device configuration skills are also included. Prerequisite: A+ certification or equivalent work experience. Must have a personal computer and Internet access (broadband is recommended) for webinars and online content. NOTE: See schedule for orientation meeting date.

Total: \$587 — Senior Total: \$368

CMT-355-B	W 6:00PM–9:55PM	Aug 28 – Oct 16
	J. Drooger	STEM 109

CCNA: Networking 2

Examine the architecture, components, and operation of routers and switches, and apply the principles of routing and switching to devices. Students analyze, configure, verify, and troubleshoot the primary routing protocols of EIGRP and OSPF using IPv4 and v6. By the end of this course, you will be able to recognize and correct common routing and switching problems. Prerequisite: CCNA: Networking 1. Must have a personal computer and Internet access (broadband is recommended) for webinars and online content.

Total: \$587 — Senior Total: \$368

CMT-356-D	W 6:00PM–9:55PM	Oct 23 – Dec 11
	J. Drooger	STEM 109/110

Online Computer classes— choosing your class is easy!

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

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

INTRODUCTION TO MICROSOFT EXCEL

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons. An intermediate and advanced Excel class is also offered.

Fee: \$119 (includes tuition, fee, & registration)

INTRODUCTION TO QUICKBOOKS

Use the power of QuickBooks software to take control of your business accounting! In these lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports.

Fee: \$119 (includes tuition, fee, & registration)

INTRODUCTION TO CREATING WORDPRESS WEBSITES

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the answer you're looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. Level II also available.

Fee: \$119 (includes tuition, fee, & registration)

CREATING WEB PAGES

From planning to posting, this class can help you get your own web site online in just six weeks! Work with your instructor to plan content and structure, create pages of text and graphics, build links to other sites, and add a splash of attention grabbing color.

Fee: \$119 (includes tuition, fee, & registration)

CREATING MOBILE APPS WITH HTML5

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, Blackberry, and Windows Phone? In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer. Fee: \$119 (includes tuition, fee, & registration)

INTRODUCTION TO PHP AND MYSQL

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to create dynamic Web pages using the PHP programming language and the MySQL database server. During the course, you'll walk through the development of a complete content management system Web application. Intermediate level also available.

Fee: \$119 (includes tuition, fee, & registration)

MAC, IPHONE, AND IPAD PROGRAMMING

Join the fastest-growing software market today and reach millions of potential customers through Apple's App Store. You'll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps. By the end of this course, you'll know how to find your way around Xcode and write Objective-C commands.

Fee: \$119 (includes tuition, fee, & registration)

COMPTIA A+ CERTIFICATION PREP

Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer. You'll learn how things work, how to configure everything, and how to troubleshoot in real world environments. Intermediate and Advanced level class also available.

Fee: \$165 (includes tuition, fee, & registration)

COMPTIA NETWORK+ CERTIFICATION PREP

Here's the information you need to know to take and pass the challenging CompTIA Network+ certification exam and become a network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more.

Fee: \$165 (includes tuition, fee, & registration)

See more online computer classes you can take from home!
Visit www.ed2go.com/hagerstown for more details and to register.

CDL - Commercial Driver

CDL Learner's Permit Prep

Take the guesswork out of sitting for your CDL A or B Learner's Permit and let our professional truck driving instructors guide you through the testing process. This short course will cover the topics you need to pass your Learner's Permit including areas of general knowledge, air brakes, combination vehicles, passengers, and study tips. Please bring your state of residency CDL manual to the class.

Total: \$28

TDV-044-B	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Aug 13 – Aug 14 <i>IND 200</i>
TDV-044-D	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Oct 08 – Oct 09 <i>IND 200</i>
TDV-044-F	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Dec 17 – Dec 18 <i>IND 200</i>

CDL B Operator Introduction

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. Introduction to CDL operations includes vehicle safety, defensive driving techniques, and pre/post-trip inspections. 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: \$258 — Senior Total: \$138

TDV-053-B	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Aug 31 – Sep 07 <i>IND 100</i>
TDV-053-D	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Oct 26 – Nov 02 <i>IND 100</i>

CDL B Operator Skills

Practice operation of a Class B CDL vehicle and prepare for your commercial driver test. Class activities include pre-trip review, vehicle control and maneuvering, successful completion of range exercises, and proper road operation. Class hours include CDL skills/road test in your state of licensing (MD, PA, or WV). Prerequisite: CDL B Operator Introduction. (No textbook required)

Total: \$1500 — Senior Total: \$840

TDV-054-C	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Sep 14 – Oct 12 <i>IND 100</i>
TDV-054-E	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Nov 09 – Dec 14 <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-H	MW 6:00PM–9:15PM <i>E. Ferris</i>	Aug 05 – Sep 09 <i>CPB 210</i>
DRV-001-J	Sa 9:00AM–12:15PM <i>I. Staff</i>	Sep 21 – Nov 23 <i>VM 6</i>
DRV-001-K	MW 6:00PM–9:00PM <i>I. Staff</i>	Oct 07 – Nov 06 <i>CPB 210</i>
DRV-001-L	MTuW 6:00PM–9:15PM <i>I. Staff</i>	Nov 25 – Dec 16 <i>CPB 210</i>

Driver Education - Spanish

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

Total: \$325 — Senior Total: \$214

DRV-010-B	TuTh 5:30PM–8:45PM <i>J. Lemus</i>	Sep 17 – Oct 17 <i>VM 6</i>
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MOTORCYCLE SAFETY AND LICENSING

Basic Rider—MST 101 **\$298**

If you have 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. Maryland residents can successfully complete MVA authorized written and skills test to receive a certificate for the Maryland Class M license. Online eCourse completion also required prior to range (code and student book must be picked up prior to class).

Section Name	Start Date	End Date	Classroom		Range	
MST-101-L	7/10/2019	7/14/2019	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-M	7/17/2019	7/21/2019	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-N	7/31/2019	8/4/2019	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-P	8/14/2019	8/18/2019	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-Q	9/4/2019	9/8/2019	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-R	9/18/2019	9/22/2019	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-S	10/2/2019	10/6/2019	W/Th	5:45p-9p	S/S AM	7:30a-12:30p

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.



Diesel Technician Program

Gain the entry level skills required to start a career as a diesel mechanic. Our 200 hour program is delivered through an intensive hands-on lab approach allowing students to concentrate on practical skills and troubleshooting. Become proficient in preventative maintenance and inspections by performing procedures in electrical, brakes, lubrication, hub seals, HVAC, After treatment systems, and diagnostics equipment.

Students who complete this program will be eligible to sit for the Automotive Service Excellence (ASE) Auto Maintenance and Light Repair (GI) exam.

Summer Bootcamp – July 10 – Aug 30, Monday – Friday

Fall Evening/Weekend – Sept 3 – Dec 19, Tuesday/Thursday/Saturday

Learn more online at
www.hagerstowncc.edu/GoDrive
or call 240-500-2236

Engine Repair

Motorcycle Repair

You can master the fundamental concepts and skills to keep a motorcycle running smoothly. Setup your own motorcycle garage with the right tools to perform basic inspections, troubleshooting, and maintenance. Hands-on lab projects will include tune-ups, fastener servicing, fuel systems, basic electronics, batteries and charging systems, and engine condition diagnosing without teardown. Information also relates to servicing ATV's and scooters. (Textbook required)

Total: \$283 — Senior Total: \$158

MST-002-C	TuTh	6:00PM–9:00PM	Sep 10 – Oct 31
	Sa	9:00AM–3:30PM	Oct 19
	D. Goldman		CPB 230

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: \$228 — Senior Total: \$132

TRD-124-C	MW	6:00PM–9:00PM	Sep 09 – Oct 23
	T. Kroon		GAR CPB 230/GAR

Fork Lift 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 racks, and identifying forklift types and operations. Classroom and practical training meet the requirements of OSHA 1910.178(l). Safety shoes or work boots required. (Textbook included)

Total: \$178 — Senior Total: \$130

TRD-030-D	Sa	9:00AM–5:00PM	Oct 12
	D. Donovan		ATC 202

Become a
**Home
Inspector!**



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

TRD-045-C — September 7-14, 2019

AHIT is the nation's leader in home inspection training and training materials. The 72-hour class is an intensive 8-day boot camp approved in Maryland as a first step toward licensing. For West Virginia licensing, an additional class day is needed for that state's 80 hour requirement (see TRD-213-C on September 15).



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

Electrical

Introduction to PLC

PLC operators plus multi-skilled technicians, electricians and engineers will benefit from this beginning, hands-on, course in programmable logic controllers (PLC's). The course teaches you the hardware configurations of a typical PLC application and introduces Rockwell Automations RSLogix and Siemens S7 Programming Software. Topics include discrete ladder logic relay-type instructions, timers, counters, sequencers, sub-routines, move instructions, and math functions. (Textbook Required)

Total: \$342 — Senior Total: \$153

CNT-102-B	Tu 5:30PM–8:15PM G. Betz	Aug 27 – Dec 10 STEM 208
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Fundamentals of Electricity

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

Total: \$532 — Senior Total: \$288

CNT-110-B	W 5:30PM–9:00PM J. Luna	Aug 28 – Dec 11 ATC 213
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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: \$426 — Senior Total: \$232

CNT-107-B	Tu 6:00PM–8:45PM C. Carpenter	Aug 27 – Dec 10 ETTC 101
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Industrial Technology

Intro to CNC Programming

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

Total: \$406 — Senior Total: \$78

CNT-150-B	Th 6:00PM–10:00PM K. Stoops	Aug 29 – Dec 12 ATC 202
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Plumbing

Plumbing and Pipefitting

Study the fundamental and 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: \$426 — Senior Total: \$232

CNT-105-B	W 5:30PM–8:15PM D. Hildebrand	Aug 28 – Dec 11 ETTC 101/102/103
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Construction Trades

Construction Trades Core Part 1

Prepare for apprenticeship or employment in the skilled trades such as HVAC, electrical, plumbing, or carpentry. This course begins the core apprenticeship curriculum of the National Center for Construction Education and Research (NCCER), which must be completed before other NCCER courses can be attempted. Topics include basic safety, introduction to construction math, introduction to hand tools, and introduction to power tools. Part 2 required to complete. (Textbook included)

Total: \$428 — Senior Total: \$356

TRD-237-B	Th 5:30PM–9:00PM D. Hildebrand	Aug 29 – Oct 24 ETTC 101
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Construction Core Trades Part 2

Prepare for apprenticeship or employment in the skilled trades such as HVAC, electrical, plumbing, or carpentry. This course completes the core apprenticeship curriculum of the National Center for Construction Education and Research (NCCER), which must be completed before other NCCER courses can be attempted. Topics include basic

safety, introduction to construction math, introduction to hand tools, and introduction to power tools. Prerequisite: Part 1 required to complete. (Textbook and OSHA 10 included)

Total: \$291 — Senior Total: \$243

TRD-238-D	Th 5:30PM–9:00PM <i>D. Hildebrand</i>	Oct 31 – Dec 19 <i>ETTC 101</i>
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Welding

Intro to Welding

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

Total: \$500 — Senior Total: \$276

CNT-106-B	M 5:30PM–8:15PM <i>I. Staff</i>	Aug 26 – Dec 09 <i>CPB 142/142A</i>
CNT-106-C	W 5:30PM–8:15PM <i>I. Staff</i>	Aug 28 – Dec 11 <i>CPB 142/142A</i>
CNT-106-D	Tu 5:00PM–9:10PM <i>S. Staley, B. Staley</i>	Sep 10 – Nov 19 <i>CPB 142/142A</i>

Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-C	Tu 5:00PM–9:10PM <i>S. Staley, B. Staley</i>	Sep 10 – Nov 19 <i>CPB 142/142A</i>
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Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-C	Tu 5:00PM–9:10PM <i>S. Staley, B. Staley</i>	Sep 10 – Nov 19 <i>CPB 142/142A</i>
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Construction Trades Apprenticeships

Construction trades employment is looking better than ever. And thanks to partnerships between HCC, national trades associations, the Maryland Department of Labor, there are more opportunities to enter the skilled trades.

Step 1 – Pre-Apprenticeship Training

HCC offers pre-apprenticeship training based on a nationally recognized core curriculum that prepares you for employment in the industry. Grant assistance is available to cover the cost of the pre-apprenticeship training. More details and a grant application is available online at www.hagerstowncc.edu/construction.

Step 2 – Registered Apprenticeship

Apprentices work hard to learn a trade while being employed in the field. Apprentices in the programs below are registered with the state of Maryland and work with instructors certified to offer a nationally recognized construction curriculum.

Independent Electrical Contractors Chesapeake – Offers a four-year electrical apprenticeship in Hagerstown and Frederick.

Cumberland Valley Chapter of the Associated Builders and Contractors – Offers four-year apprenticeships in a variety of construction trades including Electrical, HVAC, Plumbing, and Carpentry.

For more information on apprenticeships and the application process, please contact Jack Drooger at 240-500-2453 or jadrooger@hagerstowncc.edu.





Introduction to Healthcare Careers

Thursdays • 10/3/19 – 10/31/19 • 6:00 pm – 9:00 p.m.
Career Programs Building

Looking to launch your healthcare career, but not sure what's available
or what you would like to do?
HCC has the answer!

Through a guided tour of the healthcare industry, this course explores the career possibilities and pathways available in this fast growing field. Learn about the trends and employment opportunities in healthcare. Explore required skills and trainings while learning of career advancement and growth. With a focus on entry level pathways leading to more robust health careers, this course is sure to prepare you for a new and exciting future in a variety of healthcare industries.

Complete Introduction to Healthcare Careers Fall 2019 to position
yourself for Spring 2020 enrollment:

- | | |
|--------------|----------------------------|
| ➡ BLS | ➡ CNA/GNA |
| ➡ EKG | ➡ Rad Tech |
| ➡ Phlebotomy | ➡ Home Healthcare Provider |

(Some pathways are academic programs which require additional prerequisites)

Start your Healthcare Career today!

Course # HCE – 075-D

Cost: \$199.00 – includes all materials and textbook

To register call: 240-500-2236



BLS

BLS 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: \$69 — Senior Total: \$52

NRS-923-C	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Aug 01 CPB 131
NRS-923-C	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 05 CPB 214
NRS-923-D	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 03 CPB 214
NRS-923-E	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 17 CPB 214
NRS-923-F	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 31 CPB 214
NRS-923-G	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 14 CPB 214
NRS-923-H	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Dec 05 CPB 214

BLS Recertification

Basic Life Support Recertification is provided by the American heart Association to refresh healthcare professionals previously certified in recognizing life threatening emergencies and providing CPR, using an AED and bag mask, and relieving choking in a timely and effective manner. A textbook is not required. (NOTE: If your BLS card has expired, please enroll in the BLS Initial Certification course NRS 923)

Total: \$49 — Senior Total: \$37

NRS-924-B	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Aug 22 CPB 214
NRS-924-C	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 19 CPB 214
NRS-924-D	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 10 CPB 214

NRS-924-E	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 24 CPB 214
NRS-924-F	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 07 CPB 214
NRS-924-G	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Dec 12 CPB 214

Delegating Nurse

Delegating Nurse

This course is designed to provide application tools, resources, and guidance for Maryland 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: \$309 — Senior Total: \$233

NRS-563-C	Fsa 8:00AM–5:00PM <i>L. Smigelski</i>	Sep 20 – Sep 21 CPB 230
NRS-563-F	Fsa 8:00AM–5:00PM <i>L. Smigelski</i>	Dec 06 – Dec 07 CPB 230

Drug Calculation

Drug Calculations Preparation

A course designed for students who desire instruction guided direction in preparing for the required dosage calculation exam for the nursing programs LPN and RN. Review of fractions, decimals, percent's, and the metric system. Demonstration and practice in using various formulates for calculating oral and parenteral medication dosages. Textbook sold separately. Calculate with Confidence ISBN 978 0323089319.

Total: \$59 — Senior Total: \$43

NRS-733-D	Sa 9:00AM–12:00PM <i>R. D'Ambrisi</i>	Oct 12 – Nov 09 CPB 230
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Health Seminar

Dental Professional Training: OSHA and Infection Control/Prevention

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

Total: \$69

NRS-773-C	Sa 7:30AM–12:30PM	Sep 14
	<i>I. Staff</i>	<i>CPB 211/213</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 <http://www.hagerstowncc.edu/forms/continuing-education-and-business-services/cma-clinical-update-verification>. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$89 — Senior Total: \$43

NRS-742-B	Sa 9:00AM–6:00PM	Aug 24
	<i>G. Haywood</i>	<i>CPB 152</i>
NRS-742-D	Sa 9:00AM–6:00PM	Oct 26
	<i>G. Haywood</i>	<i>CPB 152</i>
NRS-742-E	Sa 9:00AM–6:00PM	Nov 16
	<i>G. Haywood</i>	<i>CPB 152</i>
NRS-742-F	Sa 9:00AM–6:00PM	Dec 14
	<i>G. Haywood</i>	<i>CPB 152</i>

**Scholarships
Available**

Home Health Provider



This 2-week “boot camp” course led by a Registered Nurse will involve classroom and a lab for skill practice. Topics include home care procedures, infection control, body mechanics, communication, safety, nutrition and caring for older adults. CPR and First Aid certification from the American Heart Association is included in the course. A Workforce Development “Certificate of Completion” is awarded upon successful completion of the course.

tjdeshong@hagerstowncc.edu to complete the application.

Dates: Monday-Friday, 9/30 - 10/11 Time: 9:00 a.m. - 2:00 p.m. Cost: \$477

Scholarships are available at no cost to student

Please contact Tabitha DeShong at 240-500-2355 or tjdeshong@hagerstowncc.edu to complete the application

Nursing

Phlebotomy Skills for Medical Professionals

This course is designed for medical professionals (nurses, EMS, and other personnel) who, as part of their job functions, have to preform venipuncture and collect blood specimens. Topics include: blood collection and venipuncture procedures; documentation and special handling procedures, preanalytical complications and a practice component.

Total: \$95

HCE-040-D	Sa 8:00AM–2:00PM <i>K. Weicht</i>	Oct 12 <i>CPB 175</i>
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Cardiac Updates



Saturday, October 5th, 2019
Cardiac Updates 20th Installment

“Congenital Anomalies”

with Dr.Sarah Clauss and
Dr. Zuyue Wang
7:30am to 3:00pm

Reserve your spot now by calling
240-500-2236
NRS-583-D

Register by September 20
and pay only \$99
September 21 and later - \$125

This activity is designated for 6 hours of CEU
credit from ASE (pending)



Need to reinstate your license? Get back to the nursing world? Or just want to refresh your nursing skills? Then sign-up today for this 16 week course designed for Registered or Licensed Practical Nurses to reinstate inactive Maryland nursing license and get you back into the nursing profession.

**Scholarships
Available**

This 16 week program features:

- 10 weeks theory in a hybrid format totaling 80 hours (40 classroom and 40 online)
- 12 hours skills lab
- 60 clinical hours under the supervision and guidance of a preceptor

1. Nurse Refresher I Classroom Theory — NRS 988 Cost \$975
2. Nurse Refresher Skills Lab — NRS 094 Cost \$479
3. Nurse Refresher Clinical — NRS 743 Cost \$349

Note: Nurse Refresher Clinical Prerequisites encompass completion of “Nurse Refresher Screening” (HCE-036) which consists of a criminal background check and nursing licensure verification

There is a required textbook, the cost of which is in addition to the class fees. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 10th Edition ISBN:9780323328524



Pathways to Success!

Want to stand out from the crowd?

Get a leg up on the competition?

Considering a new career path?

Explore the world of Online Allied Health classes that can help you achieve your goals.

Explore a Career:

Explore a Career as a Pharmacy

Technician, Fee \$115

Explore a Career in Nursing, Fee \$119

Become an Optical Assistant, Fee \$119

Explore a Career as an Administrative

Medical Assistant, Fee \$119

Medical Transcription, Fee \$119

Human Anatomy and Physiology, Fee \$104

Get Certified:

Certificate in End of Life care, Fee \$209

Certificate in Pain Assessment and

Management, Fee \$207

Certified Medical Administrative Assistant

with Medical Billing and Coding, F

ee \$2,695

(includes tuition, fee & registration)

Medical Billing and Coding, Fee \$2,695

(includes tuition, fee & registration)

Certified Medical Administrative Assistant

with Medical Billing and Coding,

Fee \$3,195

(includes tuition, fee & registration)

Enhance Your Professional Skills:

Spanish for Medical Professionals, Fee \$119

Legal and Ethical Issues in Healthcare, \$75

Teaching Students with Autism: Strategies

for Success, Fee \$119

Working Successfully with Learning

Disabled Students, Fee \$119

Teaching Students with ADHD, Fee \$119

Call today, start today!

1. Visit our online classroom at www.ed2go.com/hagerstown
2. Explore the class offerings and select the one that is right for you
3. Register and attend orientation online

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

Fitness

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: \$69 — Senior Total: \$43

FIT-005-C TuTh 9:30AM–10:30AM Sep 10 – Oct 17
S. Rodgers Hagerstown Seven Day Adventist HALL

FIT-005-D TuTh 9:30AM–10:30AM Oct 29 – Dec 12
S. Rodgers Hagerstown Seven Day Adventist HALL

Mind Body

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: \$89

MBP-072-C W 6:00PM–7:00PM Sep 11 – Nov 13
P. Cote 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: \$89

MBP-073-C W 7:00PM–8:00PM Sep 11 – Nov 13
P. Cote CPB 211

The World of Watercolor - Landscapes



Looking to relax and create at the same time? Enter into the meditative space that is watercolor. With the busyness of life and the need to juggle multiple priorities, research is showing the curative benefits of art with regards to stress. Through focused attention while learning to create a watercolor landscape, you'll be able to slow your racing mind and still those inner voices to find the peace within. Enter into a state of relaxation as you practice self-care through the world of watercolor. Materials purchased separately.

Total: \$149 — Senior Total: \$89

DSA-007-C Sa 9:30AM–1:30PM Sep 21 – Oct 26
B. Ghorbani KEP 105

Yoga/Pilates

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-C W 7:00PM–8:30PM Sep 11 – Nov 13
S. Heurich BSH 114

Fall Back Into Fitness with *Leading Healthy Lives through FitMinded Living*

new

Mondays, 6pm – 8pm
September 9 - October 14, 2019

New to health and fitness? Not seeing the results you want? Start here! Get the fitness, nutrition, and mindset tools for living your best life through this six-week course. You will discover a deeper understanding of exercise and its importance. Through learning the basics of FitMinded Living's 3-Steps to leading a healthy life, you will understand how to move and fuel your body and mind. This weekly coaching session with moderated group activities will empower you to decide what is really important for you to live your healthiest life!

Coach Tina Fraley believes wholeheartedly in living healthy with self-love and compassion. As someone who has lost over 150 pounds during her fitness journey, Coach Tina believes that leading a healthy life is one of the best forms of empowerment and long-term happiness. She is now a full-time fitness coach as part of her mission to encourage others to live their best lives, through fitness!

Course Number MBP-137-C

**Introductory
Price**

\$99



NEW

How to Use CBD Oils to Boost Your Health

With the explosion of CBD oil on the homeopathic health front, there have been many claims, questions and misinformation as to what CBD oil is and possible uses. Join us on a 4 week journey to learn fact vs. fiction, the difference between CBD oil and THC, and the most common uses for CBD oil.

This course is designed for anyone new to CBD oils and/or just wanting more information on the potential uses and benefits of adding this versatile homeopathic remedy into your lifestyle.

October 8 to October 29, 2019

Tuesday, 6:00pm to 8:00pm

MBP-135-D, Cost \$79

Limited Seating available, don't miss out!

Do you feel **STRESSED?**

Are you feeling scattered, unable to focus on the task at hand?
Experience Clarity and Resilience with Meditation

September 24 to October 29, 2019

Tuesday, 6:30 to 8:00pm

MBP-027-C, Cost \$69

Limited seating available for this course, don't miss out!





Learn to Knit

Saturdays, September 7 & 14

Learn to Hand Embroider

Saturdays, November 2 & 9

Free Motion Sewing

Saturday, November 16

Instructor Bio - Margie Burtner Moats

Margie has been enjoying needle crafts for more than fifty years-hand embroidery, counted cross stitch, crewel embroidery, needle point, knitting, crocheting and machine sewing from garments to quilts (treadle to sewing computers). She worked professionally as a teacher of kids to adults for 25 years. She looks forward to sharing the peace and joy she finds through needle crafts.

Art

Free Motion Sewing



Do you want to free-motion quilt or thread paint? Take the first step to mastering these crafts by learning to free motion sew. With guidance and lots of in-class practice, you will discover how to guide fabric in your sewing machine with the feed-dogs down. You will follow the lines of a simple picture or design. Project pieces are of a size that whether you finish just one, or as many as four, you will leave with enough finished to create pillow covers or a table runner. Or, frame it! Bring to class: sewing machine and manual; thread, beige plus a palette of a dozen or more colors; sewing machine quilting needles, size 80 or 90; thread snips or scissors; silicone sheet large enough to cover the machine bed; quilting gloves; fabric marking frixion pen; one-inch-wide painter's tape; and a sketch pad and pencil.

Total: \$75

DSA-004-E	Sa 9:00AM-3:30PM	Nov 16
	M. Moats	CPB 213

Learn to Hand Embroider



Bepart of the hand-embroidery revival! With some guidance, you will hoop your fabric, thread your needle and begin to embroider. In the first class, you will embroider basic stitches. These basic stitches can be combined to create what appear to be complex patterns. By the time you go home at the end of the first class, you will have the

confidence to finish your six-inch picture on your own. In the second class you will further enhance your toolbox of stitches. Resources will be available for you to pick and choose what more you can do with your newly acquired art. Bring to class: sharps and/or crewel needles size 10, 11 or 12; six-strand embroidery floss or perle cotton threads; a six-inch embroidery hoop; a needle threader; and thread snips/scissors.

Total: \$49

DSA-005-E	Sa 9:00AM-11:00AM	Nov 02 - Nov 09
	M. Moats	CPB 213

Learn to Knit - Scarves and Sweaters



Whether you have no knowledge, or a small amount of knowledge, you'll learn to knit through hands-on practice. Cast on stitches to both knit and purl, decipher a basic pattern for an infant-sized sweater, and discover the camaraderie that develops with others while your hands are busy. Whether you want to stick with a basic scarf or challenge yourself with a small sweater, you will leave the first class believing that you can knit! By the end of the second class, you could be finished your first project and ready to look for what comes next. Bring knitting needles size 10 1/2 (also known as 6.5 mm) and 4 oz. (also known as 120 g) worsted weight yarn to class.

Total: \$39

DSA-006-C	Sa 9:00AM-10:30AM	Sep 07 - Sep 14
	M. Moats	CPB 230

The World of Watercolor



Enter the restorative world of watercolor. Through color, composition, light, and shadow, the world around and within you will come alive as you bring brush to paper. As you create delightful landscape paintings with the guidance of an expert instructor and your peers, you'll also experience the meditative and relaxing effects of watercolor. Beginners welcome. Materials purchased separately.



Saturdays, Sep 21 to Oct 26, 9:30 a.m.–1:30 p.m.
DSA-007-C, \$149, Seniors \$89

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Instructor Bio–Jo Lum

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

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Learn the Heritage Craft of Chair Caning

Restore and repair your rocking chairs, foot stools, and dining room chairs 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. 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. Bring a bucket, scissors, towel, measuring tape, pencil, one dozen clothes pins, and paper to class. Other materials may be purchased from the instructor. Bring your project to the first class.

Total: \$95 — Senior Total: \$59

SEN-090-C	Th 12:00PM–2:30PM G. Lum	Sep 12 – Nov 14 VM 6
SEN-090-D	M 6:00PM–8:30PM G. Lum	Sep 16 – Nov 11 VM 6

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Instructor Bio–Behnaz Ghorbani

Behnaz Ghorbani, born and raised in Iran, was fascinated by art and all the beauty around her at a very young age. She started drawing and illustrating the stories and books her mom told and read to her. Behnaz began learning watercolor at the age of 15 and enjoys teaching others to experience the meditation and relaxation she has experienced through art.

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Instructor Bio–Chef John Wassil

Chef John Wassil is a graduate of Le Cordon Blue Pittsburgh and has been cooking for over 20 years. He has a featured recipe in Virgin Vegan by Linda Long, has been in Bethesda Magazine and Hagerstown Magazine several times, was on the Food Network's Beat Bobby Flay, and was recently on the Hub Show in Hagerstown.

Culinary

Good Eats: The Benefits and How-To's of Farm-To-Fork Eating



Locally-sourced, farm-to-table, non-GMO. You may have heard these terms before, but what do they mean? For you, for your health, and for the community? Join chef John Wassil for a discussion about the benefits of farm-to-fork eating and how to develop a 'good eats' lifestyle with the harvests of our local farms. Continue the discussion with John and your fellow classmates at an optional lunch nearby.

Total: \$19

CLN-002-B	Tu 12:00PM–1:00PM Beacon House	Aug 13 VM 4
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Flavors of the Four State

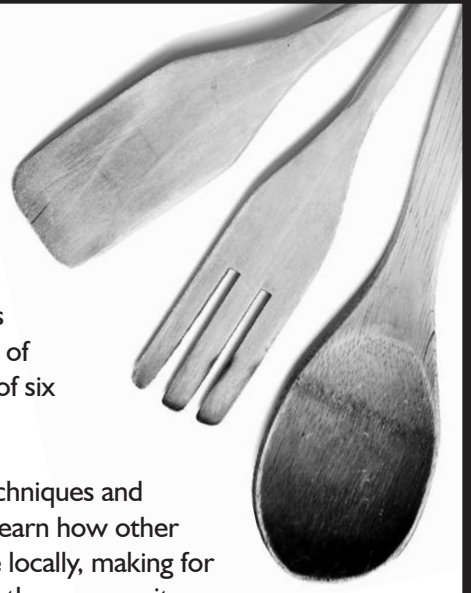
Explore the rich cultural heritage of our four state region through one of America's favorite pastimes, food! Experience a dash of diversity as you cook the signature dishes of six cultural groups who call this area home.

Each style of cooking will indulge in the techniques and unique ingredients used by each culture. Learn how other countries grow their own food and source locally, making for a healthier style of cooking and supporting the community. Come be inspired by color, flavor and family style plating!

Grab a seat at the table for the full feast, or create your own a la carte menu with individual classes. Offered in partnership with BEACON House, Inc.

Series, CLN-003
\$149, Seniors \$125
Individual Classes, \$49

Fridays, 9 a.m.–12 p.m.
Valley Mall Training Center



French | Sep 20 | CLN-004
Steak au poivre/ roasted potato/
haricot vert/ béarnaise sauce

Italian | Sep 27 | CLN-006
Yellow beet gnocchi/ tomato de
province/ sautéed root vegetables

Japanese | Oct 4 | CLN-007
Rainbow roll/ roe/ avocado/ cucumber/
unagi sauce/ spicy mayo

Spanish | Oct 11 | CLN-009
Pupusas/ Mexican cheese and bean/
coleslaw/ tomato coulis

Mediterranean | Oct 18 | CLN-008
Seared white fish/ fried olive/ roasted
red pepper mashed potato/ garden
vegetables

Indian | Oct 25 | CLN-005
Butter chicken/ roasted onion/
cilantro/ saffron jasmine rice



Cultural Trips

Washington, D.C., Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. The 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: \$55

SEN-196-D Tu 7:00AM–5:30PM Oct 15

Yuletide At Winterthur

Yuletide at Winterthur embraces the warmth and festivity of the season with a magnificent holiday tour of Henry Francis du Pont’s mansion in Delaware, as well as breathtaking trees, dazzling room displays, a magical dollhouse, and the opportunity to shop, dine, and create new memories. Escape into the imaginative world of garden follies in the Follies: Architectural Whimsy in the Garden exhibit, and explore the elegance and style of a bygone era through Costuming THE CROWN, featuring 40 iconic costumes from the beloved Emmy award-winning Netflix series, a dramatized history of the reign of Queen Elizabeth II. Registration includes admission, a one-hour house tour, a 30-minute presentation on the Costuming THE CROWN exhibit, motor coach transportation and gratuities. Enjoy lunch on your own at Winterthur’s Pavilion Restaurant.

Total: \$149

TRP-012-F Th 7:30AM–6:00PM Dec 12
I. Staff

Yuletide for Youth At Winterthur

Kids of all ages will delight in Winterthur’s yuletide season with a magical Christmas tree inspired by Winterthur’s Enchanted Woods children’s garden; a remarkable 18-room dollhouse mansion filled with nearly 1,000 miniatures and fully decorated for Christmas; and a display of antique Santa’s and figures of the mischievous Belsnickel, a gift giver from German folklore who is closely related to Ol’ Saint Nick. Registration includes admission, a one-hour house tour, an optional 30-minute presentation on the Costuming THE CROWN exhibit, motor coach transportation and gratuities. Enjoy lunch on your own at Winterthur’s Pavilion Restaurant. This course is limited to children aged 12 and under. Youth must be accompanied by an adult.

Total: \$49

TRP-013-F Th 7:30AM–6:00PM Dec 12
I. Staff

Baltimore Escape

Escape to the Charm City for a day! Explore the shops of the Inner Harbor, stroll the famous neighborhoods of Fells Point and Federal Hill, board the historic USS Constellation, or discover curiosities of all flavors at the American Visionary Art Museum, the Maryland Science Center, the National Aquarium, or one of Baltimore’s many public markets. Your day begins and ends at the Inner Harbor. The rest is up to you! Registration includes motor coach transportation and gratuities; admission to sites not included. Free public transportation is available on the Charm City Circulator.

Total: \$55

TRP-014-C Th 8:00AM–6:00PM Sep 19

Rails and Sails of Baltimore

This “All Aboard” tour begins at the Baltimore & Ohio Railroad Museum, the birthplace of American railroading where you will see, touch, and hear the most important American railroad collection in the world. After exploring the B&O Railroad Museum, we’ll head to Baltimore’s Inner Harbor and board *Annapolitan II* for a 45-minute narrated harbor cruise to see famous Baltimore neighborhoods like Fells Point, Federal Hill, the downtown Baltimore skyline, and historical landmarks like the USS Constellation and Fort McHenry. Registration includes museum admission, a 20-minute train ride, a boxed lunch, the harbor cruise, and motor coach transportation and gratuities.

Total: \$149

TRP-015-C Th 6:00AM–5:00PM Sep 19
R. Swartz

Southern Maryland

September 13-15

Take a weekend jaunt to St. Clements Island, Historic St. Mary's City, and Solomons Island in Southern Maryland!

- St. Clements Island Museum
- Piney Point Lighthouse Museum
- St. Mary's City Historical Park Tour
- Calvert Marine Museum
- Sotterly Plantation Tour
- Patuxent Naval Air Station Museum
- All meals, excluding two dinners
- Two nights' lodging
- Motorcoach transportation

\$569/pp double occupancy, \$679 for single

Get more information at 240-500-2582 or jllamblin@hagerstownncc.edu.



White House Holiday Tour



Cross your fingers and hope we are accepted for a White House Holiday Tour!

Contact for Wait List: 240-500-2236x1

Required: full name as listed on your photo ID, date of birth, social security number, residential address, and citizenship status

If we are granted a tour, we will contact you to confirm the date and time and collect payment. This trip requires photo ID and a lot of walking and standing. Motor coach transportation and gratuities are included.

Total: \$59

Date and Time TBD

Limited spots available—call today!

Iceland: Rekyjavik & the Northern Lights

October 3-10, 2020



240-500-2582

jllamblin@hagerstowncc.edu

Dance

Instructor Bio - Jody Schein

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

Ballroom Dance - Swing/Foxtrot



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

Total: \$99 — Senior Total: \$55

FIT-014-C	M 5:45PM-6:45PM J. Schein	Sep 09 – Oct 07 KEP 101
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Ballroom Dance - Salsa/Cha Cha



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

Total: \$70 — Senior Total: \$50

FIT-018-D	M 5:45PM-6:45PM J. Schein	Oct 14 – Nov 11 KEP 101
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Genealogy, Family Care, Parenting

Widowhood in Mid-Life



There's no sugar-coating it - widowhood is lousy. At mid-life, widowhood has many financial and life implications that just aren't addressed in books or the media. This workshop will provide many answers and resources that particularly apply to mid-life widowhood. Widowers and widows alike are welcome.

Total: \$25

FAM-003-D	Tu 1:00PM-4:00PM C. Staff	Oct 08 CPB 214
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Instructor Bio - Carol Miller-Schultz Carol facilitates a monthly local genealogy group. She has been participating in ancestry research for more than two decades. Her interests include utilizing technology and the use of DNA as related to family history research.

Tracing Your Family Roots - Introduction To Genealogy



Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. Discover the fundamental building blocks of genealogy research and learn where to find source documents and the best strategies to enhance your exploration. In this introductory course, you will learn about the most current genealogy tools, including: Roots Magic 7 and Legacy 9.0 Family Tree. In addition, you will become familiar with online resources such as Ancestry.com, Family Search, Fold3, Find A Grave, and US Gene. This hands-on class is held in a computer lab at the Valley Mall Center.

Total: \$79 — Senior Total: \$55

SEN-377-C	F 9:30AM-12:00PM C. Miller-Schultz	Sep 27 – Oct 18 VM 2
SEN-377-D	M 6:00PM-8:30PM C. Miller-Schultz	Sep 30 – Oct 21 VM 2

Genealogy Plus



Are you a genealogy enthusiast who is researching your family history and would like to investigate additional resources? In this hands-on class, you will build upon the genealogy research skills and strategies you already have! Learn more about Roots Magic 7, and Legacy 9.0 Family Tree software. Explore all the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research. You'll also learn a variety of methods for organizing your data.

Total: \$79 — Senior Total: \$55

SEN-097-C	F 1:30PM–4:00PM	Sep 27 – Oct 18
	C. Miller-Schultz	VM 2

Washington, D.C., Genealogy Research Trip

Spend a full day researching your ancestry at either the Daughters of the American Revolution Library or the National Archives in Washington, D.C. Before the trip, you will have an opportunity to discuss your research goals with the instructor, who will make a recommendation as to which resource would be best for you to visit for the day. Lunch is on your own but may be purchased within walking distance of all facilities. Registration includes transportation to and from D.C.

Total: \$55

SEN-144-D	Tu 7:00AM–5:30PM	Oct 15
	C. Miller-Schultz	

History, Culture and Religion

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.

A House Divided: the Emergence of Lincoln, 1850 - 1860



The controversial decade of 1850 to 1860 witnessed the fall of the nation into sectional crisis as well as the rise of Lincoln into public service. Delve into the hot button issues of the years leading up to the American Civil War, including: the sectional crisis, from compromise to the Dredd

Scott decision; a “House Divided,” Lincoln’s conspiracy theory; Lincoln and Douglass, from the Illinois debates to New York City’s Cooper Union speech; and Lincoln’s presidential nomination and election in 1860.

Total: \$115 — Senior Total: \$69

HCR-031-C	Tu 9:00AM–12:00PM	Sep 10 – Oct 01
	R. Swartz	VM 4

Reconstruction, 1862 - 1876



The American Civil War and the period of reconstruction that came to follow is a complicated and controversial time in our nation’s history. Navigate and make sense of topics such as: Presidential emancipation and US Constitutional amendments; Congress’ Reconstruction and conflicting goals; Reconstruction in the South, from the economy to the Freedmen’s Bureau; southern reaction, paramilitary organizations, and Jim Crow; and northern determination to terminate Reconstruction in 1876.

Total: \$115 — Senior Total: \$69

HCR-040-D	Tu 9:00AM–12:00PM	Oct 29 – Nov 19
	R. Swartz	VM 6

Germ Warfare in the United States, 1763



Biological and germ warfare may bring to mind dystopian novels and apocalyptic films. But the horror was all too real for the Native Americans in Pontiac’s War when the British commander-in-chief at New York, Sir Jeffrey Amherst, sent smallpox infected blankets to the Indians during the siege of Fort Pitt. Join Roger Swartz as he discusses this and other episodes of germ warfare from through the American Civil War. Continue the discussion with Roger and your fellow classmates at an optional lunch nearby.

Total: \$19

HCR-038-D	Tu 12:00PM–1:00PM	Oct 08
	R. Swartz	VM 4

Instructor Bio - Karen Gray

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



The Language and Poetic Form of Beowulf

The language and poetic form of Beowulf are both of great importance and confront those producing modern versions for the general public with significant difficulties and decision. Translations are compared and the relationship of Old Norse and Old English relative to the roots of the Beowulf story are considered.

Total: \$39

HCR-035-E	W 9:30AM-12:00PM K. Gray	Nov 20 VM 6
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Beowulf Series: From Archaeology to Tolkien: the Story Behind the Beowulf Poem



The Beowulf epic has a rich story behind it that is the subject of this lecture series that explores new archaeology and historic understanding, the remarkable manuscript containing it, the complex nature of its language and poetic form, and its importance to J.R.R. Tolkien and his "Lord of the Rings" trilogy.

Total: \$125 — Senior Total: \$69

HCR-032-C	W 9:30AM-12:00PM K. Gray	Sep 25 - Dec 11 VM 6
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Beowulf's Historical Context



Beowulf's historical context is explored through, for example, archaeology done at Lejre, Denmark that is believed to have located the seat of the Scyldings (Heorot) and what is known of East Anglian royal dynasty, the Wuffingas, possible descendants of the Gets.

Total: \$39

HCR-033-C	W 9:30AM-12:00PM K. Gray	Sep 25 VM 6
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The Beowulf Transcript

The Beowulf Manuscript has an astonishing history of survival, including being nearly lost in a devastating fire. This presentation explores what is known of this manuscript and the difficulty in working with it as a result of its poor condition.

Total: \$39

HCR-034-D	W 9:30AM-12:00PM K. Gray	Oct 23 VM 6
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Beowulf and J.R.R. Tolkien

J.R.R. Tolkien undertook his own translation of Beowulf and his contemporary epic "The Lord of the Rings" was heavily inspired by it. Tolkien's translation and his relationship to the Beowulf poem are explored in this class.

Total: \$39

HCR-036-F	W 9:30AM-12:00PM K. Gray	Dec 11 VM 6
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Philosophy: We All Do It

Come join a conversation about what it means to think "philosophically" while reflecting on the "why" and "when" of such thinking. Through language, reason, intuition, and beliefs, we all naturally philosophize in everyday life. Explore the ways you use philosophical thinking, from clarifying personal values to making life-altering decisions, in this open-ended discussion led by Dr. Karen Gray. Continue the discussion with Karen and your fellow classmates at an optional lunch nearby.

Total: \$19

HCR-039-F	Tu 12:00PM-1:00PM K. Gray	Dec 10 VM 4
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Maryland Women

AND THE TRANSFORMATION OF POLITICS

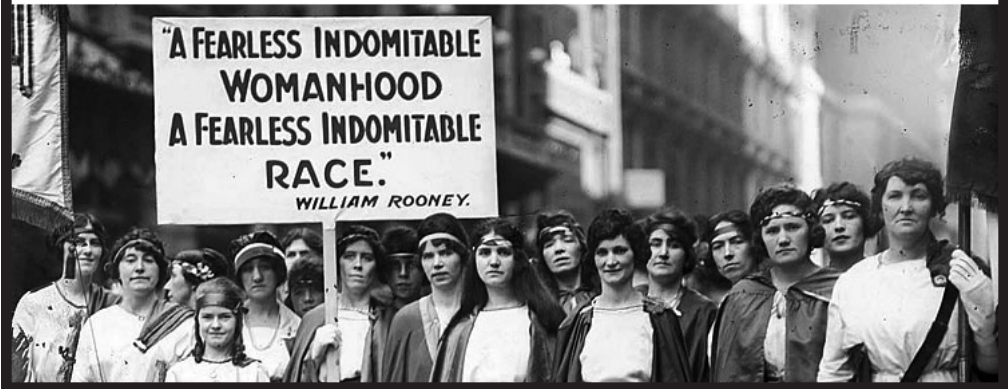
To fully appreciate the significance of the 2018 midterm elections for women, come see the transformation of women in politics through the experiences of diverse Maryland women, 1890s-1930. The class culminates with a panel discussion with female elected officials and political activists.

Class – Wednesdays, September 4-25, 6-8 PM
Panel – Saturday, September 28, 11 AM-12:30 PM

Class + Panel
\$59, Seniors \$39
Course: HCR-019

Panel Only
\$29
Course: HCR-030

Instructor Diane Weaver has been a career-long educator and women’s rights advocate. She served as a nine-year governor’s appointee to the Maryland Commission for Women and earned Masters and Ph.D. degrees in history from the University of Maryland. She is the author of “The Community’s College: The Remarkable Journey of Hagerstown Community College.”



Discovery Tuesdays

Every second Tuesday, discover something new and explore a different culture, craft, moment in history, or tip for enhancing your life!

Series of four for \$49 (seniors \$35), DIS 627
Individual sessions, \$19 each

September 10: *Avoiding the Holiday Financial Hangover*

"It's the most wonderful time of the year," according to the beloved Christmas song. But then the bills come. Avoid a financial hangover this holiday season with the guidance of Marjorie McLean, an Accredited Financial Counselor. You'll know what to consider when budgeting for the holidays and how to avoid overspending. Enjoy the holidays while sticking to a healthy financial plan! Continue the discussion with Marjorie and your fellow classmates at an optional lunch nearby. Course number: MON 027.

October 8: *Germ Warfare in the United States, 1763*

Biological and germ warfare may bring to mind dystopian novels and apocalyptic films. But the horror was all too real for the Native Americans in Pontiac's War when the British commander-in chief at New York, Sir Jeffrey Amherst, sent smallpox-infected blankets to the Indians during the siege of Fort Pitt. Join Roger Swartz as he discusses this and other episodes of germ warfare from through the American Civil War. Continue the discussion with Roger and your fellow classmates at an optional lunch nearby. Course number: HCR 038.

November 12: *Troubleshooting Technology*

Are you forever frustrated by the technology in your home? Can't set the time on your DVD player? Have problems figuring out your TV? Need help understanding your home theater or WiFi networks? Having computer issues? Learn how to troubleshoot some of these common tech issues at home. Continue the discussion with Shawna and your fellow classmates at an optional lunch nearby. Course number: HCR 014.

December 10: *Philosophy: We All Do It*

Come join a conversation about what it means to "think philosophically" while reflecting on the "why" and "when" of such thinking. Through language, reason, intuition, and beliefs, we all naturally philosophize in everyday life. Explore the ways you use philosophical thinking, from clarifying personal values to making life-altering decisions, in this open-ended discussion led by Dr. Karen Gray. Continue the discussion with Karen and your fellow classmates at an optional lunch nearby. Course number: HCR 039.

12-1 p.m. at the Valley Mall Training Center
Lunch not included

Home & Garden

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Instructor Bio - Denny Warrenfeltz
Denny Warrenfeltz has been a floral designer for 40 years and is the owner of Roostervane Gardens.
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Floral Design Series

Join floral designer and historic garden specialist, Denny Warrenfeltz, for a series of classes that will bring together your creative senses. Create an arrangement every week using an assortment of fresh, dried, and silk flowers, plus other organic materials. Each session will include at least one demonstration and a wealth of advice on how to choose the best materials for a variety of arrangements in all seasons. A recommended list of materials for the first session's project will be provided in advance. Materials may be purchased from the instructor; cost dependent upon your choice of materials.

Total: \$99 — Senior Total: \$59		
PDV-795-C	M 6:30PM–8:30PM D. Warrenfeltz	Sep 09 – Nov 04 CPB 211

Floral Design: Late Summer Blooms

Learn how to transform the late blooms of summer into an arrangement for your home or to give as a gift. Local florist Denny Warrenfeltz of Roostervane Gardens will demonstrate how to use fresh flowers from your own garden, silks, and dried plant materials in a variety of arrangements. You'll also learn how to dry your own materials for future use! A recommended list of materials for the first session's project will be provided in advance. Materials may be purchased from the instructor; cost dependent upon your choice of materials.

Total: \$39		
HGN-002-C	M 6:30PM–8:30PM D. Warrenfeltz	Sep 09 – Sep 23 CPB 211

Floral Design: Nature's Harvest

Bring the warm colors of autumn and the harvest season into your home with arrangements accented by leaves, nuts, berries, twigs, feathers, and other organic materials. With the guidance of local florist Denny Warrenfeltz of Roostervane Gardens, you'll design three different arrangements, including a wreath or centerpiece. A recommended list of materials for the first session's project will be provided in advance. Materials may be purchased from the instructor; cost dependent upon your choice of materials.

Total: \$39		
HGN-003-C	M 6:30PM–8:30PM D. Warrenfeltz	Sep 30 – Oct 14 CPB 211

Floral Design: Hearth & Home for the Holidays

Deck the halls for the holiday season with wreaths, swags, and centerpieces! Join local florist Denny Warrenfeltz of Roostervane Gardens for a festive exploration of the greens, fruits, and dried flowers that will add a special touch to your holiday dinner party or family gathering. A recommended list of materials for the first session's project will be provided in advance. Materials may be purchased from the instructor; cost dependent upon your choice of materials.

Total: \$39		
HGN-004-D	M 6:30PM–8:30PM D. Warrenfeltz	Oct 21 – Nov 04 CPB 211

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Instructor Bio—Deborah Smith-Fiola
Deborah is a professional horticulturalist with a B.S. in Horticulture and an M.S. in Pest Management. She brings over 35 years of experience on practical methods on growing healthy, low maintenance, pest resistant plants while reducing or eliminating traditional pesticide use in gardens and landscapes. You may have read her columns in Hagerstown Magazine. A former University professor and extension agent, she will provide some great and easy to follow tips to help your lawn, garden, and landscape thrive.
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Fall Planting for Spring Blooms: Perennials, Annuals, and Bulbs

Now is the time to decide what will work best in your garden! Fall is a great time of year to plant and divide perennials and bulbs for spring flowers. Learn tips from a pro on how to assess, clean up, and enhance your garden with basic tasks such as dead-heading, pruning, site and soil issues, and what's nice to do vs. what's necessary to do. You'll also learn about dividing perennials, overwintering tropical plants, and fall seeding. Get recommendations for native and low-maintenance plants and those that attract pollinators. The reward in spring will be well worth it!

Total: \$29		
HGN-012-D	Tu 6:30PM–9:00PM D. Smith-Fiola	Oct 01 CPB 212

Fall: THE Best Time for Lawn Care



Repair your lawn now to reduce next years' headaches! Fall is THE best time of year for turf grass lawn care. Come learn how to recover from the summer trauma to your lawn. Deborah will teach you the basic management practices used to renovate, seed, and maintain a healthy lawn. After two short hours, you'll have a better understanding of lawn establishment, soil issues, seed selection, timing, mowing, dethatching, weeds and pest management.

Total: \$29

HGN-013-C	Tu 6:30PM-9:00PM	Aug 27
	D. Smith-Fiola	CPB 212

Fall Planting for Thriving Trees and Shrubs



Fall, not Spring, is indeed to best time of year to plant many trees and shrubs, but which ones are best for your yard? Before you plant a problem, learn which eco-friendly, low-maintenance, and drought-tolerant trees and shrubs will thrive in our area without pest problems. Find the right plant for the right place! Learn tips from a pro on how to assess, clean up, and enhance your garden with basic tasks such as dead-heading, staking, edging, site selection, soil makeover, timing, proper mulching, and planting. The lifelong reward will be well worth it!

Total: \$29

HGN-014-C	Tu 6:30PM-9:00PM	Sep 10
	D. Smith-Fiola	CPB 212

Language

Italian for Travelers



Ciao! Planning a trip to Italy? Or wanting to experience a piece of Italy from home? Enhance your Italian vacation or daydream with conversational Italian and insight into the cultural nuances of Italy. Get exclusive sightseeing recommendations from an experienced traveler, explore the country's geography and history, and become familiar with practical phrases and local customs that will benefit your time abroad. Immersing yourself in the Italian language and culture before you travel will make the food and wine more delectable and the sites more breathtaking - we promise!

Total: \$115 — Senior Total: \$69

LAN-255-C	TuTh 6:30PM-8:30PM	Sep 17 – Oct 10
	S. Roma Barrera	VM 3

Spanish for Travelers



¡Hola! Enter the vibrant and diverse world of Spanish language and culture! When you're basking on a Costa Rican beach and the noonday sun is bearing down, don't rely on Google translate. What you really want to say is "tengo calor." Trust us! Before you jet off to Spain, Mexico, Argentina, the Dominican Republic, or another Spanish-speaking destination, master the most important words and phrases for an enjoyable vacation. Understanding differences of language and culture across countries will enrich your experience while saving you from embarrassing or offending social faux pas. Register to learn more!

Total: \$115 — Senior Total: \$69

LAN-256-D	TuTh 6:30PM-8:30PM	Oct 22 – Nov 14
	S. Roma Barrera	VM 8

Money Matters

Instructor Bio - Marjorie McLean

Marjorie McLean holds a Masters of Business Administration degree and is an Accredited Financial Counselor AFC® certified by the Association for Financial Counseling and Planning Education. An experienced financial and program manager, she found her passion as a financial educator and counselor, helping people meet their financial goals and pursue financial security.

Retirement Roadmap

Gain confidence in your retirement plan. You'll set financial goals for retirement, explore the various sources of income and how retirement can affect your expenses. You'll also learn key factors in decisions such as withdrawing from investment and retirement plans and when to take social security.

Total: \$29

DIS-553-C	Tu 6:00PM-8:00PM	Sep 10 – Sep 17
	M. McLean	CPB 214

Budgeting in the Real World



Keeping track of your money is key to building a solid financial future and avoiding financial traps, but most of us aren't keeping track. Join us for Budgeting in the Real World where you'll explore the ways and the whys of keeping track of your money. Find and plug the "leaks" where your money tends to disappear, and use four simple questions to find out if your budget is helping you reach your financial goals.

Total: \$29

MON-025-D	Tu 6:00PM-8:00PM	Oct 01
	M. McLean	VM 4

Credit Scores: How to Build and Repair Yours



Your credit score is important. Did you know creditors, insurance companies, and maybe even some employers use your credit score to judge how trustworthy you are, financially? A poor credit score can cost you real money in higher prices, fees, and interest rates. Start saving by learning all about your credit report and getting answers to common questions: What factors make up my score? How can I improve my low score or maintain my high score—on my own and for free? How can I check my credit report for free? What scams should I be aware of?

Total: \$29

MON-026-D	Tu 6:00PM–8:00PM M. McLean	Oct 08 VM 4
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Avoiding the Holiday Financial Hangover Repair Yours



"It's the most wonderful time of the year," according to the beloved Christmas song. But then the bills come. Avoid a financial hangover this holiday season with the guidance of Marjorie McLean, an Accredited Financial Counselor. You'll know what to consider when budgeting for the holidays and how to avoid overspending. Enjoy the holidays while sticking to a healthy financial plan! Continue the discussion with Marjorie and your fellow classmates at an optional lunch nearby.

Total: \$19

MON-027-C	Tu 12:00PM–1:00PM M. McLean	Sep 10 VM 4
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Music

Beginning Bluegrass Banjo

Do you enjoy the traditional bluegrass tunes of Earl Scruggs and the Stanley brothers, folk rock artists like Bela Fleck and Mumford & Sons, or the 'newgrass' sounds of Nickel Creek, Punch Brothers, and Yonder Mountain String Band? They all had to start with the basics - and so can you! Learn to pick and strum traditional bluegrass tunes in this class for beginning banjo players with little or no prior experience. You'll learn to play by ear, without music or tablatures.

Total: \$59

BLU-013-C	W 7:00PM–8:00PM F. Maietta	Sep 11 – Oct 23 KEP 204
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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 joining a jam session then now is your chance.

Total: \$69

BLU-015-C	M 7:00PM–9:00PM F. Maietta	Sep 09 – Nov 04 CPB 131
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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: \$89 — Senior Total: \$60

ANE-103-B	M 6:30PM–8:30PM S. Schaefer	Aug 19 – Sep 23 VM 3
ANE-103-D	M 6:30PM–8:30PM S. Schaefer	Oct 07 – Nov 04 VM 3

Advanced Photography



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

Total: \$89 — Senior Total: \$60

ANE-281-E	Tu 6:30PM–8:30PM S. Schaefer	Nov 12 – Dec 10 VM 3
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Nature and Wildlife Photography

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

Total: \$89 — Senior Total: \$60

ANE-090-B	W 6:30PM–8:30PM S. Schaefer	Aug 14 – Sep 04 VM 3
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Portrait Photography

If you enjoy taking pictures of your family and friends and would like to improve your skills, 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: \$89 — Senior Total: \$60

ANE-282-C	W 6:30PM–8:30PM S. Schaefer	Sep 25 – Oct 16 VM 3
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Leadercast women

Courage is not the absence of fear. It is acting in spite of it.

It isn't reserved for a select group of leaders. Opportunities to have courage take place in the everyday and it's up to you to seize the moment. Join us for the one of the world's top leadership events and walk away with the tools to take control.

BROUGHT TO YOU BY



REGISTER ONLINE
lcwomen2019.eventbrite.com

SAVE THE DATE!
FRIDAY, OCTOBER 18TH, 2019



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KENDRA
SCOTT



SUSAN
PACKARD

SPACE IS LIMITED!

Youth and Family

ACT Prep Hybrid



Improve your chances of getting into your dream school by preparing for the ACT! The ACT is gaining ground on the SAT in the world of college applications and acceptance. Through online quizzes and assignments, an ACT textbook, and one-on-one feedback with the instructor and your peers, you'll gain all the test taking skills and strategies you need to take the ACT with confidence. Please bring your graphing calculator with you to class. Textbooks will be provided. ACT Prep is a hybrid class; students will be required to engage with the instructor and their peers online between class meetings.

Total: \$150

DIS-629-C	W 6:30PM–8:30PM Beacon House	Sep 18 – Oct 23 CPB 214
DIS-629-E	W 6:30PM–8:30PM Beacon House	Nov 06 – Dec 11 CPB 214

SAT Prep Hybrid



Are you ready for the SAT? Strengthen your vocabulary, grammar, critical reading, and composition skills for the reading, writing, and language sections of the SAT. Brush up on algebra I and II, geometry, and trigonometry with practice problems. You'll gain the test-taking tools and confidence you need to earn your best SAT score possible! Please bring your graphing calculator with you to class. Textbooks will be provided. SAT Prep is a hybrid class; students will be required to engage with the instructor and their peers online between class meetings.

Total: \$150

DIS-630-C	M 6:30PM–8:30PM Beacon House	Sep 16 – Oct 21 CPB 212
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Looking for the latest and greatest innovative education experiences?
Follow the brain!

Classes sporting the brain icon have been designed by BEACON House, Inc., a local STEAM nonprofit founded by an HCC alum.

Your registration in these classes supports BEACON House's mission of building equity in access and achievement in STEAM Education for minorities, low-income, and exceptional individuals.



BEACON HOUSE INC

Artventure Junior



Go on an ‘artventure’ as we create a medley of art! Begin with painting on canvas, using paint to design your abstract masterpiece. Then apply your paint skills to designing unique sun catchers with stained glass. Next we’ll move onto stamping it up with your own greeting cards using calligraphy, rubber stamping, and embossing. Finish the art-filled day by making a bouquet of beautiful flowers using diverse materials. This class is recommended for students in grades 2-4; other ages are welcome.

Total: \$55

DIS-633-D	F 9:00AM–4:00PM	Oct 18
	Beacon House	CPB 213

Artventure



Go on an ‘artventure’ as we create a medley of art! Begin with painting on canvas, using paint to design your abstract masterpiece. Then apply your paint skills to designing unique sun catchers with stained glass. Next we’ll move onto stamping it up with your own greeting cards using calligraphy, rubber stamping, and embossing. Finish the art-filled day by making a bouquet of beautiful flowers using diverse materials. This class is recommended for students in grades 5-7; other ages are welcome.

Total: \$55

DIS-634-E	F 9:00AM–4:00PM	Nov 08
	Beacon House	CPB 213

Eggsperimental Fun Junior



Glove up and get messy with a day full of egg experiments! See the effects of sugar and liquids on teeth with your very own eyes, using eggs to represent enamel. Then we’ll test different toothpastes on our egg teeth to see which one works best. And have you ever seen what happens to an egg left in liquid for a long time? You won’t believe it! This class is recommended for students in grades 2-4; other ages are welcome.

Total: \$55

DIS-635-D	F 9:00AM–4:00PM	Nov 8
	Beacon House	CPB 211

Eggsperimental Fun



Glove up and get messy with a day full of egg experiments! See the effects of sugar and liquids on teeth with your very own eyes, using eggs to represent enamel, and study the pH of each liquid. Then we’ll test different toothpastes and mouthwashes, investigating the ingredients and their impact on our egg teeth. Experiment with solidity and texture as we immerse eggs in liquid. This class is recommended for students in grades 5-7; other ages are welcome.

Total: \$55

DIS-636-E	F 9:00AM–4:00PM	Oct 18
	Beacon House	CPB 211

Yuletide for Youth At Winterthur



Kids of all ages will delight in Winterthur’s yuletide season with a magical Christmas tree inspired by Winterthur’s Enchanted Woods children’s garden; a remarkable 18-room dollhouse mansion filled with nearly 1,000 miniatures and fully decorated for Christmas; and a display of antique Santa’s and figures of the mischievous Belsnickel, a gift giver from German folklore who is closely related to Ol’ Saint Nick. Registration includes admission, a one-hour house tour, an optional 30-minute presentation on the Costuming THE CROWN exhibit, motor coach transportation and gratuities. Enjoy lunch on your own at Winterthur’s Pavilion Restaurant. This course is limited to children aged 12 and under. Youth must be accompanied by an adult.

Total: \$49

TRP-013-F	Th 7:30AM–6:00PM	Dec 12
	I. Staff	

Join us for the 11th Annual HCC Alumni & Friends Cruise on
Princess Cruise Line's, "Regal Princess"

May 3 - 16, 2020

For the trip of a lifetime,
hosted by HCC's Lisa Stewart

Group Pricing

Interior Stateroom - \$3687.00

Balcony Stateroom - \$4587.00

Deluxe Balcony Stateroom -
\$4737.00

Mini Suite - \$5067.00

Prices are per person, based on
double occupancy.

Third and Fourth Person rates are
available upon request

Rates Include:

- Roundtrip transportation between HCC & the airport
- Roundtrip airfare
- Roundtrip transfers between the airport & ship
- 12-night cruise aboard the "Regal Princess"
- All taxes & port fees
- All meals and entertainment aboard the ship

Deposit: \$705.00 per person

Insurance: Allianz – based on
category chosen and age; if
purchased within 10 days of the
deposit will cover pre-existing
conditions.

Final Payment: January 21, 2020

12-Day British Isles Cruise

May 3 – Depart Washington, DC for London	
May 4 – London	6 pm
May 5 – Guernsey (St. Peter Port)	6 am - 5 pm
May 6 – Cork, Ireland	9 am - 7 pm
May 7 – Dublin, Ireland	11:30 am - 9 pm
May 8 – Belfast, Northern Ireland	8 am - 7 pm
May 9 – Liverpool, England	6:30 am - 8 pm
May 10 – Glasgow, Scotland	11 am - 10 pm
May 11 – At Sea	
May 12 – Invergordon, Scotland	7 am - 6 pm
May 13 – Edinburgh, Scotland	7 am - 7 pm
May 14 – At Sea	
May 15 – Paris/Normandy, France	7 am - 8 pm
May 16 – London – Flight Home	

TRAVEL  LEADERS®
travel better

Travel Leaders - 1712 Abbey Lane - Hagerstown, MD
Phone: 301-739-4600 - Ask for Belinda or Tina!



Cruise proceeds benefit HCC Alumni Scholarship Fund. Everyone is welcome to join in on the fun!

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

Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

Continuing Education and Workforce Development wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career-training course or program where the student has unsuccessfully attempted the same course or training program twice or because of poor performance in the program.

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 our 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.

Phone: 240-500-2236

Visit our satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

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

Phone: 240-500-2236

To register by phone:

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

To register through WebAdvisor:

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

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

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).

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

Drops, Refunds and Cancellations

Course cancellations: 100% refund will be issued for any course the College cancels.

Before the course begins: Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education at 240-500-2236. Some exceptions may apply and will be noted in the course description.

After the course begins: Refunds are not awarded after a course has started.

The above policy does not apply to College for Kids and Cultural Day Trips. Call 240-500-2236 for College for Kids and trip refund information.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via phone and/or email.

Employer's Tuition Assistance

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

ed2go Online Course Registration Information

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

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

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

College Holidays

- September 2, 2019 Labor Day
- November 27, 2019 College closes at Noon
- November 28, 2019 - December 1, 2019 Thanksgiving
- December 20, 2019 - College closes at noon
- December 21, 2019 - January 1, 2020 Winter Break.

Parking

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

Use of Cell Phones During Class

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

Emergency Closing

In case of severe weather or other emergency conditions, you should check HCC's website (www.hagerstowncc.edu) or Facebook page (www.facebook.com/hagerstowncc).

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.

Non-Credit/Credit Shared Courses

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

Certificate/CEU Information

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

Code of Student Conduct

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

Smoking Policy

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

Equal Opportunity College

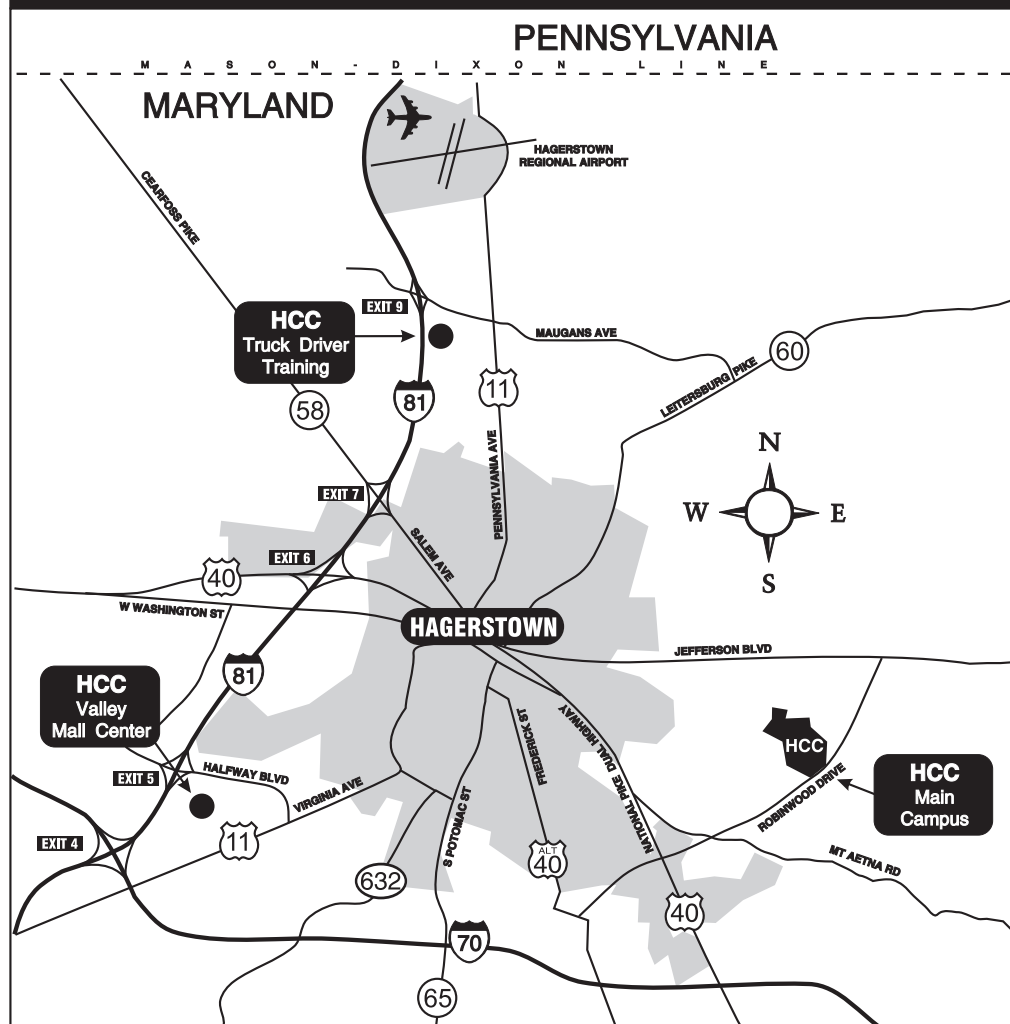
Hagerstown Community College does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, sexual orientation, or conditions of disability in the admission and treatment of students, education programs and activities, scholarship and load programs,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

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

CAMPUS MAP



HIGHWAY MAP



DIRECTIONS TO HCC

From Interstate 70

Take exit 32B on to Dual Highway. At the first stop light turn right on to Edgewood Drive. (Edgewood Drive turns into Robinwood Drive.) Enter the circle and take the third right in the round about 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. Enter the circle and take the third right onto the HCC campus.

5 Ways to Register



1. WebAdvisor

To register online for your courses visit
www.hagerstowncc.edu/web-advisor.

2. Phone

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



3. Mail

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

4. In Person

Visit the HCC's registration office
in the Administration and
Student Affairs Building or at our
Valley Mall location.



5. Fax

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