



# Workforce Solutions & Continuing Education

Winter 2021 Non-Credit Schedule



Certified Nursing Assistant



Real Estate



Culinary

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

**Scholarships  
Available**

Look for the scholarship  
available logo on select programs



Welding



Phlebotomy

# 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.

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



# 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)

☐ Mr. \_\_\_\_\_

☐ Ms. \_\_\_\_\_

☐ Mrs. \_\_\_\_\_

☐ Other \_\_\_\_\_

[illegible]

Home Address

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

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

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E-mail Address

Course #	Course Title	Begin Date	Total
Total Fee			

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

# Winter 2021

## HCC CONTINUING EDUCATION



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

Veterinary Assistant Training  
Professional Pet Grooming

### 4 **BUSINESS AND PROFESSIONAL TRAINING**

AMA Training  
Leadership/Management/Marketing  
Management  
Work Keys Preparation

### 8 **CERTIFICATION AND LICENSURE**

Child Care  
Personal Trainer  
Real Estate

### 13 **COMPUTERS**

MS Office  
Office Associate  
Repair/Networking

### 15 **TRANSPORTATION AND DRIVER EDUCATION**

CDL – Commercial Driver  
Driver Education  
Motorcycle  
Small Engine  
Forklift Operator

### 17 **INDUSTRIAL TECHNOLOGY AND TRADES**

Certified Production Tech  
Construction Equipment Operator  
Home Inspector  
Plumbing  
Welding

### 19 **NURSING**

Basic Life Support (BLS)  
Health Care Certification  
Certified Nursing Assistant  
Dental Seminar  
Health Seminar  
Nursing  
Phlebotomy  
Rad Series

### 23 **HEALTH AND WELLNESS**

Fitness  
Mind Body Spirit

### 24 **PERSONAL ENRICHMENT**

Arts, Music, Language  
Culinary  
Dance and Recreation  
Genealogy, Family Care, Parenting  
History  
Money Matters

### 28 **CLASSROOM LOCATIONS**

### 29 **REGISTRATION IS EASY**

### 31 **CAMPUS MAPS**

**\$** - indicates Scholarship Available

**▲ ONL** - indicates Online Class

 - indicates Lifelong Learning Institute

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)



VETERINARY ASSISTANT



Veterinary office career courses prepare students to work as a front desk assistant in a veterinary office, a veterinary assistant, or a dog trainer, as well as from a career in an animal rescue shelter.

Medical Terminology & Introduction to Anatomy  
for Veterinary Assistants

PET 043 H M 6:00 — 8:00 p.m. Feb 22 — Apr 19

Veterinary Assistant Principles

PET 041 M 5:30 — 8:30 p.m. Apr 26 — Sept 27

Veterinary Assistant Practices

PET 042 Aug 16 — Oct 4

Vet Care

\$ Medical Terminology and Introduction to  
Anatomy for Veterinary Assistants

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

Total: \$335 — Senior Total: \$184

PET-043-H M 6:00PM–8:00PM  
K. Tracey

Feb 22 – Apr 19  
VM 6



COLLEGE FOR KIDS

Registration Opens February 2021

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

# 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 2021

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

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-H	Th 8:30AM–4:30PM	Feb 18 – Apr 01
D. Hartman, M. Waltemire, J. Martorana VM 6		

Communication Skills for Managers

Communication is a critical skill for successful managers in all industries. Learn how to clearly deliver your message through the many forms of business communication: written, spoken, in person, and email. Identify their communication styles using the DISC assessment, understand and apply the four workplace communication styles, learn how to create safety for the person hearing the difficult message, and learn the five strategies for managing conflict.

Total: \$249 — Senior Total: \$213

PRD-429-H	Th 8:30AM–4:30PM	Feb 18
J. Martorana		VM 6

First Line Supervision

This course walks students through the transition from staff to supervisor and is the ideal resource for the new supervisors. Learn to get more done by motivating staff and turning your direct reports into team players. Students will increase their confidence, leadership skills, and job satisfaction by identifying the roles, competencies, and qualities of effective supervisors. Learn to build personal credibility and commitment from others, understand how to build a positive work environment and motivate employees, and practice delivering positive and instructional feedback.

Total: \$249 — Senior Total: \$213

PRD-555-H	Th 8:30AM–4:30PM	Feb 25
M. Waltemire		VM 6

Coaching for Top Performance

Workplace coaching is an essential skill for all managers in today's workplace. Ineffective managers gain their power from position and organizational hierarchy, while highly effective managers gain their power from motivating, encouraging, and coaching employees to perform at their highest levels. This course uses the

American Management Association's Coaching for Top Performance manual and will help you practice highly effective workplace coaching skills.

Total: \$249 — Senior Total: \$213

PRD-554-M	Th 8:30AM–4:30PM	Mar 04
M. Waltemire		VM 6

Leadership Skills for Managers

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

Total: \$249 — Senior Total: \$213

PRD-675-M	Th 8:30AM–4:30PM	Mar 11
M. Waltemire		VM 6

Fundamentals of Human Resources

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

Total: \$249 — Senior Total: \$213

PRD-700-M	Th 8:30AM–4:30PM	Mar 18
D. Hartman		VM 6

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-M	Th 8:30AM–4:30PM	Mar 25
D. Hartman		VM 6

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-J	Th 8:30AM–4:30PM	Apr 01
J. Martorana		VM 6

Leadership/Management/  
Marketing

▲ **ONL** **Belong At Daybreak: Your Morning Dose of Dance and Discussion**

In the spirit of Daybreaker, the morning dance party phenomenon created by author, DJ, and entrepreneur Radha Agrawal, start your New Year off right with a weekly dose of dancing, community, and discussion. Join Kelsi Palmer and “Find Your People, Create Community, and Live a More Connected Life” through a deep dive into Radha’s book *Belong* and a mini dance party to jump start your day.

Total: \$25

DIS-793-G	Tu 6:30AM–7:30AM <i>K. Palmer</i>	Jan 19 – Feb 16 <i>ONLINE</i>
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▲ **ONL** **Stocks, Bonds & Investing**

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven’t the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here.

Total: \$109

PDV-684-G	–	Jan 13 – Feb 19 <i>ONLINE</i>
PDV-684-H	–	Feb 10 – Mar 19 <i>ONLINE</i>
PDV-684-M	–	Mar 17 – Apr 23 <i>ONLINE</i>



**BELONG AT DAYBREAK**

Start the new year and new you with a weekly dose of dancing, community, and discussion. Join Kelsi Palmer and “Find Your People, Create Community, and Live a More Connected Life” with a deep dive into Radha’s book *Belong* to jump start your day.

▲ **ONL** **Start and Operate Your Own Homebased Business**

Home-based businesses are the hottest business trend of the decade! In this six-week course, you’ll learn how to be your own boss and eliminate the stress of having a job. This class is a great way to start your own business or enhance the one you already have. CEUs awarded.

Total: \$119

PRD-112-G	–	Jan 13 – Feb 19 <i>ONLINE</i>
PRD-112-H	–	Feb 10 – Mar 19 <i>ONLINE</i>
PRD-112-M	–	Mar 17 – Apr 23 <i>ONLINE</i>

▲ **ONL** **Learn to Buy and Sell on eBay**

Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, this course will guide you every step of the way!

Total: \$119

PRD-264-G	–	Jan 13 – Feb 19 <i>ONLINE</i>
PRD-264-H	–	Feb 10 – Mar 19 <i>ONLINE</i>
PRD-264-M	–	Mar 17 – Apr 23 <i>ONLINE</i>

**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-M	Th 8:30AM–4:30PM <i>J. Martorana</i>	Mar 17 – Mar 24 <i>VM 3</i>
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WorkKeys® is a job skills assessment system measuring system measuring “real world” skills that employers deem critical to job success, any occupation and at any level of education.

Based on three core skill assessments:

- Applied math
- Graphic literacy
- Workplace documents

The ACT WorkKeys® NCRC provide valuable information for individuals, employers, schools, colleges, state and local governments, and training programs. Prep classes are available, visit [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned) for more information.

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>



Management

Civility in the Workplace

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

Total: \$75

PRD-852-J	F 8:30AM–12:30PM	Apr 02
	D. Hartman	VM 6

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-G	Th 5:00PM–8:00PM	Jan 07 LSC 100
PRD-862-H	Th 5:00PM–8:00PM	Feb 04 LSC 100
	I. Staff	
PRD-862-J	Th 5:00PM–8:00PM	Apr 01 LSC 100
PRD-862-K	Th 5:00PM–8:00PM	May 06 LSC 100
PRD-862-M	Th 5:00PM–8:00PM	Mar 04 LSC 100



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Providing you the results-driven training that delivers a stronger workforce tomorrow.

Contact Theresa Shank today for a free consultation.

[tmshank@hagerstowncc.edu](mailto:tmshank@hagerstowncc.edu)  
240-500-2476

Scholarships Available



CHILD CARE CERTIFICATION

Providing you the opportunity to be in front of the class.

Required:

Child Growth and Development

Specialization Course:

Infant and Toddler Care  
Preschool Curriculum & Activities  
School Age Child Care

Visit [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned) for more information and scholarship application.

## 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-J	Sa 9:00AM–3:30PM	Apr 03 CPB 213
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### ONL Child Care Administration

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

Total: \$275

PLC-592-H	–	Feb 04 – Mar 25 ONLINE
PLC-592-J	–	Apr 15 – May 27 ONLINE

### ONL Communication Skills for Child Care Professionals

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

Total: \$123

PLC-652-H	–	Feb 08 – Feb 22 ONLINE
PLC-652-K	–	May 03 – May 17 ONLINE

### ONL Supervising Children in Child Care

This continuing education course is designed for professionals in the education or child care career field and provides MSDE/Office of Child Care regulations and best practices for age and developmentally appropriate supervision of children. Topics include child care regulations and best practices, supervisory strategies for indoor and outdoor environments, and active monitoring.

Total: \$53

PLC-822-G	–	Jan 04 – May 21 ONLINE
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### ONL Developmentally Appropriate Practices

This continuing education course is designed for professionals in the education or child care career field and provides instruction on development appropriate practices to include children with special needs. Topics include national standards, essential components of developmentally appropriate practice, and behavioral strategies to support children's learning and development.

Total: \$53

PLC-824-G	–	Jan 04 – May 21 ONLINE
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### ONL Taking Learning Outside

Topics include activity planning, environmental design, and material/equipment selection.

Total: \$53

PLC-825-G	–	Jan 04 – May 21 ONLINE
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### ONL Nutrition and Active Living

Topics include nutritional needs of all children, promoting healthy growth and development, strategies to inform families on providing nutritional food items, and developing physical games and large motor activities to promote physical growth.

Total: \$53

PLC-826-G	–	Jan 04 – May 21 ONLINE
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### ONL Playground Safety

Topics include age-appropriate and accessible playground equipment and surfacing materials, appropriate playground supervision, and outdoor safety checks.

Total: \$53

PLC-827-G	–	Jan 04 – May 21 ONLINE
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### ONL Including All Children and the ADA

This continuing education course is designed for professionals in the education or childcare career field and provides information, strategies, and resources for developing and implementing an early childhood education environment that is inclusive to all children and families. Topics include: the requirements of Americans with Disabilities Act (ADA), inclusionary practices based on national standards and best practices, and local, state, and national resources.

Total: \$53

PLC-828-G	–	Jan 04 – May 21 ONLINE
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### ▲ ONL Supporting Children With Disabilities

Topics include programs, terms, and resources that support children with special needs, an understanding of the child care professional's role in supporting IEP/IFSPs, and how to select materials to adapt both instruction and the environment to motivate learning.

Total: \$33

PLC-829-G	–	Jan 04 – May 14 ONLINE
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### ▲ ONL Sudden Infant Death Syndrome (SIDS)

This course is designed to help caregivers understand Sudden Infant Death Syndrome (SIDS) that may affect healthy infants under one year of age.

Total: \$53

PLC-846-G	–	Jan 04 – May 21 ONLINE
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### ▲ ONL Child Growth and Development

This online course is designed to prepare students for positions in child care centers: the course satisfies the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include: an overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$275

PLC-874-G	–	Jan 08 – Feb 26 ONLINE
PLC-874-J	–	Apr 16 – May 28 ONLINE

### \$ ▲ ONL Infant and Toddler Care

This course is designed to provide an overview of infant and toddler care and curriculum planning based on child development theory and best practices for children birth through two years of age. It is approved by the Maryland State Department of Education (MSDE) for infant toddler teacher certification training. Topics include: curriculum planning, goal setting, and selection of age appropriate materials and methods. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$275

PLC-875-G	–	Jan 11 – Mar 01 ONLINE
PLC-875-M	–	Mar 29 – May 18 ONLINE

### \$ ▲ ONL Preschool Curriculum & Activities 45 Hours

This course is one in a series designed for prospective child care teachers and directors working with preschool-age children and provides instruction on developing career skills in child care curriculum planning. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$275

PLC-998-G	–	Jan 11 – Mar 01 ONLINE
PLC-998-M	–	Mar 29 – May 18 ONLINE

### \$ ▲ ONL School Age Child Care: Curriculum

Topics include curriculum planning, age-appropriate materials, and methods for children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children, and also satisfies the nine-hour communication skills requirement. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$275

PLC-798-G	–	Jan 20 – Mar 10 ONLINE
PLC-798-J	–	Apr 14 – May 26 ONLINE

### \$ ▲ ONL Supporting Breastfeeding in Child Care

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

Total: \$53

PRC-001-G	–	Jan 04 – May 21 ONLINE
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▲ **ONL Basic Health & Safety Training**

This continuing education course is designed to provide child care professionals with basic information about critical health and safety topics related to child care settings. Topics include: establishing and maintaining safe and healthy environments, including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and sanitation practices and procedures.

Total: \$53

PRC-090-G	—	Jan 04 – May 21 ONLINE
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▲ **ONL Pyramid Model for Social and Emotional Competence - Preschool**

Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you could help a child who has trouble getting along with others or making friends? Do you wish you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of SEFEL (Social and Emotional Foundations for Early Learning), gain strategies for understanding, addressing and preventing challenging behavior in children ages 3-5, and practice positive ways to support children with challenging behaviors toward social competence and success. MSDE Core of Knowledge: 18hrs CD. No fees refunded as of the first class date. No tuition refunded after the fifth class date.

Total: \$158

PRC-091-H	—	Feb 22 – Mar 29 ONLINE
PRC-091-K	—	May 03 – Jun 07 ONLINE

**Personal Trainer**

\$ **Personal Trainer - I**

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

Total: \$308 — Senior Total: \$128

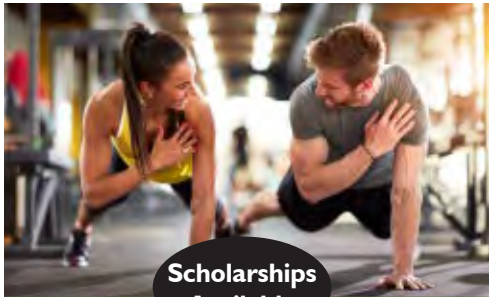
PRC-064-G	Sa 1:00PM–4:00PM	Jan 30 – Mar 06 CPB 210
PRC-064-J	Sa 9:00AM–12:00PM	Apr 17 – May 22 ARCC 201

\$ **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-G	Sa 9:00AM–12:00PM	Jan 30 – Mar 06 ARCC 201
PRC-065-J	Sa 1:00PM–4:00PM	Apr 17 – May 22 CPB 210



**PERSONAL TRAINER**

A combination of lecture and hand-on practical training prepares you to receive nationally-recognized World Instructor Training School (W.I.T.S.) personal trainer certification.

Visit, [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned) for scholarship information.



## 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 is included in the price of this course. Students will receive the book on the first night of class.

Total: \$228 — Senior Total: \$164

PRC-062-G	MW 6:00PM–9:00PM L. Riggs	Jan 20 – Feb 24 CPB 212
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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-M	MW 6:00PM–9:00PM L. Riggs	Mar 01 – Apr 05 CPB 212
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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-M	W 9:00AM–12:00PM	Mar 17 VM 4
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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-H	W 9:00AM–12:00PM	Feb 17 VM 4
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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-M	W 1:00PM–3:00PM	Mar 17 VM 4
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## REAL ESTATE PRINCIPALS AND PRACTICES



**Scholarships  
Available**

### Principles and Practices I

PRC-062 G MW Jan 20 – Feb 24

### Principles and Practices II

PRC 063 M MW Mar 1 – Apr 5

Meets the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination

Visit: [www.hagertowncc.edu/coned](http://www.hagertowncc.edu/coned) for scholarship information.

### 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.

## MS Office

### ▲ ONL Intermediate Microsoft Excel 2016

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016, and discover how this powerful MS Office program can boost your productivity. In these hands-on lessons, you'll learn how to create informative, eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you'll find out how easy it is to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you'll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert!

Total: \$139

CMR-131-G	–	Jan 13 – Feb 19 ONLINE
CMR-131-H	–	Feb 10 – Mar 19 ONLINE
CMR-131-M	–	Mar 17 – Apr 23 ONLINE

## Office Associate

### Office Associate Certificate Program - Level I

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

Total: \$636 — Senior Total: \$383

CMR-031-G	MW 6:00PM–9:00PM <i>R. Kayed</i>	Jan 25 – Apr 05 VM 5
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### Office Associate Part 1B

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 1B emphasizes book keeping concepts and hands-on application using QuickBooks.

Total: \$129

CMR-041-J	MW 6:00PM–9:00PM <i>R. Kayed</i>	Apr 07 – May 05 VM 5
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### ▲ ONL Accounting Fundamentals

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

Total: \$119

PRD-621-G	–	Jan 13 – Feb 19 ONLINE
PRD-621-H	–	Feb 10 – Mar 19 ONLINE
PRD-621-M	–	Mar 17 – Apr 23 ONLINE



## OFFICE ASSOCIATE

Enhance your resume or take your professional skills to the next level, HCC's Office Associate Certificate Program provides challenging coursework and the training you need to reach your professional goals.

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



## Repair/Networking

### ▲ ONL Introduction to PC Troubleshooting

Decipher what's happening under the hood of your PC and save time and money with support calls. Introduction to PC troubleshooting takes you step by step through typical hardware and operating system problems and how to solve them. Find out the key steps for optimizing Windows and keeping your PC up and running. See the online outline for course requirements. CEUs awarded.

Total: \$109

CMR-093-G	–	Jan 13 – Feb 19 ONLINE
CMR-093-H	–	Feb 10 – Mar 19 ONLINE
CMR-093-M	–	Mar 17 – Apr 23 ONLINE

### PC Tech: Operating Systems

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

Total: \$520 — Senior Total: \$282

CMT-151-G	Th 5:30PM–8:15PM D. Leisher	Jan 14 – Apr 27 ATC 200
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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.

Total: \$651

CMT-355-G	W 6:00PM–9:55PM Sa 9:00AM–2:00PM J. Drooger	Jan 13 – Mar 03 Mar 06 STEM 109/109
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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-M	W 6:00PM–9:55PM Sa 9:00AM–2:00PM J. Drooger	Mar 17 – Apr 28 May 01 STEM 109/109
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## 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-J	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Apr 27 – Apr 28 <i>IND 200</i>
TDV-044-M	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Mar 02 – Mar 03 <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-G	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Jan 16 – Jan 23 <i>IND 200</i>
TDV-053-J	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Apr 03 – Apr 10 <i>IND 200</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-G	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Jan 30 – Feb 27 <i>IND 200</i>
TDV-054-J	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Apr 17 – May 15 <i>IND 200</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-A	MW 6:00PM–9:15PM <i>E. Ferris</i>	Jan 25 – Feb 24 <i>CPB 210</i>
DRV-001-B	Sa 9:00AM–12:15PM <i>E. Ferris</i>	Jan 30 – Apr 03 <i>ONLINE</i>
DRV-001-C	MW 6:00PM–9:15PM <i>E. Ferris</i>	Mar 15 – Apr 14 <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-A	TuTh 5:30PM–8:45PM <i>J. Lemus</i>	Apr 27 – May 27 <i>VM 6</i>
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## Motorcycle

### Basic Rider Course

If you have limited or no motorcycle riding experience, our rider coaches help you develop the skills to operate a motorcycle safely with six hours of informative classroom and eleven hours of hands-on motorcycle instruction. Motorcycles are provided for training on a closed range. Maryland residents can successfully complete MVA authorized written and skills test to receive a certificate for the Maryland Class M license. Online eCourse completion also required prior to range (online code will be emailed one week before class; book will be provided in class).

Total: \$298 — Senior Total: \$208

MST-101-A	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM	Mar 24 – Mar 25 Mar 27 – Mar 28 <i>CPB EU/213</i>
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Basic Rider 2-LW

Designed for individuals who have current riding experience but no motorcycle license, the Basic Rider 2 course meets the requirements to obtain a Class M license but in half the classtime. The course includes a combination of instruction online, in the classroom, and on a Motorcycle Safety Foundation recognized range, including MVA approved written and riding tests. Online ecourse completion required before range session (online code will be emailed one week prior to class).“

Total: \$298 — Senior Total: \$182

MST-102-J	Th 5:45PM–9:00PM	Apr 01
	Sa 7:30AM–4:30PM	Apr 03 CPB EU /213

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-H	MW 6:00PM–9:00PM	Feb 22 – Apr 07
	T. Kroon	CPB 124

Forklift

\$ Forklift and Material Handling

In this course, participants are prepared for employment opportunities in warehouse and distribution facilities with an emphasis on workplace safety and developing proper material handling skills. Participants will perform material handling operations manually and with a variety of standard motorized equipment while practicing workplace safety.

Total: \$250

TRD-234-G	F 9:00AM–4:00PM	Apr 09 – Apr 16
	A. Obitts	Day Reporting Center
TRD-234-G	F 9:00AM–4:00PM	May 28 – Jun 04
	A. Obitts	Day Reporting Center

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).

Certified Production Tech

\$ Certified Production Tech - Safety

The CPT program is designed for training and certifying individuals with the core technical competencies needed to enter front-line production jobs in all manufacturing sectors. A series of four classes, this first course covers various aspects of safety in classroom and online learning. Must have access to the Internet to complete course activities.

Total: \$483

TRD-308-H M 4:00PM–7:00PM Feb 22 – Mar 29

Construction Equipment Operator

\$ 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

TRD-217-M M 6:00PM–9:00PM Mar 15 – Apr 05  
P. Cashell ETTC 101

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: \$1895 — Senior Total: \$1745

TRD-045-G M thru Su 8:00AM–6:00PM Jan 16 – Jan 23  
VM 8

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-G Su 8:00AM–6:00PM Jan 24  
C. Staff

Plumbing

Plumbing and Pipefitting

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

Total: \$426 — Senior Total: \$232

CNT-105-G W 5:30PM–8:15PM Jan 13 – Apr 28  
ETTC 101



WELDING

Discover a career path as a welder in our program that builds your knowledge of the industry while developing the hands-on expertise to enter the world of commercial welding. Our experienced instructors emphasize safety and utilize skill activities in a variety of welding technologies within our professional equipped lab. Program courses include:

- Applied Welding Math
- Introduction to Welding
- Intermediate Welding (Stick, MIG, or TIG)
- Welding Fabrication
- AWS Certification Prep

Courses offered most semesters



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-G	M 5:30PM–8:30PM	Jan 25 – Apr 05
	J. Kreps	CPB 232

\$ 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-G	Tu 5:30PM–9:30PM	Jan 19 – Mar 30
	P. Gidich	CPB 142 /142
CNT-106-H	W 5:30PM–9:30PM	Jan 20 – Mar 31
	S. Staley	CPB 142A /142

\$ AWS Welding Certification Preparation

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

Total: \$530 — Senior Total: \$368

CNT-206-M	MTh 5:30PM–8:15PM	Mar 15 – May 03
	J. Smith	CPB 142A /142

\$ 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-G	W 5:30PM–9:30PM	Jan 20 – Mar 31
	S. Staley	CPB 142A /142

\$ 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-H	W 5:30PM–9:30PM	Jan 20 – Mar 31
	S. Staley	CPB 142A /142

\$ Welding Layout and Fabrication

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

Total: \$500 — Senior Total: \$338

CNT-116-G	MTh 5:30PM–8:15PM	Jan 11 – Mar 04
	J. Smith	CPB 142A /142

## 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-J	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 07 CPB 210
NRS-923-K	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 21 CPB 213
NRS-923-L	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 18 CPB 213
NRS-923-M	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Mar 25 CPB 211

### 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-H	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 04 CPB 213
NRS-924-J	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 25 CPB 213

## Health Care Certificate

### \$ Foundations for Healthcare Careers

This course introduces students to important healthcare concepts and professional career development skills to prepare students for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records,

patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and medical terminology. Communication skills are practiced with special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment.

Total: \$239 — Senior Total: \$156

HCE-108-G	TuTh 5:30PM–9:30PM	Jan 05 – Jan 28 CPB 213/211
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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-H	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Feb 27 CPB 152
NRS-742-M	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Mar 27 CPB 152

### ▲ **ONL Explore Adm Medical Assistant Career**

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

Total: \$119 — Senior Total: \$84

NRS-884-G	—	Jan 13 – Feb 19 ONLINE
NRS-884-H	—	Feb 10 – Mar 19 ONLINE
NRS-884-M	—	Mar 17 – Apr 23 ONLINE

## Certified Nursing Assistant

### \$ Certified Nursing Assistant - Module 1

Designed to provide classroom and hands-on lab experience. Includes basic knowledge of health care team roles, communication skills, life span, and death and dying. Covers body systems, chronic and acute conditions, rehabilitation and nutrition. Learn medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Develop "hands-on" skills competency in a clinical lab. Pre-requisite HCE-108 Introduction to Healthcare Careers.

Total: \$848

HCE-105-H	MTuW 5:00PM–9:00PM	Feb 01 – Mar 03 CPB 152
HCE-105-M	MTuWTh 9:00AM–2:00PM	Feb 01 – Feb 18 CPB 152

### \$ Certified Nursing Assistant Module 2

Designed to provide classroom and hands-on lab experience. Includes basic knowledge of health care team roles, communication skills, life span, and death and dying. Covers body systems, chronic

and acute conditions, rehabilitation and nutrition. Learn medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Develop "hands-on" skills competency in a clinical lab.

Total: \$699 — Senior Total: \$374

HCE-106-M	MTuW 5:00PM–9:00PM	Mar 08 – Mar 31 CPB 152
HCE-106-N	MTuWTh 9:00AM–2:00PM	Feb 24 – Mar 11 CPB 152

### \$ Certified Clinical Assistant - Clinical

This course provides practical clinical experience for certified nursing assistant students. Topics include: personal care skills, vital signs, transferring skills, etc.

Total: \$388 — Senior Total: \$160

HCE-107-J	MTuW 5:00PM–9:00PM	Apr 05 – Apr 26 CPB 152
HCE-107-M	MTuW 5:00PM–9:00PM	Mar 15 – Mar 19

## Dental Seminar

### Local Anesthesia for Dental Hygienist

Through a combination of lecture and hands-on lab work, students will gain skills through the implementation of local anesthesia. This course will provide the Maryland licensed dental hygienist with initial theory and clinical laboratory components to perform local anesthesia in the state of Maryland according to the rules and regulations of the Maryland State Board of Dental Examiners. Textbook: Logothesis, D.(2016). Local Anesthesia for Dental Hygienist, 2nd ed. St. Louis: Elsevier.

Total: \$650

HCE-047-M	TuWTh 8:00AM–5:00PM J. Suminski	Mar 09 – Mar 11 CPB 124
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**Scholarships Available**

## CERTIFIED NURSING ASSISTANT

Certified Nursing Assistant training provides classroom and hands-on-lab experience for a successful entry-level career in the growing healthcare field.

- Foundations of Healthcare
- Certified Nursing Assistant Mod 1
- Certified Nursing Assistant Mod 2
- Certified Nursing Assistant Clinical

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

## Nitrous Oxide Administration and Monitoring for the Dental Hygienist

This course provides dental hygienists with basic and current concepts in the administration and monitoring of nitrous oxide sedation. Topics include: history, philosophy and psychology of nitrous oxide minimal sedation; physiological and psychological aspect of pain and anxiety; the management of pain and anxiety; indication and contraindication of nitrous oxide; medical assessment; stages of sedation; pharmacological and physiological effects; complications and medical emergencies; occupational exposure; the administration and monitoring; prevention, recognition and management of possible complications of inhalation sedation. This course consists of two components which include 4 hours of lecture; followed by a written examination, followed by 2 hours of clinical followed by a competency evaluation. Course participants must pass the written examination with a 75% or greater and the clinical competency with a 100%. This course prepares students to pass the CDCA written nitrous oxide exam by the Maryland State Board of Dental Examiners. Textbook is not included in pricing. ISBN: 978-1455745470

Total: \$284

HCE-053-M	F 8:00AM–3:00PM	Mar 26
	<i>J. Suminski</i>	<i>CPB 124</i>

## Health Seminars

### Kettering Review for the ARRT™ Radiography Exam

This course provides each participant with a comprehensive review of the art and science of diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists (ARRT) Registry Examination.

Total: \$185

NRS-991-M	TuW 8:00AM–5:30PM	Mar 16 – Mar 17
NRS-991-MS	TuW 8:00AM–5:30PM	Mar 16 – Mar 17

## NCLEX Review

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

Total: \$585

NRS-854-G	MTuWTh 8:00AM–4:00PM	Jan 04 – Jan 07
		<i>CPB 213 /211</i>
NRS-854-GS	MTuWTh 9:00AM–4:00PM	Jan 04 – Jan 07
		<i>CPB 213 /211</i>

## Nursing

### 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-M	Sa 8:00AM–5:00PM	Mar 20 – Mar 27
	<i>L. Smigelski</i>	<i>CPB 232</i>

### Nurse Refresher Course Theory Portion Hybrid

This course is the first in a three-step series designed for registered or licensed practical nurses to reinstate an inactive Maryland nursing license and consists of a hybrid class with 40 classroom hours and online course work totaling 80 hours of content. Areas of concentration include: delivery of care utilizing the nursing process; medication calculation and administration; adult medical/surgical nursing; and current issues, trends, and nursing practice. Students are expected to complete assignments on a weekly basis for the online component. Successful completion requires an 80 percent or higher average score on four exams and completion of 10 weekly assignments with an average score of 80 percent. There is a required textbook, the cost of which is in addition to the class fees. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 10th Edition ISBN:9780323328524

Total: \$975 — Senior Total: \$585

NRS-988-J	MW 6:00PM–10:00PM	Apr 05 – Jun 14
	<i>M. Brown, G. Haywood, C. Ware, H. Law</i>	<i>CPB 211</i>



## Phlebotomy

### \$ Phlebotomy: Theoretical and Practical Applications

In Phlebotomy: Theoretical and Practical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic system, applicable medical terminology and an overview of healthcare settings where phlebotomy services are performed. Students learn and apply professional ethics and behavior; interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely as they progress to Practical Applications. For Practical Applications students learn to perform venipuncture and specialized phlebotomy procedures. Students are familiarized with blood collection equipment and selection, specimen handling and identifying complications related to blood collection and medical errors. Students train on a variety of procedures and techniques for typical and special populations. Special topics in specimen uses for testing in forensics, workplace and sports are explored. Hands-on skills practicums prepare students for the clinical course. The full program includes classroom and both in-class and on-site clinical practice at local health care facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which

must be passed prior to starting the clinical course. The program prepares students to take several national certification exams.

Total: \$1,207 — Senior Total: \$656

HCE-109-M MW 5:00PM–9:30PM Mar 01 – Apr 14  
K. Weicht

### \$ Phlebotomy Technician: Clinical Externship

This course provides students hands on work experience and practice to successfully perform the role and responsibilities of a phlebotomist technician in a professional setting. Students complete 100 hours and a minimum of 125 successful venipunctures under the supervision of an experienced phlebotomist. Student progress is evaluated throughout the clinical placement.

Total: \$305 — Senior Total: \$187

HCE-111-K – May 10 – Jun 30

## PHLEBOTOMY TECHNICIAN

Technical classroom training with hands-on experience that develops necessary skills for entry-level careers in a hospital lab environment.

- Foundations of Healthcare
- Phlebotomy Technician: Theoretical and Practical Applications
- Phlebotomy Technician: Clinical Externship

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



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-G	TuTh 9:30AM–10:30AM S. Rodgers	Jan 05 – Feb 11 HSA HALL
FIT-005-H	TuTh 9:30AM–10:30AM S. Rodgers	Feb 23 – Apr 01 HSA HALL

Mind Body Spirit

Battling the Winter Blues

Are you feeling S.A.D. with the start of the winter months? Does the thought of those winter “blues” have you worried and dreading the long, dark days ahead? You may be one of 3 million people who face Seasonal Affective Disorder every year, but don’t let S.A.D. take you down this winter! Beat the S.A.D.ness by gaining a better understanding of the causes, symptoms, simple steps you can take to fight back, and knowing when to seek additional support.

Total: \$25

MBP-147-G	W 6:00PM–8:30PM L. White	Jan 27 CPB 213
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ART JOURNALING

Art journaling provides a blank canvas to explore your inner most thoughts through creative self-expression.

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

Art Journaling for Self-Discovery



Commonly used as part of the therapeutic process, art and journaling can be tools to help you explore areas of your unconscious and subconscious. Through art journaling, you can channel your thoughts on paper and benefit from the calming, cathartic and often clarifying ritual of putting pen, brush, or pencil to paper. Through time and practice, regular art journaling can help you focus on what matters. Join us as we embark on this journey and learn the tools to establish your own therapeutic art journaling practice.

Total: \$49 — Senior Total: \$45

DSA-013-M	M 6:30PM–8:30PM S. Schaefer	Mar 08 – Mar 29 VM 4
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Mindfulness in Nature

Clocks springing forward can be a welcome signal of the warm weather ahead, or a dreaded reminder of how frazzled we are after a hectic day. Focus on the positive and find peace through a mindfulness journey in the outdoors with Nature Therapy Guide Charissa Hipp. Take time to pause and be in the present moment to reconnect with yourself and nature. This class meets on location at Antietam National Battlefield and is limited to only 10 students. Rain Date: Thursday, March 25

Total: \$25

DRC-004-M	Th 9:00AM–11:30AM C Hipp	Mar 18
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CERTIFIED PEER RECOVERY SPECIALIST

new

Scholarships Available

Certified Peer Recovery Specialist program launches at HCC. If you have lived experienced or were affected by someone's substance abuse and desire to learn more about this exciting program that can change your life and the lives of others, visit [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned).

Arts, Music, Language

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-G	M 6:30PM–8:30PM	Jan 25 – Feb 22
	S. Schaefer	VM 3

Low Light Photography



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

Total: \$79 — Senior Total: \$49

ANE-284-H	W 6:30PM–8:30PM	Feb 24 – Mar 17
	S. Schaefer	VM 3

Art Journaling: Self-Discovery Through Self-Expression



Described as self-discovery through “self-expression,” by Tangie Baxter, art journaling is about giving yourself the time and space to explore your thoughts and emotions through creative self-expression. And the best part? There are no rules! You can create a journal to collect inspirational quotes, a diary for soul-searching, a planner to set goals and intentions, or a set of blank pages for whatever strikes your fancy at any given moment. Use watercolor, colored pencil, collage, pen and ink, or a mish-mash of mediums. We’ll help you get started with examples for inspiration, journaling prompts, artistic guidance, and encouragement.”

Total: \$49 — Senior Total: \$45

DSA-010-M	M 6:30PM–8:30PM	Mar 08 – Mar 29
	S. Schaefer	VM 4

How to Create a Photo Book To Bring Your Images to Life



You’ve taken photos of big life milestones, amazing travel adventures, and all the meaningful moments in between. But now what? Bring those memories and images to life with a photo book you can flip through and reminisce over, share with your family, friends, and coworkers, or to give as a gift. You’ll get an overview of the most popular and easy-to-use tools like Shutterfly, Snapfish, and Mpix, plus hands-on guidance on how to select, arrange, and narrate your favorite images to create a photo book. At the end of three weeks,

you’ll have a completed project, ready to print and share. Registration does not include the cost to print and ship your book.

Total: \$49 — Senior Total: \$45

DSA-011-G	W 6:30PM–8:30PM	Jan 20 – Feb 03
	S. Schaefer	VM 2

ONL Fiction Writing Workshop



So you’ve always dreamed of writing a novel? Or have you already published a few pieces and you’re looking to take your writing further? In this hands-on workshop, you’ll learn all the elements of great fiction: from character, motivation, and conflict to structure, setting, and scene-writing. Practice your hand at crafting dialogue, writing gorgeous sentences, showing instead of telling, and revising your work to commercial writing standards. We’ll also discuss the business of writing with a step-by-step guide to getting published. This course will be held virtually through Zoom and D2L to offer you the best of both worlds: an in-depth, at-your-own-pace learning experience plus live interaction.

Total: \$99 — Senior Total: \$45

ANE-384-G	Th 6:00PM–7:00PM	Jan 28 – Feb 25
	J. Castillo	ONLINE

ONL Novel Writer’s Boot Camp



Here it is, by popular request! You asked for a class that would help you through the snags and pitfalls of writing that first draft. This 10-week class features feedback sessions, support materials, editing topics, plus goal-setting assistance, troubleshooting, and group critique opportunities. You don’t have to go it alone! Instructor Julie Castillo will contact you prior to the class start date for an online course orientation. Please contact her at [jmwriterslife@aol.com](mailto:jmwriterslife@aol.com) if you have questions concerning this class. This course will be held virtually through Zoom and D2L to offer you the best of both worlds: an in-depth, at-your-own-pace learning experience plus live interaction.

Total: \$199 — Senior Total: \$85

ANE-382-H	Tu 6:00PM–7:00PM	Feb 16 – Apr 19
	J. Castillo	ONLINE

ONL How to Publish Your Book



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

goal is to get published, this workshop is for you! This course will be held virtually through Zoom and D2L to offer you the best of both worlds: an in-depth, at-your-own-pace learning experience plus live interaction.

Total: \$99 — Senior Total: \$45

ANE-383-J	Th 6:00PM–7:00PM <i>J. Castillo</i>	Apr 15 – May 13 <i>ONLINE</i>
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## Creating Custom Valentine's With Iris Paper Folding

Iris Paper Folding is a wonderful technique that looks difficult but is fairly easy to master. The "iris" in Iris Paper Folding is not about flowers, but because the technique looks like the center, or iris, of a camera lens. You will be able to make you own unique designs with an abundance of supplies provided. All materials are included in the course fee and directions are provided to you so you can create additional projects on your own."

Total: \$19

DSA-012-H	M 2:00PM–4:00PM	Feb 08 <i>VM 8</i>
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## Culinary

### All You Knead Is Love



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. 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: \$275 — Senior Total: \$120

CLN-014-M	W 12:00PM–3:00PM <i>Chef M. Tobei</i>	Mar 10 – Apr 07 <i>CPB VEATERY</i>
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### Simmering Soups



Winter is the perfect time to warm up your kitchen with the smell of simmering soup. Every great soup starts with a delicious stock. In week one, you'll learn how to make a classic vegetable stock as well as a flavorful bone broth. In week two, you'll thicken a broth with roux to make veloute, a rich sauce that can be used to make a variety of creamy soups. Learn how to make a roux and how to use it as a thickener which enhances flavor. Roll up your sleeves, get cooking in our commercial kitchen, and enjoy a full serving of your culinary efforts. Menu: Beef Ramen Noodle Soup and Mushroom Veloute Soup

Total: \$115 — Senior Total: \$79

CLN-025-G	W 10:00AM–1:00PM	Jan 13 – Jan 20 <i>CPB VEATERY</i>
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## Hearty Casseroles

In the dark, frigid days of winter, bring warmth to your home and brighten your spirits with delicious, hearty casseroles. The yummiest casseroles focus on one of the most popular French Mother Sauces, Bechamel Sauce. This basic sauce is used to make a variety of sauces and soups. Today's menu will feature the American classic, baked macaroni and cheese, as well as broccoli cheddar soup.

Total: \$85

CLN-028-G	W 10:00AM–1:00PM <i>Chef M. Tobei</i>	Jan 27 <i>CPB VEATERY</i>
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## COOKING WITH LOVE

Add some sugar and spice to your relationship with culinary courses.

### Cooking With Love: Lady and the Tramp



Treat your valentine to two afternoons full of delicious food and quality time in a cooking class designed for couples. Add a little spice and heat to your relationship as you prepare fresh pasta with hand-rolled meatballs in the first week's Lady and the Tramp dinner menu. Then sprinkle in a little sweetness with the second week's Forrest's Box of Chocolates menu of chocolate covered desserts and strawberries. Registration is for one person; register your valentine in our guest section, CLN-030-H, for \$20.

Total: \$229 — Senior Total: \$149

CLN-029-H	W 12:00PM–3:00PM <i>Chef M. Tobei</i>	Feb 03 – Feb 10 <i>CPB VEATERY</i>
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### Cooking With Love: Lady and the Tramp - Guest

This is the guest section for Cooking with Love: Lady and the Tramp, CLN-030-H. To register, you must first have a companion registered for CLN-029-H.

Total: \$20

CLN-030-H	W 12:00PM–3:00PM <i>Chef M. Tobei</i>	Feb 03 – Feb 10 <i>CPB VEATERY</i>
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Cooking With Love: Fifty Shades Darker

Treat your valentine to two evenings full of delicious food and quality time in a cooking class designed for couples. Add a little spice and heat to your relationship as you prepare Steak Au Poivre served with green vegetables and quinoa in the first week's Fifty Shades Darker dinner menu. Then sprinkle in a little sweetness with the second's week's Forrest's Box of Chocolates menu of chocolate covered desserts and strawberries. Registration is for one person; register your valentine in our guest section, CLN-032-H, for \$20.

Total: \$229

CLN-031-H	W 6:00PM–9:00PM Chef M. Tobei	Feb 17 – Feb 24 CPB VEATERY
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Cooking With Love: Fifty Shades Darker Guest

This is the guest section for Cooking with Love: Fifty Shades Darker, CLN-32-H. To register, you must first have a companion registered for CLN-031-H.

Total: \$20

CLN-032-H	W 6:00PM–9:00PM	Feb 17 – Feb 24 CPB VEATERY
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Dance and Recreation

Beginner Salsa and Merengue

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

Total: \$99

FIT-025-G	M 5:45PM–6:45PM J. Schein	Jan 25 – Feb 22 KEP 101
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Mindfulness in Nature

Clocks springing forward can be a welcome signal of the warm weather ahead, or a dreaded reminder of how frazzled we are after a hectic day. Focus on the positive and find peace through a mindfulness journey in the outdoors with Nature Therapy Guide Charissa Hipp. Take time to pause and be in the present moment to reconnect with yourself and nature. This class meets on location at Antietam National Battlefield and is limited to only 10 students. Rain Date: Thursday, March 25

Total: \$25

DRC-004-M	Th 9:00AM–11:30AM C Hipp	Mar 18
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Genealogy, Family Care, Parenting

SAT Prep

HYBRID

Are you ready for the SAT? Strengthen your vocabulary, grammar, critical reading, and composition skills for the reading, writing, and language sections of the SAT. Brush up on algebra I and II, geometry, and trigonometry with practice problems. You'll gain the test-taking tools and confidence you need to earn your best SAT score possible! Students will complete work online and have the option to attend one in-person and one virtual academic support session a week for one-on-one feedback and assistance. Students should have a graphic calculator. Textbook: Princeton Review SAT Prep, 2021 edition, is strongly suggested, but not required.

Total: \$149

COP-002-G	TuTh 6:30PM–8:30PM	Jan 19 – Mar 11 Hybrid/CPB 211-213
COP-002-H	TuTh 6:30PM–8:30PM	Mar 16 – May 06 Hybrid/CPB 211-213

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: \$69 — Senior Total: \$45

SEN-377-H	M 6:00PM–8:30PM C. Miller-Schultz	Feb 01 – Feb 22 VM 2
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## 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 FamilyTree software. Explore all the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research. You'll also learn a variety of methods for organizing your data.

Total: \$69 — Senior Total: \$45

SEN-097-G	F 1:30PM–4:00PM C. Miller-Schultz	Jan 22 – Feb 12 VM 2
SEN-097-H	– 9:00AM–12:00PM C. Miller-Schultz	Jan 22 – Feb 12 ONLINE

## Using DNA Kits to Dig Deeper Into Your Genealogical Roots

Are you considering using a DNA testing kit to expand your genealogical research, but aren't sure where to start? A DNA test can open a whole new world of ancestry information, but it's important to consider which kit is right for you. Which one will give you the most useful results? Will it tie into other research tools you're already using? Can you connect with genetic matches, or maintain your privacy? What about legal protections, or lack thereof? And once you get your results, how can you best use them to further your genealogical research? Carol Miller-Schultz will walk you through these questions and help you choose the right kit for your genealogy goals.

Total: \$25

SEN-556-M	M 6:00PM–8:00PM C. Miller-Schultz	Mar 08 VM 2
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## History

### The Burgoyne Campaign of 1777 in the American Revolution



British General John Burgoyne's defeat at Saratoga in 1777 has been termed one of, if not, the defining moment in the American Revolution. Come discuss London's strategic plan for winning the war; The Burgoyne Campaign: from Quebec to Saratoga; the two battles of Saratoga; capitulation and the Convention Army; and the US Alliances with France, France with Spain, and their impact.

Total: \$115 — Senior Total: \$69

HCR-059-H	Tu 9:00AM–12:00PM R. Swartz	Feb 16 – Mar 09 VM 4
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## American Crises, 1781-1787



Discuss the numerous crises facing the newly created United States that led to the Constitutional Convention in Philadelphia in September, 1787. From the fiscal crisis, the potential break-up of the nation during the American Revolution by European powers, through The Articles of Confederation and Shays' Rebellion, to the potential secession of the Trans-Appalachian west and the failure of the Annapolis Convention of 1786.

Total: \$89 — Senior Total: \$49

HCR-047-J	Tu 9:00AM–12:00PM R. Swartz	Apr 13 – Apr 27 VM 4
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## Money Matters

### End Notes



While we know we aren't immortal, most of us don't have our paperwork together for when the time comes. And the result of lack of planning is anxiety and hardship for our loved ones. This series of workshops is relevant to all ages and will cover critical areas to plan for - legal and financial matters, health and medical issues, our digital lives, funerals and memorials, and much more.

Total: \$99 — Senior Total: \$65

MON-024-M	M 1:00PM–3:00PM K Baryliski	Mar 08 – Mar 29 CPB 210
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## BELONG AT DAYBREAK

Start the new year and new you with a weekly dose of dancing, community, and discussion. Join Kelsi Palmer and "Find Your People, Create Community, and Live a More Connected Life" with a deep dive into Radha's book *Belong* to jump start your day.

See Page 5 for details.

## 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. If the employer is paying for your textbook, a separate letter or purchase order must be submitted to the Bookstore at the time of purchase.

## **ed2go Online Course Registration Information**

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

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

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

## **College Holidays**

- January 18, 2021 – Martin Luther King Day
- March 12, 2021 – Spring Break
- May 31, 2021 – Memorial Day

## **Parking**

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

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

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

## **Emergency Closing**

In case of severe weather or other emergency conditions, you should 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**

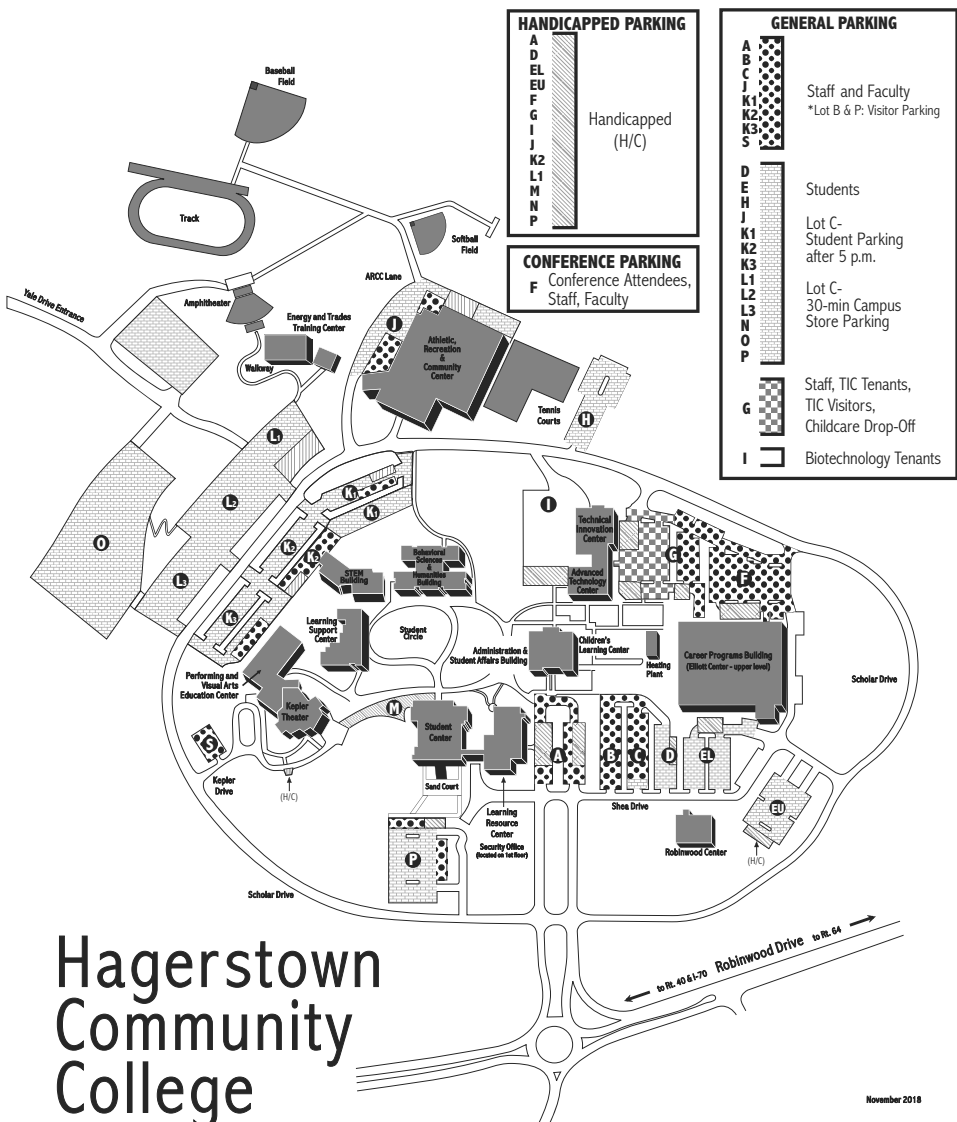
Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors. Effective January 1, 2015, HCC will be a tobacco-free campus. The Tobacco-Free Policy applies to all Hagerstown Community College facilities and vehicles, 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.

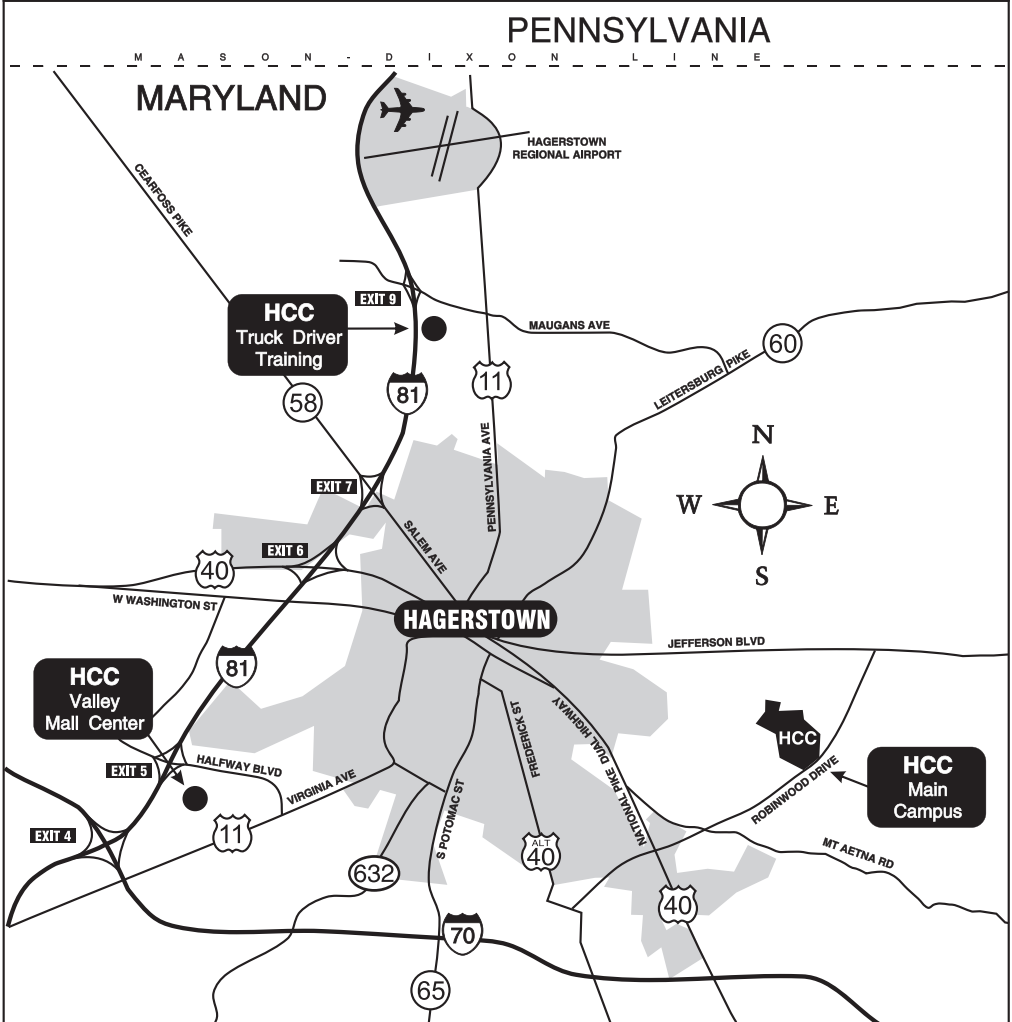
Individuals requiring special accommodations are requested to contact the Office of Student Services at 240-500-2240 to make arrangements no later than 10 days prior to the meeting or course

# CAMPUS MAP





# HIGHWAY MAP



## DIRECTIONS TO HCC

### From Interstate 70

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

### From Interstate 81

Take exit 6A on to Route 40 East. Proceed through downtown Hagerstown and continue straight (road is now called Dual Highway). Turn left on Mt. Aetna Road. At second stop light turn left on to Robinwood Drive. Enter the circle and take the third right onto the HCC campus.



Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, Maryland 21742-6514  
240-500-2236  
[www.hagerstowncc.edu](http://www.hagerstowncc.edu)

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# College for Kids Registration



# Coming February 2021!