



Workforce Solutions & Continuing Education

Fall 2021 Non-Credit Schedule



Welding



Phlebotomy



Culinary

**Scholarships
available!**

Scholarships
Available

Look for the logo
on select programs

Discover Yourself



Business Management Bootcamp



Diesel Mechanic

Workforce Solutions • Personal Enrichment • Career Development



HCC Workforce Solutions & Continuing Education

SCHOLARSHIPS AVAILABLE!

Scholarships may provide 100% of the cost of attendance in the following programs:

- Certified Nursing Assistant
- Childcare*
- Certified Peer Recovery Specialist
- Diesel Technician
- MS Office Associate*
- Nurse Refresher*
- Personal Trainer*
- Phlebotomy
- Real Estate*
- Vet Assisting*
- Welding
- Construction (Pre-Apprenticeship)
- Forklift

Scholarships are available to all individuals in the tristate region who meet the citizenship requirement, or have proof of legal immigration status, and have been affected by the health crisis.

Scholarships are part of the Governor's Emergency Education Relief (GEER) funds; Part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

**MHEC funded and are subject to MD resident or have graduated from MD High School*

**For more information, call 240-500-2236 or visit
www.hagerstowncc.edu/CEfunding**



Fall 2021

HCC CONTINUING EDUCATION



**3 ANIMAL CARE/
VETERINARY OFFICE**

Professional Pet Grooming

**4 BUSINESS AND
PROFESSIONAL TRAINING**

Management Boot Camp

Leadership

Management

WorkKeys Preparation

7 CERTIFICATION AND LICENSURE

Child Care

Hospitality

Real Estate

13 COMPUTERS

MS Office

Office Associate

Repair/Networking

**15 TRANSPORTATION AND
DRIVER EDUCATION**

CDL – Commercial Driver

Driver Education

Motorcycle

Small Engine

Deisel Technician

**17 INDUSTRIAL TECHNOLOGY
AND TRADES**

Construction Home Inspector

Industrial Technology

Welding

21 NURSING

Basic Life Support (BLS)

Health Care Certification

Nursing

29 HEALTH AND WELLNESS

Mind Body Spirit

30 PERSONAL ENRICHMENT

Arts, Music, Language

Culinary

Cultural Trips

Dance and Recreation

Genealogy, Family Care, Parenting

History

Home and Garden

Money Matters

Travel

40 REGISTRATION IS EASY

42 CLASSROOM LOCATIONS

43 CAMPUS MAPS

\$ Scholarship Available

▲ ONL Online Class

■ LLI 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

Working to keep you **ESSENTIAL** and **EMPLOYED.**



Dr. Jim Klauber
HCC President

Course Options | Fall 2021

HCC fall classes have a multitude of delivery options. As we transition back to campus, we are working to maintain public safety with the observance of the CDC guidelines. Classes will be offered using the following learning formats:

Scholarships (\$)

- Courses identified with the (\$) symbol have scholarship opportunities available.
- Funding is provided in part of the GEERS, EARN, and Workforce Solutions Training Scholarships.
- Students must apply prior to registration to meet all specified scholarship details.
- College for Kids (CFK) scholarships are offered in partnership with JLG and the Alice Virginia and David W. Fletcher Foundation.

Online Courses (▲ ONL)

- Courses identified as online courses will be delivered entirely online.
- These classes do not have a specific meeting time and are completed at the student's pace.
- Students must meet all specified deadlines outlined by the program expectation.

Remote Courses (REMOTE)

- This course meets online, but has a specific meeting time for the class.
- Specific class times will be used for real-time virtual sessions with the instructor and course attendees.

Hybrid Courses (HYBRID)

- The course meets primarily online, but has a required on-campus meeting component on the HCC campus.

Life-Long Learning Institute (■ LLI)

- HCC's commitment to lifelong learning provides discounts for LLI indicated classes to seniors (60+) of neighboring states within the tri-state area.

Pet Care

Professional Pet Groomer Practices I

Begin hands-on training at Central Dawgma, 1337 Pennsylvania Avenue, Hagerstown, MD 21742. You will focus on bathing, brushing, and grooming techniques for different breeds. Students must have attended and passed the pre-requisite course, Principles of Professional Pet Grooming Practices I to register for this course. You will focus on bathing, brushing, and grooming techniques for different breeds. Material fee covers the use of dog grooming stations.

Total: \$951

PET-014-C	TuTh 5:00PM–8:30PM <i>T. Walizer</i>	Sep 09 – Oct 14 <i>CDM MAIN</i>
-----------	---	------------------------------------

Professional Pet Groomer Practices II

Students continue hands-on training classes at Central Dawgma, 1337 Pennsylvania Avenue, Hagerstown, MD 21742, including graduation the last night. You will focus on techniques. Students must have attended and passed the pre-requisite course, Professional Pet Groomer Part I to enroll in this course. Material fee covers the use of dog grooming stations.

Total: \$1201

PET-015-D	TuTh 5:00PM–8:30PM <i>T. Walizer</i>	Oct 06 – Dec 09 <i>CDM MAIN</i>
-----------	---	------------------------------------



VETERINARY ASSISTANT

Veterinary Assistants handle animal routine care with veterinarians and assist with duties within a veterinarian office.

Cost: \$1420

Completion: 9 Months

Scholarships Available: Yes

2020 Median Pay: \$29,930 per year

Projected Job Outlook (growth)
16% (faster than average)

Work Environment:

Veterinary Offices (87%)
Other (13%)

**Scholarships are available and
classes start in February 2022!**

Discover Yourself

Visit hagerstowncc.edu/ConEd

Source: BLS.gov

Management Bootcamp

Hagerstown Community College
Management Bootcamp

This 7-week Bootcamp gives managers the skills to lead and supervise a team as well as gaining the basic principles of communication, project management, coaching, human resources, and customer service. This section includes the following seven courses at a discounted price.

Total: \$1202 — Senior Total: \$607

PRD-901-C	Sep 20 – Nov 03
J. Martorana, K. Palmer, M. Waltemire, C. Aaron	

Communication Skills for Managers

Communication is key! For everyone in the workplace, but particularly for managers and supervisors. Regardless of the industry or work environment, the ability to deliver clear, concise messages in verbal and/or written formats can mean the difference between success and failure. Learn to communicate via various mediums, listen effectively, engage in difficult conversations, and manage conflict.

Total: \$189

PRD-894-C	MW 5:00PM–8:30PM	Sep 20 – Sep 22
	J. Martorana	VM 8

Leadership

Coaching for Improved Performance

The complex work environment calls for managers and leaders to have skills necessary to lead a workforce of all ages. Coaching is a relatively new strategy that managers and leaders utilize to help individuals focus on improving work performance, learn new skills, and take performance to the next level. Skills, such as active listening, asking questions, and being a thinking partner set the stage for an effective coaching experience. Participants will discuss everyday work situations to determine ways coaching strategies will be successful.

Total: \$189 — Senior Total: \$95

PRD-896-E	MW 5:00PM–8:30PM	Nov 01 – Nov 03
	M. Waltemire	VM 8

Leadership Skills - the Essentials for Success

In this ever-changing world, having the right skills as a leader is critical for business and personal success. This course identifies and explores skills leading yourself first, of giving direction and delegation, building trust and sharing power, leading

by example and enabling others. Students will understand how attitudes, positive mindsets, and leadership ethics play a role in a leader's success. Participants will discuss and role play everyday leadership situations.

Total: \$189 — Senior Total: \$95

PRD-897-D	MW 5:00PM–8:30PM	Oct 25 – Oct 27
	M. Waltemire	VM 8

Management

The Significance of Supervision

This course examines the significant role supervisors play in the success and growth of an organization. Students will analyze the skill set of an effective supervisor as well as the elements of quality supervision. Areas presented include “how to topics” such as the role of the supervisor in communication, conflict management, managing power and authority, motivating and developing staff, and managing change and transitions in the workplace. This course is designed with the needs of students who are new to the role of supervisor and allows seasoned supervisors the opportunity to objectively evaluate the significance of supervision in the workplace.

Total: \$189 — Senior Total: \$95

PRD-895-C	MW 5:00PM–8:00PM	Sep 27 – Sep 29
	K. Palmer	VM 8

Human Resource Management, Meaning and Methods

The importance of human resource management has evolved in the workplace over time. Labor and Civil Rights legislation as well as various protections from discrimination in the workplace have added several layers to the processes of recruiting, hiring, performance management, benefits administration, and training. Students will learn how laws have redefined many HR processes. This course is an in depth survey of those changes as well as the role of the Equal Employment Opportunity Commission in workplace discrimination investigation and enforcement. This course also examines the importance of pro-active work place harassment prevention policies, training and the steps to achieve legal terminations.

Total: \$189 — Senior Total: \$95

PRD-898-D	MW 5:00PM–8:30PM	Oct 18 – Oct 20
	I. Staff	VM 8

Moving From Customer Service to Customer Care

What does excellent customer care look like? This course explores the behaviors that lead to high customer satisfaction and brand loyalty. Most organizations have a mission, vision and value statement. Students will examine ways in which company culture embodies or ignores the stated values of the organization. Students will learn how to apply the Ritz Carlton 3 Steps to Service, the significance of service recovery, and how to make a blameless apology. This course will also suggest and assess ways to reduce customer stress in the post-pandemic world by identifying steps to adjust the customer care model to account for customer anxiety.

Total: \$189 — Senior Total: \$95

PRD-899-D	MW 5:00PM–8:30PM	Oct 11 – Oct 13
	K. Palmer	VM 8

Project Management Essentials

Did you just get handed a project and were told to “Make it Happen”? Now you are wondering where to start? How do you build the best team to accomplish this project? How do you develop a plan if this has never been done before? How do I make sure the project stays on budget and on schedule? This course guides managers through the entire project management lifecycle. Begin with learning to develop a comprehensive plan and effective team, and then controlling project schedules, costs, and scope. Also, learn to effectively communicate progress on the project and establish effective relationships with stakeholders.

Total: \$181 — Senior Total: \$87

PRD-900-D	MW 5:00PM–8:30PM	Oct 04 – Oct 06
	J. Martorana	VM 8

Business Seminar

Personify Leadership

IT TAKES ALL YOU’VE GOT! Leadership is not for the faint of heart. When others whine, you look for solutions. When others fail, you provide comfort and coaching. It takes all you’ve got, but the good news is you have what it takes. We don’t believe leaders are born. We believe leaders are developed using the tools they were born with.

Total: \$458

PRD-890-C	TuTh 8:00AM–12:00PM	Sep 14 – Sep 23
	M. Waltemire	VM 3



CONTRACT TRAINING

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

Contact Tracey Schroder today for a free consultation.

trschröder@hagerstowncc.edu

240-500-2490

WorkKeys® Preparation

WorkKeys® Prep

This course prepares the student to earn the National Career Readiness Certificate by achieving a Silver level on the WorkKeys® assessment. Students will meet in HCC’s Learning Support Center to learn about WorkKeys® and will complete a pre-test assessment. With the scores earned, students will be assigned lessons on Applied Math, Graphic Literacy, and Workplace Documents. The lessons are delivered via a personalized, mobile-based learning management system. The platform delivers a meaningful learning experience and provides a customized study schedule and detailed instructional content.

Total: \$60

PRD-862-C	Th 5:00PM–8:00PM	Sep 02
	J. Staff	LSC 100
PRD-862-D	Th 5:00PM–8:00PM	Oct 07
	J. Staff	LSC 100
PRD-862-E	Th 5:00PM–8:00PM	Nov 04
	J. Staff	LSC 100
PRD-862-F	Th 5:00PM–8:00PM	Dec 02
	I. Staff	LSC 100



WorkKeys® is a job skills assessment 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 provides valuable information for individuals, employers, schools, colleges, state and local governments, and training programs. Prep classes are available. For more information, visit www.hagerstowncc.edu/coned

Ready to schedule a test date?

Pre-registration is required at least one day prior to the test date. To register online, visit www.hagerstowncc.edu/academic-testing-center



Child Care

Child Care Administration

▲ ONL

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: \$280

PLC-592-D

C. Staff

Oct 14 – Dec 09

ONLINE

Communication Skills for Child Care Professionals

▲ ONL

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-E

C. Staff

Nov 01 – Nov 15

ONLINE

\$ School Age Child Care: Curriculum

▲ ONL

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.

Total: \$280

PLC-798-C

C. Staff

Sep 15 – Nov 03

ONLINE

PLC-798-D

C. Staff

Oct 13 – Dec 08

ONLINE

\$ Supervising Children in Child Care

▲ ONL

This continuing education course is designed for professionals in the education or child care career field. The course 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: \$69

PLC-822-B

C. Staff

Aug 30 – Dec 10

ONLINE

CHILD CARE TEACHER



Child Care Teachers provide care and instruction to children from infant to school age. Successful completion provides the confidence necessary to develop and teach age appropriate learning objectives.

Cost: \$566

Completion: (2) 45 hour classes
Total 90 hours

2020 Median Pay: \$25,460 per year

Career Pathway:

Associate Degree - Early Childhood Education

Work Environment:

Daycare Services (27%)
Self-employed (23%)
Private Household (20%)
Elementary School (8%)
Other (8%)

Child Care Certification Required:

Child Growth and Development

Specialization Course:

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

Discover Yourself

Visit hagerstowncc.edu/ConEd

Source: BLS.gov

CERTIFICATION AND LICENSURE

Developmentally Appropriate Practices ▲ ONL

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: \$69

PLC-824-B	Aug 30 – Dec 10
C. Staff	ONLINE

Taking Learning Outside ▲ ONL

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

Total: \$69

PLC-825-B	Aug 30 – Dec 10
C. Staff	ONLINE

Nutrition and Active Living ▲ ONL

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: \$69

PLC-826-B	Aug 30 – Dec 10
C. Staff	ONLINE

Playground Safety ▲ ONL

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

Total: \$69

PLC-827-B	Aug 30 – Dec 10
C. Staff	ONLINE

Including All Children and the ADA ▲ ONL

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: \$69

PLC-828-B	Aug 30 – Dec 10
C. Staff	ONLINE

Supporting Children With Disabilities ▲ ONL

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: \$69

PLC-829-B	Aug 30 – Dec 10
C. Staff	ONLINE

Sudden Infant Death Syndrome (SIDS) ▲ ONL

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

Total: \$69

PLC-846-B	Aug 30 – Dec 10
C. Staff	ONLINE

\$ Child Growth and Development ▲ ONL

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.

Total: \$280

PLC-874-C	Sep 10 – Oct 29
C. Staff	ONLINE
PLC-874-D	Oct 15 – Dec 10
C. Staff	ONLINE

Infant and Toddler Care

▲ ONL

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.

Total: \$280

PLC-875-C	Sep 13 – Nov 01
<i>C. Staff</i>	ONLINE
PLC-875-D	Oct 11 – Dec 06
<i>C. Staff</i>	ONLINE

Preschool Curriculum & Activities

45 Hours

▲ ONL

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.

Total: \$280

PLC-998-C	Sep 13 – Nov 01
<i>C. Staff</i>	ONLINE
PLC-998-D	Oct 11 – Dec 06
<i>C. Staff</i>	ONLINE

Supporting Breastfeeding in Child Care

▲ ONL

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: \$69

PRC-001-B	Aug 30 – Dec 10
<i>C. Staff</i>	ONLINE

Basic Health & Safety Training

▲ ONL

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: \$89

PRC-090-B	Aug 30 – Dec 10
<i>C. Staff</i>	ONLINE

Pyramid Model for Social and Emotional Competence - Preschool

▲ ONL

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: \$199

PRC-091-C	Sep 07 – Dec 10
<i>C. Staff</i>	ONLINE

Engaging Children With Remote Learning

▲ ONL

Remote learning is here to stay! Now more than ever, teachers and caregivers are engaging children with remote learning, and are tasked with helping parents support learning when working one on one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning, and supportive strategies for parents. MSDE Core of Knowledge: 2 hrs CD, 1 hr CC, 1 hr CP, 1 hr SN.

Total: \$89

PRC-095-B	Aug 30 – Dec 10
<i>C. Staff</i>	ONLINE

CERTIFICATION AND LICENSURE

Pandemics and Outbreaks:
Reducing Risk In Child Care ▲ ONL

Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. MSDE Core of Knowledge: 5 hours HSN.

Total: \$89

PRC-096-B	Aug 30 – Dec 10 ONLINE
C. Staff	

CDA Capstone: Portfolio, Application
& Exam Prep ▲ ONL

The Child Development Associate (CDA) Credential is the most widely recognized national credential in early childhood education (ECE) and is a key stepping stone on this path to career advancement. HCC in partnership with Howard Community College is offering a specific course designed to navigate through the application process with time to create the portfolio, practice for the interview and demonstration. It is the final step in a detailed and thorough certification process. Prerequisites: Successful completion of the following courses Child Growth and Development, Infant and Toddler Care OR Preschool Curriculum and Activities, & Child Care Administration or 120 hours of professional education covering the CDA's 8 subject areas must have 350 hours of work experience working with children in an early childhood setting. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbooks and a 2" three ring binder with page protectors. MSDE Core of Knowledge: 11 hours Professional Development, 5.5 hours Curriculum Planning, 5.5 hours Community Connections.

Total: \$280

PRC-097-E	Nov 01 – Dec 13 ONLINE
C. Staff	

Hospitality

The Art of Mixology

This course is an introduction to bartending and the art of mixology. It is designed for the home entertainer as well as those interested in a career in bartending. Students learn the basic bar set up, proper glassware, measuring tools, identification of various beers, wines, and liquors, as well as recipes for mixed drinks. You will have hands-on mixing of various drinks with faux alcohol. The materials fee includes a bar tending kit as well as a text book. Students must be 21 years of age (photo ID required) to enroll and to participate in the classroom activities.

Total: \$289 — Senior Total: \$197

PRC-029-C	Th 5:00PM–8:00PM	Sep 16 – Oct 21
	<i>C. Passwaters</i>	<i>VM 4</i>

Pool

Certified Pool Operator Update

This course provides the certified pool and spa operator with the updated information as required by the State of MD for the safe operation of public swimming pools, spas, and hot tubs. Topics include a review of the current policies and procedures, updated changes to laws, and responsibilities of pool/spa operators. This is the certification renewal course only. Fee does not include a textbook. Course provider is Aquatic Training Services.

Total: \$48

PLC-810-D	W 5:00PM–9:00PM	Oct 06
		<i>CPB 212</i>



MIXOLOGIST PROFESSIONAL

A Mixologist mixes and serves alcoholic beverages based upon guests' requests. Duties include verifying the identification and age of consumers, preparing and serving alcoholic beverages, maintaining payment tabs, and building a rapport with guests to assist in their experience during their visit.

Cost: \$289

2020 Median Pay: \$24,960 per year

Work Environment:

Hospitality Industry
(Restaurant, Club, Resort, etc.)

Discover Yourself

visit hagerstowncc.edu/ConEd

Source: BLS.gov

CERTIFICATION AND LICENSURE

Real Estate

Real Estate Ethics

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

Total: \$38

PLC-282-D	W 9:00AM–12:00PM <i>R. Caldwell</i>	Oct 13 VM 3
-----------	--	----------------

MD Real Estate Legal and Legislative Update

This course meets the Maryland Real Estate Commission requirements for three hours of continuing education in category (A). Topics will include the most recent changes to Maryland law associated with the Real Estate industry and MREC updates to rules and regulations that affect licensees.

Total: \$38

PLC-294-E	Th 1:00PM–4:00PM <i>R. Caldwell</i>	Nov 04 VM 4
-----------	--	----------------

Fair Housing Review & Updates

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

Total: \$28

PLC-466-E	W 12:00PM–2:00PM <i>L. Riggs</i>	Nov 17 VM 4
-----------	-------------------------------------	----------------

\$ Principles and Practices of Real Estate 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-C	Sa 9:00AM–2:30PM <i>L. Riggs</i>	Sep 25 – Oct 30 CPB 213
-----------	-------------------------------------	----------------------------

\$ Principles & Practices II

This course also provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. This course provides students with the contractual and legal aspects of MD real estate transactions. Students must receive a 70 percent or better on the final exam in order to receive a certificate to take the MD real estate state examination. The target audience for this course are those who seek to become a licensed Real Estate agent in the State of MD. Students must take part I and part II to sit for the final exam.

Total: \$158 — Senior Total: \$98

PRC-063-E	Sa 9:00AM–2:00PM <i>L. Riggs</i>	Nov 06 – Dec 18 CPB 214
-----------	-------------------------------------	----------------------------

REAL ESTATE PRINCIPLES AND PRACTICES

Principles and Practices I

PRC-062 C Sept 25, 2021 – Oct 30, 2021
Saturday 9:00am – 2:30pm

Principles and Practices II

PRC-063 E Nov 6, 2021 – Dec 18, 2021
Saturday 9:00am – 2:30pm

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

For scholarship information, visit
www.hagertowncc.edu/coned

Scholarships
Available



MS Office

Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

CMP-835-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 15 <i>VM 2</i>
CMP-835-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 03 <i>VM 2</i>

Microsoft Excel Level II

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

Total: \$127 — Senior Total: \$87

CMP-836-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 29 <i>VM 2</i>
CMP-836-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 10 <i>VM 2</i>

Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 13 <i>VM 2</i>
CMP-693-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 17 <i>VM 2</i>

Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 06 <i>VM 2</i>
-----------	-------------------------------------	-----------------------

Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 22 <i>VM 2</i>
-----------	-------------------------------------	-----------------------

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-C	MW 5:45PM–8:45PM <i>R. Kayed</i>	Aug 30 – Nov 10 <i>VM 2</i>
-----------	-------------------------------------	--------------------------------

Office Associate Part IB

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 bookkeeping concepts and hands-on application using Quickbooks.

Total: \$129

CMR-041-E	MW 5:45PM–8:45PM <i>R. Kayed</i>	Nov 22 – Dec 20 <i>VM 2</i>
-----------	-------------------------------------	--------------------------------

Repair/Networking

PC Tech: Repair and Troubleshooting

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

Total: \$529 — Senior Total: \$297

CMT-150-C	W 5:30PM–8:15PM R. Ball	Sep 01 – Dec 18 ATC 201 /200
-----------	----------------------------	---------------------------------

CCNA: Networking 1

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

Total: \$651

CMT-355-C	W 6:00PM–9:55PM Sa 9:00AM–2:00PM J. Drooger	Sep 01 – Oct 23 Sep 01 – Oct 23 STEM 109 /109
-----------	---	---

CCNA: Networking 2

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

Total: \$587

CMT-356-C	W 6:00PM–9:55PM Sa 9:00AM–2:00PM J. Drooger	Oct 27 – Dec 18 Oct 27 – Dec 18 STEM 109 /109
-----------	---	---

CDL - Commercial Driver

CDL Learner's Permit Prep

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

Total: \$28

TDV-044-B	TuW 6:00PM-9:00PM <i>B. Neiman</i>	Aug 17 - Aug 18 <i>IND 200</i>
TDV-044-D	TuW 6:00PM-9:00PM <i>B. Neiman</i>	Oct 12 - Oct 13 <i>IND 200</i>
TDV-044-F	TuW 6:00PM-9:00PM <i>B. Neiman</i>	Dec 14 - Dec 15 <i>IND 200</i>

\$ CDL B Operator Introduction

Prepare for your Class B CDL license and develop the skills to drive a dump truck, commercial delivery truck, passenger bus or other vehicle weighing over 26,000 pounds. Introduction to CDL operations includes vehicle safety, defensive driving techniques, and pre/post-trip inspections. Applicants must complete a screening process and have a current DOT physical and a Class B Learner's Permit with Air Brake/Passenger endorsement. (No textbook required)

Total: \$258 — Senior Total: \$138

TDV-053-B	Sa 8:00AM-4:30PM <i>D. Mitchell</i>	Aug 28 - Sep 04 <i>IND 200</i>
TDV-053-D	Sa 8:00AM-4:30PM <i>D. Mitchell</i>	Oct 23 - Oct 30 <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-B	Sa 8:00AM-4:30PM <i>D. Mitchell</i>	Sep 11 - Oct 09 <i>IND 200</i>
TDV-054-E	Sa 8:00AM-4:30PM <i>D. Mitchell</i>	Nov 06 - Dec 11 <i>IND 200</i>

COMMERCIAL DRIVER



Commercial Drivers have an exponential earning potential after earning their Commercial Driving License (CDL-A) to drive heavy trucks and tractor-trailers or the CDL-B license to drive dump trucks, school buses, or motor coaches. Responsible for the transportation of people and goods, Commercial Drivers are in demand more than ever.

Cost: CDL-A \$4,000-\$6,000
CDL-B \$1758

Additional Cost: \$226*

Scholarships Available: Yes

2020 Median Pay: \$47,130 per year

Work Environment:

Truck Transportation (44%)
Wholesale Trade (12%)
Self-employed (8%)
Manufacturing (7%)
Construction (6%)

Discover Yourself

visit hagerstowncc.edu/ConEd

Source: BLS.gov

*Costs will vary depending on provider

TRANSPORTATION AND DRIVER EDUCATION

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-J	Sa 9:00AM-12:15PM <i>D. Mitchell, J. Lemus</i>	Sep 18 – Nov 20 <i>VM 4</i>
DRV-001-K	MW 6:00PM-9:15PM <i>D. Mitchell, J. Lemus</i>	Sep 20 – Oct 20 <i>CPB 210</i>
DRV-001-L	MW 6:00PM-9:15PM <i>D. Mitchell, J. Lemus</i>	Nov 08 – Dec 13 <i>CPB 210</i>

Driver Education - Spanish

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

Total: \$325 — Senior Total: \$214

DRV-010-B	TuTh 5:30PM-8:45PM <i>J. Lemus</i>	Sep 21 – Oct 21 <i>VM 6</i>
-----------	---------------------------------------	--------------------------------

Motorcycle

ProRider Advanced Motorcycle Handling

Ride your motorcycle safer and more confidently after completing the ProRider one-day course taught by law enforcement professionals. Based on the same training exercises used by police motorcycle officers, you can improve your ride through the slow speed maneuvers, confined space turns, crash avoidance, and various braking challenges. Requires proof of a current motorcycle license and motorcycle insurance for your bike.

Total: \$225

MST-009-C	Su 7:30AM-4:30PM <i>C. Staff</i>	Sep 05 <i>VM RANGE</i>
MST-009-D	Su 7:30AM-4:30PM <i>C. Staff</i>	Sep 12 <i>VM RANGE</i>
MST-009-E	Su 7:30AM-4:30PM <i>C. Staff</i>	Oct 03 <i>VM RANGE</i>
MST-009-F	Su 7:30AM-4:30PM <i>C. Staff</i>	Oct 10 <i>VM RANGE</i>
MST-009-G	Su 7:30AM-4:30PM <i>C. Staff</i>	Oct 24 <i>VM RANGE</i>

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-N	WTh 5:45PM-9:00PM SaSu 7:30AM-12:30PM <i>J. Dicken, S. McClain</i>	Aug 18 – Aug 22 Aug 22 <i>CPB EU /232</i>
MST-101-P	WTh 5:45PM-9:00PM SaSu 7:30AM-12:30PM <i>S. McClain, J. Dicken</i>	Aug 25 – Aug 29 Aug 29 <i>CPB EU /232</i>
MST-101-R	WTh 5:45PM-9:00PM SaSu 7:30AM-12:30PM <i>S. McClain</i>	Sep 08 – Sep 12 Sep 12 <i>CPB EU /232</i>
MST-101-T	WTh 5:45PM-9:00PM SaSu 7:30AM-12:30PM <i>D. Baker</i>	Sep 22 – Sep 26 Sep 26 <i>CPB EU /232</i>
MST-101-V	WTh 5:45PM-9:00PM SaSu 7:30AM-12:30PM <i>S. McClain, J. Dicken</i>	Oct 06 – Oct 10 Oct 10 <i>CPB EU /232</i>
MST-101-W	WTh 5:45PM-9:00PM SaSu 7:30AM-12:30PM <i>S. McClain</i>	Oct 13 – Oct 17 Oct 17 <i>CPB EU /232</i>
MST-101-X	WTh 5:45PM-9:00PM SaSu 7:30AM-12:30PM <i>S. McClain</i>	Sep 15 – Sep 19 Sep 19 <i>CPB EU /232</i>

Small Engine

Small Engine Repair

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

Total: \$228 — Senior Total: \$132

TRD-124-C	MW 6:00PM-9:00PM <i>T. Kroon</i>	Sep 13 – Oct 27 <i>CPB 230</i>
-----------	-------------------------------------	-----------------------------------

Diesel Technician Program

\$ Diesel Technician Program - Part 1

Develop the entry-level skills required to start a career in diesel repair and maintenance. This 200-hour program will provide you with the necessary training and fundamentals to provide preventive maintenance and troubleshooting on diesel powered vehicles, including commercial trucks and construction equipment. Part one of the program combines classroom, online, and shop instruction on key introductory concepts and topics include preparation for the ASE Medium/Heavy Truck "T" exam series. (Textbook included)

Total: \$1748 — Senior Total: \$1328

TRD-312-C	TuTh 6:00PM–9:00PM	Sep 07 – Oct 28
	Sa 9:00AM–4:30PM	Sep 07 – Oct 28
	J. Pottle	ETTC 101 /101
		/102 /102

\$ Diesel Technician Program Part 2

Become proficient in preventative maintenance and inspections for heavy duty vehicles through hands-on shop activities in the part two of the Diesel Technician Program. Topics in part two expand on preventive maintenance schedules, engine systems, on board diagnostics, brakes/suspension, and major vehicle components. Review topics include preparation for the ASE Medium/Heavy Truck Test T2, Diesel Engines; Test T6, Electrical/Electronic Systems; and Test T8, Preventive Maintenance Inspection. (Textbook included)

Total: \$1748 — Senior Total: \$1328

TRD-313-D	TuTh 9:00AM–4:30PM	Oct 30 – Dec 21
	Sa 6:00PM–9:00PM	Oct 30 – Dec 21
	J. Pottle	ETTC 101 /101
		/102 /102



Construction Trades Apprenticeships

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

Step 1 – Pre-Apprenticeship Training

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

Step 2 – Registered Apprenticeship

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

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

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

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



Construction

\$ Construction Trades Core Part 1

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

Total: \$378 — Senior Total: \$343

TRD-237-C	TuTh 5:30PM–9:00PM D. Hildebrand	Sep 14 – Oct 14 ONLINE /8
-----------	-------------------------------------	------------------------------

\$ Construction Core Trades Part 2

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

introduction to hand tools, and introduction to power tools. Prerequisite: Construction Core Trades Part 1 required to complete. (Textbook and OSHA-10 included)

Total: \$241 — Senior Total: \$241

TRD-238-D	TuTh 5:30PM–9:00PM D. Hildebrand	Oct 19 – Nov 18 ONLINE /8
-----------	-------------------------------------	------------------------------

Home Inspector

Home Inspector Training

Start a new career as a licensed Home Inspector. This course 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), the 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-C	M thru Su 8:00AM–6:00PM C. Staff	Sep 11 – Sep 18 VM 6
-----------	-------------------------------------	-------------------------

Become a licensed
**Home
Inspector!**



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

TRD-045-C — September 11-18, 2021

AHIT is the nation's leader in home inspection training and training materials. The 72-hour class is an intensive 8-day boot camp approved in Maryland as a first step toward licensing. For West Virginia licensing, an additional class day is needed for that state's 80 hour requirement (see TRD-213-C on September 19).



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

Home Inspector West Virginia Practicum

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

Total: \$58

TRD-213-C	Su 8:00AM–6:00PM <i>C. Staff</i>	Sep 19 <i>VM 6</i>
-----------	-------------------------------------	-----------------------

Industrial Technology

Introduction to HVAC/R

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

Total: \$474 — Senior Total: \$232

CNT-107-B	Tu 6:00PM–8:45PM <i>I. Staff</i>	Aug 31 – Dec 14 <i>ETTC 103 /101</i>
-----------	-------------------------------------	---

Fundamentals of Electricity

This course has been designed for those students who need an understanding of electrical principles and applications, but do not need the theoretical or mathematical depth required for electronic circuit design. Course topics include an understanding of both DC and AC circuits. Lab exercises deal with many of the practical applications of electricity along with learning to use test equipment for the purpose of circuit diagnosis and troubleshooting. In the event of required online operations due to the Covid-19 virus, students will be required to have a windows computer with a webcam. (Textbook required)

Total: \$596 — Senior Total: \$288

CNT-110-B	TuTh 10:00AM–11:15AM <i>J. Luna</i>	Aug 31 – Dec 16 <i>ATC 213 /211</i>
-----------	--	--

Intro to Unmanned Systems

This course is an introduction to civilian unmanned systems, commonly referred to as drones. It includes an introduction to current applications, weather, control fundamentals and principals of flight, and the history of unmanned systems. This course also exposes students to the significant regulations affecting unmanned systems operations. (Textbook required)

Total: \$384 — Senior Total: \$182

CNT-130-B	MW 4:00PM–5:15PM <i>G. Betz</i>	Aug 30 – Dec 15 <i>ATC 211</i>
-----------	------------------------------------	-----------------------------------

Drones: UAS Regulations

This continuing course prepares students to take the FAA part-107 certification test for commercial use of unmanned aerial systems or drones. Federal regulations, weather, loading, performance, and airspace regulations will all be covered. Operation of unmanned vehicles will also be covered in this course. Should be taken in conjunction with CNT-130, Introduction to UAS.

Total: \$185 — Senior Total: \$103

CNT-131-D	MW 3:00PM–3:50PM <i>G. Betz</i>	Oct 25 – Dec 15 <i>ATC 211</i>
-----------	------------------------------------	-----------------------------------

Introduction to CNC Programming

In this continuing education course, participants in the manufacturing sector are introduced to entry-level Computer Numerical Control (CNC) functions, including CNC operation and basic programming. Topics will include: control functions, definitions of capabilities, and descriptions of machine control capabilities. Basic programming will include T/M code definitions and usages. General codes supporting most machine functions will be addressed in combined lecture/simulation activities. Must be taken in conjunction with CNC Lab section, CNT-249. (Textbook required)

Total: \$299 — Senior Total: \$151

CNT-248-C	Th 6:00PM–8:00PM <i>K. Stoops</i>	Sep 02 – Dec 16 <i>ATC 202</i>
-----------	--------------------------------------	-----------------------------------

Introduction to CNC Lab

In this continuing education course, participants in the manufacturing sector are introduced to entry-level Computer Numerical Control (CNC) functions through hands-on lab activities. Topics will include: control functions, definitions of capabilities, and descriptions of machine control capabilities. Basic programming will include T/M code definitions and usages. General codes supporting most machine functions will be addressed in combined lecture/simulation activities. Must be taken in conjunction with Introduction to CNC Programming, CNT-248. (Textbook required)

Total: \$299 — Senior Total: \$151

CNT-249-C	Th 8:00PM–10:00PM <i>K. Stoops</i>	Sep 02 – Dec 16 <i>ATC 202</i>
-----------	---------------------------------------	-----------------------------------

INDUSTRIAL TECHNOLOGY AND TRADE

Introduction to PLC

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

Total: \$342 — Senior Total: \$153

CNT-102-B	Tu 5:30PM–8:15PM G. Betz	Aug 31 – Dec 14 STEM 208
-----------	-----------------------------	-----------------------------

Welding

\$ Intro to Welding

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

Total: \$500 — Senior Total: \$276

CNT-106-C	MW 5:30PM–8:15PM S. Slavick	Aug 30 – Oct 20 CPB 142A /142
CNT-106-D	Th 5:30PM–9:30PM P. Gidich	Sep 23 – Dec 09 CPB 142A /142
CNT-106-E	Tu 5:30PM–9:30PM S. Staley	Sep 21 – Nov 30 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-D	MW 5:30PM–8:15PM J. Smith	Oct 25 – Dec 15 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-E	Tu 5:30PM–9:30PM S. Staley	Sep 21 – Nov 30 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-E	Tu 5:30PM–9:30PM S. Staley	Sep 21 – Nov 30 CPB 142A /142
-----------	-------------------------------	----------------------------------



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 professionally equipped lab. Program courses include:

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

Courses offered most semesters

MEDICAL ASSISTANT CAREER TRAINING



Medical Assistants handle administrative and clinical duties such as maintaining patient records, scheduling appointments, preparing patients for routine care, and assisting physicians with exams within a physician office.

2020 Median Pay: \$35,850 per year

Work Environment:

Physician Office (57%)

Hospitals (15%)

Outpatient Care Centers: (8%)

Chiropractor Office: (4%)

Source: BLS.gov

Basic Life Support (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. 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-D	Th 5:00PM–9:00PM	Sep 02
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-923-E	Th 5:00PM–9:00PM	Sep 23
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-923-F	Th 5:00PM–9:00PM	Oct 07
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 213</i>
NRS-923-G	Th 5:00PM–9:00PM	Oct 28
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-923-H	Th 5:00PM–9:00PM	Nov 04
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-923-J	Th 5:00PM–9:00PM	Nov 11
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 213</i>
NRS-923-K	Th 5:00PM–9:00PM	Dec 02
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-923-W	Th 5:00PM–9:00PM	Aug 26
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>

BLS Recertification

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

Total: \$49 — Senior Total: \$37

NRS-924-A	Th 6:00PM–8:00PM	Aug 19
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-924-B	Th 6:00PM–8:00PM	Sep 16
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-924-C	Th 6:00PM–8:00PM	Oct 21
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-924-D	Th 6:00PM–8:00PM	Nov 18
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>
NRS-924-E	Th 6:00PM–8:00PM	Dec 09
	<i>LIFE-SAVING SOLUTIONS, LLC</i>	<i>CPB 214</i>

Health Care Certificate

Phlebotomy Skills for Medical Professionals

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

Total: \$95

HCE-040-D	Sa 8:00AM–2:00PM K. Weicht	Oct 16 CPB 175
-----------	-------------------------------	-------------------

Certified Peer Recovery Specialist
Recovery Coach Academy

ONL

The CCAR Recovery Coach Academy is a 5-day intensive training academy designed to provide students with an understanding of both the art and science of Recovery Coaching. This course prepares participants to guide and mentor others in recovery from an addiction to alcohol and/or other drugs. By focusing on the goals of the individuals being served, students will learn the key fundamentals of this rewarding work, which CCAR has identified as active listening, asking clarifying questions, and treating people as their own best resource, all while the student is discovering and managing his/her own boundaries and issues.

Total: \$735 — Senior Total: \$389

HCE-103-C	WThFMTu 9:00AM–4:00PM R. Zellner	Sep 08 – Sept 14 ONLINE
-----------	-------------------------------------	----------------------------

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 — Senior Total: \$449

HCE-105-B	MTuW 5:00PM–9:00PM R. Banfe	Aug 30 – Oct 04 CPB 152
HCE-105-D	MTuWTh 9:00AM–2:00PM R. Banfe	Aug 30 – Sep 20 CPB 152
HCE-105-E	MTuWTh 5:00PM–10:00PM R. Banfe	Nov 08 – Nov 30 CPB 152

CERTIFIED PEER RECOVERY SPECIALIST

Scholarships Available



A Certified Peer Recovery Specialist Program has launched at HCC. If you have lived experience 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.

Remote classes
Wednesday, September 8 – Tuesday, September 14
No Classes September 11 and 12

\$ 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-C	MTuWTh 9:00AM–2:00PM <i>R. Banfe</i>	Sep 23 – Oct 07 <i>CPB 152</i>
HCE-106-D	MTuW 5:00PM–9:00PM <i>J. Staff</i>	Oct 05 – Nov 01 <i>CPB 152</i>
HCE-106-F	MTuWTh 5:00PM–10:00PM <i>R. Banfe</i>	Dec 01 – Dec 16 <i>CPB 152</i>

\$ Certified Nursing 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-D	MTuWThF 9:00AM–2:00PM <i>J. Staff</i>	Oct 11 – Nov 15
HCE-107-E	MTuW 5:00PM–9:00PM <i>J. Staff</i>	Nov 02 – Dec 02
HCE-107-F	MTuWThF 9:00AM–2:00PM <i>J. Staff</i>	Dec 20 – Jan 30



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 for more information.

\$ Scholarship Available ▲ ONL Online Class ■ LLI Lifelong Learning Institute

\$ 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: \$1207 — Senior Total: \$656

HCE-109-B	MW 5:00PM–9:00PM K. Weicht	Aug 30 – Oct 18 CPB 175
-----------	-------------------------------	----------------------------

\$ 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 100 successful venipunctures under the supervision of an experienced phlebotomist. Student progress is evaluated throughout the clinical placement.

Total: \$305 — Senior Total: \$187

HCE-111-D	– K. Weicht	Oct 25 – Dec 17
-----------	----------------	-----------------

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

For scholarship information, visit
www.hagerstowncc.edu



Drug Calculations Preparation

A course designed for students who desire instruction guided direction in preparing for the required dosage calculation exam for the nursing programs, LPN and RN. Review of fractions, decimals, percent's, and the metric system. Demonstration and practice in using various formulates for calculating oral and parenteral medication dosages. Textbook sold separately. Calculate with Confidence ISBN 9780323396837.

Total: \$79 — Senior Total: \$43

NRS-733-D	Sa 9:00AM–12:00PM	Oct 23 – Nov 20
		CPB 125

CNA Medicine Aide Recertification

This course provides current medicine aides with updated information on drug therapies and safe medication administration; meeting 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 the CMA Clinical update verification form can be found online. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$89 — Senior Total: \$43

NRS-742-B	Sa 9:00AM–6:00PM	Aug 28
	<i>G. Haywood</i>	<i>CPB 152</i>
NRS-742-C	Sa 9:00AM–6:00PM	Sep 25
	<i>G. Haywood</i>	<i>CPB 152</i>
NRS-742-D	Sa 9:00AM–6:00PM	Oct 23
	<i>G. Haywood</i>	<i>CPB 152</i>
NRS-742-E	Sa 9:00AM–6:00PM	Nov 20
	<i>G. Haywood</i>	<i>CPB 152</i>
NRS-742-F	Sa 9:00AM–6:00PM	Dec 18
	<i>G. Haywood</i>	<i>CPB 152</i>

Dispensary Technician I

Do you have an interest in wellness and would you enjoy providing excellent customer service in a medical dispensary? If so, you may be interested in a career in the new and rapidly growing medical cannabis industry. There are already over 100 dispensaries in Maryland and demand for qualified Dispensary Technicians is increasing. This course is the first of two in a series and provides the training you need to work in a medical cannabis dispensary. You will learn an overview of the Dispensary Technician's role, practice professional skills and responsibilities involved in day-to-day operations, and learn Maryland regulations for dispensary operations including security, inventory management, software types, recordkeeping, and patient management from check-in to check-out, and follow-up. Class sessions are conducted in Zoom and Canvas; you will receive links and instructions one week before the class begins. Register for both XH-244 and XH-245; successful completion of both classes is required to earn the Dispensary Technician certificate. 30 hours, 3.0 CEUs.

Total: \$379 — Senior Total: \$243

PRC-098-D	—	Oct 04 – Nov 22
	C. Staff	ONLINE

Dispensary Technician II

This course is the second in a series and is designed to provide occupational training to work in a medical cannabis dispensary. This course focuses on medicinal knowledge, patient care, and education aspects of the Dispensary Technician's role. Topics include: recent research on medicinal cannabis, medicinal properties of cannabis, managing the patient experience, counseling methodology and practices. Class sessions are conducted in Zoom and Canvas; you will receive links and instructions one week before the class begins. Register for both XH-244 and XH-245; successful completion of both classes is required to earn the Dispensary Technician certificate. 30 hours, 3.0 CEUs.

Total: \$379 — Senior Total: \$243

PRC-099-E	—	Nov 29 – Jan
	24	
	C. Staff	ONLINE

DISPENSARY TECHNICIAN



Being the face for the dispensary requires you to have a knowledge of both legal and product aspects to be an effective part of the business.

Dispensary Tech I – PRD-098-D
▲ ONL October 4, 2021 – November 22, 2021

Dispensary Tech II – PRD-099-ED
▲ ONL November 29, 2021 – January 24, 2021

For more information, visit
www.hagerstowncc.edu/healthcare-certification-courses

Nurse Refresher Course



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

**Scholarships
Available**



This 16 week program features:

- 10 weeks theory in a hybrid format totaling 80 hours (40 classroom and 40 online)
 - 12 hours skills lab
 - 60 clinical hours under the supervision and guidance of a preceptor
1. Nurse Refresher I Classroom Theory – NRS 988 Cost \$975
September 13 to November 17
 2. Nurse Refresher Skills Lab – NRS 094 Cost \$479
November 12 and 13
 3. Nurse Refresher Clinical – NRS 743 Cost \$349
November 22, 2022 to January 22, 2022

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

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

\$ Scholarship Available **▲ ONL** Online Class **■ LLI** Lifelong Learning Institute

Nursing

Nurse Refresher Screening

This course is designed as a screening tool to assist RN's and LPN's who are interested in applying for the Nurse Refresher program. Potential Nurse Refresher candidates will complete a background check and verification of their nursing licensure status through the Maryland Board of Nursing. Refunds will not be issued for students who fail to meet eligibility guidelines. All completed background check forms must be either hand delivered or sent via US mail. We cannot accept faxes or attachments due to the confidential nature of the forms.

Total: \$20

HCE-036-B — Aug 16 – Dec 31

Nurse Refresher Skills Lab-Part II

Concurrent enrollment in, or prior completion of, Nurse Refresher Course Part I - Classroom Theory is required. This course is the pre-requisite for the Nurse Refresher Course Part III - Clinical Practice. During skills lab, students review the basic skills needed to provide nursing care, such as: sterile techniques, wound care, central line dressing changes, IV and catheter insertion, medication administration, and NG tube placement. Lab supplies are included in the cost of the class.

Total: \$479 — Senior Total: \$263

NRS-094-E F5a 6:00PM–10:00PM Nov 12 – Nov 13
M. Brown, R. Banfe CPB 151

Delegating Nurse

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

Total: \$309 — Senior Total: \$233

NRS-563-C F5a 8:00AM–5:00PM Sep 17 – Sep 18
L. Smigelski CPB 211
NRS-563-F F5a 8:00AM–5:00PM Dec 03 – Dec 04
L. Smigelski CPB 213

Nurse Refresher Clinical Practice

Successful completion of Nurse Refresher Course Step I - Classroom Theory and Step II - Skills Lab are required prior to enrolling in this course. The course is designed to provide clinical application of the knowledge and skills gained from the classroom. Students are required to complete 60 clinical hours in a setting with a facility-assigned preceptor. Requirements include: inactive Maryland license, AHA-BLS certification, criminal background check, physical exam, and immunizations. Clinical placements will be coordinated through the Allied Health Program Manager.

Total: \$349 — Senior Total: \$144

NRS-743-E — Nov 22 – Jan 22
M. Brown

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 attend and participate in the online class on a weekly basis for the online component. Textbook required. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 11th Edition ISBN: 9780323551496

Total: \$975 — Senior Total: \$585

NRS-988-C — Sep 13 – Nov 17
M. Brown, G. Haywood, C. Ware, H. Law

Fitness

Simply Fit



Put a spring in your step. Regain flexibility and strength in this class designed around patterns of easy exercise that will improve range of motion, muscle strength, and endurance. This class begins with a warm-up followed by strength training, core muscle exercises, low impact aerobics, cool down, and guided meditation. Light hand weights and resistance bands are used but are not required. Instructor will guide you through exercises done at your own pace, seated or standing.

Total: \$69 — Senior Total: \$43

FIT-005-C	TuTh 9:30AM–10:30AM <i>S. Rodgers</i>	Sep 07 – Oct 14 <i>HSA HALL</i>
FIT-005-D	TuTh 9:30AM–10:30AM <i>S. Rodgers</i>	Oct 26 – Dec 07 <i>HSA HALL</i>

Mind Body Spirit

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

This beginning course in T'ai Chi Ch'uan is designed especially for the novice and for seniors who wish to learn and practice a simplified version of this profound art form. In this class, the art of T'ai Chi is taught as a holistic exercise that promotes health, improves balance, and enhances mind-body awareness. Step-by-step instruction is provided in an easy-to-learn primer form of less than 20 movements selected from the Yang and Wu styles of T'ai Chi. The movements of T'ai Chi are circular, soft, and flowing, and are performed slowly with concentration and control. In beginning T'ai Chi, the participant can return again and again to the same class or use the lessons as a foundation if they wish to pursue continued studies of T'ai Chi at an intermediate or advanced level. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees.

Total: \$89

MBP-072-C	W 6:00PM–7:00PM <i>P. Cote</i>	Sep 15 – Nov 17 <i>CPB 211</i>
-----------	-----------------------------------	-----------------------------------

Intermediate T'ai Chi (Authentic Northern Wu Style)

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

Total: \$89

MBP-073-C	W 7:00PM–8:00PM <i>P. Cote</i>	Sep 15 – Nov 17 <i>CPB 211</i>
-----------	-----------------------------------	-----------------------------------

Arts, Music, Language

Nature and Wildlife Photography ■ LLI

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

Total: \$79 — Senior Total: \$49

ANE-090-B	W 6:30PM–8:30PM S. Schaefer	Aug 18 – Sep 08 VM 3
-----------	--------------------------------	-------------------------

Basic Photography ■ LLI

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

Total: \$89 — Senior Total: \$59

ANE-103-B	M 6:30PM–8:30PM S. Schaefer	Aug 16 – Sep 20 VM 3
ANE-103-D	M 6:30PM–8:30PM S. Schaefer	Oct 04 – Nov 01 VM 3

Advanced Photography ■ LLI

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

Total: \$89 — Senior Total: \$59

ANE-281-E	M 6:30PM–8:30PM S. Schaefer	Nov 08 – Dec 06 VM 3
-----------	--------------------------------	-------------------------

Portrait Photography ■ LLI

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

Total: \$89 — Senior Total: \$59

ANE-282-C	W 6:30PM–8:30PM S. Schaefer	Sep 15 – Oct 06 VM 3
-----------	--------------------------------	-------------------------

Novel Writer’s Boot Camp ■ LLI

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 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-D	Tu 6:00PM–7:00PM J. Castillo	Oct 26 – Dec 21 ONLINE
-----------	---------------------------------	---------------------------

Fiction Writing Workshop ■ LLI

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-C	Th 6:00PM–7:00PM J. Castillo	Sep 09 – Oct 07 ONLINE
-----------	---------------------------------	---------------------------

Beginning Bluegrass Banjo

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

Total: \$59

BLU-013-C	W 7:00PM–8:00PM F. Maietta	Sep 08 – Oct 20 KEP 204
-----------	-------------------------------	----------------------------

Bluegrass Jamming

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

Total: \$99

BLU-018-C	M 7:00PM–9:00PM <i>F. Maietta</i>	Sep 13 – Nov 01 <i>KEP 204</i>
-----------	--------------------------------------	-----------------------------------

Beginner Crochet

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

Total: \$75 — Senior Total: \$49

DSA-009-C	Th 6:30PM–8:30PM <i>K. Barylski</i>	Sep 30 – Oct 14 <i>CPB 214</i>
-----------	--	-----------------------------------

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-D	W 6:30PM–8:30PM <i>S. Schaefer</i>	Oct 27 – Nov 10 <i>VM 3</i>
-----------	---------------------------------------	--------------------------------

Italian for Travelers

■ LLI

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

Total: \$115 — Senior Total: \$69

LAN-255-C	TuTh 6:30PM–8:30PM <i>S. Roma Barrera</i>	Sep 14 – Oct 07 <i>VM 3</i>
-----------	--	--------------------------------

Spanish for Travelers

■ LLI

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

Total: \$115 — Senior Total: \$69

LAN-256-D	TuTh 6:30PM–8:30PM <i>S. Roma Barrera</i>	Oct 19 – Nov 11 <i>VM 4</i>
-----------	--	--------------------------------

Learn the Heritage Craft of Chair Caning

■ LLI

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

Total: \$95 — Senior Total: \$59

SEN-090-C	M 6:00PM–8:30PM <i>G. Lum</i>	Sep 13 – Nov 15 <i>VM 6</i>
SEN-090-D	Th 12:00PM–2:30PM <i>G. Lum</i>	Sep 09 – Nov 18 <i>VM 6</i>

Culinary

Mastering Knife Skills

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

Total: \$59

CLN-011-B	W 12:00PM–3:00PM	Sep 01
	M. Tobei	CPB 210

All You Knead Is Love: Sourdough and Artisan Breads

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

Total: \$59

CLN-018-D	W 12:00PM–3:00PM	Oct 20
	M. Tobei	CPB 210



COOKING THROUGH CULTURES SERIES

Cooking Through Cultures provides you a variety of luscious flavors that will tempt your taste buds. From France to Central America, expose yourself to new cultures and foods.

Classes Start on
Wednesday, September 15, 2021

Simmering Soups

■ LLI

Winter is a great 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: Classic Chicken Noodle Soup with homemade Egg Noodles and Mushroom Veloute Soup

Total: \$99 — Senior Total: \$49

CLN-025-E	W 12:00PM–3:00PM	Nov 10 – Nov 17
	M. Tobei	CPB 210

Series: Cooking Through Cultures

■ LLI

Explore rich cultural heritages around the world through the cuisine of France, Central America, Germany, Romania, and Italy. Experience a dash of diversity as you travel around the world through your taste buds! Grab a seat for the full five-course feast, or create your own a la carte menu with individual classes. See individual course listings for weekly menu.

Total: \$249 — Senior Total: \$135

CLN-033-C	W 12:00PM–3:00PM	Sep 15 – Oct 13
	M. Tobei	CPB 210

French Cuisine

Explore the cultural heritage of France as you whip up sweet and savory crepes! Menu: Savory French crepes served with sauteed mushroom, eggs, and cheese; sweet French crepes with berry compote, powdered sugar, and syrup.

Total: \$59

CLN-034-C	W 12:00PM–3:00PM	Sep 15
	M. Tobei	CPB 210

Central American Cuisine

Explore the cultural heritage of Central America with papusas, a traditional flatbread from El Salvador and Honduras, served with salsa de tomate and a cabbage slaw called curtido.

Total: \$59

CLN-035-C	W 12:00PM–3:00PM	Sep 22
	M. Tobei	CPB 210

German Cuisine

Explore the cultural heritage of Germany with beer cheese fondue and homemade pretzel bites.

Total: \$59

CLN-036-C	W 12:00PM–3:00PM	Sep 29
	M. Tobei	CPB 210

Romanian Cuisine

Romanian cuisine is delicious, diverse, and full of colors and flavors. It's been influenced over the centuries by Polish, Turkish, Russian, Hungarian, Serbian, Greek, French and Italian cuisine. There's one Romanian dish that can be found on every table for every important family event-Sarmale, arguably considered Romania's national dish. Sarmale can be described as stuffed cabbage rolls, filled with a flavorful mixture of minced meat, rice, chopped aromatics, and rolled in cabbage leaves. It's slowly cooked in a covered pot and usually served with mamaliga, also known as polenta, and often served with sour cream or feta cheese.

Total: \$59

CLN-037-D	W 12:00PM-3:00PM	Oct 06
	<i>M. Tobei</i>	CPB 210

Italian Cuisine

Explore the cultural heritage of Italy with home-made potato gnocchi with tomato sauce.

Total: \$59

CLN-038-D	W 12:00PM-3:00PM	Oct 13
	<i>M. Tobei</i>	CPB 210

Christmas Around the World



Holiday memories are marked by the meals we share around the table with loved ones. Every family and every culture has traditions unique and meaningful to them. Come celebrate the flavors of Christmas from Germany, Scotland, and France. Menu: German Christmas Stollen, a festive fruited bread; Scottish Yule Bannock, a traditional Christmas shortbread; Beef Bourguignon with creamy mashed potatoes.

Total: \$149 — Senior Total: \$75

CLN-039-F	W 12:00PM-3:00PM	Dec 01 – Dec 15
	<i>M. Tobei</i>	CPB 210

Cultural Trips

Washington, D.C., Escape

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

Total: \$55

SEN-196-D	Tu 7:00AM-5:30PM	Oct 12
-----------	------------------	--------

Hillwood Estates, Museum & Gardens

Escape into an oasis of gracious hospitality at Hillwood, the estate of Marjorie Post. Enjoy a morning, docent-led tour of the estate's beautiful formal gardens, learning the gardens' history, design, and plants and flowers. Take time to peruse the special exhibition, Roaring Twenties: The Life and Style of Marjorie Merriweather Post, and have lunch at your leisure before rejoining the group for a docent-led tour of the mansion and Marjorie's rich collections. Garden tours are rain or shine. Registration includes motor coach transportation and gratuities, admission, and two guided tours.

Total: \$99

TRP-019-C	W 8:30AM-5:00PM	Sep 15
	<i>C. Staff</i>	



GET BACK TO TRAVELING, SAFELY.

Take in historical sights, discover your heritage, or explore the arts.

Trips will follow CDC recommendations for preventing the spread of COVID-19.

PERSONAL ENRICHMENT

Dance & Recreation

Ballroom Dance - Rumba and Waltz ■ LLI

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

Total: \$99 — Senior Total: \$55

DRC-002-D	M 5:45PM–6:45PM <i>J. Schein</i>	Oct 11 – Nov 08 <i>KEP 101</i>
-----------	-------------------------------------	-----------------------------------

Ballroom Dance - Hustle and Nightclub ■ LLI

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

Total: \$99 — Senior Total: \$55

DRC-003-C	M 5:45PM–6:45PM <i>J. Schein</i>	Sep 06 – Oct 04 <i>KEP 101</i>
-----------	-------------------------------------	-----------------------------------

Genealogy, Family Care, Parenting

SAT Prep

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-D	WM 6:30PM–8:30PM <i>C. Staff</i>	Oct 04 – Dec 01 <i>214 / ONLINE</i>
-----------	-------------------------------------	--

Genealogy Plus ■ LLI

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

Total: \$79 — Senior Total: \$55

SEN-097-C	F 1:30PM–4:00PM <i>C. Miller-Schultz</i>	Sep 24 – Oct 15 <i>VM 2</i>
-----------	---	--------------------------------

Washington, D.C., Genealogy Research Trip

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

Total: \$55

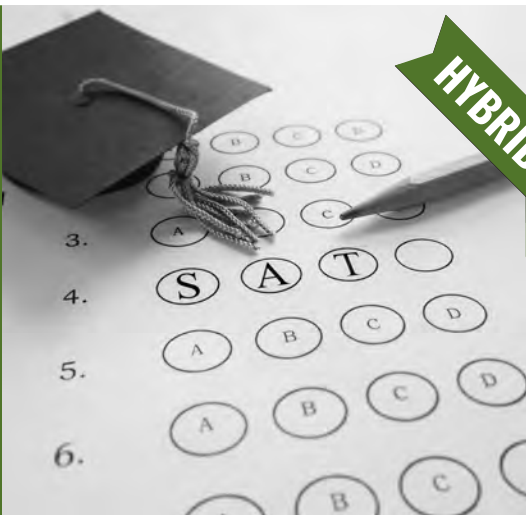
SEN-144-D	Tu 7:00AM–5:30PM <i>C. Miller-Schultz</i>	Oct 12
-----------	--	--------

SAT PREP

Ease test anxiety and learn test-taking strategies to earn your best score.

August 3 — September 30
T & Th 6:30 — 8:30 p.m.
Course Code: COP-002-B

October 4 — December 1
M & W 6:30 — 8:30 p.m.
Course Code: COP-002-D



Tracing Your Family Roots - Introduction To Genealogy ■ LLI

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, learn where to find source documents, and the best strategies to enhance your exploration. In this introductory course, you will learn about the most current genealogy tools, including: RootsMagic 7 and Legacy 9.0 Family Tree. In addition, you will become familiar with online resources such as Ancestry.com, Family Search, Fold3, Find A Grave, and US Genweb. This hands-on class is held in a computer lab at the Valley Mall Center.

Total: \$79 — Senior Total: \$55

SEN-377-C	F 9:30AM–12:00PM <i>C. Miller-Schultz</i>	Sep 24 – Oct 15 VM 2
SEN-377-D	M 6:00PM–8:30PM <i>C. Miller-Schultz</i>	Sep 27 – Oct 18 VM 2

History

Leadership/No Blame Problem Solving

Are you frustrated with government? Are you worried about the political blame game and the inability of leaders to keep pace with pressing problems? This course will teach you the ten steps of No-Blame practical problem-solving, proven successful in the venue of local government. This method has been applauded by respected government and business leaders alike for its applicability in all venues. You will also learn how to get in the game of government problem solving. Learn the rules of the game, the positions you can take, and how to score with proven solutions.

Total: \$0

DIS-638-B	—	Aug 16 – Dec 31 ONLINE
-----------	---	---------------------------

Northern Great Plains Indian Wars, 1866-1890 ■ LLI

The Northern Great Plains Wars involved approximately 25% of all post-Civil War U.S. Army line regiments. Join us in a discussion of The Plains warrior and his counterpart, the U.S. cavalry and infantry; the causes, events, and impacts of Red Cloud's War, 1866 - 1868, and the Great Sioux War, 1876 - 1881; the cultural characteristics of the Plains Indian nations and their evisceration; The Ghost Dance and Wounded Knee, 1889 - 1890; the three-pronged offensive undertaken in 1876 against the Lakota and Cheyenne involving Custer; and a pro and con critique of Custer.

Total: \$115 — Senior Total: \$69

HCR-049-C	Tu 9:00AM–12:00PM <i>R. Swartz</i>	Sep 14 – Oct 05 VM 4
-----------	---------------------------------------	-------------------------

John Brown, Puritanism, and the Secret Six ■ LLI

Without John Brown's funding support and military reputation, his raid on Harper's Ferry in October 1859 may not have taken place when it did - if ever. Explore the background issues of the raid, including Brown's history as a militant abolitionist and Calvinist, his military reputation in Bleeding Kansas," and the Secret Six. You'll also review the Harpers Ferry raid and discuss the trial of Brown, from the major issues, rescue attempts post-trial, Secret Six involvement, and US Senator James Mason's pursuit of the Secret Six."

Total: \$89 — Senior Total: \$45

HCR-066-D	Tu 9:00AM–12:00PM <i>R. Swartz</i>	Oct 26 – Nov 09 VM 4
-----------	---------------------------------------	-------------------------

Series: Visits With Cicero ■ LLI

Join us for this introduction to Cicero as a person that considers formative forces on him and his personal and official writings and speeches. The series will be designed to ask Cicero questions and have him answer from historical sources.

Total: \$149 — Senior Total: \$95

HCR-067-C	W 9:30AM–12:00PM <i>K. Gray</i>	Sep 29 – Dec 08 VM 4
-----------	------------------------------------	-------------------------

Cicero's Life and Roman Politics

Join us for an exploration of Cicero's life and the place he was born into in the Roman political structure. Who helped him? What were his challenges? What were his privileges?

Total: \$49

HCR-068-C	W 9:30AM–12:00PM <i>K. Gray</i>	Sep 29 VM 4
-----------	------------------------------------	----------------

Cicero's Letters and Speeches

Take a look at Cicero's personal letters and some of his speeches, especially those at murder trials. Explore the deeper beliefs of Cicero, and his thoughts behind them and clearly expressed within them.

Total: \$49

HCR-069-D	W 9:30AM–12:00PM <i>K. Gray</i>	Oct 20 VM 4
-----------	------------------------------------	----------------

Cicero's Political Views

Both Cicero's works on "The Republic" and "The Laws" are focused on Cicero's political views and views of government, to which he had arrived late in his life. We will critique these works from our own point of view.

Total: \$49

HCR-070-E	W 9:30AM–12:00PM <i>K. Gray</i>	Nov 10 VM 4
-----------	------------------------------------	----------------

PERSONAL ENRICHMENT

Cicero on Aging, the Fall of the Roman Republic, and Death

Take a look into works Cicero wrote late in his life in which he shared his thoughts on growing old. We'll attempt to understand how he faced death and his inability to save the Republic he loved.

Total: \$49

HCR-071-F	W 9:30AM–12:00PM K. Gray	Dec 08 VM 4
-----------	-----------------------------	----------------

Home & Garden

Floral Design Series



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

Total: \$99 — Senior Total: \$59

PDV-795-D	M 6:30PM–8:30PM D. Warrenfeltz	Sep 13 – Nov 08 CPB 211 / 213
-----------	-----------------------------------	----------------------------------

Floral Design: Late Summer Blooms

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

Total: \$39

HGN-002-C	M 6:30PM–8:30PM D. Warrenfeltz	Sep 13 – Sep 27 CPB 213 / 211
-----------	-----------------------------------	----------------------------------

Floral Design: Nature's Harvest

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

Total: \$39

HGN-003-D	M 6:30PM–8:30PM D. Warrenfeltz	Oct 04 – Oct 18 CPB 211 / 213
-----------	-----------------------------------	----------------------------------

Floral Design: Hearth & Home for the Holidays

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

Total: \$39

HGN-004-D	M 6:30PM–8:30PM D. Warrenfeltz	Oct 25 – Nov 08 CPB 211 / 213
-----------	-----------------------------------	----------------------------------

Become a Citizen Scientist

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

Total: \$25

HGN-015-D	M 6:30PM–8:30PM K. Barylski	Oct 11 ONLINE
-----------	--------------------------------	------------------

Preparing for Winter Hiking

Let's go on a beautiful fall hike and discuss how to continue hiking throughout the winter months. We'll talk about how to layer clothing for optimal warmth, footwear choices, snacks to fuel your body, and additional items to keep you comfortably and safely hiking all winter long! Meeting location will be provided to students at least one week prior to the class. Hike level of difficulty: moderate.

Total: \$25

DRC-006-E	Sa 9:00AM–12:00PM	Nov 06
	<i>C. Hipp</i>	

Mindfulness in Nature

As the leaves change and the air chills, it's time to welcome the return of fall. Embrace the changing seasons 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 at a location to be determined and shared with the students no later than one week prior to the class.

Total: \$25

DRC-004-C	W 9:00AM–12:00AM	Sep 29
	<i>C. Hipp</i>	

Money Matters

Retirement Roadmap

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

Total: \$29

DIS-553-C	Th 6:00PM–8:00PM	Sep 02 – Sep 09
	<i>M. McLean</i>	<i>CPB 212</i>

Avoiding the Holiday Financial Hangover

"It's the most wonderful time of the year," according to the beloved Christmas song. But then the bills come. Avoid a financial hangover this holiday season with the guidance of Marjorie McLean, an Accredited Financial Counselor. You'll know what to consider when budgeting for the holidays and how to avoid overspending. Enjoy the holidays while sticking to a healthy financial plan! This course is being taught via Zoom.

Total: \$19

MON-027-D	Th 6:00PM–8:00PM	Oct 21
	<i>M. McLean</i>	<i>CPB 213</i>

THE GREAT OUTDOORS

Enjoy cooler weather and natural beauty
with two great classes:

Mindfulness in Nature

Wednesday, September 29

9 a.m. – 12 p.m.

Course Code: DRC-004-C

Preparing for Winter Hiking

November 6

Saturday 9 a.m. – 12 p.m.

Course Code: DRC-006-E

For more information, visit
hagerstowncc.edu/personal-enrichment



PERSONAL ENRICHMENT

How Much Will My Money Grow

Think of your savings and investments like planting a seed. Over time it will grow into something much larger, but how much larger? Are you planting seeds now and wonder what the tree will look like, when your kid heads to college or when you're on the threshold of retirement? Maybe you want a way to encourage a young adult in your life to begin planting their own seeds. This class will demonstrate a free tool that you can continue to use after class to understand how large your savings and investment seeds will grow over time. We'll also look at three key factors which affect your money's growth, to build understanding of how your choices today impact your future account balance.

Total: \$25

MON-031-D	Th 6:30PM-8:30PM	Oct 14
	M. McLean	ONLINE

Be Prepared With a Will

Don't leave your loved ones in a bind after you pass; help and protect them by having an up-to-date will. In this two-hour workshop, you'll get a solid introduction to what needs to be in your will and how to get one done. The class will include resources so you can write your own will or choose a lawyer.

Total: \$25

MON-032-D	Tu 6:30PM-8:30PM	Oct 05
	K. Barylski	CPB 214

Introduction to Social Security Benefits

Social Security retirement benefits have almost everyone confused. And that confusion could cost you a lot of money in retirement. Make the most of your retirement! Learn about Social Security retirement, spousal, and survivor benefits in enough depth so you can best decide when and how you should take your benefits. The class will also cover tax issues when receiving Social Security retirement benefits.

Total: \$35

MON-033-D	Tu 6:30PM-8:00PM	Oct 19 - Oct 26
	K. Barylski	CPB 214

Travel

Travel Light, Travel Easy

No matter your mode of transportation, travelling light makes the journey easier. Learn the what's and how to pack carry-on only for your next destination. Gain confidence and make your next trip a breeze as we explore a plethora of packing and travel tools, tips, and tricks.

Total: \$25

DIS-595-C	Tu 6:00PM-8:00PM	Sep 28
	K. Barylski	CPB 213

Join the HCC Alumni & Friends



For a 12-Night British Isle Cruise



Aboard Princess Cruise Line's "Emerald Princess"

May 8-21, 2022



Our Cruise Itinerary

May 08 - Depart Baltimore for London	
May 09 - Depart London, England	5:00 pm
May 10 - Guernsey, Channel Islands	7:00 am - 4:00 pm
May 11 - Cork, Ireland	9:00 am - 7:00 pm
May 12 - Dublin, Ireland	7:15 am - 9:30 pm
May 13 - Belfast, Northern Ireland	8:00 am - 9:00pm
May 14 - Liverpool, England	8:00 am - 6:00 pm
May 15 - At Sea	
May 16 - Glasgow, Scotland	8:00 am - 7:00 pm
May 17 - Invergordon, Scotland	7:00 am - 6:00 pm
May 18 - Edinburgh, Scotland	7:00 am - 7:00 pm
May 19 - At Sea	
May 20 - Normandy/Paris, France	7:00 am - 8:00 pm
May 21 - London, England	Arrive at 6:00 am

Trip includes: Roundtrip transportation between HCC and the airport; Roundtrip airfare to London; Roundtrip transfers between airport and ship; 12-night cruise aboard the Emerald Princess; All meals and entertainment; All taxes.

Our cruise group: Enjoys meals & special parties together onboard ship; Travels within the safety of a group; Meets before our cruise to discuss our trip and get better acquainted and Has a wonderful time together.

Prices begin at \$4,504 per person

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

Travel Arrangements by:

TRAVEL LEADERS
#iTravelBetter

1712 Abbey Lane, Hagerstown, MD
Phone: 301-739-4600

Cruise proceeds benefit the
HCC Alumni Association Scholarship Fund in the
HCC Foundation, Inc.

Everyone is Welcome!



REGISTRATION IS EASY

Non-Credit Course Disclaimer

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

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

Registration is Easy

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

To register in-person:

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

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

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

Phone: 240-500-2236

Visit our satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

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

Phone: 240-500-2236

To register by phone:

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

To register through WebAdvisor:

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

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

Birthdate and Social Security Number

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

Tuition and Fees

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

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

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

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

Admissions

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

Course Cancellations

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

Refund Policy

Drops, Refunds and Cancellations

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

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

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

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

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

Employer's Tuition Assistance

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

ed2go Online Course Registration Information

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

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

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

College Holidays

- September 6, 2021 – Labor Day
- November 24-28, 2021 – Thanksgiving

Parking

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

Use of Cell Phones During Class

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

Emergency Closing

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

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

Classes canceled due to inclement weather or emergencies will be made up.

Non-Credit/Credit Shared Courses

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

Certificate/CEU Information

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

Code of Student Conduct

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

Smoking Policy

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

Equal Opportunity College

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

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

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

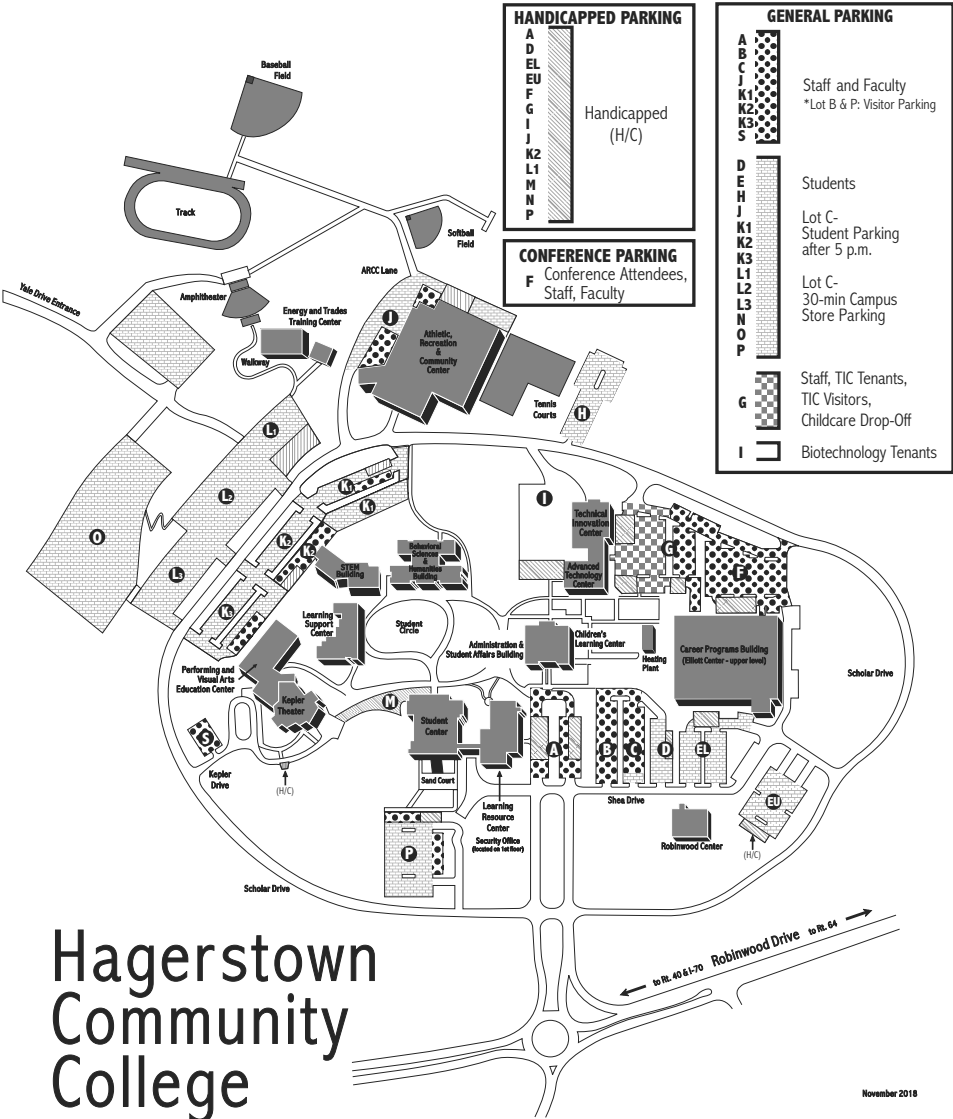
IND = Industry Drive

ETTC = Energy & Trades Training Center

BSH = Behavioral Science & Humanities Building

KEP = Kepler Theater

CAMPUS MAP



Dreaming of a better life?



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

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

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

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

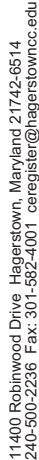
**It all starts with a phone call and an appointment.
Call 240-500-2313 between 8:30 a.m. – 4:30 p.m.
and speak to someone who looks forward
to partnering with you.**

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



Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742

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



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.**

☐ Student ID _____
(if known)

To avoid delay, please complete all information requested.

☐ Mr. _____

☐ Ms. _____

☐ Mrs. _____

☐ Other _____

Last Name
First
MI
Maiden/Former

Home Address

City _____ State _____ Zip Code _____ County _____

Phone: Home _____ Work _____ Cell _____

E-mail Address

Course #	Course Title	Begin Date	Total
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



The world is changing – are you? Make today's SHIFT with today's top leaders.

Leadercast Shift

September 24, 2021

8:00 a.m. – 4:00 p.m.

www.hagerstownncc.edu/leadercast

**Purchase
tickets now!**



Hagerstown Community College
11400 Robinwood Drive
Hagerstown, Maryland 21742-6514
240-500-2236
www.hagerstownncc.edu

Non-Profit Org.
U.S. Postage
PAID
Hagerstown,
MD
Permit No. 510