



# Workforce Solutions & Continuing Education

## Winter 2022 Non-Credit Schedule



Commercial Truck Driving



Financial Planning



Veterinary Assistant

**Discover** *Yourself*

**Scholarships  
available!**

*See page 2 for details.*



Business Management Bootcamp



Medical Assistant



# HCC Workforce Solutions & Continuing Education



## SCHOLARSHIPS AVAILABLE!

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

- Certified Medical Assistant
- Certified Nursing Assistant
- Certified Peer Recovery Specialist
- Child Care\*
- CDL B
- Construction Equipment Operator
- Construction (Pre-Apprenticeship)
- Diesel Technician
- Forklift Operator
- Nurse Refresher\*
- Management Bootcamp
- Office Associate\*
- Personal Trainer\*
- Phlebotomy
- Real Estate\*
- Veterinary Assistant\*
- Welding

Scholarships are part of the Governor's Emergency Education Relief (GEER) funds;

*\*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](http://www.hagerstowncc.edu/CEfunding)



Winter 2022

# HCC CONTINUING EDUCATION



**3 ANIMAL CARE**

Veterinary Assistant

**4 BUSINESS & PROFESSIONAL TRAINING**

WorkKeys Preparation

Leadership, Management, & Marketing

**8 CERTIFICATION & LICENSURE**

Child Care

Hospitality & Recreation

Real Estate

**14 COMPUTERS**

CAD

MS Office

Office Associate

Repair & Networking

**17 TRANSPORTATION & DRIVER EDUCATION**

CDL – Commercial Driver

Driver Education

Motorcycle

**19 INDUSTRIAL TECHNOLOGY & TRADES**

Small Engine

Forklift Operator

Construction

Home Inspector

Industrial Technology

Welding

**24 ALLIED HEALTH**

Basic Life Support (BLS)

Dental Seminar

Certified Medical Assistant

Health Care Certifications

Certified Nursing Assistant

Phlebotomy Technician

Nursing

Behavioral Health Certifications

Health Seminar

**32 HEALTH & WELLNESS**

Mind & Spirit

Body

**33 PERSONAL ENRICHMENT**

Arts, Music, & Language

Culinary

Cultural Trips

Genealogy, Family Care, & Parenting

History

Home & Garden

Dance & Recreation

Money Matters

**44 ALUMNI**

**48 REGISTRATION IS EASY**

**50 CLASSROOM LOCATIONS**

**51 CAMPUS MAP**

**\$** 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](http://www.hagerstowncc.edu/coned)



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



**Dr. Jim Klauber**  
**HCC President**

## **Course Options | Winter 2022**

*HCC winter 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 Maryland Workforce Development Sequence Scholarships.
- Students must apply prior to registration to meet all specified scholarship details.

### **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)**

- These courses meet both online and in-person at the discretion of the instructor.

### **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.



## Veterinary Assistant

### \$ Medical Terminology and Introduction to Anatomy for Veterinary Assistants

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

Total: \$335 — Senior Total: \$184

PET-043-H	M 6:00PM–8:00PM K. Tracey	Feb 21 – Apr 18 VM 6
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## CERTIFICATION SERIES

**Scholarships  
Available**

### Veterinary Assistant

Veterinary Assistants perform all aspects of routine animal care with Veterinarians and assist with office responsibilities within a Veterinary office.

#### Course List:

Medical Terminology & Introduction to Anatomy  
for Veterinary Assistant  
Veterinary Assistant Principles  
Veterinary Assistant Clinicals

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*Discover Yourself*





WorkKeys® is a job skills assessment system measuring “real world” skills that employers deem critical to job success, for 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](http://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](http://www.hagerstowncc.edu/academic-testing-center).





## WorkKeys Preparation

### WorkKeys Prep

This course prepares the student to earn 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: \$30

PRD-862-G	Th 5:00PM–8:00PM <i>C. Coffin</i>	Jan 6 <i>LSC 100</i>
PRD-862-H	Th 5:00PM–8:00PM <i>C. Coffin</i>	Feb 3 <i>LSC 100</i>
PRD-862-M	Th 5:00PM–8:00PM <i>C. Coffin</i>	Mar 3 <i>LSC 100</i>
PRD-862-J	Th 5:00PM–8:00PM <i>C. Coffin</i>	Apr 7 <i>LSC 100</i>

### The Significance of Supervision

This course examines the significant role supervisors play in the success and growth of an organization. Students will analyze the skillset 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-H	TuTh 5:00PM–8:30PM <i>K. Palmer</i>	Feb 22 – Mar 24 <i>VM 4</i>
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## Leadership, Management, & Marketing

### 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-H	TuTh 5:00PM–8:30PM <i>C. Aaron</i>	Feb 15 – Mar 31 <i>VM 4</i>
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### 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-M	TuTh 5:00PM–8:30PM <i>J. Martorana</i>	Mar 22 – Mar 24 <i>VM 6</i>
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## CUSTOMIZED TRAINING

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

Contact Theresa Shank today for a free consultation.

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



BUSINESS & PROFESSIONAL TRAINING

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-M	TuTh 5:00PM–8:30PM	Mar 1 – Mar 3
	M. Waltemire	VM 4

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, 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-M	TuTh 5:00PM–8:30PM	Mar 8 – Mar 10
	M. Waltemire	VM 4

Human Resource Management, Meaning, & 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 a workplace discrimination investigation and enforcement. This course also examines the importance of pro-active workplace harassment prevention policies, training, and the steps to achieve legal terminations.

Total: \$189 — Senior Total: \$95

PRD-898-M	TuTh 5:30PM–8:30PM	Mar 15 – Mar 17
	C. Aaron	VM 4



CERTIFICATION SERIES

Scholarships Available

Management Bootcamp

Are you ready to identify your leadership style and elevate your management skills? Learn the effective communication skills that will have you delivering clear, concise messages, coaching employees for a more effective performance, and delivering a higher level of customer care for a more successful and profitable business career.

Course List:

- Communication Skills for Managers
- Coaching for Improved Performance
- Leadership Skills - the Essentials for Success
- The Significance of Supervision
- Human Resource Management, Meaning, and Methods
- Moving from Customer Service to Customer Care
- Project Management Essentials



## 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-H	TuTh 5:00PM–8:30PM <i>K. Palmer</i>	Feb 15 – Feb 17 <i>VM 4</i>
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## 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-M	TuTh 5:00PM–8:30PM <i>J. Martorana</i>	Mar 29 – Mar 31 <i>VM 4</i>
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CERTIFICATION SERIES

Scholarships  
Available

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.

Completion:

45-hour classes  
Total 90 hours

Child Care Certification  
Required:

Child Growth and Development

Specialization Course:

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

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\* This course is not included within the scholarship award.

Child Care

Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete class assignments to receive a course certificate. A separate purchase of course materials is required and will allow you to access the class. Instead of a textbook, this course uses electronic text and video resources that are incorporated into your course experience. Purchase EITHER the access key with the ebook OR the access key and loose-leaf book.

Total: \$280

PLC-592-H	—	Feb 3 – Mar 24
	C. Staff	ONLINE
PLC-592-K	—	Apr 7 – May 26
	C. Staff	ONLINE

Communication Skills for Child  
Care Professionals

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

Total: \$123

PLC-652-H	—	Feb 7 – Feb 21
	C. Staff	ONLINE



## \$ School Age Child Care: Curriculum

Topics include curriculum planning, age-appropriate materials, and methods for children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children, and also satisfies the nine-hour communication skills requirement. Please contact 240-500-2236 to register.

Total: \$280

PLC-798-G	— C. Staff	Jan 19 – Mar 9 ONLINE
PLC-798-J	— C. Staff	Apr 6 – May 25 ONLINE

## Supervising Children in Child Care

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-G	— C. Staff	Jan 3 – May 20 ONLINE
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## Developmentally Appropriate Practices

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

Total: \$69

PLC-824-G	— C. Staff	Jan 3 – May 20 ONLINE
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## Taking Learning Outside

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

Total: \$69

PLC-825-G	— C. Staff	Jan 3 – May 20 ONLINE
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## Playground Safety

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

Total: \$69

PLC-827-G	— C. Staff	Jan 3 – May 20 ONLINE
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## Including All Children & the ADA

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

Total: \$69

PLC-828-G	— C. Staff	Jan 3 – May 20
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## Supporting Children with Disabilities

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

Total: \$69

PLC-829-G	— C. Staff	Jan 3 – May 20
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## Sudden Infant Death Syndrome (SIDS)

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

Total: \$69

PLC-846-G	— C. Staff	Jan 3 – May 20 ONLINE
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# CERTIFICATION & LICENSURE

## \$ Child Growth & Development

This online course is designed to prepare students for positions in child care centers: the course satisfies the child development half of the Maryland State Department of Education (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-G	—	Jan 7 – Feb 25
	<i>C. Staff</i>	<i>ONLINE</i>
PLC-874-M	—	Mar 25 – May 13
	<i>C. Staff</i>	<i>ONLINE</i>
PLC-874-J	—	Apr 8 – May 27
	<i>C. Staff</i>	<i>ONLINE</i>

## Infant & Toddler Care

This course is designed to provide an overview of infant and toddler care and curriculum planning based on child development theory and best practices for children from 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-G	—	Jan 10 – Feb 28
	<i>C. Staff</i>	<i>ONLINE</i>
PLC-875-J	—	Apr 4 – May 23
	<i>C. Staff</i>	<i>ONLINE</i>

## \$ Preschool Curriculum & Activities

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-G	—	Jan 10 – Feb 28
	<i>C. Staff</i>	<i>ONLINE</i>
PLC-998-J	—	Apr 4 – May 23
	<i>C. Staff</i>	<i>ONLINE</i>

## Supporting Breastfeeding in Child Care

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

Total: \$69

PRC-001-G	—	Jan 3 – May 20
	<i>C. Staff</i>	<i>ONLINE</i>

## Basic Health & Safety Training

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

Total: \$89

PRC-090-G	—	Jan 3 – May 20
	<i>C. Staff</i>	<i>ONLINE</i>

## Pyramid Model for Social & Emotional Competence - Preschool

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

Total: \$199

PRC-091-H	—	Feb 21 – Mar 28
	<i>C. Staff</i>	<i>ONLINE</i>



### Engaging Children with Remote Learning

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, 1hr SN.

Total: \$89

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PRC-095-G	–	Jan 3 – May 20
	<i>C. Staff</i>	

### Pandemic & Infectious Diseases: Reducing Risks in Child Care

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

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PRC-096-G	–	Jan 3 – May 20
	<i>C. Staff</i>	<i>ONLINE</i>

### CDA Capstone: Portfolio, Application, & Exam Prep

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. Successful completion of the following courses; Child Growth and Development, Infant and Toddler Care OR Preschool Curriculum and Activities and 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

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PRC-097-G	–	Mar 8 – May 10
	<i>C. Staff</i>	<i>ONLINE</i>



Hospitality & Recreation

Custodian Instruction

This online course was designed for individuals interested in becoming maintenance and janitorial staff and provides an overview of cleaning tools and techniques as well as interpersonal skills necessary to be successful in the workplace. Topics include cleaning techniques, creating a cleaning plan, communication, and customer service skills.

Total: \$99

PRD-887-G	—	Jan 1 – Mar 31
	<i>I. Staff</i>	ONLINE

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-M	W 9:00AM–12:00PM	Mar 16
	<i>L. Riggs</i>	VM 4

MD Real Estate Legal & 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-H	W 9:00AM–12:00PM	Feb 15
	<i>L. Riggs</i>	VM 4

Fair Housing Review & Updates

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

Total: \$28

PLC-466-J	W 1:00PM–3:00PM	Apr 13
	<i>L. Riggs</i>	VM 4

Real Estate Brokerage Relationships & Disclosures - Residential

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

Total: \$38

PLC-957-G	M 9:00AM–12:00PM	Jan 24
	<i>L. Riggs</i>	VM 4



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## HYBRID \$ Principles & Practices I Hybrid

This course, part 1 of 2, 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 is students who seek to become a licensed Real Estate agent in the State of MD. Students must take part I and part II in their entirety (not miss any classes) 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, which will be held on campus. Other classes will be held on Zoom.

Total: \$236 — Senior Total: \$172

PRC-102-G	TuTh 6:00PM–9:00PM R. Caldwell	Jan 18 – Feb 22 ONLINE/213
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## HYBRID \$ Principles & Practices II

This course, part 2 of 2, 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. The target audience for this course are those who seek to become a licensed Real Estate agent in the State of MD. Students must receive a 70 percent or better on the final exam in order to receive a certificate to take the MD real estate state examination. Students must take part I and part II in their entirety (not miss any classes) to sit for the final exam. The last 3 classes will be on campus for testing and review. Other classes will be held on Zoom.

Total: \$166 — Senior Total: \$106

PRC-103-H	TuTh 6:00PM–9:00PM R. Caldwell	Feb 24 – Mar 31 ONLINE/125
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# REAL ESTATE PRINCIPLES & PRACTICES

**HYBRID**

**Principles & Practices I**

PRC-102 G

**Principles & Practices II**

PRC-103 H

Class will meet on the first day of class and for the final test.

Program meets the requirements of the Maryland Real Estate Commission eligibility for the Maryland Real Estate licensing examination.

For scholarship information, visit  
[www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)

**Scholarships  
Available**





CAD

CAD Building Information Modeling

Discover how Building Information Modeling (BIM) can revolutionize your construction projects. Use Autodesk Revit to create commercial or residential building designs while applying parametric modeling to floor plans, elevations, roof plans, foundation plans, ceiling plans, site plans, as well as proper placement of building components. Includes an introduction to rendering and animation of models. (Textbook Required)

Total: \$409 — Senior Total: \$269

CMR-230-G	—	Jan 10 — May 3
	<i>O. Bamiduro</i>	ONLINE

Computer-Aided Design II

Computer-Aided Design II is a hands-on competency-based course that builds on skills and knowledge gained in CAD I. Participants receive advanced instruction in dimensioning, blocks, layer management, and print layout. Students are introduced to working in three dimensions and will create three-dimensional drawings and models and produce an electronic portfolio of their work. Prerequisite: CMT 252 or equivalent work experience. (Textbook Required)

Total: \$379

CMT-153-G	—	Jan 10 — May 3
	<i>O. Bamiduro</i>	ONLINE

Solid Modeling: Autodesk Inventor

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

Total: \$471 — Senior Total: \$143

CMT-228-G	—	Jan 10 — May 3
	<i>O. Bamiduro</i>	ONLINE



CERTIFICATION SERIES

Scholarships Available

Office Associate

Compute a future in a business environment that makes sense. Learn basic computer skills that provide you the capabilities to be successful as an entry level administrative associate with hands-on instruction with word processing, spreadsheets, and presentation software. Expand on your business knowledge and add to your skills with bookkeeping concepts that will provide you a Quickbooks competency.

Course List:

- Office Associate - Part I
- Office Associate - Part II

Scholarships available, apply today!  
[www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)



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-G	W 9:00AM–4:30PM <i>R. Koziel</i>	Jan 19 <i>VM 2</i>
CMP-835-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 30 <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-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 2 <i>VM 2</i>
CMP-836-N	W 9:00AM–4:30PM <i>R. Koziel</i>	Apr 13 <i>VM 2</i>

Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-J	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 16 <i>VM 2</i>
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Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-L	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 16 <i>VM 2</i>
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Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 2 <i>VM 2</i>
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Office Associate

\$ Office Associate Certificate Program - Part I

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

Total: \$636 — Senior Total: \$383

CMR-031-G	MW 6:00PM–9:00PM <i>R. Kayed</i>	Jan 24 – Apr 4 <i>VM 5</i>
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\$ Office Associate Certificate Program - Part II

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 emphasizes bookkeeping concepts and hands-on application using Quickbooks.

Total: \$129

CMR-041-J	MW 6:00PM–9:00PM	Apr 6 – May 4 <i>VM 5</i>
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Repair & Networking

PC Tech: Operating Systems

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

Total: \$520 — Senior Total: \$282

CMT-151-G	Th 5:30PM–8:15PM <i>R. Ball</i>	Jan 13 – Apr 28 <i>ATC 200</i>
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CCNA: Networking 1

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

Total: \$651

CMT-355-G	W 6:00PM–9:45PM <i>J. Drooger</i>	Jan 10 – Mar 5 <i>STEM 110 /109</i>
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CCNA: Networking 2

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

Total: \$587

CMT-356-M	W 6:00PM–9:45PM <i>J. Drooger</i>	Mar 14 – May 3 <i>STEM 110 /109</i>
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## CDL - Commercial Driver

### CDL Learner's Permit Prep

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

Total: \$28

TDV-044-M	TuW 6:00PM-9:00PM B. Neiman	Mar 1 - Mar 2 IND 200
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### \$ CDL B Operator Introduction

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

Total: \$258 — Senior Total: \$138

TDV-053-G	Sa 8:00AM-4:30PM D. Mitchell	Jan 22 - Jan 29 IND 200
TDV-053-J	Sa 8:00AM-4:30PM D. Mitchell	Apr 9 - Apr 16 IND 200

### \$ CDL B Operator Skills

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

Total: \$1500 — Senior Total: \$840

TDV-054-G	Sa 8:00AM-4:30PM D. Mitchell	Feb 5 - Mar 5 IND 200
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## CERTIFICATION SERIES

**Scholarships  
Available**

## 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.

### Course List:

CDL B Operator Introduction  
CDL B Operator Skills

Scholarships available, apply today!  
[www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)



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: \$350

DRV-001-A	MW 6:00PM–9:15PM <i>E. Ferris</i>	Jan 24 – Feb 23 <i>CPB 210</i>
DRV-001-B	Sa 9:00AM–12:15PM	Jan 29 – Apr 2 <i>ONLINE</i>
DRV-001-C	MW 6:00PM–9:15PM <i>E. Ferris</i>	Mar 14 – Apr 13 <i>CPB 210</i>

Motorcycle

Basic Rider Course

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

Total: \$298 — Senior Total: \$208

MST-101-A	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM	Mar 23 – Mar 24 Mar 26 – Mar 27 <i>CPB 232 /EU/232</i>
MST-101-B	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM	Apr 6 – Apr 7 Apr 9 – Apr 10 <i>CPB 232 /EU/232</i>

Basic Rider 2-LW

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

Total: \$298 — Senior Total: \$182

MST-102-A	W 5:45PM–9:00PM Sa 7:30AM–4:30PM	Mar 30 Apr 2 <i>CPB EU/232</i>
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Small Engine

Small Engine Repair

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

Total: \$228 — Senior Total: \$132

TRD-124-H	MW 6:00PM–9:00PM <i>T. Kroon</i>	Feb 21 – Mar 14 <i>CPB 230/GAR</i>
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Advanced Small Engine Repair

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

Total: \$307 — Senior Total: \$243

TRD-021-J	MW 6:00PM–9:00PM <i>T. Kroon</i>	Apr 11 – May 2 <i>CPB 230/GAR</i>
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Forklift Operator

Forklift Operator & Material Handling

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

Total: \$250

TRD-234-G	F 9:00AM–4:30PM <i>A. Obitts</i>	Jan 28 – Feb 4 <i>DRC MAIN</i>
TRD-234-J	F 9:00AM–4:30PM <i>A. Obitts</i>	Apr 15 – Apr 22 <i>DRC MAIN</i>



Construction

Construction Equipment Operator Introduction

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

Total: \$523 — Senior Total: \$388

TRD-217-J	MW 6:00PM–9:00PM Sa 9:00AM–4:30PM P. Cashell	Mar 21 – Mar 23 Mar 30 CPB 214/214
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Construction Equipment Operator Skills

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

Total: \$2472 — Senior Total: \$1752

TRD-218-J	Sa 9:00AM–4:30PM MW 6:00PM–9:00PM P. Cashell	Apr 2 – May 7 Apr 4 – May 11 CPB 214/214
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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](http://www.hagerstowncc.edu/construction).

Step 2 – Registered Apprenticeship

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

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

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

For more information on apprenticeships and the application process, please contact Jack Drooger at 240-500-2453 or [jdrooger@hagerstowncc.edu](mailto:jdrooger@hagerstowncc.edu).  
[www.hagerstowncc.edu/construction](http://www.hagerstowncc.edu/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 is required to complete. (Textbook included)

Total: \$378 — Senior Total: \$343

TRD-237-H	TuTh 5:30PM–9:00PM <i>D. Hildebrand</i>	Feb 22 – Mar 24 <i>ONLINE /VM8</i>
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## Construction Core Trades Part 2

Prepare for apprenticeship or employment in the skilled trades such as HVAC, electrical, plumbing, or carpentry. This course completes the core apprenticeship curriculum of the National Center for Construction Education and Research (NCCER), which must be completed before other NCCER courses can be attempted. Topics include basic safety, introduction to construction math, introduction to hand tools, and introduction to power tools. Prerequisite: Construction Core Trades Part 1 required to complete. (Textbook and OSHA 10 included)

Total: \$241 — Senior Total: \$241

TRD-238-M	TuTh 5:30PM–9:00PM <i>D. Hildebrand</i>	Mar 29 – Apr 28 <i>ONLINE /VM8</i>
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## Home Inspector

### Home Inspector West Virginia Practicum

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

Total: \$58

TRD-213-G	Su 8:00AM–6:00PM	Jan 23
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*Become a licensed*  
**Home Inspector!**



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

**TRD-045-G — January 15 -22, 2022**

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-G on January 23).



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

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



Industrial Technology

Plumbing & Pipefitting

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

Total: \$426 — Senior Total: \$232

CNT-105-G	Tu 5:30PM–8:15PM <i>I. Staff</i>	Jan 11 – May 3 <i>ETTC 102/101</i>
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Fundamentals of Electricity

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

Total: \$596 — Senior Total: \$288

CNT-110-G	MW 5:30PM–7:10PM <i>J. Luna</i>	Jan 10 – May 2 <i>ATC 213</i>
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## CERTIFICATION SERIES

### Scholarships Available

## 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 the skill activities in a variety of welding technologies within our professionally equipped lab.

### Course List:

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

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## Welding

### \$ Intro to Welding

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

Total: \$500 — Senior Total: \$276

CNT-106-G	Tu 5:30PM–9:30PM <i>S. Staley</i>	Jan 25 – Mar 29 <i>CPB 142A/142</i>
CNT-106-H	Th 5:30PM–9:30PM <i>P. Gidich</i>	Jan 27 – Apr 7 <i>CPB 142A/142</i>

### \$ Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$500 — Senior Total: \$380

CNT-306-G	Tu 5:30PM–9:30PM <i>S. Staley</i>	Jan 25 – Mar 29 <i>CPB 142A/142</i>
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### \$ Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$500 — Senior Total: \$380

CNT-308-G	Tu 5:30PM–9:30PM <i>S. Staley</i>	Jan 25 – Mar 29 <i>CPB 142A/142</i>
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### \$ AWS Welding Certification Preparation

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

Total: \$530 — Senior Total: \$368

CNT-206-G	MW 5:30PM–8:15PM <i>J. Smith</i>	Jan 10 – Mar 2 <i>CPB 142A/142</i>
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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-G	Th 5:00PM–9:00PM	Jan 13
	LIFE-SAVING SOLUTIONS, LLC	CPB 210
NRS-923-Q	Th 5:00PM–9:00PM	Jan 20
	LIFE-SAVING SOLUTIONS, LLC	CPB 214
NRS-923-L	Th 5:00PM–9:00PM	Feb 3
	LIFE-SAVING SOLUTIONS, LLC	CPB 214
NRS-923-V	Th 5:00PM–9:00PM	Feb 10
	LIFE-SAVING SOLUTIONS, LLC	CPB 214
NRS-923-H	Th 5:00PM–9:00PM	Feb 17
	LIFE-SAVING SOLUTIONS, LLC	CPB 214
NRS-923-M	Th 5:00PM–9:00PM	Mar 3
	LIFE-SAVING SOLUTIONS, LLC	CPB 125
NRS-923-P	Th 5:00PM–9:00PM	Mar 24
	LIFE-SAVING SOLUTIONS, LLC	CPB 214
NRS-923-J	Th 5:00PM–9:00PM	Apr 14
	LIFE-SAVING SOLUTIONS, LLC	CPB 214

BLS Recertification

Basic Life Support Recertification is provided by the American Heart Association to refresh healthcare professionals previously certified in recognizing life-threatening emergencies and providing CPR, using an AED and bag-mask, and relieving choking in a timely and effective manner. A textbook is not required. (NOTE: If your BLS card has expired, please enroll in the BLS Initial Certification course NRS923)

Total: \$49 — Senior Total: \$37

NRS-924-G	Th 6:00PM–8:00PM	Feb 24
	LIFE-SAVING SOLUTIONS, LLC	CPB 214
NRS-924-F	Th 6:00PM–8:00PM	Mar 17
	LIFE-SAVING SOLUTIONS, LLC	CPB 214

Dental Seminar

Local Anesthesia for Dental Hygienist

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

Total: \$650

HCE-047-M	TuWTh 8:00AM–5:00PM	Mar 8 – Mar 10
	J. Suminski	CPB 124

Nitrous Oxide Administration & Monitoring for the Dental Hygienist

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

Total: \$284

HCE-053-M	F 8:00AM–3:00PM	Mar 25
	J. Suminski, M. Bidingier	CPB 124



## Certified Medical Assistant

### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Total: \$119

HCE-024-G	–	Jan 13 – Feb 24
	<i>I. Staff</i>	<i>ONLINE</i>
HCE-024-H	–	Feb 10 – Mar 24
	<i>I. Staff</i>	<i>ONLINE</i>

### Human Anatomy & Physiology

This course focuses on the anatomical structure of the human body, including all biological systems and how they function.

Total: \$119

NRS-536-G	–	Jan 13 – Feb 24
	<i>I. Staff</i>	<i>ONLINE</i>
NRS-536-H	–	Feb 10 – Mar 24
	<i>I. Staff</i>	<i>ONLINE</i>

## Health Care Certifications

### 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-J	Sa 8:00AM–2:00PM	Apr 9
	<i>K. Weicht</i>	<i>CPB 175</i>



## CERTIFICATION SERIES

**Scholarships  
Available**

### Medical Assistant

Medical Assistants work with physicians, nurses, and other healthcare professionals to deliver patient care in outpatient, hospital, and medical office settings. Learn both clinical competencies and administrative skills to be a successful liaison between physicians and their patients. Medical Assistants help by securing patient vital signs, assisting with patient examinations, performing specimen collections and office testing, and administering patient vaccinations.

#### Course List:

#### Prerequisite Courses for Medical Assistant Program

Medical Terminology  
Anatomy and Physiology  
Foundations of Healthcare

#### Program Courses

Medical Assistant I  
Medical Assistant II  
Administrative Medical Assistant  
Clinical Medical Assistant Externship

Scholarships available, apply today!  
[www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)



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 the 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 the Maryland regulations for dispensary operations including security, inventory management, software types, record-keeping, 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-M	—	Jan 25 – Mar 15
	<i>C. Staff</i>	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-M	—	Mar 29 – May 24
	<i>C. Staff</i>	ONLINE

Certified Nursing Assistant

\$ Foundations for Healthcare Careers

This course introduces students to important healthcare concepts and professional career development skills to prepare students for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and medical terminology. Communication



CERTIFICATION SERIES

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.

Course List:

- ▲ ONL Dispensary Tech I
- ▲ ONL Dispensary Tech II

Register today, visit  
[www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)

skills are practiced with a special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing and gaining and maintaining employment.

Total: \$239 — Senior Total: \$156

HCE-108-G	TuTh 5:30PM–9:00PM <i>R. Banfe</i>	Jan 4 – Jan 27 <i>CPB 125</i>
HCE-108-J	TuTh 5:30PM–9:30PM <i>R. Banfe</i>	Apr 5 – Apr 28 <i>CPB 125</i>

\$ 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-H	MTuWTh 9:00AM–2:00PM <i>R. Banfe</i>	Feb 1 – Mar 3 <i>CPB 125</i>
HCE-105-G	MTuW 5:00PM–9:00PM <i>I. Staff</i>	Feb 1 – Mar 3 <i>CPB 125</i>



**\$ 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-H	MTuWTh 9:00AM–2:00PM <i>R. Banfe</i>	Mar 8 – Mar 31 <i>CPB 152</i>
HCE-106-G	MTuW 5:00PM–9:00PM <i>I. Staff</i>	Mar 8 – Mar 31 <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-G	Apr 1 – Apr 30
HCE-107-H	Apr 1 – Apr 30

**CNA Medicine Aide Recertification**

This course provides current medicine aides with updated information on drug therapies and safe medication administration and meets the Maryland Board of Nursing continuing education requirements for recertification. Students are required to attend the full eight-hour course (six hours of lecture and two hours of testing) and score a minimum of 80 percent on the written final exam. Submission of the CMA Clinical Update Verification form by the student's employer prior to enrollment verifying the following information is required: 1. Practiced as a CNA for 16 hours in the two years immediately preceding admission to the CMA Clinical Update. 2. Practiced as a GNA for eight hours in a licensed nursing home in the two years immediately preceding admission to the Clinical Update class. 3. Practiced as a CMA for 100 hours in the two years immediately preceding admission to the CMA Clinical Update. A copy of the CMA Clinical update verification form can be found on the Hagerstown Community College website. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$109 — Senior Total: \$65

NRS-742-F	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Dec 18 <i>CPB 152</i>
NRS-742-H	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Feb 26 <i>CPB 152</i>
NRS-742-M	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Mar 26 <i>CPB 152</i>



**CERTIFICATION SERIES**

**Scholarships Available**

**Certified Nursing & Geriatric Nursing Assistant (CNA/GNA)**

CNA/GNA training provides you classroom and hands-on lab experience for a successful entry-level career in the growing healthcare field.

**Course List:**

- Foundations of Healthcare
- Certified Nursing Assistant Mod I
- Certified Nursing Assistant Mod II
- Certified Nursing Assistant Clinical

Scholarships available, apply today!  
[www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)





CERTIFICATION SERIES

Scholarships  
Available

Phlebotomy Technician

As a Phlebotomy Technician, you are an important member of a healthcare clinical team trained in blood and other clinical specimen collection procedures within a hospital and outpatient setting.

Course List:

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

Scholarships available, apply today!  
[www.hagerstowncc.edu/cefunding](http://www.hagerstowncc.edu/cefunding)

Phlebotomy

\$ Phlebotomy: Theoretical & 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-G	MW 5:00PM–9:30PM K. Weicht	Jan 31 – Mar 16 CPB 175
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\$ 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-M	— K. Weicht	Mar 21 – May 15
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Behavioral Health  
Certifications

**\$ Certified Peer Recovery Specialist  
Recovery Coach Academy**

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: \$735 — Senior Total: \$389

HCE-103-M	MTuWThF	9:00AM–4:00PM	Mar 30 – Apr 5
	R. Zellner		ONLINE

Health Seminar

**NCLEX Review**

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

Total: \$585

NRS-854-G	MTuW –	Jan 3 – Jan 6
	C. Staff	ONLINE
NRS-854-GS	MTuWTh 8:00AM–4:00PM	Jan 3 – Jan 6
	C. Staff	ONLINE

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

▲ ONL Wednesday, March 30 - Tuesday, April 5  
No Classes April 2 and 3



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-G	—	Jan 1 – Mar 31
	<i>J. Staff</i>	
HCE-036-J	—	Apr 1 – Jun 30
	<i>I. Staff</i>	

Delegating Nurse

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

Total: \$309 — Senior Total: \$233

NRS-563-M	Sa 8:00AM–5:00PM	Mar 19 – Mar 26
	<i>L. Smigelski</i>	<i>CPB 232</i>

HYBRID \$ Nurse Refresher Course  
Theory Portion

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; as well as 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. Successful completion requires an 80 percent or higher average score on four exams and completion of 20 quizzes with an average score of 80 percent. There is a required textbook, the cost of which is in addition to the class fees. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 11th Edition ISBN: 9780323551496

Total: \$975 — Senior Total: \$585

NRS-988-J	MW 6:00PM–10:00PM	Apr 4 – Jun 13
	<i>M. Brown, G. Haywood,</i>	
	<i>C. Ware, H. Law</i>	<i>CPB 123</i>



# 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 an 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  
April 4 to June 13
  2. Nurse Refresher Skills Lab – NRS 094 Cost \$479  
June 10 and 11
  3. Nurse Refresher Clinical – NRS 743 Cost \$349  
June 22, 2022 to August 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, 11th Edition ISBN:9780323551496*

💰 Scholarship Available    ▲ ONL Online Class    ■ LLI Lifelong Learning Institute



Mind & 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-G	W 6:00PM–7:00PM P. Cote	Jan 12 – Mar 16 CPB 214
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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-G	W 7:00PM–8:00PM P. Cote	Jan 12 – Mar 16 CPB 214
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■ LLI Art Journaling for Self-Discovery

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

Total: \$49 — Senior Total: \$45

DSA-013-M	M 6:30PM–8:30PM S. Schaefer	Mar 7 – Mar 28 VM 4
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Body

*Sylvia Rogers has been teaching arthritis exercise programs for over 10 years.*

■ LLI 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 guided exercises can be done at your own pace, seated, or standing.

Total: \$69 — Senior Total: \$43

FIT-005-G	TuTh 9:30AM–10:30AM S. Rodgers	Jan 25 – Mar 3 HSA HALL
FFIT-005-N	TuTh 9:30AM–10:30AM S. Rodgers	Mar 15 – Apr 21 HSA HALL



## Arts, Music, & Language

*Steve Schaefer graduated with a Bachelor's of Fine art in Photography. He specialized in historic and alternative processing as well as mixed media. He is a working artist that he been exhibited in solo and group exhibitions. He has had photographs published and juried public exhibitions. Steve also holds a Master's of Arts in Teaching and is currently an art teacher.*

### ■ LLI Enhance Your Photography With Lightroom

Photos are memories - enhance yours! Perfect the moments you captured with your camera by using Adobe Lightroom CC's presets and manual adjustments of color, contrast, tone, and exposure. Organize your digital photos, tag them with keywords for easy searching, and create collections to print or share digitally. Edit and manage your photos from your computer, the web, or your mobile device! Class will be held in a computer lab, but you can bring your own laptop. Required: an Adobe Creative Cloud Photography plan (\$9.99/month) from adobe.com.

Total: \$99 — Senior Total: \$65

ANE-372-G	W 6:30PM–8:30PM S. Schaefer	Jan 19 – Feb 16 VM 2
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### ■ LLI Nature & Wildlife Photography

Are you interested in capturing the moment of a beautiful sunset, delicate flower, or wildlife in their natural habitat? This course will focus on nature and wildlife photography. Class sessions will cover bird, macro, and outdoor photography as well as equipment, including the 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-J	W 6:30PM–8:30PM S. Schaefer	Apr 6 – Apr 27 VM 3
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### ■ LLI Basic Photography

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

Total: \$89 — Senior Total: \$59

ANE-103-G	M 6:30PM–8:30PM S. Schaefer	Jan 24 – Feb 21 VM 3
ANE-103-J	M 6:30PM–8:30PM S. Schaefer	Apr 4 – May 2 VM 3

### ■ LLI Low Light Photography

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

Total: \$79 — Senior Total: \$49

ANE-284-H	W 6:30PM–8:30PM S. Schaefer	Feb 23 – Mar 16 VM 3
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### ■ LLI Basic Photography for Seniors

Learn how to apply every aspect of what your digital camera is capable of doing in this foundational course. You'll start with the basics of calibrating your camera before exploring white balance, composition, exposure techniques, depth of field, and more. Most importantly, you and your classmates will encourage and learn from each other through weekly critiques. Bring your camera and its manual to every class; a tripod would be helpful but is not necessary.

Total: \$119 — Senior Total: \$75

DSA-015-M	Th 1:30PM–3:30PM R. Bender	Mar 3 – Mar 31 CPB 213
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### ■ LLI REMOTE Novel Writer's Boot Camp

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

Total: \$199 — Senior Total: \$85

ANE-382-H	Tu 6:00PM–7:00PM J. Castillo	Feb 15 – Apr 19 REMOTE
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PERSONAL ENRICHMENT

■ LLI REMOTE Fiction Writing Workshop

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

Total: \$99 — Senior Total: \$45

ANE-384-G	Th 6:00PM–7:00PM	Jan 27 – Feb 24
	J. Castillo	REMOTE

■ LLI Art Journaling: Self-Discovery Through Self-Expression

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

Total: \$49 — Senior Total: \$45

DSA-010-M	M 6:30PM–8:30PM	Mar 7 – Mar 28
	S. Schaefer	VM 4

■ LLI Creating Custom Valentines With Iris Paper Folding

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

Total: \$19

DSA-012-H	Tu 2:00PM–4:00PM	Feb 8
	K. Barylksi	CPB 230

■ LLI Italian for Travelers

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

Total: \$115 — Senior Total: \$69

LAN-251-M	TuTh 6:30PM–8:30PM	Mar 1 – Mar 24
	S. Roma Barrera	VM 3

■ LLI Foundations of French

If you have never studied the French language or if you have not used your previous knowledge of French for some time, this is the class for you. You'll build a solid foundation for conversational French through a visual and immersion technique.

Total: \$149 — Senior Total: \$99

LAN-257-H	TuTh 6:00PM–7:30PM	Feb 1 – Mar 3
	R. Bender	CPB 213
LAN-257-J	TuTh 6:00PM–7:30PM	Apr 5 – May 5
	R. Bender	CPB 212



## Culinary

### Fat Tuesday Beignets

Join us on Fat Tuesday for a special culinary treat! Learn to make beignets from scratch with savory Cajun Crab Beignets and sweet Classic Beignets dusted with powdered sugar.

Total: \$65

CLN-042-M	Tu 12:00PM–3:00PM	Mar 1
	<i>T. Gossard</i>	<i>CPB 210</i>

### Irish Cuisine

Irish food is known for the quality and freshness of its ingredients. Most cooking is done without herbs or spices, except for salt and pepper, and is usually served without sauce or gravy. Representative dishes include Irish stew, bacon and cabbage, boxty, soda bread, coddle, and colcannon. Join us for a modern twist on traditional recipes. Menu: Guinness Sheppard's Pie, Guinness Cake, Guinness Frosting, and Guinness Ganache.

Total: \$69

CLN-043-M	W 12:00PM–3:00PM	Mar 16
	<i>T. Gossard</i>	<i>CPB 210</i>

### Cajun Cuisine

A good way to remember the distinction between Cajun- and Creole-style dishes is to think of Cajun food as rural and Creole as urban. A lot of Cajun food focuses on a single dish, rather than an entree with sides. This includes stews and soups, filled with meat, rice or potato, and bursting with flavor. Join us as we cook, and savor Cajun Jambalaya and Southern Pecan Pralines.

Total: \$69

CLN-046-M	W 12:00PM–3:00PM	Mar 23
	<i>T. Gossard</i>	<i>CPB 211</i>
CLN-046-N	W 6:00PM–9:00PM	Mar 23
	<i>T. Gossard</i>	<i>CPB 211</i>

### Cooking with Wine

The function of wine in cooking is to intensify, enhance, and accent the flavor and aroma of food—not to mask the flavor of what you are cooking but rather to fortify it. The alcohol in the wine evaporates while the food is cooking and only the flavor remains. So come and fortified the flavors of this menu with wine: easy French onion soup, roasted pork loin with sweet cabernet rosemary compote, and wine-poached pears with mascarpone cream.

Total: \$69

CLN-047-G	W 12:00PM–3:00PM	Jan 26
	<i>T. Gossard</i>	<i>CPB 211</i>
CLN-047-N	W 6:00PM–9:00PM	Jan 26
	<i>T. Gossard</i>	<i>CPB 211</i>

new

## EVENING CLASSES

### CULINARY

Tantalize your taste buds while enhancing the flavor of your recipes. Cooking with Wine and Cajun Cuisine will have you relishing the aromas.

#### Cooking with Wine

Wednesday, January 26, 2022

6 - 9 p.m.

CLN-047-N

#### Valentine's Dinner for Two

Wednesday, February 9

6 - 9 p.m.

CLN-052-N

#### Cajun Cuisine

Wednesday, March 23, 2022

6 - 9 p.m.

CLN-046-N

By popular demand, the highly sought-after culinary courses will now be available in the evenings. Space is limited.



PERSONAL ENRICHMENT

French Bistro

Come join us we jet over the Atlantic for an evening in Paris at a sidewalk café or Bistro. A Bistro has a more relaxed atmosphere, serving drinks and casual foods. Menu: Roasted Butternut Squash Salad; Cassoulet with Duck Breast; and Chocolate Truffles.

Total: \$69

CLN-048-M	W 12:00PM–3:00PM	Mar 30
	<i>T. Gossard</i>	<i>CPB 210</i>

French Cuisine

Come join us across the Atlantic for an evening in Paris. French Cuisine is a heavenly amalgamation of culture, tradition, sophistication and, perhaps above all, a love for food. The French look beyond the ingredients and techniques that go into creating a rich blend of flavors. French cooking requires patience and practice to master every aspect of it, so come practice with a menu of salad with bacon lardons, candied pecans, poached quail eggs, honey dijon vinaigrette, beef bourguignon, and creme brulee.

Total: \$69

CLN-049-G	W 12:00PM–3:00PM	Jan 19
	<i>T. Gossard</i>	<i>CPB 210</i>

Seafood

Let’s take a trip to the Pacific Northwest to fish for those beautiful salmon, then we can make salmon cakes. Then we’ll stop at the pier for more seafood to make paella. Then we need something for dessert, a light and delicious cheesecake might just be in order.

Total: \$69

CLN-050-G	W 12:00PM–3:00PM	Jan 12
	<i>T. Gossard</i>	<i>CPB 210</i>

Thai Cuisine

Let’s fly to Thailand! Thailand, known formerly as Siam and officially as the Kingdom of Thailand, is located at the center of the Indochinese Peninsula in Southeast Asia. Rice is the main staple of Thai people. Thai cuisine combines vegetables, fish, and other meat cooked with many kinds of spices, such as garlic, chili, lemongrass, coconut milk, tamarind, ginger, coriander, basil, and peanuts. Menu: Thai Fried Spring Rolls with Sweet and Sour Sauce; Satay with Curried Peanut; Sauce; and Sticky Coconut Rice with Mango.

Total: \$69

CLN-051-H	W 12:00PM–3:00PM	Feb 2
	<i>T. Gossard</i>	<i>CPB 210</i>

Valentine’s Dinner for Two

Prepare a romantic dinner for—or with!—your sweetheart. Menu: Scallops, Arugula salad with Lemon Vinaigrette; Filet Mignon, Brown Sauce, Mushroom Ragu, Asparagus, Hollandaise; and Red Velvet Cake with Chocolate Sauce, and Whipped Cream.

Total: \$69

CLN-052-H	W 12:00PM–3:00PM	Feb 9
	<i>T. Gossard</i>	<i>CPB 211</i>
CLN-052-N	W 6:00PM–9:00PM	Feb 9
	<i>T. Gossard</i>	<i>CPB 211</i>



Don’t miss a thing!  
Stay up to date with new  
programs, classes, events,  
and more.

[www.facebook/HCCConEd](http://www.facebook/HCCConEd)



## Cultural Trips

*Carol Miller-Schultz facilitates a monthly local genealogy group. She has been participating in ancestry research for more than two decades. Her interests include utilizing technology and the use of DNA as related to family history research.*

### 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: \$59

SEN-144-M	Tu 7:00AM–5:30PM	Mar 22
	C. Miller-Schultz	

### 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: \$59

SEN-196-M	Tu 7:00AM–5:30PM	Mar 22
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## Genealogy, Family Care, & Parenting

### HYBRID 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-G	TuTh 6:30PM–8:30PM T. Van Hyning	Jan 18 – Mar 10 CPB 211
COP-002-M	TuTh 6:30PM–8:30PM T. Van Hyning	Mar 15 – May 5 CPB 211

### ■ LLI Genealogy Plus

Are you a genealogy enthusiast who is researching your family history and would like to investigate additional resources? In this hands-on class, you will build upon the genealogy research skills and strategies you already have! Learn more about RootsMagic 7 and Legacy 9.0 Family Tree software. Explore all the pros and cons of online trees, paid and free genealogy websites, and how DNA 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-G	F 1:30PM–4:30PM C. Miller-Schultz	Jan 21 – Feb 11 VM 2
SEN-097-J	F 1:30PM–4:00PM C. Miller-Schultz	Apr 1 – Apr 22 VM 2

## SAT PREP

Increase your score and decrease your test anxiety!

Students that complete the SAT Prep course increase their score by as much as 150 points.

January 18 - March 10, 2022  
Tuesday & Thursday 6:30 - 8:30 p.m.

March 15 - May 5, 2022  
Tuesday & Thursday 6:30 - 8:30 p.m.



💰 Scholarship Available    ▲ ONL Online Class    ■ LLI Lifelong Learning Institute



■ **LLI Tracing Your Family Roots - Introduction To Genealogy**

Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. Discover the fundamental building blocks of genealogy research, 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-G	F 9:30AM–12:00PM	Jan 21 – Feb 11
	C. Miller-Schultz	VM 2
SEN-377-H	M 6:00PM–8:30PM	Jan 31 – Feb 21
	C. Miller-Schultz	VM 2
SEN-377-J	F 9:30AM–12:00PM	Apr 1 – Apr 22
	C. Miller-Schultz	VM 2
SEN-377-K	M 6:00PM–8:30PM	Apr 4 – Apr 25
	C. Miller-Schultz	VM 2

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

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

Total: \$25

SEN-556-M	M 6:00PM–8:00PM	Mar 7
	C. Miller-Schultz	VM 2

**History**

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

■ **LLI The Whiskey Rebellion, 1791 - 1794**

What was the Whiskey Rebellion, and how did the events of our nation's first decade - from the US economic policy to Indian warfare in the Ohio Valley - play into this three-year insurrection? Discuss the major events in the war, including Maryland's role, the rebellion's significance to Washington's presidency, and Washington's command of the "Watermelon Army."

Total: \$89 — Senior Total: \$45

HCR-072-M	Tu 9:00AM–12:00PM	Mar 15 – Mar 29
	R. Swartz	VM 4

■ **LLI George Washington's Old Northwest Indian War, 1786 - 1795**

The Old Northwest Indian War, also known as the Ohio War and Little Turtle's War was a significant part of George Washington's presidency and the first administration under the US Constitution. Discover why the Old Northwest, present-day Ohio and Indiana was so important to the United States, England, and Native American nations inhabiting the territory. Learn about the pro-British Indian confederacy's defeat of two US armies, the objectives of the Indian confederacies, and Mad" Anthony Wayne's victory at Fallen Timbers. "

Total: \$89 — Senior Total: \$45

HCR-073-H	Tu 9:00AM–12:00PM	Feb 8 – Feb 22
	R. Swartz	VM 4

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

■ **LLI The Mabinogion: Celtic Tales From Medieval Wales SERIES**

Join Dr. Gray for an introduction to the Mabinogion collection of ancient Celtic stories recorded in Welsh manuscripts that date from the early 12th to the early 15th centuries and include some of the earliest Arthurian materials. Explore Celtic storytelling styles, sources, language, and culture through extensive selections from the stories themselves.

Total: \$149 — Senior Total: \$95

HCR-074-H	W 9:30AM–12:00PM	Feb 23 – May 18
	K. Gray	VM 8



## The Mabinogion I - Four Branches

Dr. Gray begins the Mabinogion series with the tales referred to as the Four Branches. After providing background on the stories, she will summarize what happens in each of the four branches or parts of the related tales and includes reading from each.

Total: \$49

HCR-075-H	W 9:30AM-12:00PM	Feb 23
	K. Gray	VM 8

## The Mabinogion II - Early Arthurian Tales

The Mabinogion series continues with the three early Arthurian tales in Welsh that are analogous to French stories by Chrétien de Troyes, including Percival's grail quest; Yvain, the Knight of the Lion; and Chrétien's Erec and Enide.

Total: \$49

HCR-076-M	W 9:30AM-12:00PM	Mar 23
	K. Gray	VM 8

## Home & Garden

*Denny Warrenfeltz has been a floral designer for 40 years and is the owner of Roostervane Gardens.*

## Floral Design - Doorways to Your Garden

Join floral designer and historic garden specialist, Denny Warrenfeltz, to create a glorious design to help welcome spring. From wall baskets to entryways, you will craft everything you need to decorate your doorways and gates. Welcome the season of new beginnings with this imaginative series. From fun and festive, to whimsical and elegant, you'll be all set to welcome your guests in style. Supplies may be purchased from the instructor. Cost dependent upon your choice of fresh, silk, or dried materials.

Total: \$49

DIS-614-M	M 6:30PM-8:30PM	Mar 28 - Apr 11
	D. Warrenfeltz	CPB VEATERY



PERSONAL ENRICHMENT

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

Low Maintenance Landscaping

Although there is no such thing as a maintenance-free landscape, it is possible to have an attractive landscape that is easy to care for. Good planning, design, plant selection, and timely maintenance will reduce the amount of care that a landscape needs to look its best. Ease into landscaping and save both time and money with a basic understanding of site conditions, low maintenance plants, pest control, and maintenance guidelines.

Total: \$39

HGN-017-M	Th 5:00PM–8:00PM	Mar 31
	D. Smith-Fiola	VM 1

Dance & Recreation

■ LLI Beginning Birding

Have you been wanting to join the birding craze but don't know how or where to start? This class will equip you with the knowledge and resources to get started on this wonderful hobby. And all in time for the spring bird migration! You'll be ready to stalk some warblers, enjoy the tapping woodpeckers, and admire our raptors.

Total: \$75 — Senior Total: \$49

HGN-016-H	Tu 10:00AM–12:00PM	Feb 15 – Mar 1
	K. Barylski	CPB 213

Early Spring on the C&O Canal

Spring is just around the corner. With a pleasant walk, totaling about 1 mile, we'll look for the earliest blooms, listen for frogs, and hope to see some early birds. Nature is waiting for us, rain or shine. Class meets at Potomac Park at the end of West Salisbury St., Williamsport.

Total: \$19

DRC-007-M	M 10:00AM–12:00PM	Mar 7
	K. Barylski	

Mid Spring on the C&O Canal

Mid-spring, already!? Time for abundant wild-flowers, migrating songbirds and waterfowl, and maybe even a few butterflies. How many turtles will we find? We'll walk a mile or so on the C&O Canal, rain or shine. Class meets at Potomac Park at the end of West Salisbury St., Williamsport.

Total: \$19

DRC-009-J	Tu 10:00AM–12:00PM	Apr 12
	K. Barylski	



HOME AND GARDEN

Stop hibernating and start planning, planting, and exploring nature!

**Low Maintenance Landscaping**  
Thursday, March 31, 2022  
5 - 8 p.m.

**Beginning Birding**  
Tuesday – Sunday, February 15 – March 1  
10 a.m. – 12 p.m.

**Early Spring on the C&O Canal**  
Monday, March 7  
10 a.m. – 12 p.m.



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

### ■ LLI Tango & Cha Cha

Join professionally certified Dance Vision International Dance Association (DVIDA) instructor, Jody Schein, for two great ballroom dances: the flirty Cha Cha and the passionate Tango. No partner is needed and no prior experience is necessary. Bring comfortable shoes (no flip flops or sharp/pointed heels).

Total: \$99 — Senior Total: \$55

DRC-010-G M 5:45PM–6:45PM  
J. Schein

Jan 24 – Feb 21  
KEP 101



Don't miss a thing!  
Stay up to date with new  
programs, classes, events,  
and more.

[www.facebook.com/HCCCConEd](https://www.facebook.com/HCCCConEd)



Money Matters

*Jerry Zeigler holds a Master of Business Administration degree, is an Accredited Financial Counselor® and is an Enrolled Agent. He is an experienced financial educator, financial counselor, and tax professional. He enjoys helping people better their finances and in navigating personal income taxes.*

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

REMOTE Money in Your 20'S

Ever feel like there's so much about money and personal finance that you never learned? Wondering how to best set yourself up for financial stability and success? This class is all about how to build a solid foundation for your financial future: how a budget can provide financial freedom, how to fund major purchases, like a car or degree, understanding the importance of investing for the future, and how to build and wisely use credit. Marjorie McLean, MBA, Accredited Financial Counselor has prepared this class especially for young adults to share steps for success, and pitfalls to avoid. Join us for this virtual class from the comfort of home. P.S. You don't have to be in your 20's to take this class. P.P.S. Well past your 20's, but wish you had known more back then? Give this class as a gift to your young adult student, child, niece, nephew, or grandchild.

Total: \$49

DIS-579-H	Th 6:00PM–8:00PM M. McLean	Feb 10 – Feb 17 REMOTE
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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-M	Tu 6:30PM–8:30PM K. Barylski	Mar 8 – Mar 15 CPB 214
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■ LLI Investment Strategies for Seniors Through Options

Ever wonder how option trading works? In this fun and interactive course you will learn the skills you need to become your own options trader. Options can help you develop a weekly stream of income with little risk, double or triple the dividends on stock you already own, turn a loss into a gain when the market goes against you, and reduce the cost basis on stock you already own. You will work live on an actual paper trading account during class. Don't worry, no money involved as you put your new skills to work.

Total: \$125 — Senior Total: \$75

MON-034-H	MW 1:30PM–3:30PM R. Bender	Feb 28 – Mar 9 CPB 213
MON-034-M	MW 6:00PM–8:00PM R. Bender	Mar 21 – Mar 30 CPB 212

Cryptocurrency: How It Works & Avoiding Scams

Curious about cryptocurrency and how to get started? Get a crash course as we discuss the origins of cryptocurrency, how cryptocurrency works, how cryptocurrency is used, and how to invest in cryptocurrency. We'll also discuss some of the risks of cryptocurrency and how to avoid scams. And finally, how is cryptocurrency taxed? When does the IRS expect to collect taxes on cryptocurrency?

Total: \$49

MON-035-M	Th 6:30PM–8:30PM J. Zeigler	Mar 10 CPB 213
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## Taxes for Your Side Hustle & for Solo

Are you self-employed or do you have a small business that files a schedule C tax return with your personal tax return? Learn how to prepare for tax time and make sure your ducks are in a row before sitting down to complete your tax return. We'll review the basics on how to handle expenses and assets; what are deductible start-up costs; and other deductions and credits. This class is great for new entrepreneurs and those who aren't confident they have it all figured out.

Total: \$49

MON-036-H	Th 6:30PM-8:30PM	Feb 10
	<i>J. Zeigler</i>	<i>CPB 212</i>

## Taxes in Retirement

Trying to paint a picture of what to expect for taxes in retirement? Learn how different sources of income are taxed, including social security and retirement accounts. We'll cover tax deductions common for retirees and how to project your tax burden in retirement.

Total: \$49

MON-037-H	Th 6:30PM-8:30PM	Feb 24
	<i>J. Zeigler</i>	<i>CPB 212</i>



## MONEY MATTERS

Start making “cents” of your financial position and reduce the confusion around retirement.

### Introduction to Social Security Benefits

Tuesday  
March 8 - 15, 2022  
6:30 - 8:30 p.m.

### Investment Strategies for Seniors

Monday & Wednesday  
February 28 - March 9, 2022  
1:30 - 3:30 p.m.

Monday & Wednesday  
March 21 - 30, 2022  
6 - 8 p.m.

### Taxes in Retirement

Thursday, February 24  
6:30 — 8:30 p.m.



# 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!***





# COLLEGE FOR KIDS



## CREATE YOUR OWN SUMMER ADVENTURE.

Week-long summer daycamps for grades 2-12

June 13-August 5, 2022

Registration Opens February 2022!

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



\*photos taken prior to COVID-19

\$ Scholarship Available

▲ ONL Online Class

■ LLI Lifelong Learning Institute





Examine the one question we all find ourselves asking,  
“what makes a leader worth following?” with respected leaders  
at Leadercast -The 1 Thing.

Speakers will come together to provide insight and answers that will help  
you narrow your focus and shape your leadership for the future.

Join confirmed speakers, with more to come,  
for a day of insight and community collaboration.

LeVar Burton      David Horsager  
Diana Trujillo      Father Richard Rohr  
Angela Duckworth

**Leadercast**  
**Washington County**  
**May 4, 2022**  
**8 a.m. – 4 p.m.**

More details are coming soon. Stay tuned!



# CUSTOMIZED TRAINING



Providing the training you need for the people you employ.  
HCC works to meet the needs of you and your employees to provide the highest level and most relevant training for the issues you and your company face.

“I think both trainings were excellent. Staff were very complimentary.  
It was the best training we have ever provided staff.”

~Kathleen O'Connell, Director of Public Services, Washington County Free Library

“We partnered to determine the appropriate facilitator, delivery method,  
and even developed materials together to meet our business needs.  
[It was] very easy to work with Hagerstown Community College  
and [they] ensured we had a positive experience.”

~ Lindsay Sharpe, Director of Operations, Research and Dispute Resolutions, Fiserv

We have 75 years of experience in helping you meet your goals. Let us continue to meet those goals by combining our expertise with the training you desire.

For more information, call Theresa Shank at 240-500-2476.



**fiserv.**

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



# REGISTRATION IS EASY

## Non-Credit Course Disclaimer

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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

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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:

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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:

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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:

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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:

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

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

## Birthdate and Social Security Number

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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

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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

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

## Course Cancellations

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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

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### Drops, Refunds and Cancellations

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

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

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

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

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



## **Employer's Tuition Assistance**

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

## **ed2go Online Course Registration Information**

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

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

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

## **College Holidays**

- Dec. 22, 2021 - Jan 2, 2022 – Christmas and New Year
- Jan. 17, 2022 – Martin Luther King Day
- Mar 11, 2022 - Spring Break
- Apr 15-17, 2022 - College Closed

## **Parking**

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

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

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

## **Emergency Closing**

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

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

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

## **Non-Credit/Credit Shared Courses**

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

## **Certificate/CEU Information**

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

## **Code of Student Conduct**

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

## **Smoking Policy**

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

## **Equal Opportunity College**

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

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



### 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

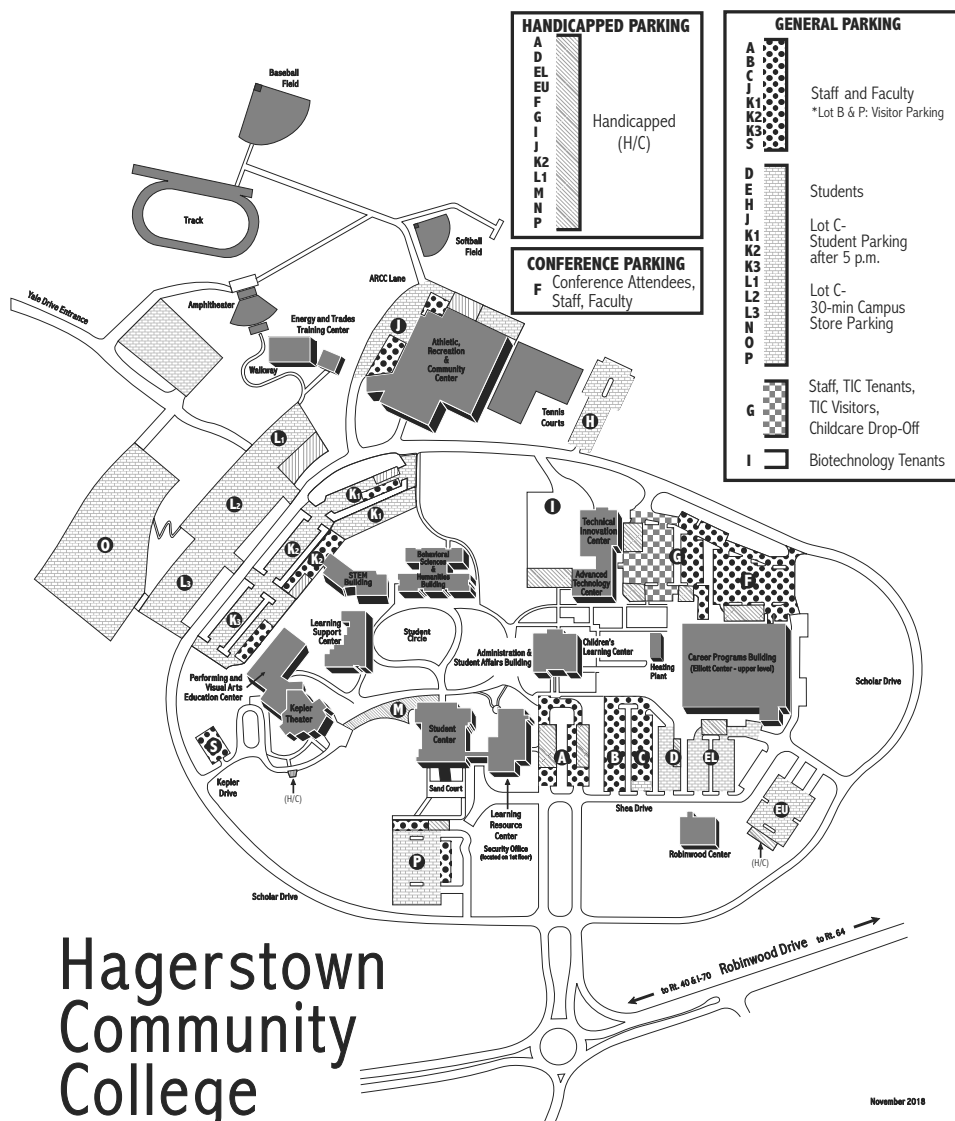
**ETTC** = Energy & Trades Training Center

**BSH** = Behavioral Science & Humanities Building

**KEP** = Kepler Theater



# CAMPUS MAP



\$ Scholarship Available

▲ ONL Online Class

■ LLI Lifelong Learning Institute



# 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.**

**To avoid delay, please complete all information requested.**

☐ Student ID \_\_\_\_\_  
(if known)

☐ Mr. \_\_\_\_\_

☐ Ms. \_\_\_\_\_

☐ Mrs. \_\_\_\_\_

☐ Other \_\_\_\_\_

[illegible]

Home Address

City State Zip Code County

Phone:	Home	Work	Cell

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





**Be Essential. Be Employed. Scholarships available!**

**Visit [www.hagerstowncc.edu/CEFunding](http://www.hagerstowncc.edu/CEFunding)  
or call 240-500-2236 for more information**



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

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