



# Workforce Solutions & Continuing Education

Fall 2020 Non-Credit Schedule



Real Estate



Personal Trainer



Floral Design

**Jump start  
your career!  
Scholarships  
available!**

**Scholarships  
Available**

Look for the scholarship  
available logo on select programs



Construction



CPR

# Scholarships & Grant Funding



## MHEC Workforce Development Sequence Scholarship

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

- MS Office Associate
- Personal Trainer
- Vet Assistant
- Real Estate
- CDL Class B
- Nurse Refresher
- Child Care
- Construction Equipment Operator
- Home Care Provider
- Pet Grooming
- AMA General and HR Management Certificate

Applicants must be a Maryland resident or a non-Maryland resident who graduated from a Maryland high school.

## Maryland Department of Labor

**CDL Truck Drivers and Forklift Operators** - The Maryland DOL EARN grant provides support and scholarships for individuals training as CDL truck drivers or forklift operators.

**Construction Trades** - Funded through the Maryland Department of Labor, the Apprenticeship Innovation grant supports a pre-apprenticeship program in the construction and building industry. The program prepares individuals for Registered Apprenticeship with any trade association that uses the National Center for Construction Education and Research (NCCER) curriculum.

For more information about these funding opportunities, visit  
[www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)

FALL 2020

# HCC CONTINUING EDUCATION



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VETERINARY OFFICE**

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**3 BUSINESS AND  
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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](http://www.hagerstowncc.edu/coned)

## Professional Pet Groomer Training August 2020 – November 2020

Scholarships  
Available

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 • 8/6/20-9/3/20

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 • 9/15/20-10/20/20

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 • 10/29/20-11/19/20

Main Campus–Career Programs Building/ Central Dawgma



# AMERICAN MANAGEMENT ASSOCIATION



**Scholarships  
Available**

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 2020

### AMA Certificate in General and Human Resources Management

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

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

See next page for details.

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

## Business and Professional Development

### AMA Training

#### AMA General and Human Resources Management Certificate

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

Total: \$1350 — Senior Total: \$1005

PRD-570-C	MW 5:00PM–8:30PM	Sep 21 – Nov 04 VM 4
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#### 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 <i>J. Martorana</i>	Sep 21 – Sep 23 VM 4
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#### 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 <i>D. Hartman</i>	Sep 28 – Sep 30 VM 4
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#### 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-D	MW 5:00PM–8:30PM <i>M. E. Waltemire</i>	Oct 05 – Oct 07 VM 4
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#### Leadership Skills for Managers

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

Total: \$249 — Senior Total: \$213

PRD-675-D	MW 5:00PM–8:30PM <i>M. E. Waltemire</i>	Oct 12 – Oct 14 VM 4
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#### 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 <i>D. Hartman</i>	Oct 19 – Oct 21 VM 4
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#### 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 <i>D. Hartman</i>	Oct 26 – Oct 28 VM 4
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## Successful Project Management

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

Total: \$249 — Senior Total: \$213

PRD-611-E	MW 5:00PM–8:30PM <i>J. Martorana</i>	Nov 02 – Nov 04 <i>VM 4</i>
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## Business Seminars

### Nurturing the Courage Within

Rethink courage! It's not just thinking about challenges differently. It's also about doing things differently. Explore ways to develop and strengthen your courage muscle to more confidently tackle what comes your way. Become more courageous in both your thoughts and actions, and create a plan for your next courageous move through this engaging, experiential session.

Total: \$41

PRD-872-F	Th 8:30AM–12:00PM <i>M. E. Waltemire</i>	Dec 10 <i>CPB 213</i>
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## Entrepreneurship

### 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	Th 5:30PM–7:30PM <i>Staff</i>	Sep 24 – Oct 29 <i>CPB 230</i>
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## Management

### PMP Certification Prep I

Learn how to prepare for the Project Management Institute's prestigious PMP certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 3rd edition - the most essential resource for the PMP certification exam. Learn all about the nine Project Management Knowledge Areas, five Process Groups, and 44 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

Total: \$135 — Senior Total: \$123

PRD-705-C	–	Sep 16 – Oct 23 <i>ONLINE</i>
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### PMP Certification Prep II

Prepare to take and pass the Project Management Institute's PMP certification exam. Master chapters 7 through 12 of A Guide to the Project Management Body of Knowledge (3rd edition), the most essential resource for the PMP certification exam. Learn all about the nine Project Management Body Knowledge Areas, five Process Groups, and 44 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

Total: \$135 — Senior Total: \$123

PRD-706-C	–	Sep 16 – Oct 23 <i>ONLINE</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 06 – Nov 13 <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	Oct 06
	Staff	VM 4

## Work Keys Preparation

### Work Keys Prep

This course prepares the student to earn the National Career Readiness Certificate by achieving a Silver level on the Work Keys assessment. Students will meet in HCC’s Learning Support Center to learn about Work Keys 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	Sep 03
	Staff	LSC 122
PRD-862-D	Th 6:00PM–9:00PM	Oct 01
	Staff	LSC 122
PRD-862-E	Th 6:00PM–9:00PM	Nov 05
	Staff	LSC 122
PRD-862-F	Th 6:00PM–9:00PM	Dec 03
	Staff	LSC 122






## 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 5:00pm 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>

## BUSINESS CONTINUITY STRATEGIES FOR TODAY'S TURBULENT ENVIRONMENT

### Course Description:

This course leads organizational leaders and planners to examine the complex and critical dependencies of business enterprises, and the potential for disruption in today's dynamic and turbulent world. Participants will discuss strategies to assess risk to their organization and learn about preventative measures to lessen the impact of disaster. The course guides participants to develop a contemporary, working business continuity plan.

### Course Objectives:

- Build the Business Sector network in Washington County.
- Examine and develop preventative measures to lessen the impact of disaster for your organization.
- Create a contemporary, limited business continuity plan for your organization.

### Week 1 – September 10, 2020

*Building the Network: Where have we been – where are we going?*

Explore the anatomy of a crisis

Reflect upon the five worst things

Identify and/or evaluate your essential functions

### Week 2 – September 17, 2020

*Dependencies and Vulnerabilities: What can we do now?*

Recognize your critical dependencies

Assess your business risk

Lessen the impact

Identify the priority levels of your essential functions

Reflect upon the five most important things

### Week 3 – September 24, 2020

*Business Continuity: How do we plan for the future?*

Identify your essential records, equipment, and resources

Develop your orders of succession

Learn how to complete your Business Continuity Plan

Review the implementation actions for your Business Continuity Plan

### Kathy L. Francis, MS, CEM, MDPEMP

Ms. Francis is an International Association of Emergency Managers Certified Emergency Manager (CEM) and a certified Maryland Professional Emergency Manager (MDPEMP). She recently attained her Certificate of Mastery: Assessing Learning for College Credit through the Council for Adult and Experiential Learning. She currently serves as the Frederick Community College Executive Director of Emergency Management Programs, as adjunct faculty, and as leader of the Mid-Atlantic Center for Emergency Management & Public Safety (MACEM&PS). She is also a member of the adjunct faculty at Mount Saint Mary's University in Frederick, Maryland.

This class will be held in Hagerstown Community College, in the Career Program Building. Meeting times will be from 8:30 am to 12 noon. The cost of this event will be \$179. To register please call 240-500-2236.

*“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](mailto:mdboyd@hagerstowncc.edu)



[www.hagerstowncc.edu/customized-training](http://www.hagerstowncc.edu/customized-training)

*Online Learning Anytime, Anywhere...Just a click away!*



## Management and Leadership Online Courses

### Hagerstown Community College

**Sharpen your skills, or learn new ones with our instructor-led online courses.**

Online Continuing Education courses run for six weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

**Master the fundamentals of business, supervision, leadership, communication, and more.**

**Building Teams that Work**

Learn the secrets of dynamic team building.

**Fundamentals of Supervision and Management**

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

**Fundamentals of Supervision and Management II**

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

**Individual Excellence**

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

**Interpersonal Communication**

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

**Introduction to Business Analysis**

Learn powerful techniques to improve your decision-making skills at work.

**Keys to Effective Communication**

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

**Leadership**

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

**Mastery of Business Fundamentals**

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

### Enroll Today!

Details on any of these courses can be found at:  
[www.ed2go.com/Hagerstown](http://www.ed2go.com/Hagerstown)

You can also reach us by calling

**240-500-2553**

## 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 \$123

**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.
- \$53 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  
Pyramid Model for Social and Emotional Competance - Preschool PRC-091

## Certification and Licensure

### 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 Staff	Nov 07 CPB 210
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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	TuTh 8:30AM–4:30PM Aquatic Training Services	Sep 29 – Oct 01 CPB 213
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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	Th 5:30PM–9:30PM Aquatic Training Services	Oct 08 CPB 213
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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](http://www.hagerstowncc.edu/coned/areas/licensing/pesticide) for more information and to register.

## *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.

Thurs., Sept 17 - Oct 22

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<sup>®</sup> certified.

The TAM<sup>®</sup> 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<sup>®</sup> program meets the certification requirements for the State of Maryland and Washington County and is recognized in PA, VA, and WV.

Thurs., Oct 29

4:30 - 8:30 pm

\$139

Course #PRC 042 D

Call 240-500-2236 to register.



## 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.

Total: \$308 — Senior Total: \$128

PRC-064-H Sa 9:00AM–12:00PM Sept 19 - Oct 31 W.I.T.S. ARCC WC

## Personal Trainer II

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-H Sa 1:00PM–4:00PM Sept 19 - Oct 31 W.I.T.S. CPB 210

Handbook ISBN: 978-1-4925-2337-6

Cost: \$89 + 9.95 shipping = \$98.95 ( from W.I.T.S.)

The book can be ordered from [www.witseducation.com](http://www.witseducation.com)

## 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. Students must take part I and part II to sit for the final exam. 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-D	TuTh 6:00PM–9:00PM <i>J. Fritsch, W. Sommerville</i>	Oct 06 – Nov 05 <i>CPB 212</i>
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### 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. The target audience for this course are those who seek to become a licensed Real Estate agent in the State of MD. Students must take part I and part II to sit for the final exam.

Total: \$158 — Senior Total: \$98

PRC-063-E	TuTh 6:00PM–9:00PM <i>J. Fritsch, W. Sommerville</i>	Nov 10 – Dec 17 <i>212</i>
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### 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 <i>L. Riggs</i>	Oct 14 <i>VM 3</i>
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### MD Real Estate Legal and Legislative Update

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

Total: \$38

PLC-294-E	Th 1:00PM–4:00PM <i>R. Fairbourn</i>	Nov 05 <i>VM 4</i>
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### 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 <i>L. Riggs</i>	Nov 17 <i>VM 4</i>
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### MD Real Estate Supervisor

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

Total: \$38

PLC-542-C	W 1:00PM–4:00PM <i>R. Fairbourn</i>	Sep 23 <i>VM 3</i>
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### Residential Investment for RE Professional

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

Total: \$38

PLC-866-D	W 1:00PM–4:00PM <i>J. Maravelis</i>	Oct 07 <i>VM 4</i>
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### Real Estate Brokerage Relationships And Disclosures - 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	M 9:00AM–12:00PM <i>R. Fairbourn</i>	Aug 17 <i>VM 4</i>
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### Common Contract Issues

This course is for Real Estate agents. In Maryland, the Real Estate commission approves this course for 1.5 hours of continuing education. Topics covered include: earnest money deposits, 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 <i>L. Riggs</i>	Nov 17 <i>VM 4</i>
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## Maryland Real Estate Continuing Education Online Courses

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

### The Truth About Mold

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

### 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*

### 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*

### R.E. Brokerage Relationship & Disclosure— 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.

# 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

**Scholarships Available**

### APPROVED PROGRAMS

MS OFFICE ASSOCIATE • PERSONAL TRAINER • VET ASSISTANT  
REAL ESTATE • CDL CLASS B • NURSE REFRESHER • CHILD CARE  
CONSTRUCTION EQUIPMENT OPERATOR • HOME CARE PROVIDER  
PET GROOMING • AMA • DIESEL TECH • CONSTRUCTION TRADES

**HCC Continuing Education and Workforce Development**

240-500-2236

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

# Computers

## 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: Working familiarity with Windows-based applications and file management. (Textbook required)

Total: \$519 — Senior Total: \$287

CMT-252-C	Tu 5:30PM–9:00PM <i>O. Bamiduro</i>	Sep 01 – Dec 15 <i>ATC 116</i>
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## MS Office

### Microsoft Excel Level I

Bigger and better spreadsheets are even easier with the new Excel. Overview the Excel interface, create workbooks, and navigate within worksheets. Enter and edit text and numbers; create basic formulas and insert functions; move and copy data; format text, cells, and worksheets; work with ranges, rows, and columns. Most topics apply to 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 09 <i>VM 2</i>
CMP-835-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 21 <i>VM 2</i>

### Microsoft Excel Level II

Improve your Excel workbook by adding visual appeal and increasing usability. Organize data with sorts and filters; use multiple worksheets and workbooks efficiently; add and modify charts and graphics; and explore more advanced functions. Pre-requisite: Excel Level I. 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 23 <i>VM 2</i>
CMP-836-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 04 <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 PivotTables and PivotCharts. Use the analytical features of Excel (such as Goal Seek and Solver), run and record macros, and share Excel workbooks collaboratively. Pre-requisite: Excel Level II. Most topics apply to Excel version 2010 and newer. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-693-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 18 <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 07 <i>VM 2</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-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 30 <i>VM 2</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 14 <i>VM 2</i>
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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. As part of the Office Associate Certificate series, Part 1 includes computer basics, using the Microsoft Office suite, and an introduction to word processing, spreadsheets, presentation software, and bookkeeping software.

Total: \$765 — Senior Total: \$383

CMR-031-C	MW 5:45PM–8:45PM <i>B. Errico</i>	Sep 09 – Nov 16 <i>VM 2</i>
CMR-041-E	MW 5:45PM–8:45PM <i>B. Errico</i>	Nov 18 – Dec 16 <i>VM 2</i>

**\*\*Must enroll in CMR 031 & CMR 041 to complete program\*\***

## 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: \$529 — Senior Total: \$297

CMT-150-C	W 5:30PM–8:15PM <i>Staff</i>	Sep 02 – Dec 16 <i>ATC 200</i>
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### 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: \$651

CMT-355-C	W 6:00PM–9:55PM Sa 9:00AM–2:00PM <i>J. Drooger</i>	Sep 02 – Oct 21 Oct 24 <i>STEM 109</i>
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### 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

CMT-356-C	W 6:00PM–9:55PM Sa 9:00AM–2:00PM <i>J. Drooger</i>	Oct 28 – Dec 16 Dec 19 <i>STEM 109</i>
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Whether on 2, 4, or 18 wheels,  
your road to licensing starts at  
Hagerstown Community College

Learn more at  
[www.hagerstowncc.edu/GoDrive](http://www.hagerstowncc.edu/GoDrive)



## Transportation and Driver Education

### 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 18 - Aug 19 <i>IND 200</i>
TDV-044-D	TuW 6:00PM-9:00PM <i>B. Neiman</i>	Oct 13 - Oct 14 <i>IND 200</i>
TDV-044-F	TuW 6:00PM-9:00PM <i>B. Neiman</i>	Dec 15 - Dec 16 <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 29 - Sep 05 <i>IND 100</i>
TDV-053-D	Sa 8:00AM-4:30PM <i>D. Mitchell</i>	Oct 24 - Oct 31 <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 12 - Oct 10 <i>IND 100</i>
TDV-054-E	Sa 8:00AM-4:30PM <i>D. Mitchell</i>	Nov 07 - Dec 12 <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	Sa 9:00AM-12:15PM <i>Staff</i>	Sep 26 - Dec 05 <i>VM 6</i>
DRV-001-J	MW 6:00PM-9:15PM <i>Staff</i>	Sep 21 - Oct 21 <i>CPB 210</i>
DRV-001-K	MW 6:00PM-9:15PM <i>Staff</i>	Nov 09 - Dec 11 <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 22 - Oct 22 <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 who successfully complete MVA authorized written and skills test qualify to receive a certificate for the Maryland Class M license. Online eCourse completion also required prior to range (access code provided by email prior to class).

<b>Section Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Classroom</b>		<b>Range</b>	
MST-101-L	7/22/2020	7/26/2020	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-M	8/5/2020	8/9/2020	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-N	8/19/2020	8/23/2020	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-P	8/26/2020	8/30/2020	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-R	9/9/2020	9/13/2020	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-S	9/23/2020	9/27/2020	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-101-T	10/7/2020	10/11/2020	W/Th	5:45p-9p	S/S AM	7:30a-12:30p

\* Please note that students will need to provide their own protective gear, including helmets, gloves, jacket and boots.

## Small Engine

### Small Engine Repair

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

Total: \$228 — Senior Total: \$132

TRD-124-C	MW 6:00PM–9:00PM <i>T. Kroon</i>	Sep 14 – Oct 28 <i>GAR CPB GAR /230</i>
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### Advanced Small Engine Repair

For the serious small engine mechanic, this course provides you with advanced instruction on diagnosing, disassembling, and repairing a variety of transmissions and powertrains. Hydraulic systems and advanced electrical systems diagnostics will be covered. Upon successful completion of the Advanced Small Engine Repair, students will be prepared to test for the written section of the national Small Engine Certification program. List of required hand tools first night of class (all other tools and equipment provided). Prerequisite: successful completion of Small Engine Repair class. (Textbook required)

Total: \$307 — Senior Total: \$243

TRD-021-D	M 6:00PM–9:00PM <i>T. Kroon</i>	Nov 2 – Dec 16 <i>CPB 232</i>
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# 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 (G1) exam.

**Evening/Weekend** – Sept 8 – Dec 19, Tuesday/Thursday/Saturday

Learn more online at  
[www.hagerstowncc.edu/GoDrive](http://www.hagerstowncc.edu/GoDrive)  
or call 240-500-2236

## 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.



## 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](http://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.

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](mailto:jadrooger@hagerstowncc.edu).  
[www.hagerstowncc.edu/construction](http://www.hagerstowncc.edu/construction)



**Scholarships  
Available**



## **Construction Equipment Operator**

Enhance your skills or launch a new career operating construction equipment. Our 100 hour operator training covers the common types of equipment found on the job site including skid loaders, graders, excavators, and backhoes.

- Safely use equipment at a work site
- Perform inspection and equipment startup
- Identify preventive maintenance issues
- Practice digging and trenching operations
- Move and grade materials

Dump truck operator training and CDL licensing available as an add-on to the equipment training.

For more information, contact 240-500-2236 or  
visit us online at [www.hagerstowncc.edu/construction](http://www.hagerstowncc.edu/construction).

# Industrial Technology and Trades

## Construction

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### Construction Equipment Operator Introduction

Enhance your skills or launch a new career operating construction equipment in this program, which provides you with a comprehensive overview of construction equipment uses, operator responsibilities, career opportunities, and safety principles associated with the operation of construction equipment. Class also provides an overview of each type of heavy equipment covered in the program, along with their different models, applications, and common attachments. (Textbook and materials included)

Total: \$523 — Senior Total: \$388

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TRD-217-C	MW 5:30PM–9:00PM <i>Staff</i>	Sep 07 – Sep 23
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### Construction Equipment Operator Skills

Practice hands-on use of a variety of construction equipment, while focusing on safe operation and preventive maintenance at the work site. Class activities include proper mounting, startup procedures, and basic movements of the machine and its attachments. Provides hands-on experience with a variety of machines performing work tasks including skid loaders, excavators and back hoes. Prerequisite: CEO Introduction class. (Textbook and materials included)

Total: \$2975 — Senior Total: \$2255

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TRD-218-C	MW 5:30PM–9:00PM Sa 9:00AM–5:00PM <i>Staff</i>	Sep 28 – Nov 14 Nov 14
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### Solar Photovoltaic Installation

Gain the skills necessary to enter the field of solar photovoltaic (PV) installation. Learn the principles behind PV system design and operation, how to perform site evaluations, and specify system components. Be ready to install, startup, and test simple residential PV systems as well as troubleshoot and repair common PV system faults and errors. Hands-on activities are included. Prerequisites: CNT-110, Fundamentals of Electricity (Textbook required)

Total: \$390 — Senior Total: \$215

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CNT-016-C	MW 6:00PM–9:00PM <i>C. Giannoumis</i>	Sep 14 – Nov 18 <i>ETTC 101</i>
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## Forklift Operator

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### 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

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TRD-030-D	Sa 9:00AM–5:00PM <i>A. Obitts</i>	Oct 10 <i>Off Campus</i>
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**Construction Trades Core**

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: \$719 — Senior Total: \$599

TRD-237-C	TuTh 5:30PM–9:00PM <i>D. Hildebrand</i>	Sep 08 – Oct 08 <i>ETTC 101</i>
TRD-238-D	TuTh 5:30PM–9:00PM <i>D. Hildebrand</i>	Oct 13 – Dec 31 <i>ETTC 101</i>

**Home Inspector**

**Home Inspector Training**

Start a new career as a licensed Home Inspector in our course which meets the required 72 hours for the Maryland Real Estate Appraisal and Home Inspection Commission. Presented in partnership

with AHIT (American Home Inspectors Training Institute), class covers requirements for inspectors, career and marketing guidance, and includes field work for multiple practice inspections. For licensing in West Virginia, you must register for an additional class day to meet that state’s required 80 hours. (Textbook included in materials fee).

Total: \$2045 — Senior Total: \$1939

TRD-045-C	M-Su 8:00AM–6:00PM <i>Staff</i>	Sep 12 – Sep 19 <i>VM 6</i>
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**Home Inspector West Virginia Practicum**

This course adds another eight hours of field practice for individuals interested in becoming Home Inspectors in West Virginia. Must be taken in conjunction with TRD-045 to complete required 80 hours.

Total: \$58

TRD-213-C	Su 8:00AM–6:00PM <i>Staff</i>	Sep 20
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*Become a licensed*  
**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 12-19, 2020**

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 20).



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

## Industrial Technology

### 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: \$474 — Senior Total: \$232

CNT-107-C	Tu 6:00PM–8:45PM <i>C. Carpenter</i>	Sep 01 – Dec 15 <i>ETTC 101/102/103</i>
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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. In the event of required online operations due to the Covid 19 virus, students will be required to have a windows computer with a webcam. (Textbook required)

Total: \$596 — Senior Total: \$288

CNT-110-C	W 5:30PM–9:00PM <i>J. Luna</i>	Sep 02 – Dec 16 <i>ATC 213</i>
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### 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/labs schedule. (Textbook required)

Total: \$454 — Senior Total: \$78

CNT-150-C	Th 6:00PM–10:00PM <i>K. Stoops</i>	Sep 03 – Dec 17 <i>ATC 202</i>
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## Welding

### Welding Math Fundamentals

This is a developmental course with focus on mathematics for welders. It includes addition, subtraction, multiplication, and division of whole numbers; addition, subtraction, multiplication and division of fractions used in measurement;

finding area and perimeter of simple shapes, addition and subtraction of decimals, converting between decimals and fractions, converting between inches and millimeters, scale conversions, finding the center of simple shapes, and using the Pythagorean Theorem with applications.

Total: \$223 — Senior Total: \$103

TRD-306-C	TTh 5:30PM–8:30PM <i>J. Kreps</i>	Sep 8 – Oct 8 <i>CPB 210</i>
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### 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 optional)

Total: \$500 — Senior Total: \$276

CNT-106-B	M 5:30PM–8:15PM <i>S. Slavick</i>	Aug 31 – Dec 14 <i>CPB 142/142A</i>
CNT-106-C	W 5:00PM–9:10PM <i>S. Staley</i>	Oct 07 – Dec 16 <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: \$500 — Senior Total: \$380

CNT-306-C	W 5:00PM–9:10PM <i>S. Staley</i>	Oct 07 – Dec 16 <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: \$500 — Senior Total: \$380

CNT-308-C	W 5:00PM–9:10PM <i>S. Staley</i>	Oct 07 – Dec 16 <i>CPB 142/142A</i>
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# Skilled Careers Open House

Monday, August 17  
3:00 to 6:00 P.M.  
HCC Conference Center

Learn about opportunities in:

- Personal Trainer
- Commercial Truck Driver
- Diesel Technician
- Heavy Equipment Operator
- Forklift Operator
- Medical Careers



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

*Scholarship & Tuition Assistance Available!*

For more information, call 240-500-2453 or visit [www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)



## Nursing

### 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: \$77 — Senior Total: \$60

NRS-923-C	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 03 <i>CPB 212/214</i>
NRS-923-D	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 01 <i>CPB 211/213</i>
NRS-923-E	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 15 <i>CPB 211/213</i>
NRS-923-F	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 29 <i>CPB 214</i>
NRS-923-G	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 12 <i>CPB 214</i>
NRS-923-H	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Dec 03 <i>CPB 214</i>

#### 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 20 <i>CPB 212/214</i>
NRS-924-C	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 17 <i>CPB 212/214</i>
NRS-924-D	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 08 <i>CPB 214</i>
NRS-924-E	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 22 <i>CPB 211/213</i>
NRS-924-F	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 05 <i>CPB 214</i>
NRS-924-G	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Dec 10 <i>CPB 214</i>

### Health Care Certificate

#### 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 perform 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 17 <i>CPB 175</i>
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**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 G. Haywood	Aug 29 CPB 152
NRS-742-C	Sa 9:00AM–6:00PM G. Haywood	Sep 26 CPB 152
NRS-742-D	Sa 9:00AM–6:00PM G. Haywood	Oct 24 CPB 152
NRS-742-E	Sa 9:00AM–6:00PM G. Haywood	Nov 21 CPB 152
NRS-742-F	Sa 9:00AM–6:00PM G. Haywood	Dec 19 CPB 152

# 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.

**Scholarships Available**

Dates: Monday-Friday  
 Sept 28 - Oct 8 HCE-066  
 Oct 9 HCE-067  
 Time: 9:00 a.m. - 2:00 p.m.

Cost: \$477 (includes course materials, CPR and First Aid certification)

Please contact Tabitha DeShong at 240-500-2355 or [tjdeshong@hagerstowncc.edu](mailto:tjdeshong@hagerstowncc.edu) to complete the application.

## Nursing

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### 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	F5a 8:00AM–5:00PM L. Smigelski	Sep 18 – Sep 19 CPB 212/214
NRS-563-F	F5a 8:00AM–5:00PM L. Smigelski	Dec 04 – Dec 05 CPB 212/214



**new**

# Save the Date

## Certified Peer Recovery Specialist

*August 19, 20, 21, 24 and 25*

HCC is excited to launch a new career pathway!

If you have been impacted by the Opioid crisis or are in recovery yourself and have a desire to help others struggling with addiction this career pathway is for you. Learn the foundations of Peer Recovery including advocacy, mentoring, ethical implications, and professionalism.

For More Information 240-500-2236

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



# Nurse Refresher Course



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 begins Sept 14
  2. Nurse Refresher Skills Lab – NRS 094 Cost \$479 Oct 23 and 24
  3. Nurse Refresher Clinical – NRS 743 Cost \$349 begins Nov 23

*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*

new

Scholarships  
Available

## Certified Community Health Worker

Interested in enhancing people's lives through direct support? Join the Community Health Worker (CHW) movement. This short-term career training program will provide you with all of the knowledge and tools you'll need to launch your career.

Through this two course series you will learn

- Foundations of Community Healthcare work
- Concepts and tools for health promotion
- Disease prevention with boundaries of cultural differences

Students will become aware of barriers to health care, the impact upon minority populations and the corresponding interventions performed by the CHW. Exploration of community resources, overview of major medical diagnoses, and financial and legal advocacy are also discussed.

Saturdays

9am to 5:30pm

HCE- 083 Module 1: September 12 – October 17 \$505

HCE- 088 Module 2: October 31 – December 12 \$505

\*This course is pending state approval for certification

# Continuing Education Credits Return to HCC For Behavioral Health Legal and Ethical Issues in Behavioral Health



Presented by  
Vicki Sterling, LCSW-C, Director of Behavioral Health at  
the Washington County Health Department  
Saturday, Nov 7 8am – 12pm  
HCE-084 Cost \$65

## Professional Continuing Education Credits

*CEU Policy:* Partial credit is not permitted for any seminar. To receive any CEUs, attendees must be on time and attend 100% of an HCC sponsored seminar.

*Maryland Social Workers:* HCC is an approved sponsor of the Maryland Board of Social Work Examiners for Category I continuing education credits for licensed social workers in Maryland.

*Maryland Psychologists:* The Maryland State Board of Examiners for Psychologists will accept continuing education hours provided by HCC, an approved CE sponsor by the Maryland State Board of Social Worker Examiners.

*Counselors/Therapists:* HCC has been approved by NBCC as an Approved Continuing Education Provider.

*Other Professionals:* A certificate of completion noting the number of educational/contact hours will be provided to allow attendees to apply for CE credit as an individual.

## Health and Wellness

### 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 15 – Oct 22
	<i>S. Rodgers Hagerstown Seven Day Adventist HALL</i>	

FIT-005-E	TuTh 9:30AM–10:30AM	Nov 03 – Dec 15
	<i>S. Rodgers Hagerstown Seven Day Adventist HALL</i>	

### Mind Body Spirit

#### 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 16 – Nov 18
	<i>P. Cote</i>	<i>CPB 211/213</i>

#### Intermediate T'ai Chi (Authentic Northern Wu Style)

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

Total: \$89

MBP-073-C	W 7:00PM–8:00PM	Sep 16 – Nov 18
	<i>P. Cote</i>	<i>CPB 211/213</i>

#### Leading Healthy Lives Through FitMinded Living

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!

Total: \$69 — Senior Total: \$35

MBP-137-C	M 6:00PM–8:00PM	Sep 14 – Oct 19
	<i>C. Fraley</i>	<i>ARCC 220</i>



## Women's Growth Workshops

Grow towards your best life with FitMinded Living.

BODY

CAREER CONNECTION

EMOTIONAL SELF

FINANCIAL SELF

MINDSET

Saturdays, 9-11 a.m., Every Other Month

[hagerstowncc.edu/women](http://hagerstowncc.edu/women)



## Strategies to Reduce Stress

with Certified Hypnotist, Marie Hawse

### Frazzled by life?

Learn alternate ways of dealing with stressors through principles of Hypnosis. Through class participation and practice, you will develop lifelong skills to help manage stress and reactions in order to live the life you want.

Oct 3 to Oct 24, 2020

Saturday, 9am to 10:30am 1st class

Classes 2 through 4, 9am to 10am

MBP-141-D Cost \$69 Senior \$35



## Personal Enrichment

### Arts, Music, Language

#### 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.

#### 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: \$79 — Senior Total: \$49

ANE-090-B	W 6:30PM-8:30PM S. Schaefer	Aug 19 – Sep 09 VM 3
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#### Basic Photography

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

Total: \$89 — Senior Total: \$59

ANE-103-B	M 6:30PM-8:30PM S. Schaefer	Aug 17 – Sep 21 VM 3
ANE-103-D	M 6:30PM-8:30PM S. Schaefer	Oct 05 – Nov 02 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: \$59

ANE-281-E	Tu 6:30PM-8:30PM S. Schaefer	Nov 10 – Dec 08 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: \$59

ANE-282-C	W 6:30PM-8:30PM S. Schaefer	Sep 23 – Oct 14 VM 3
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#### 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 09 – Oct 21 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 14 – Nov 09 KEP 204
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**Beginner Crochet** 

There's something magical about being able to take some yarn and create something beautiful. Crochet allows you to create almost endlessly. And it's highly portable, relaxing and fun. Want to make some memorable gifts for the holidays? Get started with this class! Appropriate for both right and left-handed.

Total: \$75 — Senior Total: \$48

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DSA-009-D	Th 6:30PM-8:30PM Staff	Oct 01 – Oct 15 ONLINE
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**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

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LAN-255-C	TuTh 6:30PM-8:30PM S. Roma Barrera	Sep 15 – Oct 08 VM 3
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**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

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LAN-256-D	TuTh 6:30PM-8:30PM S. Roma Barrera	Oct 20 – Nov 12 VM 3
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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

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SEN-090-C	Th 12:00PM-2:30PM G. Lum	Sep 17 – Nov 20 VM 6
SEN-090-D	M 6:00PM-9:00PM G. Lum	Sep 14 – Nov 09 VM 6

**Culinary**

**Foodie Friday: Mastering Knife Skills**

Sharpen your knife skills and learn to handle a knife like a professional Chef. Learn how to choose a quality knife and how to maintain it so it lasts a lifetime. Practice and understand the importance of classic French culinary cuts, and leave the class with confidence, knowing how to cut almost anything without cutting yourself! Menu: Crudites platter

Total: \$29

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CLN-011-B	F 9:00AM-12:00PM Gypsy Soul Mobile Cafe	Aug 28 CPB 211
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**All You Knead Is Love Series** 

Baking is one of the most delicate and precise methods in culinary arts. Although the fine art of baking is intimidating to some, any home cook can become with a master baker the right techniques and guidance. In this five-part series, you'll get an intro to baking and learn lean yeast and enriched yeast doughs, sourdough and artisan breads, and quick breads. See individual course listings for full descriptions and menus.

Total: \$125 — Senior Total: \$89

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CLN-014-D	F 9:00AM-12:00PM Gypsy Soul Mobile Cafe	Oct 02 – Oct 30 CPB 211
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**All You Knead Is Love: Intro to Baking**

Baking is one of the most delicate and precise methods in culinary arts. Although the fine art of baking is intimidating to some, any home cook can become a master baker with the right techniques and guidance. Learn the types of baking, essential baking tools, equipment, and quality ingredients, and how to properly measure for dry and wet ingredients. Menu: Brown Sugar Cake with Ricotta and Blueberry Sauce

Total: \$29

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CLN-015-D	F 9:00AM–12:00PM	Oct 02
	<i>Gypsy Soul Mobile Cafe</i>	<i>CPB 211</i>

**All You Knead Is Love: Lean Yeast Dough**

Add yeast dough to your recipe box as you learn how to make a yeast dough, dinner rolls, and pizza crust. From fermentation, mixing, kneading, and the various stages of gluten development to scaling, reshaping, baking, and cooling, you'll be well-equipped with the basics for any yeast dough recipe. Menu: Naples Style Margherita Pizza and Rosemary Focaccia

Total: \$29

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CLN-016-D	F 9:00AM–12:00PM	Oct 09
	<i>Gypsy Soul Mobile Cafe</i>	<i>CPB 211</i>

**All You Knead Is Love: Enriched Yeast Dough**

Take your knowledge of yeast dough one step further and learn how to add eggs, milk, fruit, nuts and other garnishes to your basic dough to enhance flavor. Build on your basic fermentation and mixing methods, and learn advanced reshaping, braiding, scoring, and wash techniques. Menu: Braided Brioche

Total: \$29

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CLN-017-D	F 9:00AM–12:00PM	Oct 16
	<i>Gypsy Soul Mobile Cafe</i>	<i>CPB 211</i>

**All You Knead Is Love: Sourdough and Artisan Breads**

Learn how a sourdough culture works, how to make a starter, how to maintain it, and how to bake bread and other sourdough recipes. Explore the history of sourdough and its many benefits, from helping with gluten intolerance to building a family legacy. Menu: Sourdough Bread with Whipped Irish Butter

Total: \$29

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CLN-018-D	F 9:00AM–12:00PM	Oct 23
	<i>Gypsy Soul Mobile Cafe</i>	<i>CPB 211</i>

**All You Knead Is Love: Quick Breads**

Often quick breads are served as breakfast pastries or simple desserts; however, they are also used as a fundamental building block for cakes and other pastries, including wedding cakes.

Total: \$29

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CLN-019-D	F 9:00AM–12:00PM	Oct 30
	<i>Gypsy Soul Mobile Cafe</i>	<i>CPB 211</i>

**Foodie Fridays: Cast Iron Cooking**

Cast iron is worth its weight in gold! A prized possession to many chefs and yet many home cooks are not sure how to cook with or care for it. After two weeks in the kitchen with Chef Maria, you'll care for and cook with your cast iron with confidence. Recap the many culinary benefits that come with cast iron, like using less oil, building up flavor, and its non-toxic, non-stick properties. Menu: One-pan-meal, French Onion Chicken, served with Dutch Oven Sourdough Bread

Total: \$49

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CLN-020-C	F 9:00AM–12:00PM	Sep 11 – Sep 18
	<i>Gypsy Soul Mobile Cafe</i>	<i>CPB 211</i>

**Cooking for a Crowd**

Creating a feast for friends and family can be daunting. But it doesn't have to be! Get comfortable in the kitchen as we whip up appetizers, savory meats and sides, and easy desserts that will please any crowd this holiday season. Menu: Smoked Salmon Crostini, Spinach and Artichoke Dip, Caprese, Brown Sugar Glazed Ham, Herb Roasted Turkey, Baked Mac-n-Cheese, Cranberry and Orange Compote, and Pumpkin Cheesecake.

Total: \$69

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CLN-023-E	F 9:00AM–12:00PM	Nov 06 – Nov 20
	<i>Gypsy Soul Mobile Cafe</i>	<i>CPB 211</i>

**Christmas Around the World**

Holiday memories are marked by the meals we share around the table with loved ones. Every family, and every culture, has traditions unique and meaningful to them. Come celebrate the flavors of Christmas from Romania, Germany, Hungary, France, and Ireland. Menu: Stuffed Cabbage Rolls with Cheesy Polenta, Fried Sauerkraut with Bacon, Beef Bourguignon with Creamy Mashed Potatoes, and Bangers and Mash, Irish Sausage with Caramelized Onions and Creamy Mashed Potatoes.

Total: \$49

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CLN-024-F	F 9:00AM–12:00PM	Dec 04 – Dec 11
	<i>Gypsy Soul Mobile Cafe</i>	<i>CPB 211</i>

## Cultural Trips

### Washington, D.C., Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. 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 13

## Dance & Recreation

### 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 - Rumba and Waltz



Explore the similarities and differences between the flirty rumba and the graceful waltz. You'll learn basic technique, musicality, and the characteristics that makes these two dances among the most popular on the ballroom dance floor.

Total: \$99 — Senior Total: \$55

DRC-002-D M 5:45PM-6:45PM Oct 12 - Nov 09  
J. Schein KEP 101

### Ballroom Dance - Hustle and Nightclub



Learn the basics of the energetic hustle and the slower nightclub two step. These two dances are perfect for the social dance floor. By the end of our five weeks together, you should feel comfortable with all the faster and slower songs you might hear at a party or reception.

Total: \$99 — Senior Total: \$55

DRC-003-C M 5:45PM-6:45PM Sep 07 - Oct 05  
J. Schein KEP 101

### Ballroom Dance - Salsa/Cha Cha



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

Total: \$70 — Senior Total: \$50

FIT-018-D M 5:45PM-6:45PM Oct 19 - Nov 16  
J. Schein KEP 101

## Genealogy, Family Care, Parenting

### 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: RootsMagic 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 Genweb. 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 Sep 25 - Oct 16  
C. Miller-Schultz VM 2

SEN-377-D M 6:00PM-8:30PM Sep 28 - Oct 19  
C. Miller-Schultz 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 RootsMagic 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 test-

ing can be used to enhance your genealogical research. You'll also learn a variety of methods for organizing your data.

Total: \$69 — Senior Total: \$45

SEN-097-C	F 1:30PM–4:00PM C. Miller-Schultz	Sep 25 – Oct 16 VM 2
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### 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 C. Miller-Schultz	Oct 13
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## History

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**Instructor Bio—Roger Swartz**

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

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### George Washington's Crossings, 1776-1777



Follow Washington's ragged army retreating across New Jersey after a series of devastating defeats in the 1776 New York campaign. Risking everything, Washington crossed the Delaware River in December to attack and defeat the Hessians and/or British in three battles. We'll discuss the roles of the British commanders, Sir William Howe and Lord Richard Howe, and analyze their motivations in contrast to official instructions from London. Did the Howes have the best chance of ending the Revolution in 1776? Were the Howes incompetent? Were Washington's three victories in 1776-1777 the true turning point of the "American Revolution" and not Saratoga in 1778? Just what are the myths and realities of Washington crossing the Delaware in December, 1776?

Total: \$115 — Senior Total: \$69

HCR-048-C	Tu 9:00AM–12:00PM R. Swartz	Sep 15 – Oct 06 VM 4
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### Lincoln, Indians, & the West: Warfare, Policy, and Politics in the Civil War



Very few historians, yet alone Lincoln scholars, cover Lincoln's relationship with Indians. Through the lens of the Civil War, you'll come to understand Lincoln's experiences with and attitudes on Native Americans, The Bureau of Indian Affairs, the roles of the Confederate States of America in western Indian affairs, Indian warfare during the Civil War, and more.

Total: \$89 — Senior Total: \$49

HCR-053-E	Tu 9:00AM–12:00PM R. Swartz	Nov 10 – Nov 24 VM 6
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### Crossing the Line: Underground Railroad History in Washington County, Md



The Underground Railroad in Eastern Maryland has received so much attention that it is easy to believe nothing much was happening in Washington County. But the people and places of Hagerstown indeed played a role in the slave trade and the Underground Railroad. Come examine the history of Hagerstown and its people, including both free and enslaved African Americans, who supported fugitive slaves on their journey to freedom. Learn the importance of separating facts from folklore, and where to find additional resources for understanding Hagerstown's involvement in the slave trade and Underground Railroad activities.

Total: \$99 — Senior Total: \$59

HCR-052-B	Th 1:00PM–3:30PM K. James	Aug 27 – Sep 17 VM 3
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**Instructor Bio - Karen Gray**

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

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### Series: Exploring the Hebrew Bible in Robert Alter's New Translation



Hebrew expert Robert Alter sought to render the Hebrew scriptures into English as literally and as close to their original form and tone as possible in his magnificent three-volume work published in 2018. This course draws on his extensive commentary on the text and deep understanding of the original language, exploring especially the linguistic challenges that reveal meanings and significance missed by English readers.

Total: \$149 — Senior Total: \$95

HCR-054-C	W 9:30AM–12:00PM K. Gray	Sep 23 – Dec 09 VM 6
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**About the Languages: Hebrew, Greek, and English**

This introductory session considers the major differences between the Jewish Tanakh and the Christian Old Testament, explaining the Greek sources for the Christian version and considering the most important characteristics of the Hebrew as emphasized by Alter in his work, "The Art of Bible Translation."

Total: \$49

HCR-055-C	W 9:30AM-12:00PM K. Gray	Sep 23 VM 6
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**The Five Books of Moses**

Drawing on Alter's extensive commentary, in the first of the three-part Tanakh-the Classic Torah (first five books of the Bible)- Dr. Gray focuses on the most important text from cosmic vision at the beginning to the events that establish and define the people's identity. The threads that provide a structural and thematic unity are highlighted.

Total: \$49

HCR-056-D	W 9:30AM-12:00PM K. Gray	Oct 21 VM 6
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**The Prophets**

This class focuses on the largest section of Hebrew scripture that comprises both historiographic narratives and the great prophetic works. Dr. Gray draws heavily on Alter's treatment of the very old story of Saul and David that Alter regards as one of the greatest pieces of narrative in Western literature as well as his elucidation of the prophetic texts and the powerful poetry that enriches them.

Total: \$49

HCR-057-E	W 9:30AM-12:00PM K. Gray	Nov 18 VM 6
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**The Writings**

The third of the three-part Hebrew Bible includes the popular collections known as Psalms and Proverbs, but also works like Job, Esther, and Chronicles. Language takes on a new importance here as while Psalms and Proverbs are likely from the first temple period, the other materials are late and influenced by the cognate Aramaic. Also here are found works emphasized as emphatically dissenting from the "biblical consensus" and by "boldly independent writers," giving this section its own special character.

Total: \$49

HCR-058-F	W 9:30AM-12:00PM K. Gray	Dec 09 VM 6
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**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 14 – Nov 09 CPB 211/213
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**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 14 – Sep 28 CPB 211/213
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**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-D	M 6:30PM-8:30PM D. Warrenfeltz	Oct 05 – Oct 19 CPB 211/213
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**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 26 – Nov 09 CPB 211/213
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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.*  
 .....

**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-C	Tu 6:30PM–9:00PM D. Smith-Fiola	Sep 15 CPB 211
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**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-B	Tu 6:30PM–9:00PM D. Smith-Fiola	Aug 25 CPB 211
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**Become a Citizen Scientist**

Yes, you! No degrees or experience necessary! Citizen science is a growing international movement where everyone can contribute useful information to the scientific community. This class will show you how to contribute to naturalist, eBirds, and the Maryland Biodiversity Project. You'll learn how to use the systems to find things you're interested in (say, find rare bird sightings in Washington County), contribute your findings, and learn some tools to help identify what you find. While "smart phones" make contributing easier, they are not required.

Total: \$25

HGN-015-D	M 6:30PM–8:30PM K. James	Oct 12 ONLINE
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**Money Matters**

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**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 M. McLean	Sep 08 – Sep 15 CPB 212 /214
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**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.

Total: \$19


MON-027-D	Tu 6:30PM-8:30PM	Oct 20
	M. McLean	ONLINE

**Organizing Your Financial Life**

Are you drowning in bills, bank statements, and tax documents? Whether you've gone paperless or still use a checkbook, keeping track of your finances is important—and easier than you think! Organize your financial life and save money in the process with tips and tools, including a financial calendar of key actions you can take throughout the year, from Marjorie McLean, an accredited financial counselor.

Total: \$19

MON-028-D	Tu 6:00PM-8:00PM	Oct 06
	M. McLean	ONLINE



## Women's Growth Workshops

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## Youth and Family

### Youth and Family

#### Beginning Algebra

This is an online Beginning Algebra-based course with an emphasis on student-led inquiry. Topics covered in this course include properties of real numbers, solving linear equations, graphing, systems of linear equations and inequalities, operations with polynomials and factoring. Learning activities supplement with weekly face-to-face interactions facilitated by HCC instructors. These supplemental activities include tutoring, real life examples and hands-on activities. Access to the Learning Support Center and Library services provided.

Total: \$325

MTH-001-C	Sep 04 – May 04
<i>D. Sigler</i>	ONLINE

#### Beginning Algebra Lab

This is an online Beginning Algebra-based course with an emphasis on student-led inquiry. Topics covered in this course include properties of real numbers, solving linear equations, graphing, systems of linear equations and inequalities, operations with polynomials and factoring. Learning activities supplement with weekly face-to-face interactions facilitated by HCC instructors. These supplemental activities include tutoring, real life examples and hands-on activities. Access to the Learning Support Center and Library services provided.

Total: \$50

MTH-002-C	Th 1:00PM–3:00PM	Sep 10 – Apr 29
<i>D. Sigler</i>		STC 170

#### Geometry

This is an online course in introductory geometry with an emphasis on student-led inquiry related to basic geometric concepts. Topics covered in this course focus on congruence, similarity, transformations, right triangles, circles, geometric properties, geometric measurement and dimensions and modeling. Learning activities supplement with weekly face-to-face interactions facilitated by HCC instructors. These supplemental activities include tutoring, real life examples and hands-on activities. Access to the Learning Support Center and Library services provided.

Total: \$325

MTH-003-C	Sep 04 – May 04
<i>D. Sigler</i>	

#### Geometry Lab

This is an online course in introductory geometry with an emphasis on student-led inquiry related to basic geometric concepts. Topics covered in this course focus on congruence, similarity, transformations, right triangles, circles, geometric properties, geometric measurement and dimensions and modeling. Learning activities supplement with weekly face-to-face interactions facilitated by HCC instructors. These supplemental activities include tutoring, real life examples and hands-on activities. Access to the Learning Support Center and Library services provided

Total: \$75

MTH-004-C	Tu 1:00PM–3:00PM	Sep 08 – May 04
<i>D. Sigler</i>		STC 170

#### Life Science/Biology

This is an online course in life sciences with an emphasis on student-led inquiry. Topics covered in this course focus on characteristics of life/organizational hierarchy; energy flow and metabolism between organisms and ecosystems; inheritance and development, diversity of life, population ecology and conservation, and an introduction to the organization and function of the human body. Learning activities supplemented with weekly face-to-face interactions facilitated by HCC instructors. These supplemental activities include hands-on laboratory activities, real-life examples and problem solving. Access to the Learning Support Services and Library provided.

Total: \$325

SCN-001-1	Sep 04 – May 04
<i>C. Coffin</i>	ONLINE

#### Life Science/Biology Lab

This is an online course in life sciences with an emphasis on student-led inquiry. Topics covered in this course focus on characteristics of life/organizational hierarchy; energy flow and metabolism between organisms and ecosystems; inheritance and development, diversity of life, population ecology and conservation, and an introduction to the organization and function of the human body. Learning activities supplemented with weekly face-to-face interactions facilitated by HCC instructors. These supplemental activities include hands-on laboratory activities, real-life examples and problem solving. Access to the Learning Support Services and Library provided.

Total: \$100

SCN-002-C	Th 10:00AM–12:00PM	Sep 10 – May 04
<i>C. Coffin</i>		STEM 304

## Chemistry

This is an online course in introductory chemistry with an emphasis on student-led inquiry related to basic scientific and chemical concepts.† Topics covered in this course focus on atomic and molecular structure, matter and energy, chemical and physical properties of matter, types of reactions, and application of stoichiometry and dimensional analysis to solve chemical equations and problems.† Learning activities supplemented with weekly face-to-face interactions facilitated by HCC instructors.† These supplemental activities include hands-on laboratory activities, real-life examples and problem solving. Access to the Learning Support Services and Library provided.

Total: \$325

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SCN-003-C	<i>C. Coffin</i>	Sep 04 – May 04 <i>ONLINE</i>
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
## Chemistry Lab

This is an online course in introductory chemistry with an emphasis on student-led inquiry related to basic scientific and chemical concepts.† Topics covered in this course focus on atomic and molecular structure, matter and energy, chemical and physical properties of matter, types of reactions, and application of stoichiometry and dimensional analysis to solve chemical equations and problems.† Learning activities supplemented with weekly face-to-face interactions facilitated by HCC instructors.† These supplemental activities include hands-on laboratory activities, real-life examples and problem solving. Access to the Learning Support Services and Library provided.

Total: \$125

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SCN-004-C	Th 10:00AM–12:00PM <i>C. Coffin</i>	Sep 10 – Apr 29 <i>STEM 501</i>
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3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

## Hagerstown Community College

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**A Word Association Approach**  
This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

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

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

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(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

### Certificate in End of Life Care

(21 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

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(15 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

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(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

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Master the math skills you need to succeed in the medical field.

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Hagerstown Community College

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Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tool.

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

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## Hagerstown Community College



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## Web Design Online Courses

### Creating Web Pages

Learn how to design, create, and post your very own site on the Internet's World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

### Designing Effective Websites

This course will teach you powerful graphic design techniques that will help you build Web sites that are attractive and highly effective. You'll learn what attracts visitors to a site, and how you can create the most satisfying experience for those visitors. You'll learn to use typography, aesthetics, color, graphics, and page layout to create the most compelling user interface possible, and you'll understand how users read on the Web and the characteristics of effective Web writing.

### Introduction to Dreamweaver CS3

#### Intermediate also available!

Learn Adobe Dreamweaver from a Web design pro. Master the techniques for producing fully functioning sites, learning how to insert and format text, images, hyperlinks, tables, and a variety of media formats. Discover the secrets of effective page layout—secrets that ensure your sites reach and impress your audience.

### 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 use the PHP programming language to generate dynamic Web sites that automatically change as your data changes. You'll also learn how to use the popular MySQL database server with PHP to store and retrieve data over the Web.

### Introduction to CSS and XHTML

**Intermediate also available!**  
Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.

### Introduction to Microsoft FrontPage 2003

Learn the essentials of Microsoft's Web sitebuilding software. Start with an introduction to basic Web design principles, and explore the interface and features of FrontPage. Then, you'll learn how to manipulate words and images to create a site worthy of publishing to the Internet. By the end of the course, you'll be armed with all the knowledge you need to create an attractive, well-designed, and functional Web site.

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

240-500-2553

Over 300 online courses available

ed2go



## Classroom Locations

Specific classroom numbers are posted in each building lobby  
Hagerstown Community College (HCC) main campus  
11400 Robinwood Drive, Hagerstown, MD 21742

**CPB** – Career Programs Building – HCC Main Campus

**KEP** – Kepler Theater – HCC Main Campus

**LSC** – Learning Support Center – HCC Main Campus

**ATC** – Advanced Technology Center – HCC Main Campus

**BSH** – Behavioral Science & Humanities Building – HCC Main  
Campus

**STEM** – Science/Technology/Engineering/Math Building – HCC Main  
Campus

**ETTC** – Energy & Trades Technology Center – HCC Main Campus

**Valley Mall** – 17301 Valley Mall Road, Hagerstown, MD 21740

**HAS** – Hagerstown Seven Day Adventist Church –  
11507 Robinwood Drive, Hagerstown, MD 21742

**IND** – Industry Drive 14527 Industry Drive, Hagerstown, MD 21742

**VM** = Valley Mall

**LSC** = Learning Support Center

**WEB** = Online

**CPB** = Career Programs Building

**ARC** = Athletic Recreation Center

**ATC** = Advanced Technology Center

**STEM** = Science, Technology, Engineering, Math Building

**IND** = Industry Drive

**ETTC** = Energy & Trades Training Center

**BSH** = Behavioral Science & Humanities Building

**KEP** = Kepler Theater

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

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

### **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.

## **ed2go Online Course Registration Information**

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

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

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

## **College Holidays**

- September 7, 2020 – Labor Day
- November 25, 2020 to November 27, 2020 – Thanksgiving
- December 23, 2020 to January 4, 2021 – 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](http://www.hagerstowncc.edu)) or Facebook page ([www.facebook.com/hagerstowncc](https://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](http://www.hagerstowncc.edu/tobaccofree)

## **Equal Opportunity College**

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

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

# 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

Join us for the 11th Annual  
Hagerstown Community College Alumni & Friends Cruise  
On Princess Cruise Line's, "Crown Princess!"  
May 1-14, 2021

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

**12 Day British Isles Cruise**

- May 1 – Depart Washington for London
- May 2 – London 5:30pm
- May 3 – Portland, England 7am - 7pm
- May 4 – Guernsey, England 7am - 5pm
- May 5 – Cork, Ireland 9am - 7pm
- May 6 – Dublin, Ireland 7am - 8pm
- May 7 – Belfast, Northern Ireland 8am - 9pm
- May 8 – Glasgow, Scotland 7am – 6pm
- May 9 – At Sea
- May 10 – Invergordon, Scotland 7am - 6pm
- May 11 – Edinburgh, Scotland 7am - 7pm
- May 12 – At Sea
- May 13 – Paris/Normandy, France 7am - 8pm
- May 14 – London – Flight Home

**Rates Include:**

- Roundtrip transportation between Hagerstown Community College & Airport
- Roundtrip Airfare
- Roundtrip transfers between airport & ship
- 12-night cruise aboard the Crown Princess
- All taxes
- All meals & entertainment aboard ship



Travel Leaders, 1712 Abbey Lane, Hagerstown, MD  
Phone: 301-739-4600, Ask for Belinda or Tina!  
Or call Lisa Stewart at 240-500-2346.



**Group Pricing**

- Interior Stateroom - \$3925.00
- Outside Stateroom - \$4310.00
- Balcony Stateroom - \$4825.00
- Mini Suite - \$5335.00

Prices are per person, based on double occupancy. Third and Fourth Person rates are available upon request.

Cruise proceeds benefit HCC Alumni Scholarship Fund.

Everyone is welcome to join the fun!

**Deposit: \$750.00 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 18, 2021.**



11400 Robinwood Drive Hagerstown, Maryland 21742-6514  
 240-500-2236 Fax: 301-582-4001 [ceregister@hagerstowncc.edu](mailto:ceregister@hagerstowncc.edu)

## Workforce Solutions and Continuing Education Registration Form

Each student must use a separate registration form. Please send completed registration form and payment to the College.  
 (Payment, invoice, or purchase order must accompany this registration.) **This form may be duplicated.**

To avoid delay, please complete **all** information requested.  Student ID \_\_\_\_\_  
 (if known)  Other \_\_\_\_\_

Mr.  Ms.  Mrs.  Other \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Maiden/Former \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address \_\_\_\_\_

Course #	Course Title	Begin Date	Total
<b>Total Fee</b>			

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule.  
 I certify that the information on this form is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Ethnicity:** Are you of Hispanic or Latino origin?

Yes  No

**Race:** You may check more than one race.

White

Black or African American

Asian

American Indian or Alaskan Native

Native Hawaiian or Pacific Islander

*Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.*

Birthdate (mo/day/yr) \_\_\_\_\_

Senior Citizen (60 and over)  Yes  No

Employer's Name \_\_\_\_\_

Social Security # \_\_\_\_\_

**For Credit Card Use Only:**

Card Holder's Name \_\_\_\_\_

Account No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Billing Address for Card \_\_\_\_\_