



**Workforce
Solutions
& Continuing
Education**

**Tuition
Assistance
Available!**

See page 51.

www.hagerstowncc.edu/wsce





Nonprofit Management 12

NEW!

INSTANT ENROLLMENT

Registering online is easy — and convenient!

Info: page 47



Commercial Truck Driving 30



Hillwood Estates, Museum, & Gardens Trip 41

Workforce Solutions

ALLIED HEALTH ▶ 4

Foundations	4
Certified Medical Assistant	4
CNA/CGA Courses	6
Dental Hygienist Certification	6
Healthcare Certification	8
Nursing	8
Phlebotomy	9
Basic Life Support (BLS)	10

BUSINESS & PROFESSIONAL ▶ 12

Leadership & Marketing	12
Management	13
WorkKeys Preparation	16

CERTIFICATION & LICENSURE ▶ 16

Animal Care	16
Child Care	17
Entrepreneurship	20
Hospitality & Recreation	20
Medical Cannabis	21

Personal Trainer	21
Project Management	22
Real Estate	22
Tax Preparation	23

COMPUTER TECHNOLOGY ▶ 24

CAD	24
Computer Repair/Networking	24
MS Office	24
Office Associate	26

INDUSTRIAL TECHNOLOGY & TRADES ▶ 26

Blacksmith	26
Diesel Technician Program	27
Home Inspector	28
Industrial Technology	29
Small Engine	29
Welding	29

TRANSPORTATION ▶ 30

Commercial Driver (CDL)	30
Hazardous Materials	31
UAV Technology	31

INFORMATION

Campus Map	45	How to Register	47
Class Location Codes	45	Alumni Association	49
WSCE Policies	46	Scholarships	51
WSCE Class Icons	47		



Scholarships Available! 51

Continuing Education

RIDING & DRIVING ▶ 32

Motorcycle	32
Driver Education	32

PERSONAL ENRICHMENT ▶ 33

Art, Music & Photography	33
Dance & Recreation	35
Genealogy, Family & Youth	36
History, Culture & Religion	37
Holistic Health	38
Home & Garden	38
Language & Writing	39
Personal Finance	40
Travel	41

ADULT EDUCATION ▶ 44

The information presented in this schedule is deemed to be accurate at the time of printing, but content is subject to change.

Find these useful icons inside! (more details ▶ page 47)



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

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. A WorkKeys Assessment is ONLY REQUIRED for CNA/GNA program. Foundations is a prerequisite course for CNA, Phlebotomy, and Medical Assistant.

Total: \$239 — Senior Total: \$156

HCE-108-B	TuTh 5:30–9:30pm <i>L. White</i>	Aug 1–29 <i>CPB 125</i>
HCE-108-D	TuTh 5:30–9:30pm <i>L. White</i>	Oct 3–31 <i>CPB 125</i>

CERTIFIED MEDICAL ASSISTANT

★ NEW! Human Anatomy and Physiology and Medical Terminology for Medical Assistants



This course, designed for medical office professionals, teaches medical terminology from an anatomical approach and prepares students to develop a base knowledge of the Human Anatomy and Physiology. It includes identification and dissection of words-prefixes, suffixes, root words, medical abbreviations, medical terms, pronunciation and spelling of terminology for each human body system and other specialized areas of medicine. Terminology will be introduced by providing a working knowledge of macro/microanatomy and physiology of the human body. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regard to each term.

Total: \$380 — Senior Total: \$200

HCE-181-C	Th 6–9pm M 6–9pm <i>T. Joia</i>	Aug 31–Oct 12 <i>ONLINE</i> Sep 11–Oct 9 <i>CPB 161</i>
-----------	---	--

★ 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-BE	ONLINE: <i>At your own pace</i>	Aug 16–Sep 22
NRS-536-EE	ONLINE: <i>At your own pace</i>	Nov 15–Dec 22

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.

See class details for specific dates.

PREREQUISITE COURSES

- Human Anatomy and Physiology and Medical Terminology for Medical Assistants
- 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

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



★ 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-BE ONLINE: *At your own pace* Aug 16–Sep 22

HCE-024-EE ONLINE: *At your own pace* Nov 15–Dec 22

★ 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 lectures, discussion, and hands-on practice. This course provides the medical assistant student with the clinical theory and skills that are utilized in 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. A review of basic pharmacology, including oral and parenteral drug administrations is also provided. Pre-requisites: HCE-108 Foundations of Healthcare, and HCE-181 Human A&P and Medical Terminology for Medical Assistants.

Total: \$1171

HCE-156-D	MTh 6–10pm	Oct 16–Nov 9 CPB 161
	Sa 9am–1pm T. Joia	Oct 21–Nov 11 CPB 161

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.

See class details for specific dates.

PREREQUISITE COURSES

- Foundations of Healthcare
- WorkKeys Assessment

COURSE LIST

- Certified Nursing Assistant Mod I
- Certified Nursing Assistant Mod II
- Certified Nursing Assistant Clinical

SCHOLARSHIPS AVAILABLE!

APPLY TODAY.

www.hagerstowncc.edu/funding

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

All Allied Health programs require proof of various vaccinations, including Covid-19. This standard is set by the clinical externship affiliates who partner with HCC to provide clinical experiences for students. HCC is unable to provide exemptions for these requirements.

★ 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 lectures, 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. Completion of Clinical Externship vaccination and health requirements must be completed prior to the end of this course.

Total: \$1171

HCE-157-E	MTh 6–10pm	Nov 13–Dec 14 CPB 161
	Sa 9am–1pm T. Jola	Nov 13–Dec 14 CPB 161

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: A WorkKeys Assessment is required prior to registration and completion of HCE-108 Foundations to Healthcare Careers.

Total: \$848 — Senior Total: \$449 **S**

HCE-105-C	TuF 5–9pm	Sep 5–Oct 6 CPB 152
	Sa 9am–1pm A. Edwards	Sep 9–30 CPB 152



INSTANT ENROLLMENT: REGISTERING ONLINE IS EASY!

NEW!

hagerstowncc.edu/WSCRegistration

★ Certified Nursing Assistant II

This course is Part II of the CNA program 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.

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

HCE-106-D	TuF 5–9pm	Oct 10–Nov 7 CPB 152
	Sa 9am–1pm A. Edwards	Oct 14–Nov 4 CPB 152

★ 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-E		Nov 13–Dec 7
	A. Edwards	

DENTAL HYGIENIST CERTIFICATIONS

★ 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-B	Sa 8am–3pm	Aug 5 CPB 123
	J. Suminski	



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

Prerequisite: “Nurse Refresher Screening” (HCE-036), 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.

Courses include:

- **Nurse Refresher I Classroom Theory**
NRS 988 Cost \$975* Sept 18 – Nov 27
- **Nurse Refresher Skills Lab**
NRS 094 Cost \$479* Nov 17 - 18
- **Nurse Refresher Clinical**
NRS 743 Cost \$349* Dec 1, 2023 - Feb 24, 2024

**SCHOLARSHIPS
AVAILABLE!**

**APPLY
TODAY.**



www.hagerstowncc.edu/funding

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

Refresh and get back into the nursing profession.

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-B	Sa 9am–6pm <i>G. Haywood</i>	Aug 26 <i>CPB 152</i>
NRS-742-F	Sa 9am–6pm <i>G. Haywood</i>	Dec 16 <i>CPB 152</i>

NURSING

Nurse Refresher Screening

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

Total: \$75

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

★ = Workforce Training Program

Ⓢ = Scholarship Available

★ 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 supervisory responsibilities.

Total: \$334 — Senior Total: \$233

NRS-563-C	F 8am–5pm Sa 8am–5pm <i>L. Smigelski</i>	Sep 15 <i>CPB 214</i> Sep 16 <i>CPB 213</i>
NRS-563-E	Sa 8am–5pm <i>L. Smigelski</i>	Nov 4–11 <i>CPB 232</i>

★ Nurse Refresher Course Theory Portion Hybrid

This course is the first in a three-part series designed for registered or licensed practical nurses to reinstate an inactive Maryland nursing license and consists of a hybrid class with 40 classroom hours and online course work totaling 80 hours of content. Areas of concentration include: delivery of care utilizing the nursing process; medication calculation and administration; adult medical/surgical nursing; as well as current issues, trends, and nursing practice. Students are expected to attend and participate in the online class on a weekly basis for the online component. Successful completion of the course requires an 80 percent or higher average score on four exams and completion of 20 quizzes with an average score of 80 percent. The required textbook is not included in the cost of the course. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 11th Edition ISBN: 9780323551496

Total: \$975 — Senior Total: \$585 Ⓢ

NRS-988-C	MW 6–10pm	Sep 18–Nov 27 <i>M. Brown, G. Haywood, C. Ware, H. Law CPB 123</i>
-----------	-----------	---

★ Nurse Refresher Skills Lab II

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

Total: \$479 — Senior Total: \$263

NRS-094-E	F 6–10pm Sa 9am–5pm <i>M. Brown, R. Banfe</i>	Nov 17 <i>CPB 151</i> Nov 18 <i>CPB 151</i>
-----------	---	--

Drug Calculations Preparation

A course designed for students who desire instruction guided direction in preparing for the required dosage calculation exam for the nursing programs, LPN and RN. Review of fractions, decimals, percentages, and the metric system. This course offers demonstration and practice in using various formulas for calculating oral and parenteral medication dosages. Textbook sold separately. Calculate with Confidence, Morris, 8th Ed., 9780323696951.

Total: \$89 — Senior Total: \$43

NRS-733-D Sa 9am–12pm
R. D'Ambrisi

Oct 21–Nov 18
CPB 124

PHLEBOTOMY

★ Phlebotomy: Theoretical and Practical Applications

In Phlebotomy: Theoretical & Practical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic system, applicable medical terminology, and an overview of healthcare settings where phlebotomy services are performed. Students learn and apply professional ethics and behavior; interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely as they progress to Practical Applications. Hands-on skills practicums prepare students for the clinical course. This program includes both in-class and on-site clinical practice at local healthcare 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-C TuTh 5–9:30pm Sep 5–Oct 19
K. Weicht CPB 175

HCE-109-E TuTh 5–9:30pm Nov 2–Dec 19
Staff Instructor CPB 175



INSTANT ENROLLMENT:
REGISTERING ONLINE IS EASY!

NEW!

hagerstowncc.edu/WSCRegistration



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.

See class details for specific dates.

PREREQUISITE COURSES

- Foundations of Healthcare

COURSE LIST

- Phlebotomy Technician: Theoretical and Practical Applications
- Phlebotomy Technician: Clinical Externship

SCHOLARSHIPS AVAILABLE!

APPLY TODAY. 

www.hagerstowncc.edu/funding

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

★ 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-D *Schedule with Instructor*

Oct 23–Dec 20

Phlebotomy Skills for Medical Professionals

This course is designed for medical professionals, Nurses, EMS, and other medical personnel who, as part of their job functions, have to perform venipuncture and collect blood specimens. This course is designed to help medical professionals with a working knowledge of Human Anatomy and Physiology to expand their scope of practice skills. This is not a certification course. Topics include: blood collection and venipuncture procedures, documentation and special handling procedures, preanalytical complications, and a practice component. Submission of proof of clinical practice via a letter of verification on company letterhead from the student’s employer is required prior to enrollment in this course.

Total: \$100

HCE-040-C	Sa 8am–2pm <i>K. Weicht</i>	Sep 9 <i>CPB 175</i>
-----------	--------------------------------	-------------------------



BASIC LIFE SUPPORT

BLS Certification

The American Heart Association Basic Life Support (BLS) for Healthcare Providers (HCP) (C) is a classroom course that is designed to teach a variety of healthcare professionals how to recognize a number of life-threatening emergencies, how to provide CPR, how to use an AED, and how to relieve choking in a safe, timely, and effective manner. This course is for healthcare professionals who must know how to perform CPR, as well as other lifesaving skills, in a range of in-hospital and out-of-hospital settings. Textbook cost is included in the BLS full course fee. AHA requires each student to have a textbook available before, during and after the course. Students must pass a written exam and skills test in order to receive an AHA/BLS for Healthcare Provider (C) course completion card. American Heart Association guidelines require that classes run within a specified time period. Please be aware that failure to arrive for class on time may result in having to reschedule for a later date.

Total: \$85 — Senior Total: \$60

NRS-923-B	Th 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Aug 17 <i>CPB 210</i>
NRS-923-C	Th 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 14 <i>CPB 210</i>
NRS-923-D	Th 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 19 <i>CPB 214</i>
NRS-923-E	Th 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 16 <i>CPB 210</i>

BLS Recertification

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

Total: \$49 — Senior Total: \$37

NRS-924-C	Th 6–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 21 <i>CPB 210</i>
NRS-924-E	Th 6–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 9 <i>CPB 210</i>

★ = Workforce Training Program

💰 = Scholarship Available

💻 = Online / Hybrid / Remote



ESL HEALTHCARE CAREERS

Start your career as a CNA or Phlebotomist and improve your English at the same time!

The program is designed for English language learners (ESL) who want to work in the healthcare industry as a Certified Nursing Assistant (CNA) or Phlebotomy Technician.

Programs begin every April

- 12 month program
- Learn from medical professionals & ESL instructors
- Receive guidance & support with job placement

Full scholarships available for qualified students

- Must be 18 years or older
- Eligible to work in the U.S.
- Intermediate or advanced English level

Contact the
Program of Adult Literacy
Services for more information:
240-500-2313 or
pals@hagerstowncc.edu



BUSINESS & PROFESSIONAL DEVELOPMENT

LEADERSHIP & MARKETING

NEW! Nonprofit Management

This course is a series of four classes that will benefit both newcomers to the world of nonprofits and experienced staffers who wish to enhance their management skill sets. From mission and vision to effective meetings and board development, the course examines essential tools for nonprofits. Participants will develop a strategy for implementing new ideas and fine-tuning those tools that are already in place.

Total: \$622 — Senior Total: \$254

PRD-954-C W 1–4:30pm Sep 13–Nov 1
J. Chambers CPB 210

NEW! The Big Picture: Mission, Vision, and Goals

This continuing education course is designed to give students a brief introduction to the world of nonprofits. Students will learn to define the organization's mission and ensure that its activities are mission-driven, while learning to avoid "mission creep" through strategic planning and carefully constructed goals.

Total: \$170 — Senior Total: \$73 *Take Series = SAVE!* ★

PRD-955-C W 1–4:30pm Sep 13–20
J. Chambers CPB 210

NEW! Nonprofit Organizational Tools

This continuing education course is designed to enhance skills that make organizations more effective. Students will learn to plan and conduct effective meetings, develop a plan for internal and external communications, use a variety of tools to help with decision making, gain an understanding of financial statements, and develop program evaluation tools.

Total: \$170 — Senior Total: \$73 *Take Series = SAVE!* ★

PRD-956-C W 1–4:30pm Sep 27–Oct 4
J. Chambers CPB 210

★ = Workforce Training Program

📄 = Scholarship Available

💻 = Online / Hybrid / Remote



NONPROFIT MANAGEMENT

NEW!

CERTIFICATION SERIES ★

This is a series of four classes that will benefit both newcomers to the world of nonprofits and experienced staffers who wish to enhance their management skill sets.

COURSE LIST

- Nonprofit Management
- Nonprofit Organizational Tools
- Building an Engaged Board
- Grant Writing

Grant Writing

This continuing education course is designed for professionals responsible for applying for and managing grant applications and awards. Topics include setting a grant strategy, searching for grants, writing effective applications, telling a compelling story, and understanding the grant review process.

Total: \$132 — Senior Total: \$58 *Take Series = SAVE!* ★

PRD-574-D W 1–4:15pm Oct 11–18
J. Chambers CPB 210

PRD-574-F W 1–4:15pm Dec 6–13
J. Chambers CPB 210

NEW! Building an Engaged Board

This continuing education course is designed for students who serve as nonprofit staff or board members, and will teach them purposeful strategies for board recruitment, onboarding, effective decision-making, board development, and board recognition. The course will teach students to help their board understand its role in advocacy and ambassadorship.

Total: \$170 — Senior Total: \$73 *Take Series = SAVE!* ★

PRD-957-D	W 1–4:30pm <i>J. Chambers</i>	Oct 25–Nov 1 <i>CPB 210</i>
-----------	----------------------------------	--------------------------------

NEW! Intro to Public Speaking

This course will help students master public speaking fundamentals and develop basic public speaking skills. Students will learn to conquer public speaking anxiety, leverage rehearsal methods, develop a speaking voice, and execute speeches with a higher level of confidence. Students will practice techniques used for various types of speeches.

Total: \$229 — Senior Total: \$96

PRD-952-B	M 5:30–8:30pm <i>C. McMillan</i>	Aug 21–Sep 25 <i>CPB 232</i>
-----------	-------------------------------------	---------------------------------

PRD-952-E	M 5:30–8:30pm <i>C. McMillan</i>	Nov 13–Dec 18 <i>CPB 232</i>
-----------	-------------------------------------	---------------------------------

Inclusive Leadership

This course is designed to educate leaders on how to cultivate trust, build authentic relationships, and manage effective teams. Learn how to create an environment where employees feel safe, valued, and welcomed. Develop strategies to create an innovative, productive, efficient, and successful workplace. With a focus on diversity, equity, and inclusion, students will develop an inclusive leadership style that will ensure a work culture that leverages different dimensions of diversity and fosters ways to create more inclusive work relationships.

Total: \$118 — Senior Total: \$52

PRD-942-E	TuTh 6–8pm <i>M. Kenzie</i>	Nov 7–16 <i>CPB 214</i>
-----------	--------------------------------	----------------------------

Social Media Strategy for Business

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-C	Th 6–8pm <i>S. Mueller</i>	Sep 14–28 <i>VM 5</i>
-----------	-------------------------------	--------------------------

MANAGEMENT

★ Hagerstown Community College Management Bootcamp

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

Total: \$1202 — Senior Total: \$607 **S**

PRD-901-B	TuTh 5–8:30pm <i>K. Palmer, C. Aaron, A. Cabbage, C. Forrester</i>	Aug 22–Oct 5 <i>CPB 214</i>
-----------	---	--------------------------------

PRD-901-D	TuTh 9am–1pm <i>K. Palmer, C. Aaron, A. Cabbage, J. Jones</i>	Oct 17–Dec 7 <i>CPB 232, 214</i>
-----------	--	-------------------------------------





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 FALL 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-B	TuTh 5–8:30pm	Aug 22–Oct 5
PRD-901-D	TuTh 9am–1pm	Oct 17–Dec 7

SCHOLARSHIPS AVAILABLE!

APPLY TODAY.

www.hagerstowncc.edu/funding

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

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-B	TuTh 5–8:30pm <i>K. Palmer</i>	Aug 22–24 <i>CPB 214</i>
PRD-895-D	TuTh 9am–1pm <i>K. Palmer</i>	Oct 17–19 <i>CPB 232</i>

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-B	TuTh 5–8:30pm <i>Staff Instructor</i>	Aug 29–31 <i>CPB 214</i>
PRD-894-D	TuTh 9am–1pm <i>K. Palmer</i>	Oct 24–26 <i>CPB 214</i>

Human Resource Management, Meaning, and Methods

The importance of human resource management has evolved in the workplace over time. Labor and Civil Rights legislation and 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, and 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-C	TuTh 5–8:30pm <i>C. Aaron</i>	Sep 5–7 <i>CPB 214</i>
PRD-898-D	TuTh 9am–1pm <i>C. Aaron</i>	Oct 31–Nov 2 <i>CPB 214</i>

★ Moving from Customer Service to Customer Care

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 conduct 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-C	TuTh 5–8:30pm <i>K. Palmer</i>	Sep 12–14 <i>CPB 214</i>
PRD-899-E	TuTh 9am–1pm <i>K. Palmer</i>	Nov 7–9 <i>CPB 214</i>

★ Leadership Skills - The Essentials for 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 in an ever-changing world. 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-C	TuTh 5–8:30pm <i>C. Forrester</i>	Sep 19–21 <i>CPB 214</i>
PRD-897-E	TuTh 9am–1pm <i>J. Jones</i>	Nov 14–16 <i>CPB 214</i>

★ 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 will explore how to control project schedules, costs, and scope. Lastly, learn to communicate progress and establish relationships with key stakeholders.

Total: \$189 — Senior Total: \$95

PRD-900-C	TuTh 5–8:30pm <i>A. Cabbage</i>	Sep 26–28 <i>CPB 214</i>
PRD-900-E	TuTh 9am–1pm <i>A. Cabbage</i>	Nov 28–30 <i>CPB 214</i>

★ 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-D	TuTh 5–8:30pm <i>C. Forrester</i>	Oct 3–5 <i>CPB 214</i>
PRD-896-F	TuTh 9am–1pm <i>J. Jones</i>	Dec 5–7 <i>CPB 214</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



Workforce Training Program



Scholarship Available



Online/Hybrid/Remote

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 the Learning Support Center at HCC 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-B	Th 5–8pm <i>C. Coffin</i>	Aug 3 <i>LSC 100</i>
PRD-862-C	Th 5–8pm <i>C. Coffin</i>	Sep 7 <i>LSC 100</i>
PRD-862-D	Th 5–8pm <i>C. Coffin</i>	Oct 5 <i>LSC 100</i>
PRD-862-E	Th 5–8pm <i>C. Coffin</i>	Nov 2 <i>LSC 100</i>
PRD-862-F	Th 5–8pm <i>C. Coffin</i>	Dec 7 <i>LSC 100</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

CERTIFICATION & LICENSURE

ANIMAL CARE

★ Veterinary Assisting II

This course, the final in a series of three, includes both classroom instruction and clinical hours. Course content includes emergency care, anesthesia, surgery and individual research. Students are required to complete 25 clinical hours, which allows students to gain hands on, practical experience.

Total: \$603 — Senior Total: \$246

PET-059-B	M 5:30–8:30pm <i>K. Tracey</i>	Aug 14–Oct 9 <i>VM 4</i>
-----------	-----------------------------------	-----------------------------

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-B	ONLINE: <i>At your own pace</i>	Aug 28–Dec 8
-----------	---------------------------------	--------------

★ 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-B	ONLINE: <i>At your own pace</i>	Aug 28–Dec 8
-----------	---------------------------------	--------------

★ 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-B	ONLINE: <i>At your own pace</i>	Aug 28–Dec 8
-----------	---------------------------------	--------------



★ 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-C	ONLINE: <i>At your own pace</i>	Sep 8–Oct 27
PLC-874-D	ONLINE: <i>At your own pace</i>	Oct 13–Dec 1

★ 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. Teachers of two-year-olds in a licensed Preschool may also need the Preschool Curriculum course (consult your licensing specialist.) You must successfully complete class assignments to receive a certificate. Standard refund policy does not apply. No refund seven days prior to course start date. 4.5 CEUs.

Total: \$299

PLC-875-C	ONLINE: <i>At your own pace</i>	Sep 11–Oct 30
PLC-875-D	ONLINE: <i>At your own pace</i>	Oct 9–Nov 27

★ 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-C	ONLINE: <i>At your own pace</i>	Sep 11–Oct 30
PLC-998-D	ONLINE: <i>At your own pace</i>	Oct 9–Nov 27

★ = Workforce Training Program

Designed to provide students with specialized training for employment in high-demand career fields.

= Scholarship Available

= Online / Hybrid / Remote

See page 47 for more information.

★ 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-C ONLINE: *At your own pace* Sep 13–Nov 1

PLC-798-D ONLINE: *At your own pace* Oct 11–Nov 29

★ 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-D ONLINE: *At your own pace* Oct 12–Nov 30

★ Communication Skills for Child Care Professionals



This course is designed for child care 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-D ONLINE: *At your own pace* Oct 30–Nov 13

★ 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 and 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-D ONLINE: *At your own pace* Oct 3–Nov 28

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-B ONLINE: *At your own pace* Aug 28–Dec 8

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, 1 hr SN.

Total: \$99

PRC-095-B ONLINE: *At your own pace* Aug 28–Dec 8

Don't miss a thing!

Like us on Facebook
and join the conversation!

facebook.com/HCCwscce



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-B ONLINE: *At your own pace* Aug 28–Dec 8

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-B ONLINE: *At your own pace* Aug 28–Dec 8

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-B ONLINE: *At your own pace* Aug 28–Dec 8

Playground Safety

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

Total: \$75

PLC-827-B ONLINE: *At your own pace* Aug 28–Dec 8

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-B ONLINE: *At your own pace* Aug 28–Dec 8

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-B ONLINE: *At your own pace* Aug 28–Dec 8

Taking Learning Outside

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

Total: \$75

PLC-825-B ONLINE: *At your own pace* Aug 28–Dec 8

Pyramid Model for Social and Emotional Competence - Preschool

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-D ONLINE: *At your own pace* Oct 2–Nov 6



Workforce Training Program



Scholarship Available



Online/Hybrid/Remote



FOOD SERVICE TRAININGS

NEW!

ENTREPRENEURSHIP

★ Pathways to Entrepreneurship Preparation

This continuing education course is the first course of two in the Pathway to Entrepreneurship certification program and is designed for entrepreneurs and small business owners. This course provides instruction on the fundamentals of small business ownership, including business planning and legal business entity formation. Topics to be reviewed include a review of the resources available to the entrepreneur, the critical elements of launching and growing a business, financial management and funding sources, and marketing strategies.

Total: \$125

PRC-127-C	ONLINE: <i>At your own pace</i>	Sep 11–25
PRC-127-D	ONLINE: <i>At your own pace</i>	Oct 16–25
PRC-127-E	ONLINE: <i>At your own pace</i>	Nov 13–27

★ Pathways to Entrepreneurship

This continuing education course is the second course in the Pathways to Entrepreneurship certification program and provides students with instruction to support and launch a small business. Topics to be reviewed include the critical aspects of starting and operating a small business including business planning, market research, pricing and margin analysis, budget and accounting, human resources, managing risk, and growth strategies. At the end of this course, students should be prepared to take the Certiport/Pearson Entrepreneurship and Small Business Certification examination.

Total: \$1004 — Senior Total: \$847

PRC-128-B	ONLINE: <i>At your own pace</i>	Aug 14–Sep 18
PRC-128-D	ONLINE: <i>At your own pace</i>	Oct 2–Dec 12

★ TIPS® (Training for Intervention Procedures)

This Continuing Education course is designed to enable the student to learn the essentials of responsible alcohol service such as how to prevent intoxication, drunk driving and underage drinking. Intended to train food service workers, students will learn how to recognize signs of intoxication, prevent alcohol sales to minors, and implement proven strategies to prevent alcohol-related problems in bars and restaurants. Topics will include understanding alcohol laws and responsibilities, evaluating intoxication levels, checking identification, and dealing with difficult situations.

Total: \$45 — Senior Total: \$35

PRC-137-B	Sa 9am–2:30pm <i>D. Vermillion</i>	Aug 19 <i>CPB 214</i>
PRC-137-E	Sa 9am–2:30pm <i>D. Vermillion</i>	Nov 11 <i>CPB 214</i>

★ ServSafe

This course is for anyone who seeks employment in the food service industry. ServSafe certification is recognized nationally and required by many hospitality corporations and by some states and county health departments for commercial food service operations.

Total: \$208

PRD-832-C	Sa 9am–2pm <i>D. Vermillion</i>	Sep 16–23 <i>CPB 124</i>
PRD-832-F	Sa 9am–2pm <i>D. Vermillion</i>	Dec 2–9 <i>CPB 211</i>

www.hagerstowncc.edu/hospitality-recreation-certification-courses

MEDICAL CANNABIS

★ NEW! Cannabis Technician I

This course is one in a series of two designed to provide entry-level training to work in a cannabis dispensary. This course provides education on cannabis history, legalities, therapeutic use, endocannabinoid system, cannabinoids, terpenes, methods of consumption, medical products, medical conditions, patient consults, and Maryland compliance.

Total: \$481 — Senior Total: \$224

PRC-130-B Th 6:30–8:30pm Aug 17–Oct 19
L. Ward CPB 212

★ NEW! Cannabis Technician II

This course is the second in a series of two designed to provide entry-level training to work in a cannabis dispensary. This course provides education on cannabis history, legalities, therapeutic use, endocannabinoid system, cannabinoids, terpenes, methods of consumption, medical products, medical conditions, patient consults, and Maryland compliance.

Total: \$397 — Senior Total: \$164

PRC-131-D Th 6:30–8:30pm Oct 26–Jan 25
L. Ward CPB 212



CANNABIS TECHNICIAN

NEW!

CERTIFICATION SERIES ★

A series of two courses designed to provide entry-level training to work in a cannabis dispensary.

COURSE LIST

- Cannabis Technician I
- Cannabis Technician II

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

PERSONAL TRAINER

★ Personal Trainer I

Personal Trainer I is the first course of a two-part series 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 **S**

PRC-118-C TuTh 5:30–8:30pm Sep 12–Oct 5
W. Wolf ARCC 224

NEW!

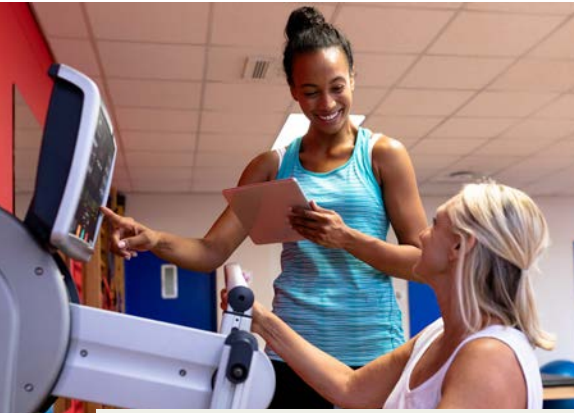
INSTANT ENROLLMENT

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



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

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

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. Required Pre-requisite: Personal Trainer I (PRC-118). Exam voucher included.

Total: \$728 — Senior Total: \$600 

PRC-119-D	TuTh 5:30–8:30pm W. Wolf	Oct 10–26 ARCC 224
-----------	-----------------------------	-----------------------

PROJECT MANAGEMENT

NEW! Project Management Professional - PMP Prep

This continuing education course is designed to assist individuals prepare for the Project Management Institute's Project Management Professional (PMP) certification exam. It provides instruction on developing career skills based on A Guide to the Project Management Body of Knowledge (PMBOK Guide). Topics include important industry-related methodologies, including predictive and agile project management, project management tools and techniques, key terminology, concepts and processes to prepare for the project management certificate. This class is being offered in partnership with PM ProLearn. Class schedule varies.

Total: \$2099 — Senior Total: \$1915

PRC-136-B	M–F 6–10pm Staff Instructor	Aug 14–24 ONLINE
PRC-136-N	M–F 8am–4:30pm Staff Instructor	Aug 21–25 ONLINE
PRC-136-C	M–F 8am–4:30pm Staff Instructor	Sep 25–29 ONLINE

REAL ESTATE

Real Estate Principles and Practices I


This course is the first in a two-part 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: \$309 — Senior Total: \$187 

PRC-125-B	TuTh 6–9pm L. Hudson	Aug 22–Oct 5 ONLINE
PRC-125-C	Sa 9am–2:30pm L. Riggs	Sep 23–Oct 28 CPB 125, 212

 = Workforce Training Program

 = Scholarship Available

 = Online / Hybrid / Remote

For more information, see page 47.

★ Real Estate Principles and Practices II



This course is the second in a two-part series 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 **S**

PRC-126-D	TuTh 6–9pm <i>L. Hudson</i>	Oct 10–Nov 16 <i>ONLINE</i>
PRC-126-E	Sa 9am–2:30pm <i>L. Riggs</i>	Nov 4–Dec 16 <i>CPB 212</i>



COMPREHENSIVE TAX PREPARATION

NEW!

CERTIFICATION SERIES



This program is designed to prepare individuals to complete individual and small business tax returns. Upon completion, students are eligible to sit for the Maryland Tax Preparer Licensure Exam.

COURSE LIST

- Comprehensive Tax Course I
- Comprehensive Tax Course II

TAX PREPARATION

★ NEW! Comprehensive Tax Course I

This course is the first of two designed to prepare individuals to complete individual and small business tax returns. Upon completion of the course, students are eligible to sit for the Maryland Tax Preparer Licensure Exam. Topics include IRS filing requirements, credits and deductions, determining the proper filing status of a client, expenses and miscellaneous incomes, how to identify the right forms to use when preparing a tax return, qualified business deductions, and tax updates. The course is being offered in partnership with Saunders Accounting. Classes will be offered online, in person, or in combination. Students have the option of which format to attend each day of the week. In person classes will take place at Saunders Accounting, 18710 Crestwood Dr, Hagerstown, MD 21742.

Total: \$90

PRC-132-D	TuTh 9am–12pm	Oct 10–Nov 9 <i>ONLINE</i>
	TuTh 6–9pm <i>Staff Instructor</i>	Oct 10–Nov 9 <i>ONLINE</i>

★ NEW! Comprehensive Tax Course II

This course is the second of two classes designed to prepare individuals to complete individual and small business tax returns. Upon completion of the course, students are eligible to sit for the Maryland Tax Preparer Licensure Exam. Topics include basic tax forms, IRS filing requirements for small businesses, eligible credits and deductions based on tax status; record keeping and documentation, education tax benefits, IRA & Retirement plans, property tax, and new tax updates. The course is being offered in partnership with Saunders Accounting. Classes will be offered online, in person, or in combination. Students have the option of which format to attend each day of the week. In person classes will take place at Saunders Accounting, 18710 Crestwood Dr, Hagerstown, MD 21742.

Total: \$89

PRC-133-E	TuTh 9am–12pm	Nov 14–Dec 14 <i>ONLINE</i>
	TuTh 6–9pm <i>Staff Instructor</i>	Nov 14–Dec 14 <i>ONLINE</i>



Workforce Training Program



Scholarship Available



Online/Hybrid/Remote

COMPUTERS

CAD

Computer-Aided Design (CAD) I

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

Total: \$519 — Senior Total: \$287

CMT-252-B	M 4–5:30pm <i>O. Bamiduro</i>	Aug 28–Dec 17 <i>ONLINE</i>
-----------	----------------------------------	--------------------------------

COMPUTER REPAIR/NETWORKING

★ 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-B	W 6–9:55pm Sa 9am–2pm <i>J. Drooger</i>	Aug 30–Oct 18 <i>STEM 109, 110</i> Oct 21–21 <i>STEM 109, 110</i>
-----------	---	--

★ 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-D	W 6–9:55pm Sa 9am–2pm <i>J. Drooger</i>	Oct 23–Dec 13 <i>STEM 109, 110</i> Dec 16–16 <i>STEM 109, 110</i>
-----------	---	--

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-C	W 9am–4:30pm <i>R. Koziel</i>	Sep 20 <i>VM 2</i>
-----------	----------------------------------	-----------------------



Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

CMP-835-C	W 9am–4:30pm <i>R. Koziel</i>	Sep 13 VM 2
CMP-835-E	W 9am–4:30pm <i>R. Koziel</i>	Nov 1 VM 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-C	W 9am–4:30pm <i>R. Koziel</i>	Sep 27 VM 2
CMP-836-E	W 9am–4:30pm <i>R. Koziel</i>	Nov 8 VM 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-D	W 9am–4:30pm <i>R. Koziel</i>	Oct 11 VM 2
CMP-693-E	W 9am–4:30pm <i>R. Koziel</i>	Nov 15 VM 2



OFFICE ASSOCIATE

CERTIFICATION SERIES 

Office Associates are a key player in all types of work environments. With an office associate certification, you will learn a variety of topics to help with many tasks that occur in business environments. From computer basics to Microsoft Office suite to bookkeeping, you will learn how to use and incorporate these programs into your daily work. Take the steps to begin your career as an office associate today..

COURSE LIST

- Office Associate Part I
- Office Associate Part II

See individual class descriptions for details.

**SCHOLARSHIPS
AVAILABLE!**

**APPLY
TODAY.**



www.hagerstowncc.edu/funding

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

 = Workforce Training Program

 = Scholarship Available

 = Online / Hybrid / Remote

INDUSTRIAL TECHNOLOGY & TRADES

Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-D	W 9am–4:30pm	Oct 4
	R. Koziel	VM 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-C	MW 5:45–8:45pm	Sep 6–Nov 15
	Staff Instructor	VM 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-E	MW 5:45–8:45pm	Nov 20–Dec 13
	Staff Instructor	VM 5

BLACKSMITH

Basic Blacksmithing

Develop super powers and bend steel with your hands using skills from one of the oldest trades. Basic Blacksmithing introduces you to the art and science of forging and shaping metals as a hobby or a future career. This class will cover safety, equipment, and techniques for your first blacksmithing projects, whether artistic or practical, and provide guidance on setting up your own blacksmith shop. (No textbook required).

Total: \$295 — Senior Total: \$168

TRD-345-C	Sa 1–5pm	Sep 9–Oct 21
	P. Kelly	CPB 142, 142A, FORGE

NEW! Intermediate Blacksmithing

In this course, you will take a deeper look into the work of a blacksmith, while continuing to build on the basic techniques you previously learned. Class introduces creating and managing a solid fuel forge, i.e. coal, as an alternative for projects. Plus, you will build your shop inventory by making your own tools and create jigs to make replication of products easier. If you are not familiar with forging, please complete the Basic Blacksmithing class before taking this one.

Total: \$295 — Senior Total: \$168

TRD-368-C	Sa 8am–12pm	Sep 9–Oct 21
	P. Kelly	CPB 142, 142A, FORGE

TRD-368-D	Sa 8am–12pm	Oct 28–Dec 16
	P. Kelly	CPB 142, 142A, FORGE



★ = Workforce Training Program

Designed to provide students with specialized training for employment in high-demand career fields.



BLACKSMITHING TECHNOLOGY PROGRAM

NEW!

The Basic Blacksmithing course brings back one of the first apprentice trades in the country. The program introduces participants to basic blacksmithing techniques, use of blacksmithing tools, metallurgy, and techniques for forging, grinding, heat treating, and finishing projects. Completing the program prepares individuals to create custom metal or iron works, craft custom blades as a bladesmith, or provide horse shoeing as a farrier.

See individual class descriptions for details.

www.hagerstowncc.edu/blacksmithing-technology-courses

★ Construction Equipment Operator Introduction

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

Total: \$323 — Senior Total: \$188

TRD-217-C	MW 6–9pm	Sep 6–13 ETTC 101
	Sa 8:30am–4:30pm	Sep 9–16
	Staff Instructor	RANGE

★ Construction Equipment Operator Skills

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

Total: \$2172 — Senior Total: \$1452

TRD-218-C	MW 6–9pm	Sep 18–Oct 25 ETTC 101
	Sa 8:30am–4:30pm	Sep 23–Oct 28
	Staff Instructor	RANGE

DIESEL TECHNICIAN PROGRAM

★ 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 **S**

TRD-312-B	TuTh 6–9pm	Aug 29–Oct 24 ETTC 101, 103
	Sa 9am–4:30pm	Sep 9–Oct 21
	E. Keefer	ETTC 101, 103

★ Diesel Technician Program Part II

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

Total: \$1748 — Senior Total: \$1328 **S**

TRD-313-D	TuTh 6–9pm	Oct 26–Dec 21 ETTC 101, 103
	Sa 9am–4:30pm	Oct 28–Dec 16
	E. Keefer	ETTC 101, 103

★ Forklift Operator and Material Handling

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

Total: \$250 — Senior Total: \$135

TRD-234-B	F 9am–4:30pm Staff Instructor	Aug 18–25
TRD-234-D	Sa 9am–4pm Staff Instructor	Oct 21–28

HOME INSPECTOR

Home Inspector Training

Start a new career as a licensed Home Inspector. This course which meets the required 72 hours for the Maryland Real Estate Appraisal and Home Inspection Commission. Presented in partnership with AHIT (American Home Inspectors Training Institute), the class covers requirements for inspectors, career and marketing guidance, and includes field work for multiple practice inspections. For licensing in West Virginia, you must register for an additional class day to meet that state's required 80 hours. (Textbook included in materials fee)

Total: \$1503 — Senior Total: \$1353

TRD-045-F	M–Sa 8am–6pm Staff Instructor	Dec 2–9 VM 6
-----------	----------------------------------	-----------------

ONLINE TECHNICAL TRAINING

Earn a certificate in these areas of industrial tech:

- **Electronics**
- **Electromechanical**
- **PLC**
- **Robotics**
- **Electric Vehicle Technician**



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, electric vehicles, 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

Home Inspector West Virginia Practicum

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

Total: \$58

TRD-213-F	Su 8am–6pm Staff Instructor	Dec 10
-----------	--------------------------------	--------

INDUSTRIAL TECHNOLOGY

Introduction to CNC Programming

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

Total: \$299 — Senior Total: \$151

CNT-248-B	Th 6–8pm Staff Instructor	Aug 31–Dec 17 ATC 202
-----------	------------------------------	--------------------------

Introduction to CNC Lab

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

Total: \$299 — Senior Total: \$151

CNT-249-B	Th 8–10pm Staff Instructor	Aug 31–Dec 17 ATC 202
-----------	-------------------------------	--------------------------

Don't miss a thing!

Like us on Facebook
and join the conversation!

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



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-C	MW 6–9pm T. Kroon	Sep 11–Nov 1 CPB 230
-----------	----------------------	-------------------------

★ 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-E	MW 6–9pm T. Kroon	Nov 6–Dec 13 CPB 230, GARAGE
-----------	----------------------	---------------------------------

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: \$550 — Senior Total: \$326

CNT-106-B	MW 5:30–8:15pm P. Hose	Aug 28–Oct 21 CPB 142, 142A
-----------	---------------------------	--------------------------------

CNT-106-C	Tu 5:30–9:30pm S. Staley	Sep 19–Nov 28 CPB 142, 142A
-----------	-----------------------------	--------------------------------

CNT-106-D	Th 5:30–9:30pm P. Gidich	Sep 21–Dec 7 CPB 142, 142A
-----------	-----------------------------	-------------------------------

★ **Welding Layout and Fabrication**

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

Total: \$550 — Senior Total: \$388

CNT-116-D	MW 5:30–8:15pm P.Hose	Oct 23–Dec 17 CPB 142, 142A
-----------	--------------------------	--------------------------------



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.

www.hagerstowncc.edu/welding

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

TDV-053-C	Sa 8am–4:30pm D. Mitchell	Sep 9–16 IND 200
TDV-053-D	Sa 8am–4:30pm D. Mitchell	Oct 28–Nov 4 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

TDV-054-C	Sa 8am–4:30pm D. Mitchell	Sep 23–Oct 21 IND 200
TDV-054-E	Sa 8am–4:30pm D. Mitchell	Nov 11–Dec 16 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-B	TuW 6–9pm B. Neiman	Aug 15–16 IND 200
TDV-044-D	Th 6–9pm Tu 6–9pm D. Mitchell, M. Thompson	Oct 12 IND 200 Oct 17 IND 200
TDV-044-F	TuW 6–9pm B. Neiman	Dec 12–13 IND 200

HAZARDOUS MATERIALS

★ Hazardous Materials Endorsement Training



The HAZMAT endorsement course will help you satisfy the FMCSA requirements for Entry Level Driver Training (ELDT) under 49 CFR. Our online HAZMAT endorsement training is listed under the FMCSA Training Provider Registry and meets the knowledge requirements to test for your endorsement at your state's licensing agency. The online option provides you with a flexible path to adding the endorsement to your current CDL Class A or B license. A Windows or Mac web browser are needed to view the course information.

Total: \$58

TDV-118-F ONLINE: *At your own pace* Aug 16–Dec 31

UAV TECHNOLOGY

Intro to Unmanned Systems

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

Total: \$403 — Senior Total: \$182

CNT-130-B MW 1–2:15pm Aug 28–Dec 17
G. Betz ETTC 101

Drones: UAS Regulations

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

Total: \$185 — Senior Total: \$103

CNT-131-B MW 2:30–3:20pm Aug 28–Dec 17
G. Betz ETTC 101



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

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

RIDING AND 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).

Total: \$325 — Senior Total: \$219

MST-101-M	WTh 5:45–9pm	Aug 2–3 CPB 232
	SaSu 7:30am–12:30pm A. Skidmore	Aug 5–6 PARK EU
MST-101-N	WTh 5:45–9pm	Aug 16–17 CPB 232
	SaSu 7:30am–12:30pm Staff Instructor	Aug 19–20 PARK EU
MST-101-P	WTh 5:45–9pm	Aug 23–24 CPB 232
	SaSu 7:30am–12:30pm Staff Instructor	Aug 26–27 PARK EU
MST-101-Q	WTh 5:45–9pm	Sep 6–7 CPB 232
	SaSu 7:30am–12:30pm S. McClain	Sep 9–10 PARK EU
MST-101-R	WTh 5:45–9pm	Sep 13–14 CPB 232
	SaSu 7:30am–12:30pm A. Skidmore, S. McClain	Sep 16–17 PARK EU
MST-101-S	WTh 5:45–9pm	Sep 20–21 CPB 232
	SaSu 7:30am–12:30pm A. Skidmore, S. McClain	Sep 23–24 PARK EU
MST-101-T	WTh 5:45–9pm	Oct 4–5 CPB 232
	SaSu 7:30am–12:30pm E. Ferris, S. McClain	Oct 7–8 PARK EU
MST-101-U	WTh 5:45–9pm	Oct 11–12 CPB 232
	SaSu 7:30am–12:30pm E. Ferris, S. McClain	Oct 14–15 PARK EU

DRIVER EDUCATION

Driver Education

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

Total: \$350

DRV-001-B	M–F 9am–12:15pm K. Lamb	Aug 7–18 VM 6
DRV-001-N	Sa 9am–12pm K. Lamb	Sep 16–Nov 18 ONLINE
DRV-001-C	MW 6–9:15pm E. Ferris	Sep 18–Oct 18 CPB 210
DRV-001-E	MW 6–9:15pm E. Ferris	Nov 6–Dec 11 CPB 210

Driver Education - Spanish

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

Total: \$350 — Senior Total: \$214

DRV-010-D	TuTh 5:30–8:45pm J. Lemus	Oct 17–Nov 16 VM 6
-----------	------------------------------	-----------------------



PERSONAL ENRICHMENT

ART, MUSIC & 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-B	M 6–8:30pm <i>G. Lum</i>	Sep 11–Nov 6 <i>VM 6</i>
SEN-090-C	Th 12–2:30pm <i>G. Lum</i>	Sep 14–Nov 9 <i>VM 6</i>

Drop Spinning for Beginners LLI

Get back to homesteading. Humans have twisted plant and animal fibers together for millennia to create a string. In this fiber art class, you will learn a brief history of spinning, make yarn by spinning wool on a high whorl drop spindle, and be exposed to other fibers and methods of spinning yarn. Drop Spinning is an ancient relaxing, fun, and productive art.

Total: \$89 — Senior Total: \$52

ANE-552-D	Tu 6–8pm <i>S. Emery</i>	Oct 10–24 <i>CPB 230</i>
-----------	-----------------------------	-----------------------------

Knitting for Beginners LLI

Are you looking to learn how to knit? This class is for you. In this class, you will learn a simple cast-on, the knit stitch, the purl stitch, how to bind off, and how to weave in ends. We will discuss different types and sizes of yarns and needles and how to choose the right combination of these tools for future projects. You will make two coasters in this class.

Total: \$64 — Senior Total: \$36

ANE-553-E	Th 6–8pm <i>S. Emery</i>	Nov 2–16 <i>CPB 232</i>
-----------	-----------------------------	----------------------------

Don't miss a thing!

Like us on Facebook and join the conversation!

facebook.com/HCCwsce



ART COURSES

NEW!

Introduction to Drawing LLI

You can draw! Join us on a fun and therapeutic adventure that teaches you about basic drawing techniques. Learn the skills of shading, perspective, composition, lighting, and more to develop drawings of the life and nature surrounding us. An examination of contemporary artists such as van Gogh will be utilized to demonstrate techniques. If you are a true beginner or need additional assistance within the beginning stages of drawing, this course is for you. All supplies are included.

Total: \$119 — Senior Total: \$61

ANE-555-C	Th 6–8pm <i>L. Ober</i>	Sep 21–Oct 19 <i>KEP 103</i>
-----------	----------------------------	---------------------------------

Acrylic Painting Intermediate/Advanced LLI

Explore the world of painting and expand your current skills in a casual classroom atmosphere. Receive one-on-one guidance from an experienced instructor and take your paintings from good to great with an increased understanding of design layout techniques, mixing of paint colors, brush application, glazing, and choosing good inspiration objects. You should bring your own printed inspiration photos or sketches. This course is intended for those who already have some basic painting skills.

Total: \$99 — Senior Total: \$44

ANE-556-D	W 6–8pm <i>J. Avila</i>	Oct 11–Nov 1 <i>KEP 103</i>
-----------	----------------------------	--------------------------------

Beginning Bluegrass Banjo

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

Total: \$59

BLU-013-C	M 5:45–6:45pm <i>F. Maietta</i>	Sep 11–Oct 23 <i>KEP 204</i>
-----------	------------------------------------	---------------------------------

Bluegrass Jamming

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

Total: \$99

BLU-018-C	M 7–9pm <i>F. Maietta</i>	Sep 11–Oct 23 <i>KEP 204</i>
-----------	------------------------------	---------------------------------

Nature and Wildlife Photography LLI

Are you interested in capturing the moment of a beautiful sunset, delicate flower, or wildlife in their natural habitat? This course will focus on nature and wildlife photography. Class sessions will cover bird, macro, and outdoor photography as well as equipment, including 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-B	W 6:30–8:30pm <i>S. Schaefer</i>	Aug 30–Sep 20 <i>KEP 209</i>
-----------	-------------------------------------	---------------------------------

Portrait Photography LLI

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

Total: \$89 — Senior Total: \$59

ANE-282-D	W 6:30–8:30pm <i>S. Schaefer</i>	Oct 4–25 <i>KEP 209</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-D	M 6:30–8:30pm <i>S. Schaefer</i>	Oct 9–Nov 6 <i>KEP 209</i>
-----------	-------------------------------------	-------------------------------





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

You've taken photos of big life milestones, amazing travel adventures, and all the meaningful moments in between. But now what? Bring those memories and images to life with a photo book you can flip through and reminisce over, share with your family, friends, and coworkers, or give as a gift. You'll get an overview of the most popular and easy-to-use tools like Shutterfly, Snapfish, and Mpix, plus hands-on guidance on how to select, arrange, and narrate your favorite images to create a photo book. At the end of three weeks, you'll have a completed project, ready to print and share. Registration does not include the cost to print and ship your book.

Total: \$49 — Senior Total: \$45

DSA-011-E	W 6:30–8:30pm	Nov 1–15
	<i>S. Schaefer</i>	KEP 210

Advanced Photography LLI

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

Total: \$89 — Senior Total: \$59

ANE-281-E	M 6:30–8:30pm	Nov 13–Dec 11
	<i>S. Schaefer</i>	KEP 209

DANCE & RECREATION

Ballroom Dance - Hustle and Nightclub LLI

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

Total: \$99 — Senior Total: \$55

DRC-003-C	M 5:45–6:45pm	Sep 11–Oct 9
	<i>J. Schein</i>	KEP 101

International Waltz and Rumba

Get your hips and heels moving while starting your Waltz and Rumba dance journey. Learn the history and understand the movements behind the Waltz and Rumba ballroom dances to move gracefully around the dance floor.

Total: \$89

DRC-012-C	W 6–7pm	Sep 20–Oct 25
	<i>O. Gracheva</i>	KEP 101

NEW! Solo Ballroom Dance

The popularity of Solo Ballroom and Latin dance (Cha-Cha and Samba) classes is growing, and it is here on campus. No partner? No problem! Designed for any age group, students will discover ways to move their bodies rhythmically and sensually. In these classes, you will learn basic steps and routines to help you become more accomplished and feel more confident about your body on the dance floor. We recommend these classes to everybody who cares about themselves and wants to enjoy dancing! Bring comfortable shoes (no flip-flops or pointed heels), water, and a towel.

Total: \$89 — Senior Total: \$35

DRC-014-C	W 7:15–8:15pm	Sep 20–Oct 25
	<i>O. Gracheva</i>	KEP 101



INSTANT ENROLLMENT:
REGISTERING ONLINE IS EASY!

NEW!

hagerstowncc.edu/WSCRegistration

Ballroom Dance - Rumba and Waltz **LLI**

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

Total: \$99 — Senior Total: \$55

DRC-002-D	M 5:45–6:45pm	Oct 16–Nov 6
	<i>J. Schein</i>	<i>KEP 101</i>

Fall Nature Walk

There is nothing like a stroll in Maryland in October. We will see an array of colors as the leaves change along with our last flowers of the year. Many plants will have gone to seed, so this will be a good opportunity to admire the diverse way seeds are spread. We should be able to hear a nice selection of birds, from chickadees to woodpeckers. Meet your instructor on location at the C&O Canal at Williamsport Park, also known as Riverbottom Park, at the end of W. Salisbury Street, Williamsport, MD. Take the little bridge over the canal to the parking lot.

Total: \$19

DRC-011-D	M 10am–12pm	Oct 9
	<i>K. Barylski</i>	



GENEALOGY, FAMILY CARE & YOUTH

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



Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. Discover the fundamental building blocks of genealogy research, learn where to find source documents, and the best strategies to enhance your exploration. 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-D	F 9:30am–12pm	Oct 6–27
	<i>C. Miller-Schultz</i>	<i>VM 2, HYBRID</i>
SEN-377-E	M 6–8:30pm	Oct 9–30
	<i>C. Miller-Schultz</i>	<i>VM 2, HYBRID</i>


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-D	F 1:30–4pm	Oct 6–27	VM 2
	<i>C. Miller-Schultz</i>	<i>VM 2, HYBRID</i>	

 = Online / Hybrid / Remote

LLI = Lifelong Learning Institute

See page 47 for more information.



HISTORY, CULTURE & RELIGION

NEW! Boston and the Coming of the American Revolution, 1765 - 1775 LLI

This program details England's problems and solutions to govern its colonies following the culmination of the 4 French & Indian wars, 1689-1763. Major program topics include: (1) Britain's taxation & governmental efforts (2) Massachusetts reactions, coordinated by Boston's Samuel Adams (3) Myths & reality of "Paul Revere's Midnight Ride" (4) Britain's military efforts against Massachusetts and the colony's resistance at Lexington & Concord (5) New England's Army of Observation: seeds of the Continental Army.

Total: \$116 — Senior Total: \$81

HCR-088-C	Tu 9am–12pm <i>R. Swartz</i>	Sep 19–Oct 10 <i>VM 4</i>
-----------	---------------------------------	------------------------------

NEW! The Salem Witchcraft Trials of 1692 LLI

This seminal episode in New England history is one of the few where girls and women play a leading role along with the men. Program topics include: (1) plausible causes, from hysteria & institutional laws to international warfare (2) the immediate causes in the Salem Village parsonage (3) the trials and the results (4) an abrupt halt to this "witch hunt" and why (5) the theocentric characteristics of the Massachusetts Bay Colony.

Total: \$76 — Senior Total: \$54

DIS-535-D	Tu 9am–12pm <i>R. Swartz</i>	Oct 31–Nov 14 <i>VM 4</i>
-----------	---------------------------------	------------------------------

Fort Ritchie: Ritchie Boys and Revival

An immersive walking tour guided by the Director of the Ritchie History Museum. Learn the rich history of the secret military property nestled in the Blue Ridge Mountains and its importance during WWII and into the 20th Century. Class will meet at the Ritchie History Museum at 9:00am and walk approximately one mile around the historic district. Course limited to 12 students to ensure personalized instruction. Class may be canceled due to inclement weather. Meeting location: 14319 Barrick Avenue, Cascade, MD 21719 which is the history museum.

Total: \$29

HCR-079-B	F 10am–12pm <i>L. Grove</i>	Aug 4
HCR-079-C	F 9–11am <i>L. Grove</i>	Sep 15
HCR-079-D	F 9–11am <i>L. Grove</i>	Oct 13

Leadership/No Blame Problem Solving Laptop icon

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

Total: \$0

DIS-638-B	ONLINE: <i>At your own pace</i>	Aug 16–Dec 31
-----------	---------------------------------	---------------

HOLISTIC HEALTH

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-C	W 6:30–7:30pm <i>P. Cote</i>	Sep 13–Nov 15 <i>CPB 213</i>
-----------	---------------------------------	---------------------------------

Intermediate T'ai Chi (Authentic Northern Wu Style)

This course features 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-C	W 7:30–8:30pm <i>P. Cote</i>	Sep 13–Nov 15 <i>CPB 213</i>
-----------	---------------------------------	---------------------------------



Healthy Habits 101

LLI

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-D	Th 6–8pm <i>H. Bodenheimer</i>	Oct 5–Nov 2 <i>CPB 210</i>
-----------	-----------------------------------	-------------------------------

Simply Fit

LLI

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-A	TuTh 9:30–10:30am <i>S. Rodgers</i>	Aug 1–Sep 7 <i>HSA HALL</i>
FIT-005-C	TuTh 9:30–10:30am <i>S. Rodgers</i>	Sep 12–Oct 19 <i>HSA HALL</i>
FIT-005-D	TuTh 9:30–10:30am <i>S. Rodgers</i>	Oct 24–Dec 14 <i>HSA HALL</i>

HOME & GARDEN


Beginning Beekeeping

LLI

Are you interested in returning to the roots of homesteading? Do you have the desire to savor the sweet, natural taste of honey? Beginning Beekeeping will help you learn the basics. Explore the world of beekeeping, from equipment to the rules and regulations that “swarm” around starting and managing a colony, honey production and processing, and floral sources for healthy bees with John Klapac, USDA Breeder and Propagator. * There is potential for a field trip.

Total: \$149 — Senior Total: \$99

DIS-796-C	Tu 6–8pm <i>J. Klapac</i>	Sep 19–Oct 24 <i>CPB 210</i>
-----------	------------------------------	---------------------------------

 = Online / Hybrid / Remote

LLI = Lifelong Learning Institute



YOGA COURSES

NEW!

Mindful Meditation LLI

If you are ready to explore the union of breath to movement through yoga asana, then this class is for you. Breathe, Flow, and Let it Go will help you incorporate movement sequences, breathwork, meditation, and free movement to cultivate a sense of mindfulness to quiet and create a feeling of spaciousness within the body. Materials are included with this class.

Total: \$99 — Senior Total: \$56

MBP-154-C	Tu 5–6pm <i>M. Rhoads</i>	Sep 12–Oct 10 <i>KEP 101</i>
MBP-154-D	Tu 5–6pm <i>M. Rhoads</i>	Oct 17–Nov 14 <i>KEP 101</i>

NEW! Mindfulness: Yoga Nidra LLI

Expand your study of mindfulness through Yoga Nidra, also known as Yogic Sleep. This class will allow you to practice supported yoga pose to move to a deep state of conscious relaxation, moving your awareness from your external world into your internal world helping bring you into a state of deep sleep where your senses, intellect and mind can relax. The practice of Yoga Nidra is thought to be beneficial for sleep and it is shown to reduce stress, anxiety, and insomnia. Yoga materials are included.

Total: \$94 — Senior Total: \$51

MBP-153-C	Tu 6:30–7:30pm <i>M. Rhoads</i>	Sep 12–Oct 10 <i>KEP 101</i>
MBP-153-D	Tu 6:30–7:30pm <i>M. Rhoads</i>	Oct 17–Nov 14 <i>KEP 101</i>

LANGUAGE & WRITING

Foundations of French LLI

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 will build a solid foundation for conversational French through a visual and immersion technique.

Total: \$149 — Senior Total: \$99

LAN-257-C	TuTh 6–8pm <i>R. Bender</i>	Sep 12–Oct 12 <i>CPB 213</i>
-----------	--------------------------------	---------------------------------

Foundations of French II LLI

Continue on your journey to master the French language while expanding your learning within Foundations of French. Examine French grammar, comprehension, verb conjugations, and cultural influences to expand on conversational French understanding.

Total: \$149 — Senior Total: \$99

LAN-260-D	TuTh 6–7:30pm <i>R. Bender</i>	Oct 17–Nov 16 <i>CPB 213</i>
-----------	-----------------------------------	---------------------------------

Don't miss a thing!

Like us on Facebook
and join the conversation!

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



Italian for Travelers



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

Total: \$149 — Senior Total: \$100

LAN-255-C TuTh 6:30–8:30pm Sep 12–Oct 5
S. Roma-Barrera VM 3

Spanish for Travelers



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

Total: \$149 — Senior Total: \$99

LAN-256-D TuTh 6:30–8:30pm Oct 17–Nov 9
S. Roma-Barrera VM 3

Art Journaling: Self-Discovery Through Self-Expression



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

Total: \$49 — Senior Total: \$45

DSA-010-C M 6:30–8:30pm Sep 11–Oct 2
S. Schaefer KEP 103

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-D Th 6:30–8:30pm Oct 26–Nov 16
H. Wallen CPB 211

PERSONAL FINANCE

How Much Will My Money Grow



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

Total: \$25

MON-031-C Th 6–7:30pm Sep 21
M. McLean ONLINE

Find Your Debt-Free Goal Date



Any idea when your credit cards, student loans, etc. will all be paid off? Wondering if you can pay off your home mortgage before you retire? When can you begin to use that debt payment money for your other life goals? What if you added more to your payments, how much sooner would the debt be gone? Find your debt free goal date with Marjorie McLean, Accredited Financial Counselor, through a simple, free, online tool to create your unique debt payment plan and set your debt free goal date.

Total: \$19

MON-029-C M 6–7:30pm Sep 25
M. McLean ONLINE

Don't miss a thing!

Like us on Facebook
and join the conversation!

facebook.com/HCCwsce





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-D Tu 6:30–8:30pm Oct 3
K. Barylski CPB 232

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 will cover tax deductions common for retirees and how to project your tax burden in retirement.

Total: \$49

MON-037-D Th 6:30–8:30pm Oct 5
G. Zeigler CPB 230

Introduction to Social Security Benefits

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

Total: \$35

MON-033-E W 6–7:30pm Nov 1–8
K. Barylski CPB 232

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-E Tu 6:30–8:30pm Nov 7
K. Barylski CPB 230

TRAVEL

Hillwood Estates, Museum & Gardens

Escape into an oasis of gracious hospitality at Hillwood, the estate of Marjorie Post. Enjoy a morning, docent-led tour of the estate's beautiful formal gardens, learning the gardens' history, design, plants, and flowers. Take time to peruse the special exhibition (appearing in North America for the first time), "Grace of Monaco: Princess in Dior," and have lunch at your leisure before rejoining the group for a docent-led tour of the mansion and Marjorie's rich collections. Garden tours are rain or shine. Registration includes HCC motor coach transportation and gratuities, admission, and two guided tours.

Total: \$99

TRP-019-C W 8:30am-5pm Sep 20
Staff



HISTORIC MARYLAND WINERY TOUR

NEW!

Grounding and Grapes

Immerse yourself in the rich history of wine-making and agriculture as you embark on a day of Maryland winery tours. You will enjoy the picturesque hills of the countryside, learn about the agriculture and wine-making process, discover a passion for various tastes, and more. Spend your day touring and tasting at the historic Linganore Winecellars, Links Bridge Vineyards, and Springfield Manor. The price includes a light lunch, two tasting flights, and transportation from the Valley Mall Center.

Total: \$159

TRP-030-C Sa 10am–7pm Sep 30
Staff Instructor

Departing at 10 a.m. & returning at 7 p.m.
*departure & arrival times are approximate

NEW! North Pole Express

All Aboard! Unlock the magic of the holidays while you travel on a unique first-class journey to the North Pole. From caroling, milk and cookies, a visit from Santa, and more, the trip on the Potomac Eagles' North Pole Express will be an enjoyable experience for everyone. The price includes transportation to and from the Valley Mall Center and the train ticket.

Total: \$129

TRP-031-F Sa 11am–7pm Dec 2
Staff Instructor

NEW! North Pole Express (Child Tickets)

All Aboard! Unlock the magic of the holidays while you travel on a unique first-class journey to the North Pole. From caroling, milk and cookies, a visit from Santa, and more, the trip on the Potomac Eagles' North Pole Express will be an enjoyable experience for everyone. The price includes transportation to and from the Valley Mall Center and the train ticket.

Total: \$99

TRP-031-C Sa 11am–7pm Dec 2
Staff Instructor

Travel Light, Travel Easy

No matter your mode of transportation, traveling light makes the journey easier. Learn what to pack and how to pack a 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-D W 6:30–8:30pm Oct 4
K. Barylski CPB 212

Washington, D.C., Escape

Join your friends as you travel to Washington, D.C., 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 Center.

Total: \$59

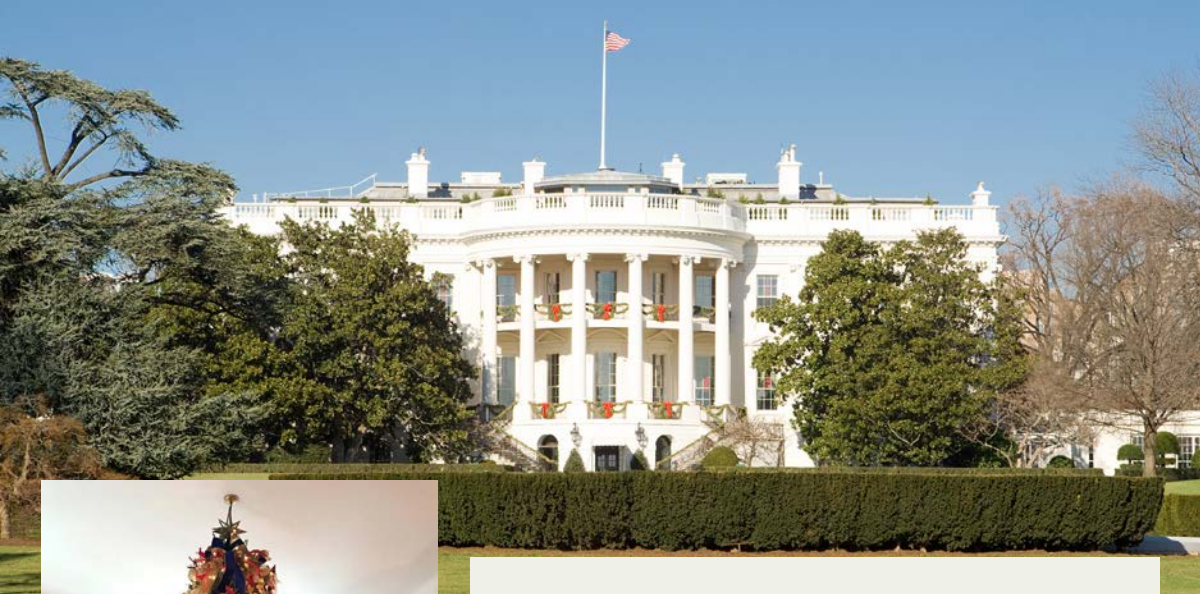
SEN-196-D Tu 7am–5:30pm Oct 10
Staff Instructor

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-D Tu 7am–5:30pm Oct 10
C. Miller-Schultz



WHITE HOUSE HOLIDAY TOUR

Explore the White House during the most wonderful time of the year!

Space is limited, to join the waitlist call 240-500-2236 ext. 1

Required: full name (on photo ID), date of birth, social security number, residential address, and citizenship status. We hope to be selected, as this is not guaranteed.

\$79 *transportation & gratuities included

CHRISTMAS DAY TRIPS



NORTH POLE EXPRESS

All Aboard! Unlock the magic of the holidays while you travel on a unique first-class journey to the North Pole. From caroling, milk and cookies, a visit from Santa, and more, the trip on the Potomac Eagles' North Pole Express will be an enjoyable experience for everyone.

Saturday December 2

Departing at 11 a.m. & returning at 7 p.m.

**departure & arrival times are approximate*

Adult tickets: \$129

Child tickets: \$99

**Concessions and events are available and is cash only.*



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.

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.

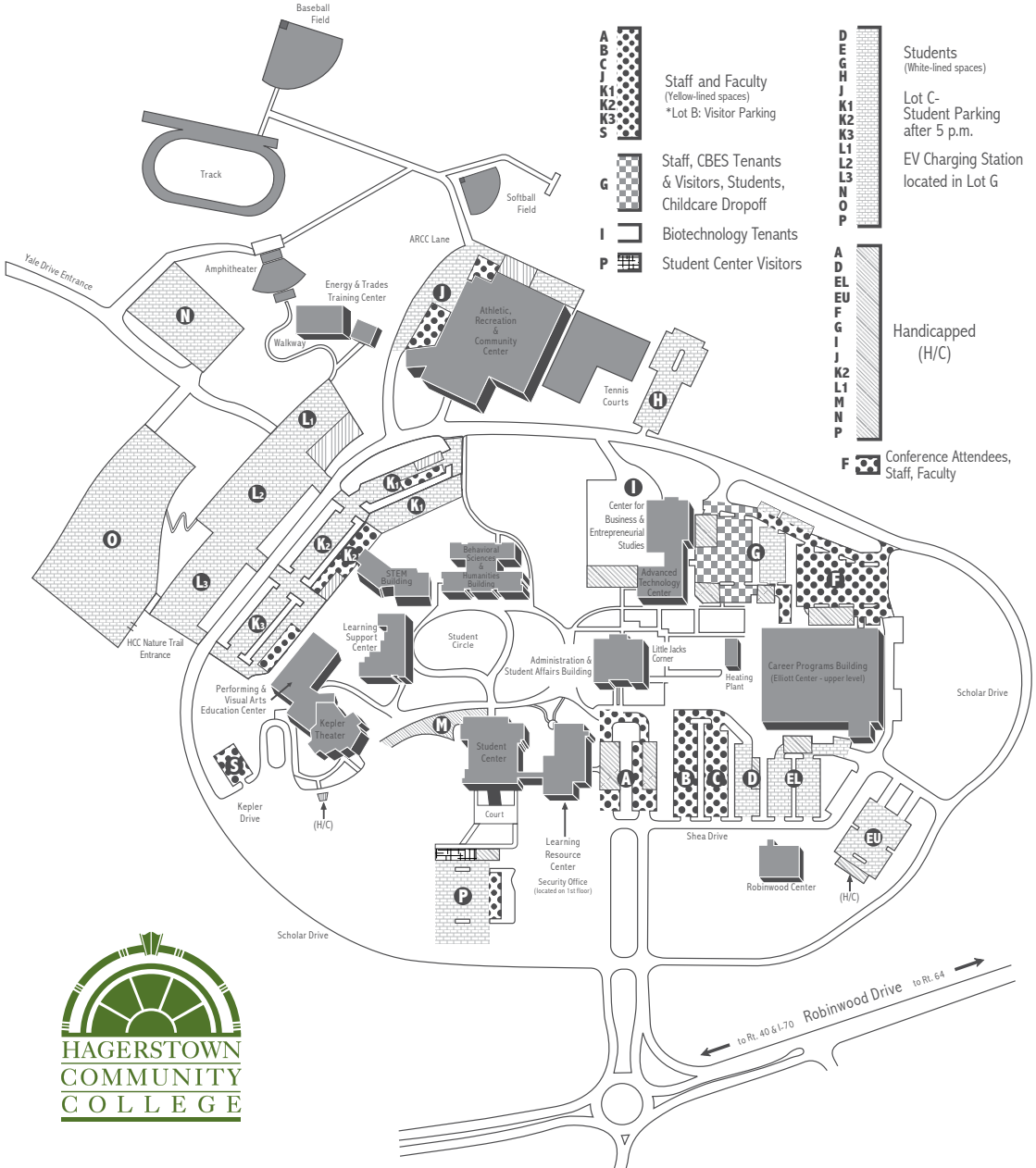
CAMPUS MAP

Parking

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

Class Location Codes

- ASA Administration and Student Affairs Building
- ATC Advanced Technology Center
- ARCC Athletic, Recreation and Community Center
- CPB Career Programs Building
- ETTC Energy and Trades Training Center
- KEP Kepler Center
- LSC Learning Support Center
- STEM Science, Technology, Engineering, and Math Building
- VMC Valley Mall Center
- HSA Hagerstown Seventh-Day Adventist Church Hall



Equal Opportunity College: Hagerstown Community College does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, sexual orientation, or conditions of disability in the admission and treatment of students, education programs and activities, scholarship and load programs, hiring of faculty and staff, or any terms and conditions of employment. The college is committed to affirmative action. Individuals requiring special accommodations are requested to contact the Office of Student Services at 240-500-2240 to make arrangements no later than 10 days prior to the meeting or course

Opportunity & Accessibility

See full statement on page 45.

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 45.

Emergency Closing

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

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

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

Non-Credit/Credit Shared Courses

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

Certificate/CEU Information

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

Code of Student Conduct

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

Smoking Policy

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

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.

HOW TO REGISTER

Choose YOUR Option:

- **NEW!** **ONLINE**
via Instant Enrollment:
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.

- **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

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

* Ethnicity: Are you of Hispanic or Latino origin?

Yes No Not disclosed

* Race: You may check more than one race.

White

Black or African American

Asian

American Indian or Alaskan Native

Native Hawaiian or Pacific Islander

Not disclosed

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

* Birthdate (mo/day/yr)

Senior Citizen

(60 and over) Yes No

* Program of Interest

Social Security#

* For Credit Card Use Only:

Card Holder's Name

Account No.

Expiration Date

Signature

Billing Address for Card

HCC Alumni & Friends Royal Caribbean's Vision of the Seas February 16 - 24, 2024 Hosted by Lisa Stewart

Southeast Coast & Bahamas Cruise

February 16 - Depart Baltimore - 4pm

February 17 - Cruising

February 18 - Charleston, SC - 7am - 4pm

February 19 - Orlando - 9am - 8pm

February 20 - Grand Bahama Island - 8am-5pm

February 21 - Nassau - 8am - 5pm

February 22 & 23 - Cruising

February 24 - Arrive Baltimore 7am

DEPOSIT: \$500.00 per person

Insurance: Available -Please call for rates.

Final Payment Due: November 4, 2023

Group Pricing:

Inside Stateroom: \$1075.00 per person

Outside Stateroom: \$1363.50 per person

Balcony Stateroom: \$1600.00 per person

Prices are per person, based on double occupancy.

Third and Fourth Person rates are available upon request.



Rates Include:

- Roundtrip transportation between HCC and the Port of Baltimore
- 8 night Southeast Coast & Bahamas cruise aboard RCCL's Vision of the Seas
- Taxes and Port Fees
- All meals and entertainment aboard ship
- Contribution to HCC Alumni Scholarship Fund



TRAVEL  LEADERS®
Travel Better

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

HCC Alumni & Friends 2024 Hawaiian Cruise Tour May 8 -18, 2024 Hosted by Lisa Stewart

Hawaii Cruise Tour

- May 8 - Fly to Honolulu, balance of day free
- May 9 - Circle Island Tour
- May 10 - Polynesian Cultural Center
- May 11 - Pearl Harbor and transfer to ship
NCL's Pride of America departs 7:00pm
- May 12 - Maui - Arrives 8:00am -Overnight
- May 13 - Maui - Departs 6:00pm
- May 14 - Hilo, Big Island - 8:00am - 6:00pm
- May 15 - Kona, Big Island - 7:00am - 5:30pm
- May 16 - Kauai - Arrives 8:00am - Overnight
- May 17 - Kauai - Departs 5:30pm
- May 18 - Arrive Honolulu - Flight to Washington

DEPOSIT: \$500.00 per person
Insurance: Available -Please call for rates.
Final Payment Due: October 20, 2023

Balcony Staterooms Only:

- *2 Specialty Dining Credits per stateroom
- *\$50.00 Shore Excursion Credit per room

Group Pricing:

Inside Stateroom: \$5618.00 per person
Oceanview Stateroom: \$5685.00 per person
Balcony Stateroom: \$6165.00 per person
Prices are per person, based on double occupancy.
Third and Fourth Person rates are available upon request.

Rates Include:

- Roundtrip transportation between HCC and airport
- Roundtrip airfare to Honolulu
- 3 nights accommodations including taxes in Honolulu -Twin Fin Hotel
- Resort Fees at Twin Fin
- Transfers to Honolulu hotel, hotel to ship and ship back to the airport
- Circle Island tour
- Polynesian Cultural Center including luau and night show "Ha"
- Pearl Harbor tour including Arizona Memorial
- 7 night cruise on NCL's Pride of America including meals and entertainment
- Port taxes and Government fees
- Beverage and Soda Package
- Internet Package -150 minutes per person (1st and 2nd guest only)
- Gratuities for transfers and Honolulu tours
- Contribution to HCC Alumni Scholarship Fund



NORWEGIAN
CRUISE LINE®

TRAVEL LEADERS®
Travel Better

Travel Leaders, 1712 Abbey Lane, Hagerstown, MD
Phone: 301-739-4600
Ask for Belinda or Tina!

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

W S C E SCHOLARSHIPS AVAILABLE!



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

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

Scholarships are made available through grant program funding.



Contact us for additional information:

Call 240-500-2236 or visit hagerstowncc.edu/funding



Find your class today! 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

ALLIED HEALTH PROGRAMS

- » **Medical Assistant – page 5**
- » **Certified Nursing Assistant/
Geriatric Nursing Assistant – page 6**
- » **Phlebotomy Technician – page 9**

**SCHOLARSHIPS
AVAILABLE!**



Register » www.hagerstowncc.edu/allied-health

Find your class today!

www.hagerstowncc.edu/wsce