



**Workforce  
Solutions  
& Continuing  
Education**

**Tuition  
Assistance  
Available!**

See page 43.

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





**Phlebotomy Technician 8**

**NEW!**

**INSTANT ENROLLMENT**

Registering online is easy — and convenient!

**Info: page 40**



**Social Media Strategy for Business 12**



**Express Yourself — NEW! Writing Courses 30**

## Workforce Solutions

### ALLIED HEALTH ▶ 4

Foundations	4
Certified Medical Assistant	4
CNA/CGA Courses	5
Healthcare Certifications	6
Nursing	6
Radiography	6
Phlebotomy	8
Dental Hygienist	9
Basic Life Support (BLS)	9

### BUSINESS & PROFESSIONAL ▶ 9

Management & Leadership	10
Business	11
Marketing & Communication	12
WorkKeys Preparation	12

## INFORMATION

Campus Map	38
Class Location Codes	38
WSCE Policies	39
WSCE Class Icons	40

### CERTIFICATION & LICENSURE ▶ 13

Animal Care	13
Child Care	13
Medical Cannabis	16
Personal Trainer	17
Real Estate	18

### COMPUTER TECHNOLOGY ▶ 19

CAD	19
Networking & PC Repair	20
MS Office	20
Office Associate	21

### INDUSTRIAL TECHNOLOGY & TRADES ▶ 22

Small Engine	22
Diesel Technician Program	22
Industrial Technology	23
Welding	23

### TRANSPORTATION ▶ 25

Commercial Driver (CDL)	25
-------------------------	----



## Scholarships Available! 43

## Continuing Education

### RIDING & DRIVING ▶ 26

Motorcycle	26
Driver Education	26

### HEALTH & WELLNESS ▶ 27

Body	27
Mind & Spirit	28
Women's Growth	28

### PERSONAL ENRICHMENT ▶ 28

Art, Music & Photography	28
Language & Writing	30
Culinary	31
Dance & Recreation	31
Genealogy, Family & Youth	32
History, Culture & Religion	32
Home & Garden	33
Personal Finance	34
Travel	36

### ADULT EDUCATION ▶ 48

Find these useful icons inside! (more details ▶ page 40)



### Workforce Training Certification (WTC)

Designed to guide students toward meeting their career goals.



### Scholarship Available

For some Workforce Solutions and College for Kids programs.



### Online, Hybrid, or Remote

Some classes may have meeting times. See class details for specifics.



### Lifelong Learning Institute

Discounts for some classes to seniors (60+) in MD, DE, and PA.



# ALLIED HEALTH



## MEDICAL ASSISTANT

### CERTIFICATION SERIES



Medical Assistants work with physicians, nurses, and other healthcare professionals to deliver patient care in outpatient and medical office settings. Learn both clinical competencies and administrative skills that will assist you in being a successful liaison between a physician and their patient. Medical Assistants help by securing patient vital signs, assist with patient examinations, perform specimen collections and office testing, and administering patient vaccinations.

### Classes starting in WINTER 2023!

See class details for specific dates.

#### PREREQUISITE COURSES

- Medical Terminology
- Human Anatomy and Physiology
- Foundations of Healthcare Careers

#### PROGRAM COURSES

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

### SCHOLARSHIPS AVAILABLE!

APPLY TODAY.



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

*\*Scholarships may cover all or part of program cost.*

### FOUNDATIONS

#### ★ Foundations for Healthcare Careers

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

Total: \$239 — Senior Total: \$156

HCE-108-G	TuTh 5:30–9:30pm <i>R. Banfe, L. Cheung</i>	Jan 10–Feb 2 <i>CPB 125</i>
HCE-108-M	TuTh 5:30–9:30pm <i>R. Banfe, L. Cheung</i>	Mar 14–Apr 6 <i>CPB 125</i>

### CERTIFIED MEDICAL ASSISTANT

#### ★ Human Anatomy and 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	ONLINE: <i>At your own pace</i>	Jan 18–Feb 24
NRS-536-H	ONLINE: <i>At your own pace</i>	Feb 15–Mar 24

## ★ 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 ONLINE: *At your own pace* Jan 18–Feb 24

HCE-024-H ONLINE: *At your own pace* Feb 15–Mar 24

## ★ Clinical Medical Assistant I

Clinical Medical Assistant I is the first of a four-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. The student will learn basic patient skills, the role as a member of the health care team, disease processes, cultural diversity, infection control and safety issues through lecture, discussion, and hands-on practice. This course provides the medical assistant student with the clinical theory and skills that are utilized in a medical practice. Emphasis is placed on patient examinations, patient care and education, assistance with rehabilitative treatments and modalities, medical and surgical asepsis, and wound care. Review of basic pharmacology, including oral and parenteral drug administrations is also provided. Pre-requisites: NRS-536 Human Anatomy, HCE-024 Medical Terminology, and HCE-108 Foundations of Healthcare.

Total: \$975

HCE-156-M MWF 6–10pm Mar 1–29  
*S. Capehart CPB 161*

## ★ Clinical Medical Assistant II

Clinical Medical Assistant II is the second of a four-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. The student will continue to learn basic patient skills, their role as a member of the health care team, disease processes, cultural diversity, infection control and safety issues through lecture, discussion and hands-on practice. In CMA II the student will continue to build upon knowledge and skills learned in CMA I. Focus on the role of the medical assistant in a variety of settings will be covered, as well as continued practice on all medical assistant skill competencies. Completion of BLS is required.

Total: \$975

HCE-157-J MWF 6–10pm Apr 3–28  
*S. Capehart CPB 161*

★ = Workforce Training Program

💰 = Scholarship Available

💻 = Online / Hybrid / Remote

For more information, see page 40.

# CERTIFIED NURSING ASSISTANT

CERTIFICATION SERIES 

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

**Classes starting in WINTER 2023!**

See class details for specific dates.

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

*\*Scholarships may cover all or part of program cost.*

## CNA/GNA COURSES

### ★ Certified Nursing Assistant I

This course is designed to provide classroom and hands-on lab experience, including basic knowledge of healthcare team roles, communication skills, life-span, and death and dying. Students will cover body systems, chronic and acute conditions, rehabilitation, and nutrition. Curriculum includes medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Learn and develop hands-on skills competency, while in a clinical lab setting. Prerequisite: HCE-108 Foundations to Healthcare Careers.

Total: \$848 — Senior Total: \$449

HCE-105-H TuWTh 5–9pm Feb 7–Mar 9  
*Staff Instructor CPB 152*

HCE-105-J TuWTh 9am–2pm Apr 11–May 11  
*A. Peck CPB 152*

### ★ Certified Nursing Assistant II

This course is designed to provide classroom and hands-on lab experience, including basic knowledge of healthcare team roles, communication skills, lifespan, and death and dying. Students will cover body systems, chronic and acute conditions, rehabilitation, and nutrition. Curriculum includes medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Learn and develop hands-on skills competency while in a clinical lab setting.

Total: \$699 — Senior Total: \$374 **S**

HCE-106-M	TuWTh 5–9pm <i>Staff Instructor</i>	Mar 14–Apr 6 <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 **S**

HCE-107-B	TuWTh 5–9pm <i>L. Cheung</i>	Apr 11–May 4
-----------	---------------------------------	--------------

## HEALTHCARE CERTIFICATION

### ★ 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. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$109 — Senior Total: \$73

NRS-742-N	Sa 9am–6pm <i>G. Haywood</i>	Jan 28 <i>CPB 152</i>
NRS-742-H	Sa 9am–6pm <i>G. Haywood</i>	Feb 25 <i>CPB 152</i>
NRS-742-M	Sa 9am–6pm <i>G. Haywood</i>	Mar 25 <i>CPB 152</i>



**NEW!**  
**INSTANT ENROLLMENT:**  
**REGISTERING ONLINE IS EASY!**

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

## NURSING

### ★ Nurse Refresher Screening

This course is designed as a screening tool to assist RN/LPN's who are interested in applying for the Nurse Refresher program. Potential 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 U.S. mail. We cannot accept faxes or attachments due to the confidential nature of the forms.

Total: \$20

HCE-036-G *To schedule, contact Allied Health Manager*

### 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 8am–5pm <i>L. Smigelski</i>	Mar 18–25 <i>CPB 232</i>
-----------	-----------------------------------	-----------------------------

## RADIOGRAPHY

### Kettering Review for the ARRT® Radiography Exam

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

Note: Available to HCC Rad Tech students only.

Total: \$8

NRS-991-M	WTh 8am–5pm <i>Staff Instructor</i>	Mar 29–30	<i>CPB 211</i> <i>CPB 213</i>
NRS-991-MS	WTh 8am–5pm <i>Staff Instructor</i>	Mar 29–30	<i>CPB 211</i> <i>CPB 213</i>



**Workforce Training Program**



**Scholarship Available**



**Online/Hybrid/Remote**



# NURSE REFRESHER COURSE

▶ **REINSTATE**  
your license.

▶ **RETURN**  
to nursing.

▶ **REFRESH**  
your skills.

**Designed for the Registered or Licensed Practical Nurse, to reinstate an inactive Maryland nursing license.**

### 16-Week Program:

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

### Courses include:

- **Nurse Refresher I Classroom Theory**  
NRS 988 Cost \$975\* April 3 – June 14
- **Nurse Refresher Skills Lab**  
NRS 094 Cost \$479\* June 9 & 10
- **Nurse Refresher Clinical**  
NRS 743 Cost \$349\* June 19 – August 19

**Prerequisite:** “Nurse Refresher Screening” (HCE-036; page 6), consisting of background check and nursing licensure verification.

**Required textbook:** *Medical-Surgical Nursing: Assessment and Management of Clinical Problems*, 11th Edition (ISBN:9780323551496). Cost of textbook is not included in class fees.

**SCHOLARSHIPS  
AVAILABLE!**

**APPLY  
TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

**Refresh and get back into the nursing profession.**



## PHLEBOTOMY

## ★ Phlebotomy: Theoretical and Practical Applications

In this course 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 sport 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. Prerequisite HCE-108 Foundations to Healthcare Careers.

Total: \$1207 — Senior Total: \$656 

HCE-109-G MW 5–9:30pm Feb 6–Mar 22  
K. Weicht CPB 175

## ★ Phlebotomy Technician: Clinical Externship

This course provides students with hands-on work experience and practice to successfully perform the role and responsibilities of a phlebotomy technician in a professional setting. Successful completion will require students to complete 100 hours at their externship location and perform a minimum of 100 successful venipunctures under the supervision of an experienced phlebotomist. Evaluation of student progression will take place throughout the clinical placement.

Total: \$305 — Senior Total: \$187

HCE-111-M *Schedule with Instructor* Mar 27–May 19

 = Workforce Training Program

 = Scholarship Available



## PHLEBOTOMY TECHNICIAN

CERTIFICATION SERIES 

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

**Classes starting in WINTER 2023!**

*See class details for specific dates.*

### COURSE LIST

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

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

## 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 8am–2pm  
K. Weicht

Apr 15  
CPB 175



**DENTAL HYGIENIST**

**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 8am-5pm Staff Instructor	Mar 14-16 CPB 232
-----------	-----------------------------------	----------------------



**Nitrous Oxide Administration and Monitoring for the Dental Hygienist**

This course provides dental hygienists with basic and current concepts in the administration and monitoring of nitrous oxide sedation. Topics include: history, philosophy and psychology of nitrous oxide minimal sedation; physiological and psychological aspect of pain and anxiety; the management of pain and anxiety; indication and contraindication of nitrous oxide; medical assessment; stages of sedation; pharmacological and physiological effects; complications and medical emergencies; occupational exposure; the administration and monitoring; prevention, recognition and management of possible complications of inhalation sedation. This course consists of two components which include four hours of lecture; followed by a written examination, followed by two 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 8am-3pm J. Suminski, K. Burger	Mar 24 CPB 125
-----------	-------------------------------------	-------------------

**BASIC LIFE SUPPORT**

**BLS Certification**

The American Heart Association Basic Life Support (BLS) for Healthcare Providers (HCP) (C) 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. Students are required 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 5-9pm	Jan 12	CPB 210
NRS-923-H	M 5-9pm	Jan 23	CPB 212
NRS-923-J	M 5-9pm	Jan 30	CPB 212
NRS-923-K	Th 5-9pm	Feb 2	CPB 210
NRS-923-L	M 5-9pm	Feb 6	CPB 212
NRS-923-M	Th 5-9pm	Feb 16	CPB 212
NRS-923-N	Th 5-9pm	Mar 2	CPB 210
NRS-923-O	Th 5-9pm	Mar 23	CPB 213
NRS-923-Q	Th 5-9pm	Apr 13	CPB 212

**BLS Recertification**

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

Total: \$49 — Senior Total: \$37

NRS-924-H	Th 6-8pm	Feb 23	CPB 214
NRS-924-M	Th 6-8pm	Mar 16	CPB 210

\*These classes are taught by Life-Saving Solutions, LLC.

NEW!



INSTANT ENROLLMENT:  
REGISTERING ONLINE IS EASY!

hagerstowncc.edu/WSCRegistration

# BUSINESS & PROFESSIONAL DEVELOPMENT

## MANAGEMENT & LEADERSHIP

### ★ 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 9am–1pm K. Palmer	Feb 14–16 CPB 212
-----------	---------------------------	----------------------

### ★ 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 using various mediums, listen effectively, engage in difficult conversations, and manage conflict.

Total: \$189 — Senior Total: \$95

PRD-894-H	TuTh 9am–1pm K. Palmer	Feb 21–23 CPB 212
-----------	---------------------------	----------------------

### ★ Human Resource Management, Meaning, and Methods

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

Total: \$189 — Senior Total: \$95

PRD-898-H	TuTh 9am–1pm C. Aaron	Feb 28–Mar 2 CPB 212
-----------	--------------------------	-------------------------



## HAGERSTOWN COMMUNITY COLLEGE MANAGEMENT BOOTCAMP

### CERTIFICATION SERIES

Are you ready to identify your leadership style and elevate your management skills? Learn effective communication skills that will help you deliver the highest level of customer care. This 7-week series includes seven courses at a discounted price.

### Classes starting in WINTER 2023!

See individual class descriptions for details.

#### COURSE LIST

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

Total: \$1202 — Senior Total: \$607 

PRD-901-H	TuTh 9am–1pm	Feb 14–Mar 30
-----------	--------------	---------------

**SCHOLARSHIPS  
AVAILABLE!**

**APPLY  
TODAY.** 

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

\*Scholarships may cover all or part of program cost.

**★ 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 Three 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-M	TuTh 9am–1pm <i>K. Palmer</i>	Mar 7–9 CPB 212
-----------	----------------------------------	--------------------

**★ 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 needed to lead yourself first, give direction, delegate, build trust, share power, lead by example and enable 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 9am–1pm <i>M. Waltemire</i>	Mar 14–16 CPB 212
-----------	-------------------------------------	----------------------

**★ Project Management Essentials**

Have you ever been handed a project and 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 you make sure the project stays on budget and on schedule? This course guides managers through the entire project management lifecycle. Begin by learning to develop a comprehensive plan and effective team. Next, you'll explore how to control project schedules, costs, and scope. Lastly, learn to communicate progress and establish relationships with key stakeholders.

Total: \$181 — Senior Total: \$87

PRD-900-M	TuTh 9am–1pm <i>J. Reddecliff</i>	Mar 21–23 CPB 212
-----------	--------------------------------------	----------------------

★ = **Workforce Training Program**

📄 = **Scholarship Available**

💻 = **Online / Hybrid / Remote**

**★ Coaching for Improved Performance**

The complex work environment calls for managers and leaders to have the skills necessary to lead a workforce of all ages. Coaching is a relatively new strategy that leaders and managers 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 9am–1pm <i>M. Waltemire</i>	Mar 28–30 CPB 212
-----------	-------------------------------------	----------------------

**Everyone Communicates, Few Connect**

The most effective leaders know how to connect with others. This course is designed for leaders, both seasoned and new, who want to connect with their employees, not just communicate. Understand how to make the people around you feel heard, comfortable, and understood. Learn how to identify with people and relate to others in a way that increases your influence with them.

Total: \$300 — Senior Total: \$124

PRD-936-G	MW 6–9pm <i>Staff Instructor</i>	Jan 23–Feb 1 CPB 211
-----------	-------------------------------------	-------------------------



**CUSTOMIZED TRAINING**

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

**Schedule a FREE consultation!**

Contact Maureen Iskra: 240-500-2490  
maiskra@hagerstowncc.edu

**Build your workforce.**



**MARKETING & COMMUNICATION**

# SOCIAL MEDIA STRATEGY for BUSINESS

**Starting in MARCH 2023!**

Learn how to create an effective strategy plan for social media.

The course will include insights for primary social platforms on how to create measurable goals, competitive analysis, content creation, influencer marketing, audience development, and analytics.

Total: \$107 — Senior Total: \$68

PRD-930-M	Th 6–8pm <i>S. Mueller</i>	Mar 2–16 <i>CPB 230</i>
-----------	-------------------------------	----------------------------

**BUSINESS**

## Grant Writing

This course is designed for professionals responsible for applying for and managing grant applications and awards. It provides instruction on grant writing and management. Topics include grant searches, application writing and project administration.

Total: \$132 — Senior Total: \$58

PRD-574-H	W 1–4:15pm <i>J. Chambers</i>	Feb 8–15 <i>CPB 210</i>
-----------	----------------------------------	----------------------------

## Becoming a Person of Influence

This course is designed for individuals who want to increase their influence on the people around them. In this class, students will learn effective, insightful ways to interact more positively with others within their organization. Topics include influence strategies, building support, outcome impact, credibility and communication.

Total: \$300 — Senior Total: \$124

PRD-937-H	MW 6–9pm <i>Staff Instructor</i>	Feb 13–22 <i>CPB 211</i>
-----------	-------------------------------------	-----------------------------

**WORKKEYS PREPARATION**

## WorkKeys Prep

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

Total: \$30

PRD-862-G	Th 5–8pm <i>C. Coffin</i>	Jan 5 <i>LSC 100</i>
PRD-862-H	Th 5–8pm <i>C. Coffin</i>	Feb 2 <i>LSC 100</i>
PRD-862-M	Th 5–8pm <i>C. Coffin</i>	Mar 2 <i>LSC 100</i>

★ = Workforce Training Program

Ⓢ = Scholarship Available

💻 = Online / Hybrid / Remote



# CERTIFICATION & LICENSURE

## ANIMAL CARE

### ★ Medical Terminology and Introduction to Anatomy for Veterinary Assistants

This prerequisite 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: \$452 — Senior Total: \$344

PET-043-H M 6–8pm  
K. Tracey Feb 20–Apr 17  
VMC 8

## CHILD CARE

### ★ Basic Health and Safety Training


Gain a foundation of information about critical health and safety topics and practice skills designed to meet the proposed Maryland licensing regulation requiring training for all child care providers in basic health and safety areas. You will learn how to set up and maintain a safe and healthy environment. Topics include supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures.

Total: \$99

PRC-090-G ONLINE: *At your own pace* Jan 2–May 19\*

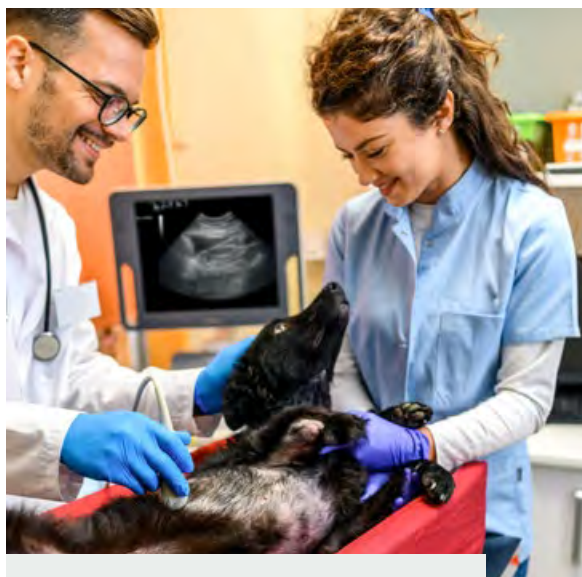
### ★ Including All Children and the ADA

This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families.

Total: \$75 

PLC-828-G ONLINE: *At your own pace* Jan 2–May 19\*

\*Students may enroll in this course before **May 12** (up to a week before course ends).



## VETERINARY ASSISTANT

### CERTIFICATION SERIES

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

**Classes starting in FEBRUARY 2023!**

#### COURSE LIST

- Medical Terminology & Introduction to Anatomy for Veterinary Assistant
- Veterinary Assistant I
- Veterinary Assistant II

See individual class descriptions for details.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

### ★ 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: \$75

PLC-846-G ONLINE: *At your own pace* Jan 2–May 19\*

### ★ Supporting Breastfeeding in Child Care


Learn to make your program breastfeeding-friendly for families. Satisfies the MSDE breastfeeding support requirement for child care professionals. This course provides an overview of the state regulation, guidelines and resources to support the practice of breastfeeding and provides related resources for families within a child care program.

Total: \$75

PRC-001-G	ONLINE: <i>At your own pace</i>	Jan 2–May 19*
-----------	---------------------------------	---------------

### ★ Child Growth and Development

This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool, infant-toddler, or school-age) are required to complete the 90-hour certification for child care. You must successfully complete all course requirements to receive a certificate. Purchase textbook prior to class.

Total: \$275 

PLC-874-G	ONLINE: <i>At your own pace</i>	Jan 6–Feb 24
PLC-874-M	ONLINE: <i>At your own pace</i>	Mar 24–May 12
PLC-874-K	ONLINE: <i>At your own pace</i>	Apr 7–May 26

### ★ Infant and Toddler Care

Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers from birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers. Teachers of two-year-olds in a licensed Preschool may also need the Preschool Curriculum course (consult your licensing specialist.) You must successfully complete assignments to receive a certificate. Standard refund policy does not apply. No refund 7 days prior to course start date. 4.5 CEUs.


Total: \$299

PLC-875-G	ONLINE: <i>At your own pace</i>	Jan 9–Feb 27
PLC-875-J	ONLINE: <i>At your own pace</i>	Apr 3–May 22

\*Students may enroll in this course before **May 12** (up to a week before course ends).

### ★ Preschool Curriculum and Activities


Become prepared for a position in a child care center or preschool. 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. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Purchase textbook prior to class.

Total: \$299 

PLC-998-G	ONLINE: <i>At your own pace</i>	Jan 9–Feb 27
PLC-998-J	ONLINE: <i>At your own pace</i>	Apr 3–May 22

### ★ School Age Child Care: Curriculum


Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for working with 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. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Purchase textbook prior to class.

Total: \$299 

PLC-798-G	ONLINE: <i>At your own pace</i>	Jan 18–Mar 8
PLC-798-J	ONLINE: <i>At your own pace</i>	Apr 5–May 24

### ★ 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, 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 all course requirements to receive a certificate.

Total: \$299 

PLC-592-H	ONLINE: <i>At your own pace</i>	Feb 2–Mar 23
PLC-592-J	ONLINE: <i>At your own pace</i>	Apr 6–May 25



### ★ **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: \$129

PLC-652-H ONLINE: *At your own pace* Feb 6–20

### ★ **CDA Capstone: Portfolio, Application, and 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 & Child Care Administration and 120 hours of professional education covering the CDA's eight 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: \$299

PRC-097-M ONLINE: *At your own pace* Mar 7–May 2

### **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: \$75

PLC-824-G ONLINE: *At your own pace* Jan 2–May 19\*

### **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: \$99

PRC-095-G ONLINE: *At your own pace* Jan 2–May 19\*

### **Nutrition and Active Living**



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

Total: \$75

PLC-826-G ONLINE: *At your own pace* Jan 2–May 19\*





## 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: \$75

PLC-822-G ONLINE: *At your own pace* Jan 2–May 19\*

## Taking Learning Outside

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

Total: \$75

PLC-825-G ONLINE: *At your own pace* Jan 2–May 19\*

\*Students may enroll in this course before **May 12** (up to a week before course ends).



**INSTANT ENROLLMENT:**  
REGISTERING ONLINE IS EASY!

**NEW!**

[hagerstowncc.edu/WSCRegistration](https://hagerstowncc.edu/WSCRegistration)

## Playground Safety

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

Total: \$75

PLC-827-G ONLINE: *At your own pace* Jan 2–May 19\*

## 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: \$75

PLC-829-G ONLINE: *At your own pace* Jan 2–May 19\*

## Pandemic and 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: \$99

PRC-096-G ONLINE: *At your own pace* Jan 2–May 19\*

## Pyramid Model for Social and Emotional Competence - Preschool

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

Total: \$199

PRC-091-H ONLINE: *At your own pace* Feb 20–Mar 27



**PERSONAL TRAINER**

★ **Personal Trainer I**

This is the first course of two-part program designed for individuals pursuing a career as a personal trainer and prepares students for the American Council on Exercise (ACE) Personal Trainer Examination. Topics include utilization of physiological adaptations and responses to physical training/exercise and application of testing procedures for individuals interested in applying the components of fitness to a successful training program. Textbook is included.

Total: \$358 — Senior Total: \$258 

PRC-118-G	Sa 9am–3:30pm <i>G. Perrella</i>	Jan 21–Feb 4 ARCC 224
PRC-118-M	TuTh 5:30–8:30pm <i>W. Wolf</i>	Mar 21–Apr 6 ARCC 224

★ **Personal Trainer II**

Personal Trainer II is a continuation of the Personal Trainer program. Topics include utilization of physiological adaptations and responses to physical training/exercise and application of testing procedures for individuals interested in applying the components of fitness to a successful training program. Pre-requisite: Personal Trainer I. Exam voucher included.

Total: \$728 — Senior Total: \$600 

PRC-119-H	Sa 9am–3:30pm <i>G. Perrella</i>	Feb 11–25 ARCC 224
PRC-119-J	TuTh 5:30–8:30pm <i>W. Wolf</i>	Apr 11–27 ARCC 224

**MEDICAL CANNABIS**

**Maryland Medical Cannabis Regulations** 

Learn about the legal regulations that govern the Maryland medical cannabis industry. An essential course for employment in the industry that examines Maryland Medical Cannabis Commission’s regulations for grow facilities, processors and dispensaries. Students will also examine the requirements to become a cannabis card holder plus testing, packaging and labeling requirements for all Maryland cannabis products.

Total: \$286 — Senior Total: \$267

PRC-123-G	MW 6–9:15pm <i>Staff Instructor</i>	Jan 23–Feb 8 ONLINE
-----------	--	------------------------

 = **Workforce Training Program**

 = **Scholarship Available**

 = **Online / Hybrid / Remote**



**PERSONAL TRAINER**

CERTIFICATION SERIES 

The rapidly growing personal training industry leads, instructs, and motivates clients to reach their fitness goals. Whether you are looking to make a career move or expand your knowledge, the nationally accredited American Council on Exercise (ACE®) program will provide the information you need to become a Certified Personal Trainer.

**COURSE LIST**

- Personal Trainer I
- Personal Trainer II

See individual class descriptions for details.

**SCHOLARSHIPS AVAILABLE!**  **APPLY TODAY.**

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

*\*Scholarships may cover all or part of program cost.*

**Introduction to Cannabis and the Human Body** 

Learn about the rudiments of the how the cannabinoids, terpenes and flavonoids in the cannabis plant interact with the human body. Students will review the human body’s Endocannabinoid system and how the cannabis plant compounds regulate many of our critical health and wellness functions. An essential course for employment in the Maryland medical cannabis industry.

Total: \$286 — Senior Total: \$267

PRC-124-H	MW 6–9:15pm <i>Staff Instructor</i>	Feb 20–Mar 8 ONLINE
-----------	--	------------------------

### ★ 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, recordkeeping, patient management from check-in to check-out, and follow-up.\*

Total: \$405 — Senior Total: \$269

PRC-098-H	MW 6:30–8:30pm <i>Staff Instructor</i>	Feb 1–Mar 27 <i>ONLINE</i>
-----------	---	-------------------------------



### ★ 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.\*

Total: \$405 — Senior Total: \$269

PRC-099-J	MW 6:30–8:30pm <i>Staff Instructor</i>	Apr 10–May 31 <i>ONLINE</i>
-----------	---	--------------------------------

\*Registration for Dispensary Technician I & II is required to earn the **Dispensary Technician** certificate. Class sessions are conducted in Zoom and Canvas; you will receive links and instructions one week before the class begins.

**Note:** Maryland State regulations require dispensary employees to be 21 years or older.

## REAL ESTATE

### ★ Real Estate Principles and Practices I

This course is part 1 of 2 in a series designed for individuals who want to enter the real estate profession. It explores the concepts of real estate law, ownership, transfers of property, closings, brokerage, contracts, and listing agreements. Upon completion, students will be prepared to sit for the Maryland Real Estate Commission Certification Exam. Students must take part I and part II to sit for the exam. Books are included in the price of this course. Students must pick up course material and complete the mid-term and final exam in person at HCC.

Total: \$284 — Senior Total: \$162 

PRC-125-G	TuTh 6–9pm <i>L. Hudson</i>	Jan 17–Feb 23 <i>ONLINE</i>
PRC-125-H	Sa 9am–2:30pm <i>L. Riggs</i>	Feb 4–Mar 11 <i>CPB 211</i>

### ★ Real Estate Principles and Practices II

This continuing education course, part 2 of 2, is designed for individuals who want to enter the real estate profession. Students will learn various topics, including real estate financing, environmental issues, contracts and legal aspects of Maryland real estate transactions. Upon completion, students will be prepared to sit for the Maryland Real Estate Commission Certification Exam. Students must complete the final exam in person at HCC.

Total: \$193 — Senior Total: \$82 

PRC-126-H	TuTh 6–9pm <i>L. Hudson</i>	Feb 28–Apr 6 <i>ONLINE</i>
PRC-126-M	Sa 9am–2:15pm <i>L. Riggs</i>	Mar 25–May 13* <i>CPB 211</i>

*\*No class on Mar 18 and Apr 8.*

### Real Estate Brokerage Relationships and Disclosures - Residential

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

Total: \$64

PLC-957-G	Tu 9am–12pm <i>L. Riggs</i>	Jan 24 <i>VMC 8</i>
-----------	--------------------------------	------------------------



## REAL ESTATE PRINCIPLES AND PRACTICES

CERTIFICATION SERIES 

Real Estate agents assist individuals with buying, selling, and renting properties. With a Real Estate license, you become a valuable asset by making the process run smoothly and efficiently. You support clients through the listing and mortgage process, and by handling paperwork and guiding negotiations — and have the pleasure of assisting buyers and sellers through major life milestones.

Meets the requirements of the Maryland Real Estate Commission to take the MD Real Estate licensing examination.

### COURSE LIST

- Real Estate Principles and Practices I
- Real Estate Principles and Practices II

Classes are offered in both online and in-person formats. See individual classes for details.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.** 

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

*\*Scholarships may cover all or part of program cost.*

### MD Real Estate Legal and Legislative Update

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

Total: \$64

PLC-294-H W 10am–1pm Feb 1  
L. Hudson ONLINE

### Real Estate Ethics

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

Total: \$64

PLC-282-M Tu 9am–12pm Mar 14  
L. Riggs VMC 4

Choose your classes:	ONLINE	IN-PERSON
<b>RE Principles and Practices I</b>	Tu & Th / Jan 17–Feb 23	Saturday / Feb 4–Mar 11
<b>RE Principles and Practices II</b>	Tu & Th / Feb 28–Apr 6	Saturday / Mar 25–May 13

 Workforce Training Program  Scholarship Available  Online/Hybrid/Remote

# COMPUTER TECHNOLOGY



## CAD

### 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 Tu 4–5:15pm Jan 17–May 9  
O. Bamiduro ATC 116

### 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 W 4–5:15pm Jan 18–May 3  
O. Bamiduro ATC 116

### Computer-Aided Design (CAD) I

Design objects or create drafting mock-ups with computer-assisted design/drafting using AutoCAD software. Class topics include creating and modifying entities, layers, viewing commands, blocks, and plotting. Participants prepare drawings, create designs, and produce a portfolio of their work. Prerequisite: Working familiarity with Windows-based applications and file management. (Textbook required)

Total: \$519 — Senior Total: \$287

CMT-252-G M 4–5:15pm Jan 23–May 8  
O. Bamiduro ATC 116

## NETWORKING & PC REPAIR

### ★ CCNA: Networking I

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 6–9:45pm Jan 18–Mar 8  
J. Drooger STEM 109

### ★ CCNA: Networking II

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 I. Must have a personal computer and Internet access (broadband is recommended) for webinars and online content.

Total: \$587

CMT-356-M W 6–9:45pm Mar 22–May 3  
J. Drooger STEM 109

### 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 5:30–8:15pm Jan 19–May 4  
R. Ball ATC 200



**NEW!**  
**INSTANT ENROLLMENT:**  
REGISTERING ONLINE IS EASY!

[hagerstowncc.edu/WSCRegistration](https://hagerstowncc.edu/WSCRegistration)





## MS OFFICE

### 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 9am–4:30pm <i>R. Koziel</i>	Mar 1 VMC 2
-----------	----------------------------------	----------------

### 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 9am–4:30pm <i>R. Koziel</i>	Jan 18 VMC 2
CMP-835-M	W 9am–4:30pm <i>R. Koziel</i>	Mar 29 VMC 2

### 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 9am–4:30pm <i>R. Koziel</i>	Feb 1 VMC 2
CMP-836-J	W 9am–4:30pm <i>R. Koziel</i>	Apr 12 VMC 2

### Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-H	W 9am–4:30pm <i>R. Koziel</i>	Feb 15 VMC 2
-----------	----------------------------------	-----------------

### 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-M	W 9am–4:30pm <i>R. Koziel</i>	Mar 15 VMC 2
-----------	----------------------------------	-----------------

## OFFICE ASSOCIATE

### ★ Office Associate 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 I 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 **S**

CMR-031-G	MW 6–9pm <i>Staff Instructor</i>	Jan 23–Apr 3 VMC 5
-----------	-------------------------------------	-----------------------

### ★ Office Associate 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 II emphasizes bookkeeping concepts, and hands-on application using Quickbooks.

Total: \$129 **S**

CMR-041-J	MW 6–9pm <i>Staff Instructor</i>	Apr 5–May 3 VMC 5
-----------	-------------------------------------	----------------------

★ = Workforce Training Program

**S** = Scholarship Available

# INDUSTRIAL TECHNOLOGY & TRADES



## DIESEL TECHNICIAN

CERTIFICATION SERIES



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

### COURSE LIST

- Diesel Technician Part I
- Diesel Technician Part II

See individual class descriptions for details.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**

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

*\*Scholarships may cover all or part of program cost.*

## 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: \$275 — Senior Total: \$145

TRD-124-H	MW 6–9pm	Feb 20–Apr 5	CPB 230
	T. Kroon		GARAGE

### 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 power trains. 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: \$325 — Senior Total: \$255

TRD-021-J	MW 6–9pm	Apr 10–May 24	CPB 230
	T. Kroon		GARAGE

## DIESEL TECHNICIAN

### ★ Diesel Technician Program Part I

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

Total: \$1748 — Senior Total: \$1328

TRD-312-M	TuTh 6–9pm	Mar 21–May 16	ETTC 101,102,103
	Sa 9am–4pm	Mar 25–May 13	ETTC 101
	E. Keefer		

**INDUSTRIAL TECHNOLOGY**

**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 5:30–7:10pm Jan 18–May 8  
*J. Luna ATC 213*

**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 **S**

CNT-106-G Tu 5:30–9:30pm Jan 24–Apr 4 CPB 142  
*S. Staley CPB 142A*

CNT-106-H Th 5:30–9:30pm Jan 26–Apr 6 CPB 142  
*P. Gidich CPB 142A*

**ONLINE  
 TECHNICAL  
 TRAINING**

Earn a certificate in these areas of industrial tech:

- **Electronics**
- **Electromechanical**
- **PLC**
- **Robotics**



**Build Your Rewarding Career in Technology.**

These online technical training certificates were designed by George Brown College in association with some of the top corporate trainers in North America. Each technician certificate program enriches your skills and knowledge in design, programming, installation, operation, maintenance and troubleshooting industrial electronics, robotics and PLC equipment. The self-paced distance education alternative provides you with practical know-how and technical skills needed to become more employable and successful in your field.

Contact HCC Workforce Solutions & Continuing Education at 240-500-2236 or visit the website for more information: **[hagerstown-gbc.com](http://hagerstown-gbc.com)**



## WELDING

### CERTIFICATION SERIES



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

See individual class descriptions for details.

**SCHOLARSHIPS  
AVAILABLE!**

**APPLY  
TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

### ★ 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 5:30–9:30pm Jan 24–Apr 4 CPB 142  
S. Staley CPB 142A

### ★ 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 5:30–9:30pm Jan 24–Apr 8 CPB 142  
S. Staley CPB 142A

### ★ 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 5:30–8:15pm Jan 18–Mar 8 CPB 142  
J. Smith CPB 142A

### AWS Welding Certification Exam

This course is a capstone for individuals who attended the CNT-206 course and are prepared for the AWS code D1.1 (structural) certification exam. An AWS Certified Weld Inspector will proctor the exam and completed coupons will be submitted to a third-party AWS test facility for x-ray testing and certification. Fees include test coupons and inspection.

Total: \$348

CNT-309-M Sa 9am–3pm Mar 11 CPB 142  
Staff Instructor CPB 142A



# TRANSPORTATION

## CDL - COMMERCIAL DRIVER

### ★ 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. Meets the theory portion of the Entry Level Driver Training requirement. (Textbook provided)

Total: \$258 — Senior Total: \$138 **S**

TDV-053-J	Sa 8am–4:30pm D. Mitchell	Apr 15–22 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). Meets the range/road portion of the Entry Level Driver Training requirement. Prerequisite: CDL B Operator Introduction.

Total: \$1500 — Senior Total: \$840 **S**

TDV-054-H	Sa 8am–4:30pm D. Mitchell	Feb 4–Mar 4 IND 200
-----------	------------------------------	------------------------

### 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-G	TuW 6–9pm B. Neiman	Jan 3–4 IND 200
TDV-044-H	TuW 6–9pm B. Neiman	Feb 28–Mar 1 IND 200

★ = Workforce Training Program

**S** = Scholarship Available

📖 = Online / Hybrid / Remote



## COMMERCIAL DRIVER

### CERTIFICATION SERIES ★

Commercial Drivers have an exponential earning potential after obtaining 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. Learn how to handle and identify hazardous materials with hazmat endorsement training. 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
- Hazardous Materials Endorsement Training

See individual class descriptions for details.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**

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

*\*Scholarships may cover all or part of program cost.*

# RIDING & DRIVING



## 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: \$325 — Senior Total: \$219

MST-101-A	WTh 5:45–9pm	Mar 22–23	CPB 232
	SaSu 7:30am–12:30pm	Mar 25–26	PARK EU
<i>Staff Instructor</i>			
MST-101-B	WTh 5:45–9pm	Apr 12–13	CPB 232
	SaSu 7:30am–12:30pm	Apr 15–16	PARK EU
<i>Staff Instructor</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: \$325 — Senior Total: \$219

MST-102-A	W 5:45–9pm	Mar 29	CPB 232
	Sa 7:30am–4:30pm	Apr 1	PARK EU
<i>Staff Instructor</i>			

## DRIVER EDUCATION

### Driver Education

For adults or teens, prepare for your Maryland Driver’s License in this Motor Vehicle Administration (MVA) approved course. The course includes 30 hours of classroom and six hours of behind-the-wheel instruction. The first session is an orientation for student/parent/mentor that acquaints you with the requirements of the HCC driving school and the components of Maryland’s graduated driver licensing laws. You MUST have your learner’s permit to schedule behind-the-wheel driving sessions.

Total: \$350 — Senior Total: \$88

DRV-001-G	MW 6–9:15pm	Jan 23–Feb 22
	<i>E. Ferris</i>	CPB 210
DRV-001-H	Sa 9am–12:15pm	Jan 28–Apr 1
	<i>K. Lamb</i>	ONLINE
DRV-001-M	MW 6–9:15pm	Mar 20–Apr 19
	<i>E. Ferris</i>	CPB 210



# HEALTH & WELLNESS

## BODY

### Beginning T'ai Chi (Easy T'ai Chi Primer Form)

This beginning T'ai Chi Ch'uan course is explicitly designed for novice and senior students wanting to learn and practice a version of this holistic exercise that promotes health, improves balance, and enhances mind-body awareness. Beginning T'ai Chi provides the participant an opportunity to return to the same class or use the lessons as a foundation to continue the study of T'ai Chi at an intermediate or advanced level. Wear comfortable clothing and flat-soled shoes. Exclusions apply to pregnant women and those with moderate to severe knee osteoarthritis.

Total: \$89

MBP-072-G	W 6:30–7:30pm <i>P. Cote</i>	Jan 11–Mar 15 <i>KEP 101</i>
MBP-072-J	W 6:30–7:30pm <i>P. Cote</i>	Apr 5–Jun 7 <i>KEP 101</i>

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

As an intermediate-level course featuring the authentic Northern Wu style T'ai Chi Ch'uan, designed for students continuing their study from the beginning T'ai Chi course 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 instructions are 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 ready to begin your T'ai Chi experience at an intermediate level. Wear comfortable clothing and flat-soled shoes. Exclusions apply to pregnant women and those with moderate to severe knee osteoarthritis.

Total: \$89

MBP-073-G	W 7:30–8:30pm <i>P. Cote</i>	Jan 11–Mar 15 <i>KEP 101</i>
MBP-073-J	W 7:30–8:30pm <i>P. Cote</i>	Apr 5–Jun 7 <i>KEP 101</i>



### 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 9:30–10:30am <i>S. Rodgers</i>	Jan 17–Feb 23 <i>HSA HALL</i>
FIT-005-H	TuTh 9:30–10:30am <i>S. Rodgers</i>	Mar 7–Apr 13 <i>HSA HALL</i>

**NEW!**

## INSTANT ENROLLMENT

This new online registration system makes registering easy. With user-friendly navigation for mobile platforms, WSCE registration is at your fingertips!



SCAN THIS  
QR CODE  
OR VISIT  
THE WEBSITE

[hagerstowncc.edu/WSCEregistration](https://hagerstowncc.edu/WSCEregistration)

## MIND &amp; SPIRIT

**NEW! Healthy Habits 101**

Your health is your wealth. Learn how your nutrition, movement, stress, sleep, and mindset affect your health, weight, and life. Discussing simple strategies to manage each area will help you lead a healthier, happier, and more vibrant life.

Total: \$109 — Senior Total: \$69

MBP-151-H	M 6–8pm <i>H. Bodenheimer</i>	Jan 9–Feb 13 <i>CPB 213</i>
-----------	----------------------------------	--------------------------------

**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. Regular art journaling can help you focus on what matters through time and practice. 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 6:30–8:30pm <i>S. Schaefer</i>	Mar 6–27 <i>VMC 3</i>
-----------	-------------------------------------	--------------------------

## WOMEN'S GROWTH

**NEW! Women in Transition: Strategic Goal Setting for Change**

Are you ready for a transformation? Are you prepared to set goals and achieve them? Learn the tools and techniques that will have you evaluating, envisioning, enacting, and embodying your professional and personal ambitions. Women in Transition helps you set your path to achieving your short-term and long-term goals with a four-step program for change.

Total: \$79 — Senior Total: \$63

MBP-150-G	Th 12–1pm <i>B. Martin</i>	Jan 19–Feb 23 <i>CPB 213</i>
-----------	-------------------------------	---------------------------------

MBP-150-M	Th 6–7:30pm <i>B. Martin</i>	Mar 2–23 <i>ONLINE</i>
-----------	---------------------------------	---------------------------

**Don't miss a thing!**

Like us on Facebook and join the conversation!

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



## PERSONAL ENRICHMENT

## ART, MUSIC &amp; PHOTOGRAPHY

**Learn the Heritage Craft of Chair Caning**

**LLI**

Restore and repair your rocking chairs, footstools, and dining room chairs to their original splendor. Create your woven seat on a small stool or work on an existing project to learn the chair caning techniques. Reward your children and grandchildren with a hand-woven gift that will last a lifetime. Bring a bucket, scissors, towel, measuring tape, pencil, one dozen clothes pins, and paper to class. Other materials may be purchased from the instructor. Bring your project to the first class.

Total: \$95 — Senior Total: \$59

SEN-090-G	Th 12–2:30pm <i>G. Lum</i>	Jan 12–Mar 2 <i>VMC 6</i>
-----------	-------------------------------	------------------------------

SEN-090-H	M 6–8:30pm <i>G. Lum</i>	Jan 30–Mar 20 <i>VMC 6</i>
-----------	-----------------------------	-------------------------------

SEN-090-M	M 9am–1pm <i>G. Lum</i>	Mar 27–Apr 24 <i>VMC 6</i>
-----------	----------------------------	-------------------------------

**Basic Photography**

**LLI**

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

Total: \$89 — Senior Total: \$59

ANE-103-G	M 6:30–8:30pm <i>S. Schaefer</i>	Jan 23–Feb 20 <i>VMC 3</i>
-----------	-------------------------------------	-------------------------------

ANE-103-J	M 6:30–8:30pm <i>S. Schaefer</i>	Apr 3–May 1 <i>VMC 3</i>
-----------	-------------------------------------	-----------------------------

**Enhance Your Photography with Lightroom**

**LLI**

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 6:30–8:30pm <i>S. Schaefer</i>	Jan 18–Feb 8 <i>VMC 2</i>
-----------	-------------------------------------	------------------------------





## Low Light Photography



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

Total: \$79 — Senior Total: \$49

ANE-284-H	W 6:30–8:30pm	Feb 22–Mar 15
	<i>S. Schaefer</i>	<i>VMC 3</i>

## Nature and Wildlife Photography



Are you interested in capturing the moment of a beautiful sunset, delicate flower, or wildlife in their natural habitat? This course will focus on nature and wildlife photography. Class sessions will cover bird, macro, and outdoor photography as well as equipment, including 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 6:30–8:30pm	Apr 5–26
	<i>S. Schaefer</i>	<i>VMC 3</i>

## LANGUAGE & WRITING

### 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-G	TuTh 6–7:30pm	Jan 31–Mar 2
	<i>R. Bender</i>	<i>CPB 213</i>

### NEW! Writing Your Memoir I



Explore the art of memoir writing. Learn how to use storytelling techniques to capture the meaningful elements of your unique life story to share with family or more. Analyze different methods of storytelling, the structure that will assist in creating short works, and how to convey ideas, thoughts, and emotions to develop an outline and a draft of one to two chapters.

Total: \$99 — Senior Total: \$63

ANE-547-G	Tu 6:30–8:30pm	Jan 17–Feb 7
	<i>H. Wallen</i>	<i>CPB 212</i>

### NEW! Poetry Potential




Discover your poetic potential as you evaluate various forms of poetry and their cultural impact. This combination of lecture and guided creative exercises will analyze Blackout poetry, Ballads, Couplets, sonnets, spoken word, mixed media, and more to explore poetry structure and mediums that will assist in creating your writings.

Total: \$99 — Senior Total: \$63

ANE-548-H	Th 6:30–8:30pm	Feb 9–Mar 2
	<i>H. Wallen</i>	<i>CPB 232</i>

 = Online / Hybrid / Remote

 = Lifelong Learning Institute

See page 40 for more information.



## EXPRESS YOURSELF

### NEW WRITING CLASSES!

Explore the art of memoir writing. Discover your poetic potential. Become a published author. Learn how to write photo captions and embark on your own photo essay project. Unleash your inner voice and express yourself!

- **Writing Your Memoir I**
- **Poetry Potential**
- **Ready, Set, Get Published: A Beginner's Guide**
- **Creative Writing: Photography Reflection**

*See individual class descriptions for details.*

### NEW! Ready, Set, Get Published: A Beginner's Guide LLI

Engage in the discussion that leads you from wanting to write a book to becoming a published author. Learn how to start the process, the tips and tools necessary to find a publisher, understand the submission process, and develop a solid marketing plan to improve your chances of being published.

Total: \$99 — Senior Total: \$63

ANE-549-H	Tu 6–8pm M. Woodhouse	Feb 21–Mar 28 CPB-230
-----------	--------------------------	--------------------------

### NEW! Creative Writing: Photography Reflection LLI

When you look at a photograph, what do you see? You interact with photos everywhere — in journalism, family albums, and social media daily. Explore various ways utilizing pictures can evoke emotion with viewers or become the foundation for societal change. Group discussions and assignments will help sharpen your observation and analysis skills while writing persuasive captions or short stories. You will have the opportunity to embark on your own photo essay project using selfies and more.

Total: \$119 — Senior Total: \$87

ANE-551-H	Tu 6–8pm S. Daughenbaugh	Feb 21–Apr 4 ONLINE
-----------	-----------------------------	------------------------

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

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 6:30–8:30pm S. Schaefer	Mar 6–27 VMC 3
-----------	------------------------------	-------------------

**CULINARY**

**The Art of Mixology**

This course is an introduction to bartending and the art of mixology. It is designed for the home entertainer and those interested in a career in bartending. Students learn the basic bar setup, proper glassware, measuring tools, identification of various beers, wines, and liquors, as well as recipes for mixed drinks. You will have hands-on mixing of various drinks with faux alcohol. The materials fee includes a bartending kit as well as a textbook. Students must be 18 years of age to enroll and participate in classroom activities.

Total: \$289 — Senior Total: \$197

PRC-029-H	Th 5–8pm <i>C. Passwaters</i>	Feb 16–Mar 23 <i>VMC 4</i>
-----------	----------------------------------	-------------------------------

**DANCE & RECREATION**

**Tango and 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 5:45–6:45pm <i>J. Schein</i>	Jan 23–Feb 20 <i>KEP 101</i>
-----------	-----------------------------------	---------------------------------

**Ballroom Dance - Swing/Foxtrot**



Learn to dance to the greatest music from the roaring 20s all the way through the rock n' roll 50s. We sail smoothly through the fox trot and twirling our way through the swing. Wear comfortable shoes (no flip flops) and we'll be dancing in no time.

Total: \$99 — Senior Total: \$55

FIT-014-J	M 5:45–6:45pm <i>J. Schein</i>	Apr 10–May 8 <i>KEP 101</i>
-----------	-----------------------------------	--------------------------------

**Mid Spring on the C&O Canal**

Mid-spring, already!? Time for abundant wildflowers, 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	F 10am–12pm <i>K. Barylski</i>	Apr 7
-----------	-----------------------------------	-------



**GENEALOGY, FAMILY & YOUTH**

**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. This introductory course will teach current genealogy tools, such as software programs, DNA for genealogical purposes, and traditional research. In addition, you will become familiar with online resources such as Ancestry.com, Family Search, Fold3, Find A Grave, and US Genweb. You can join this hands-on class in a computer lab at the Valley Mall Center or virtually via Zoom.

Total: \$79 — Senior Total: \$55

SEN-377-G	M 6–8:30pm <i>C. Miller-Schultz</i>	Jan 23–Feb 13	<i>VMC 2 HYBRID</i>
SEN-377-H	F 9:30am–12pm <i>C. Miller-Schultz</i>	Jan 27–Feb 17	<i>VMC 2 HYBRID</i>
SEN-377-K	M 6–8:30pm <i>C. Miller-Schultz</i>	Apr 3–24	<i>VMC 2 HYBRID</i>
SEN-377-J	F 9:30am–12pm <i>C. Miller-Schultz</i>	Apr 14–May 5	<i>VMC 2 HYBRID</i>

= Online / Hybrid / Remote

= Lifelong Learning Institute

See page 40 for more information.





**HISTORY, CULTURE & RELIGION**

**NEW! The Colony of the New Netherlands, 1614 – 1674** **LLI**

Join Roger Swartz for an in-depth look at the characteristics of the Dutch colonial society and its quest for representative government. Topics discussed within this course will include: the fur trade and relationships with Indian nations, including the purchase of Manhattan Island, conflict with the colony of New Sweden over the fur trade, the Angelo-Dutch Wars, and contributions to U.S. history and culture.

Total: \$89 — Senior Total: \$63

HCR-085-H	Tu 9am–12pm R. Swartz	Feb 28–Mar 14 VMC 8
-----------	--------------------------	------------------------

**NEW! Pontiac’s War, 1763 – 1766** **LLI**

Following the French & Indian War, 1754–1763, an international coalition of Indian nations attempted to push British military presence and settlement back east of the Appalachians. Raids & attacks occurred from Michilimackinac to the Mohawk and Mississippi Rivers, several British forts were besieged and taken. The war witnessed the use of germ warfare, the massacre of Indians in Lancaster, PA, and open rebellion against the British by settlers in the Cumberland Valley of Pennsylvania. This program examines the causes of the war, covers its major events, and assesses its impacts.

Total: \$89 — Senior Total: \$63

HCR-086-J	Tu 9am–12pm R. Swartz	Apr 4–18 VMC 8
-----------	--------------------------	-------------------

**Genealogy Plus**  **LLI**

Are you a genealogy enthusiast 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 genealogy software programs. 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. You can join this hands-on class in a computer lab at the Valley Mall Center or virtually via Zoom.

Total: \$79 — Senior Total: \$55

SEN-097-G	F 1:30–4:30pm C. Miller-Schultz	Jan 27–Feb 17	VMC 2 HYBRID
SEN-097-J	F 1:30–4:30pm C. Miller-Schultz	Apr 14–May 5	VMC 2 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, 2022 edition, is strongly suggested, but not required.

Total: \$149

COP-002-M	TuTh 6:30–8:30pm T. Vanhynning	Mar 14–May 4	HYBRID CPB 214
-----------	-----------------------------------	--------------	-------------------

**Leadership/No Blame Problem Solving**

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

Total: \$0

DIS-638-G	ONLINE: <i>At your own pace</i>	Jan 1–Mar 31
-----------	---------------------------------	--------------

= Online / Hybrid / Remote

**LLI** = Lifelong Learning Institute

See page 40 for more information.





**Violins, Saxophones, and Tuvan Throat Singers**

The PHYSICS of  
MUSICAL INSTRUMENTS

SPEAKER: **Dr. Bret Crawford**

Physics Professor at Gettysburg College

**January 26, 2023**

Hagerstown Community College, CPB 213

INFORMATION AND REGISTRATION:

[www.eventbrite.com/e/423732434117](http://www.eventbrite.com/e/423732434117)

SKETCHES for  
SYMPHONY No. 5

**The Creative Process of  
Jean Sibelius and its Parallels  
in Art and Architecture**

SPEAKER: **Alyssa Moquin**

**February 23, 2023**

Washington County Free Library

INFORMATION AND REGISTRATION:

[www.eventbrite.com/e/423740849287](http://www.eventbrite.com/e/423740849287)



Presented by the Maryland Symphony Orchestra  
in partnership with Hagerstown Community College

**HOME & GARDEN**

**NEW! Beginning Beekeeping** LLI

Are you interested in returning to the roots of home-steading and savoring the sweet, natural taste of honey? Beginning beekeeping will help you learn the basics, from beekeeping equipment to the rules and regulations that “swarm” around starting and managing a colony, honey production and processing, and floral sources for healthy bees. \* There is potential for a field trip.

Total: \$149 — Senior Total: \$99

DIS-796-G	Tu 6–8pm	Jan 24–Feb 28
	<i>Staff Instructor</i>	<i>CPB 210</i>

**Beginning Birding** LLI

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	F 10am–12pm	Mar 3–17	<i>CPB 213</i>
	<i>K. Barylski</i>		<i>CPB 214</i>



**NEW! Bird Walk**

This bird walk is especially for beginners and those who have recently taken a class. Listen and look for birds along the C&O Canal on a casual walk. We’ll also try various apps to help us identify birds and enrich our knowledge. Bring your smartphone and binoculars, if you have them! Class meets at Potomac Park, also known as Riverbottom Park, at the end of West Salisbury St., Williamsport.

Total: \$25

HGN-018-M	F 10am–12pm	Mar 24
	<i>K. Barylski</i>	



**PERSONAL FINANCE**

**Tax Updates**

A discussion to update on current tax laws that are commonly applicable to individual taxpayers and the Form 1040. We’ll review common credits and deductions, common errors and how to avoid them, and what to consider when deciding whether to prepare taxes on your own or to hire a professional.

Total: \$49

MON-040-G	Th 6:30–8:30pm	Jan 19
	<i>G. Zeigler</i>	<i>CPB 214</i>

**Be Prepared With a Will**

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

Total: \$25

MON-032-H	M 6:30–8:30pm	Feb 6
	<i>K. Barylski</i>	<i>CPB 214</i>

**Taxes for Your Side Hustle and for Solo Entrepreneurs**

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 handling 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 6:30–8:30pm	Feb 9
	<i>G. Zeigler</i>	<i>CPB 211</i>

## Alphabet Soup and Donut Holes - Welcome to Medicare!

Whether you will be turning 65 soon or entitled to Medicare due to disability, this class will provide you a solid introduction. With this class, you'll untangle the parts and be able to tell supplements from advantages.

Total: \$25

MON-043-G	M 6:30–8:30pm	Feb 13
	<i>K. Barylski</i>	<i>CPB 230</i>

## Identity Theft and Scams: Prevention and Response

Discuss the various types of identity theft and scams and who is at risk. Learn best practices to reduce the risk of identity theft. We'll discuss the actions that should be taken if you are a victim of identity theft or a scam and the resources available.

Total: \$49

MON-042-H	Th 6:30–8:30pm	Feb 16
	<i>G. Zeigler</i>	<i>CPB 214</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 6:30–8:30pm	Feb 23
	<i>G. Zeigler</i>	<i>CPB 211</i>

## Investment Strategies for Seniors Through Options LLI

Options are a little-known method of stock market investment. Find out what options are and how they work during ever-changing market conditions. This class will point out the differences between stock purchase and the powerful reasons to consider options trading. We'll demonstrate the method of building a continuous stream of weekly income through options by paper trading (mock trading) the concepts that are discussed. This interactive class will increase your awareness of stock market opportunities that you may have been missing.

Total: \$125 — Senior Total: \$75

MON-034-H	MW 1:30–3:30pm	Feb 27–Mar 8
	<i>R. Bender</i>	<i>CPB 213</i>

MON-034-J	MW 6–8pm	Apr 10–19
	<i>R. Bender</i>	<i>ONLINE</i>

## Retire Your Way

Are you tired of retirement articles that are just sales pitches or assume you have over \$1 million in retirement assets? We each have unique circumstances, goals, and personalities, so it only makes sense that our retirement planning should be based on that. This class will incorporate a significant discussion of Social Security, as well as covering pensions, annuities, stocks, and bonds. We'll look at expenses, income streams, and ways you may handle major expenses like long-term care. All to create a plan that works for YOU!

Total: \$99 — Senior Total: \$45

MON-044-M	Th 6:30–8:30pm	Mar 2–23
	<i>K. Barylski</i>	<i>CPB 212</i>



## Cryptocurrency: How It Works and 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 6:30–8:30pm	Mar 9
	<i>G. Zeigler</i>	<i>CPB 211</i>



**INSTANT ENROLLMENT:**  
REGISTERING ONLINE IS EASY!

**NEW!**

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



### 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 building 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, M.B.A., 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 your 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-M	Th 6–8pm <i>M. McLean</i>	Mar 16–23 <i>ONLINE</i>
-----------	------------------------------	----------------------------

### TRAVEL

### Travel Light, Travel Easy

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

Total: \$25

DIS-595-J	Th 6:30–8:30pm <i>Staff Instructor</i>	Apr 6 <i>CPB 213</i>
-----------	---	-------------------------

### 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 motorcoach will drop you off and pick you up at the Smithsonian Castle, allowing for plenty of exploration time in one or more of the historical museums on the Mall or shopping. Fee includes: fully-equipped motorcoach transportation and gratuity. Departure is from the Valley Mall.

Total: \$59

SEN-196-M	Tu 7am–5:30pm <i>C. Miller-Schultz</i>	Mar 21
-----------	---	--------

### 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 can be purchased within walking distance of all facilities. Registration includes transportation to and from D.C.

Total: \$59

SEN-144-M	Tu 7am–5:30pm <i>C. Miller-Schultz</i>	Mar 21
-----------	---	--------

= Online / Hybrid / Remote

= Lifelong Learning Institute

See page 40 for more information.





# ADULT EDUCATION

Scan code for



MORE INFO

# AIM FOR SUCCESS

**IMPROVE  
ENGLISH  
ABILITY**

**ENHANCE  
MATH, WRITING,  
and READING  
SKILLS**

**ACQUIRE  
HIGH SCHOOL  
DIPLOMA**

## HCC will partner with you to make it happen.

HCC Adult Education offers FREE assessment, advising, classes, tutoring support, and a professionally-staffed computer lab — for those wanting to acquire their high school diploma or improve their educational skills.

When you meet the required placement scores, you can enroll in the National External Diploma Program (NEDP). The NEDP classes are offered both day and evening at a variety of locations in the Hagerstown area.

Make a phone call and get started!

Speak to someone who looks forward to partnering with you.

Call 240-500-2313 — Mon-Fri, 8:30 a.m. – 4:30 p.m.

Or visit [hagerstowncc.edu/adulteducation](http://hagerstowncc.edu/adulteducation).

**HCC Main Campus**

11400 Robinwood Drive  
Hagerstown, MD 21742

**HCC Valley Mall Center**

17301 Valley Mall Road  
Hagerstown, MD 21740



**Start moving towards success today.**



# WSCE POLICIES

## Opportunity & Accessibility

See full statement on page 38.

## Non-Credit Course Disclaimer

Course and class 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.

## Tuition and Fees

Any Maryland resident 60 years of age or older 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 about tuition assistance for individuals with disabilities, please call 240-500-2273.

## 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.

## Admissions

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

## Birthdate and Social Security Number

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

## Course Cancellations

Each non-credit class requires a minimum number of enrollees to run. The decision to hold or cancel a class is made, in most cases, three business days prior to the start of the class. The college, however, reserves the right to cancel a class at any time due to unexpected circumstances. In these events, students will be notified via phone and/or email.

## Refund Policy

- **Course Cancellations:** 100% refund will be issued for any course the College cancels.
- **Before 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 Course Begins:** Refunds are not awarded after a course has started.

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

## 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.

## Parking — see page 38

## 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](http://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)

### 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 Hagerstown Community College, Continuing Education Registration. Questions? E-mail us at [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu).

# HOW TO REGISTER

## Choose YOUR Option:

- **NEW! ONLINE** via Instant Enrollment:  
**[hagerstowncc.edu/WSCEregistration](http://hagerstowncc.edu/WSCEregistration)**  
 Registering online is easy. Follow the online tutorials. Visit the website (above) or scan the QR code.
 
- **IN-PERSON**  
**Main Campus:**  
 HCC Registration Office  
 Administration and Student Affairs Building  
 11400 Robinwood Drive  
 Hagerstown, MD 21742  
 • Monday – Friday: 8:30 a.m. – 4:30 p.m.  
**Satellite Location:**  
 14301 Valley Mall Road, Suite 455  
 Hagerstown, MD 21740  
 • Monday – Thursday: 8:30 a.m. – 7 p.m.  
 • Friday: 8:30 a.m. – 4:30 p.m.  
 • Saturday: selected hours
- **BY PHONE: 240-500-2236**  
 Registrations may be accepted by phone when paying with a credit card.

## CLASS ICONS

### ★ Workforce Training Certification (WTC)

These classes are designed to assist students with workforce training. WTC programs can be stand-alone programs or a series of classes.

### § Scholarship Available

- Funding provided as part of GEERS, EARN, and Workforce Solutions Training Scholarships.
- Students must apply prior to registering and must meet all specified scholarship details.
- College for Kids (CFK) scholarships offered in partnership with JLG, the Alice Virginia and David W. Fletcher Foundation, and AHEC West.

### 📄 Online / Hybrid / Remote

- **ONLINE:** At Your Own Pace  
 Delivered entirely online without specific meeting times. Completed at the student's own pace. Students must meet all deadlines outlined in the class details.
- **REMOTE = Virtual Sessions**  
 Classes meet online, with specific meeting days and times for real-time virtual sessions.
- **HYBRID = Online & In-Person**  
 Classes meet both online and in-person. See individual class details for specifics.

### LLI Lifelong Learning Institute

HCC is committed to lifelong learning and provides discounts for some classes, to seniors (60+) living in the tri-state area of Maryland, Delaware, and Pennsylvania. Look for the LLI icon!





Workforce Solutions & Continuing Education

Register Early! Class registrations will be accepted through the first day of class — if space is still available. However, classes fill up, and we encourage you to sign up early!

New classes are constantly being added! Check the website: www.hagerstowncc.edu/wsce

REGISTRATION FORM



11400 Robinwood Drive • Hagerstown, Maryland 21742-6514
240-500-2236 • Fax: 301-582-4001 • ceregister@hagerstowncc.edu

Workforce Solutions & 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.

\* Fields are required for registration

Student ID (if known)

Mr. Ms. Mrs. Other

Last Name First MI Maiden/Former

Home Address

City State Zip Code County

Phone: Home Work Mobile

E-mail Address

\* Birthdate (mo/day/yr)

Senior Citizen (60 and over) Yes No

\* Program of Interest

Social Security#

\* For Credit Card Use Only:

Card Holder's Name

Account No.

Expiration Date

Signature

Billing Address for Card

Table with 3 columns: Course#, Course Title, Begin Date, Total. Includes a Total Fee row.

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule.

Your signature signifies that you agree to the refund policy. I certify that the information on this form is correct.

Signature Date

# HCC ALUMNI ASSOCIATION

## CELEBRATE 75: Support Our Students & Workforce!

### The HCC Foundation's 75th Anniversary Campaign: A Gem for Generations

aims to raise \$18,000,000 to support more of the region's students through scholarships and workforce development funding. Please consider contributing by **December 31, 2022** to help us reach this ambitious goal to prepare tomorrow's workforce.

#### DONATE ONLINE:



SCAN CODE

#### Go online, call 240-500-2348 or mail your donation to:

Hagerstown Community College  
Attn: The College Advancement Office  
11400 Robinwood Drive, Hagerstown, MD 21742

#### Checks can be made payable to:

"Hagerstown Community College Foundation"



VANCOUVER, WA



ASTORIA, OR



CLARKSTON, WA



SPOKANE, WA



AMERICAN QUEEN  
VOYAGES™

### HCC Alumni & Friends Cruise

Columbia & Snake Rivers  
Hosted by Lisa Stewart

Aboard the American Empress®

PORTLAND (VANCOUVER, WA) TO  
SPOKANE (CLARKSTON, WA)

May 14 - 22, 2023



#### Special Rates:

- Cat. A – Deluxe Outside Staterooms with Private Veranda: \$7999
- Cat. B – Outside Staterooms with Veranda: \$6950
- Cat. C - Deluxe Outside Staterooms with Private Verandah: \$5650
- Cat. E – Inside Staterooms: \$5450

Rates are per person based on double occupancy.

Port Fees are included.

#### Also included:

- Roundtrip transfers between HCC & Airport
- Roundtrip airfare
- Transfers between airport and hotel and hotel to ship and ship to airport
- Prepaid Gratuities

#### 9 DAYS

- 1 Vancouver, Washington | Hotel Stay
- 2 Vancouver, Washington | Embark
- 3 Astoria, Oregon
- 4 River Cruising
- 5 Stevenson, Washington
- 6 The Dalles, Oregon
- 7 Richland, Washington (Tri-Cities)
- 8 Clarkston, Washington
- 9 Spokane, WA (Clarkston) | Disembark

#### OUR ALL-INCLUSIVE FARES INCLUDE:

- |   |  |
|---|--|
| 1-Night Pre-Cruise Hotel Stay           | All-Day In-Room Dining                         |
| Ground Transfers Between Hotel & Vessel | Unlimited WiFi                                 |
| Unlimited Included Guided Tours         | Bicycles* & Hiking Sticks                      |
| Unlimited Beverages                     | Live, Daily Onboard Entertainment & Enrichment |
| Open Bars & Lounges                     | *River Cruises Only                            |
| Acclaimed Cuisine in Multiple Venues    |  |



Travel Leaders | 301-739-4600  
Ask for Belinda or Tina

Unless specified otherwise fares quoted are in U.S. Dollars, are per person based on double occupancy and do not include government taxes and fees, port charges, gratuities, airfare, insurance, personal expenditures or transportation costs incurred while traveling to and from embarkation ports. Promotional fares and amenities are capacity-controlled, may vary by sailing and category of accommodations and may be withdrawn without notice. The American Queen, American Empress, American Duchess and American Countess are operated by the American Queen Steamboat Company, LLC, are regularly inspected by the U.S. Coast Guard, are of American Registry, and employ American officers, crew and staff.

# INSTANT ENROLLMENT

**NEW!**

This new online registration system makes registering easy.

With user-friendly navigation for mobile, WSCE registration is at your fingertips!

ONLINE REGISTRATION



Visit the website or scan the QR code:

**[hagerstowncc.edu/WSCEregistration](http://hagerstowncc.edu/WSCEregistration)**

## W S C E SCHOLARSHIPS AVAILABLE!



### Scholarships may cover 100% of the cost of these programs:

- Certified Medical Assistant
- Certified Nursing Assistant
- Child Care\*
- CDL B
- Construction Equipment Operator
- Diesel Technician
- Forklift Operator
- Nurse Refresher\*
- Management Bootcamp
- Office Associate\*
- Pet Grooming
- Personal Trainer\*
- Phlebotomy
- Real Estate\*
- Veterinary Assistant\*
- Welding

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

*\*Subject to Maryland residency or completion of Maryland graduation requirements (MHEC funded)*



Contact us for additional information:

Call 240-500-2236 or visit **[hagerstowncc.edu/funding](http://hagerstowncc.edu/funding)**



Find your class today! **[www.hagerstowncc.edu/wsce](http://www.hagerstowncc.edu/wsce)**



Workforce Solutions & Continuing Education  
Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742-6514

NON-PROFIT ORG.  
U.S. POSTAGE  
PAID  
HAGERSTOWN, MD  
PERMIT NO. 510

**NEW!**

# WELDING CERTIFICATION

## Spark Your Passion!



Register for the welding certification series. Scholarships are available.

See **page 24** or visit [www.hagerstowncc.edu/welding](http://www.hagerstowncc.edu/welding)

Find your class today!

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