



Workforce  
Solutions  
& Continuing  
Education



**Tuition  
Assistance  
Available!**

See page 49.

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





Certified Medical Assistant - Page 2

**INSTANT  
ENROLLMENT**

Registering  
online is easy —  
and convenient!

**Info: page 43**



Cannabis Technician - Page 18



Diesel Technician - Page 24

## Workforce Solutions

### ALLIED HEALTH ▶ 2

Foundations	2
Certified Medical Assistant	2
CNA/GNA Courses	3
Dental Hygienist	4
Healthcare Certifications	4
Nursing	6
Phlebotomy	6
Basic Life Support (BLS)	7

### BUSINESS, & PROFESSIONAL ▶ 9

Leadership & Marketing	9
Management	10
WorkKeys Preparation	12

### COMPUTER TECHNOLOGY ▶ 20

Computer Aided Drafting	20
Networking & PC Repair	21
MS Office	21
Office Associate	22

## INFORMATION

Credit Programs	40	Campus Map	44
WSCE Policies	42	Class Location Codes	44
WSCE Class Icons	43	Alumni Association	46
How to Register	43	Scholarships	49

### CERTIFICATION & LICENSURE ▶ 13

Animal Care	13
Child Care	13
Entrepreneurship	16
Hospitality & Recreation	17
Leadership & Marketing	17
Medical Cannabis	18
Personal Trainer	19
Real Estate	20

### INDUSTRIAL TECHNOLOGY & TRADES ▶ 23

Blacksmithing	23
Diesel Technician Program	24
Forklift Operator	24
Industrial Technology	24
Home Inspector	24
Small Engine	24
Welding	24

### TRANSPORTATION ▶ 26

Commercial Driver (CDL)	26
Hazardous Materials	27
Motorcycle	27



**Scholarships Available!** 49

## Continuing Education

### DRIVER EDUCATION ▶ 28

Driver Education	28
------------------	----

### PERSONAL ENRICHMENT ▶ 29

Art, Music, & Photography	29
Culinary	32
Dance & Recreation	32
Genealogy, Family, & Youth	33
History, Culture, & Religion	33
Holistic Health	34
Home & Garden	36
Language & Writing	36
Personal Finance	36
Travel & Day Trips	37

### ADULT EDUCATION ▶ 38

Find these useful icons inside! (more details ▶ page 43)



#### 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. A mandatory orientation is required on the first day of class. Phlebotomy and CMA students can contact Registration at 240-500-2236, ext.1 to register for this course without prior approval.

Total: \$239 — Senior Total: \$156

HCE-108-G	TuTh 5:30–9:30pm <i>L. White</i>	Jan 16–Feb 13 <i>CPB 125</i>
HCE-108-M	W 5:30–9:30pm <i>L. White</i>	Mar 5–Apr 2 <i>CPB 125</i>

### IMPORTANT COURSE COMMUNICATION INFO:

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!

## CERTIFIED MEDICAL ASSISTANT

### ★ Human Anatomy & Physiology and Medical Terminology for Medical Assistants (Required Prerequisite)

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-M	M 6–9pm <i>T. Joia</i>	Mar 4–Apr 11 <i>CPB 161</i>
	Th 6–9pm <i>T. Joia</i>	Mar 4–Apr 11 <i>HYBRID</i>

### ★ Administrative Medical Assistant

Administrative Medical Assistant is the third of a four-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. This course provides the skills developed in CMA I and CMA II and emphasizes the skills needed to take a patient through an entire office visit encounter. The student will learn the proper use of clinical/physician office equipment, basic ICD-10 and CPT coding procedures, as well as billing and banking procedures. Students will become proficient and advance their skills in all areas of the medical clinical setting in order to enter their externship. As an Administrative CMA, the student will continue to build upon knowledge and skills learned in CMA I and CMA II. The student will learn the role of a medical assistant in a variety of settings in order to function as a health care professional within the office.

Total: \$705

HCE-160-G	MTh 6–10pm <i>T. Joia</i>	Jan 8–Feb 5 <i>CPB 161</i>
	Sa 9am–1pm <i>T. Joia</i>	Jan 8–Feb 5 <i>CPB 161</i>

### ★ Medical Assistant Externship

Clinical Medical Assistant Externship is the fourth of a four-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. This course provides supervised placement in a contracted facility for guided experience in the application of technical and practical medical assistant skills. Emphasis is placed on medical office orientation, administrative tasks in medical office situations, and patient interaction in a medical office environment. Students will perform competent entry-level medical assistant skills in the cognitive, psychomotor, and affective learning domains, as appropriate to the externship site. Upon successful completion, students will have completed 100 hours in an ambulatory or primary care setting. Prior to registration for this course, students must have completed Clinical Externship vaccinations and health requirements.

Total: \$879

HCE-161-H *Schedule with Instructor* Feb 15–Apr 12

### 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

HCE-105-H	TuTh 5–9pm A. Edwards Sa 9am–1pm A. Edwards	Feb 16–Mar 19 CPB 152 Feb 16–Mar 19 CPB 152
-----------	--	--

### ★ 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

HCE-106-M	TuTh 5–9pm A. Edwards Sa 9am–1pm A. Edwards	Mar 22–Apr 16 CPB 152 Mar 22–Apr 16 CPB 152
-----------	--	--



## 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

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

### PROGRAM COURSES

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

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

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

**DENTAL HYGIENIST CERTIFICATIONS**

**★ Local Anesthesia for Dental Hygienist**

Through a combination of lecture and hands-on lab work, students will gain skills through the implementation of local anesthesia. This course will provide the Maryland licensed dental hygienist with initial theory and clinical laboratory components to perform local anesthesia in the state of Maryland according to the rules and regulations of the Maryland State Board of Dental Examiners. Textbook: Logothesis, D.(2016). Local Anesthesia for Dental Hygienist, 3rd ed. St. Louis: Elsevier.

Total: \$650

HCE-047-M TuWTh 8am–5pm Mar 12–14  
*J. Suminski CPB 124*

**★ Nitrous Oxide Administration & Monitoring for the Dental Hygienist**

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

Total: \$284

HCE-053-M F 8am–3pm Mar 29  
*J. Suminski CPB 125*

**IMPORTANT COURSE COMMUNICATION INFO:**

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!

**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.

**COURSE LIST**

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

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**

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

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

**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-G	Sa 9am–6pm <i>G. Haywood</i>	Jan 27 <i>CPB 152</i>
NRS-742-H	Sa 9am–6pm <i>G. Haywood</i>	Feb 24 <i>CPB 214</i>
NRS-742-M	Sa 9am–6pm <i>G. Haywood</i>	Mar 23 <i>CPB 214</i>



# 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; page 6), consisting of background check and nursing licensure verification.

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

### **Courses include:**

- **Nurse Refresher I Classroom Theory**  
NRS 988 Cost \$975\*
- **Nurse Refresher Skills Lab**  
NRS 094 Cost \$479\*
- **Nurse Refresher Clinical**  
NRS 743 Cost \$349\*

**SCHOLARSHIPS  
AVAILABLE!**

**APPLY  
TODAY.**



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

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

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

**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 or for students who withdraw from the program prior to or during the course. All background checks are completed online using Sterling. Once students register for the Nurse Refresher Screening, they will receive an e-mail with further instructions to complete the Background Investigation. 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-G *To schedule, contact Allied Health Manager*

★ **Delegating Nurse**

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

Total: \$334 — Senior Total: \$233

NRS-563-M FSa 8am–5pm Mar 15–16  
L. Smigelski CPB 232

**PHLEBOTOMY**

★ **Phlebotomy: Theoretical & 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-H	MW 5–9:30pm K. Weicht	Feb 21–Apr 8 CPB 175
HCE-109-J	MW 5–9:30pm K. Weicht	Apr 10–May 29 CPB 175

★ **Phlebotomy Technician: Clinical Externship**

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

Total: \$305 — Senior Total: \$187

HCE-111-G	<i>Schedule with Instructor</i>	Jan 8–Feb 29
HCE-111-J	<i>Schedule with Instructor</i>	Apr 15–Jun 7

**IMPORTANT COURSE COMMUNICATION INFO:**

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!





# 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.*

### COURSE LIST

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

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

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

## Phlebotomy Skills for Medical Professionals

This course is designed for medical professionals, Nurses, EMS, and other 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-J	Sa 8am-2pm K. Weicht	Apr 13 CPB 175
-----------	-------------------------	-------------------

## BASIC LIFE SUPPORT

### BLS Certification

The American Heart Association Basic Life Support (BLS) course is designed to teach a variety of life saving skills to healthcare providers, including how to provide CPR, how to use an AED, and how to relieve choking in a safe, timely, and effective manner. This classroom course teaches lifesaving skills for both in 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 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-G	Th 5-9pm LIFE-SAVING SOLUTIONS, LLC	Jan 18 CPB 214
NRS-923-H	Th 5-9pm LIFE-SAVING SOLUTIONS, LLC	Feb 8 CPB 214
NRS-923-M	Th 5-9pm LIFE-SAVING SOLUTIONS, LLC	Mar 14 CPB 214
NRS-923-J	Th 5-9pm LIFE-SAVING SOLUTIONS, LLC	Apr 11 CPB 214

### BLS Recertification

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

Total: \$49 — Senior Total: \$37

NRS-924-H	Th 6-8pm LIFE-SAVING SOLUTIONS, LLC	Feb 15 CPB 212
NRS-924-M	Th 6-8pm LIFE-SAVING SOLUTIONS, LLC	Mar 21 CPB 212

**Don't miss a thing!**

Like us on Facebook and join the conversation!

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





## 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](mailto:pals@hagerstowncc.edu)



# BUSINESS & PROFESSIONAL DEVELOPMENT

## LEADERSHIP & MARKETING

### ★ 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: \$621 — Senior Total: \$258 

PRD-954-G W 1–4:15pm Jan 10–Feb 28  
J. Chambers CPB 210

### ★ The Big Picture: Mission, Vision, & 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

PRD-955-G W 1–4:15pm Jan 10–17  
J. Chambers CPB 210

### ★ 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

PRD-956-G W 1–4:15pm Jan 24–31  
J. Chambers CPB 210

### ★ 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: \$170 — Senior Total: \$73

PRD-574-H W 1–4:15pm Feb 7–14  
J. Chambers CPB 210



## 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

- **The Big Picture: Mission, Vision, Goals**
- **Nonprofit Organizational Tools**
- **Building an Engaged Board**
- **Grant Writing**

**Take as a series & save \$75!**

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.** 

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

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

### ★ 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

PRD-957-H W 1–4:15pm Feb 21–28  
J. Chambers CPB 210

## 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: \$150 — Senior Total: \$71

PRD-930-G	TuTh 5–8pm <i>K. Palmer</i>	Jan 23–25 <i>VM 2</i>
-----------	--------------------------------	--------------------------

## 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-H	M 5:30–8:30pm <i>C. McMillan</i>	Feb 5–Mar 11 <i>CPB 232</i>
-----------	-------------------------------------	--------------------------------

## NEW! Photoshop for Hobbyists & Marketing Professionals

Are you looking to enhance your digital photos? Are you looking to upskill or reskill yourself as a marketing professional? Have you not applied to marketing job postings due to requiring Photoshop experience? Photoshop for Hobbyists and Marketing Professionals provides the skills needed to enhance your photos or offer you the skills to be a contender in the ever-changing world of business marketing. This six-week course will introduce you to editing images, from minor edits to overall enhancements, preparing images for online use, and creating simple art projects for marketing materials.

Total: \$119 — Senior Total: \$52

ANE-560-M	Th 6–8pm <i>A. Guessford</i>	Mar 7–Apr 11 <i>KEP 210</i>
-----------	---------------------------------	--------------------------------

## NEW! Intro to InDesign

Are you a marketing professional that is lacking InDesign experience? Are you a hobbyist that desires to learn the elements needed to create attractive documents for a side hustle? Learn the fundamental concepts, terminology, and basic features of Adobe InDesign that will have you starting to create and more.

Total: \$119 — Senior Total: \$52

ANE-559-M	Th 6–8pm <i>A. Guessford</i>	Apr 18–May 23 <i>CPB 122</i>
-----------	---------------------------------	---------------------------------

## MANAGEMENT

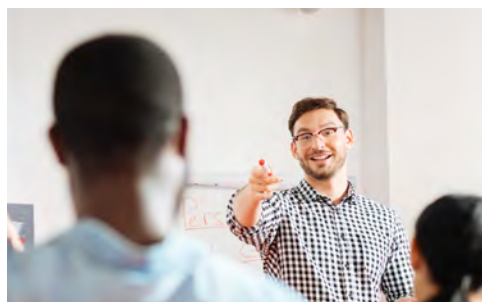
### ★ Hagerstown Community College Management Bootcamp

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: \$1223 — Senior Total: \$503 **S**

PRD-901-H	TuTh 9am–1pm <i>K. Palmer, C. Aaron, A. Cabbage, J. Radish, R. Hendricks</i>	Feb 13–Mar 28 <i>CPB 210</i>
-----------	---	---------------------------------

PRD-901-M	TuTh 5–8:30pm <i>C. Aaron, C. Forrester, A. Cabbage, C. McMillan, R. Hendricks</i>	Mar 26–May 9 <i>CPB 210</i>
-----------	---	--------------------------------



## CORPORATE RESOURCES

The goal of the Workforce Solutions & Continuing Education (WSCE) department at HCC is to provide services to students and the business community, including office management, customer service, process improvement, enhanced efficiency solutions, and more.

We specialize in providing corporate training to companies that want to increase productivity and retain workforce.

### AVAILABLE FOR COMMUNITY AND BUSINESS OWNERS:

- Rental spaces
- Short and long-term room arrangements
- Leadership classes
- Best practice workshops
- Conferences
- Tech support
- Specialized training
- Catering

## ★ The Significance of Supervision

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

Total: \$189 — Senior Total: \$95

PRD-895-H	TuTh 9am–1pm <i>K. Palmer</i>	Feb 13–15 <i>CPB 210</i>
PRD-895-J	TuTh 5–8:30pm <i>A. Cabbage</i>	Apr 23–25 <i>CPB 210</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-H	TuTh 9am–1pm <i>K. Palmer</i>	Feb 20–22 <i>CPB 210</i>
PRD-894-J	TuTh 5–8:30pm <i>C. McMillan</i>	Apr 2–4 <i>CPB 210</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-H	TuTh 9am–1pm <i>K. Palmer</i>	Feb 27–29 <i>CPB 210</i>
PRD-899-J	TuTh 5–8:30pm <i>A. Cabbage</i>	Apr 9–11 <i>CPB 210</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-H	TuTh 9am–1pm <i>A. Cabbage</i>	Mar 5–7 <i>CPB 210</i>
PRD-897-M	TuTh 5–8:30pm <i>C. Forrester</i>	Mar 26–28 <i>CPB 210</i>

## ★ Human Resource Management, Meaning, & 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-H	TuTh 9am–1pm <i>C. Aaron</i>	Mar 12–14 <i>CPB 210</i>
PRD-898-J	TuTh 5–8:30pm <i>C. Aaron</i>	Apr 16–18 <i>CPB 210</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-H	TuTh 9am–1pm <i>R. Hendricks</i>	Mar 19–21 <i>CPB 210</i>
PRD-900-J	TuTh 5–8:30pm <i>R. Hendricks</i>	Apr 30–May 2 <i>CPB 210</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.

**\$100 discount if taken as a series**

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: \$1223 — Senior Total: \$607 **\$**

PRD-901-H	TuTh 9am–1pm	Feb 13–Mar 28
PRD-901-M	TuTh 5–8:30pm	Mar 26–May 9

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

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

## ★ 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-H	TuTh 9am–1pm <i>J. Radish</i>	Mar 26–28 <i>CPB 210</i>
PRD-896-K	TuTh 5–8:30pm <i>C. Forrester</i>	May 7–9 <i>CPB 210</i>

## WORKKEYS PREPARATION

### WorkKeys Prep

This course prepares the student to earn the National Career Readiness Certificate by achieving a Silver level on the WorkKeys assessment. Students will meet in 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-G	Th 5–8pm <i>C. Coffin</i>	Jan 4 <i>LSC 100</i>
PRD-862-H	Th 5–8pm <i>C. Coffin</i>	Feb 1 <i>LSC 100</i>
PRD-862-M	Th 5–8pm <i>C. Coffin</i>	Mar 7 <i>LSC 100</i>
PRD-862-J	Th 5–8pm <i>C. Coffin</i>	Apr 4 <i>LSC 100</i>

## IMPORTANT COURSE COMMUNICATION INFO:

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!

# CERTIFICATION & LICENSURE

## ANIMAL CARE

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

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

Total: \$476 — Senior Total: \$393 

PET-043-H M 6–8pm Feb 19–Apr 15  
K. Tracey VM 4

### ★ Introduction to Professional Pet Grooming

This course is the first of three courses needed to complete Professional Pet Groomer Training. This course introduces students to the fundamentals of dog grooming. Topics include equipment and tools, record keeping, CPR for dogs, animal safety, groomer safety, supplies, breed recognition, coat type and texture, anatomy, and grooming skills. Books and grooming equipment are included in the price of the program.

Total: \$2188 — Senior Total: \$1720 

PET-060-G Th 5–8:30pm Jan 11–Mar 7  
T. Walizer, A. Culligan, K. Tracey CPB 211  
CDM MAIN

### ★ Professional Pet Grooming I

This course is the second of three courses needed to complete Professional Pet Groomer Training. Topics include cleaning and maintenance of tools, handling matted coats, double coat clippings, carding, and deshedding. Students continue to develop their grooming skills with hands on experience at Central Dawgma, Hagerstown.

Total: \$1331 — Senior Total: \$706 

PET-061-M Th 5–8:30pm Mar 14–May 23  
T. Walizer, A. Culligan CDM MAIN

Don't miss a thing!

Like us on Facebook and join the conversation!

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



## PET GROOMING

### CERTIFICATION SERIES

Learn the fundamental principles and terminology of professional dog grooming, including grooming equipment, dog behavior, anatomy, breed classes and more.

#### COURSE LIST

- Introduction to Professional Pet Grooming
- Professional Pet Grooming I
- Professional Pet Grooming II

SCHOLARSHIPS AVAILABLE!

APPLY TODAY. 

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

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

## CHILD CARE

### ★ Basic Health and Safety Training

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

Total: \$99

PRC-090-G ONLINE: *At your own pace* Jan 8–May 17

### ★ Sudden Infant Death Syndrome (SIDS)

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

Total: \$75

PLC-846-G ONLINE: *At your own pace* Jan 8–May 17

### ★ Supporting Breastfeeding in Child Care

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

Total: \$75

PRC-001-G ONLINE: *At your own pace* Jan 8–May 17

### ★ 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-G ONLINE: *At your own pace* Jan 8–Feb 26

PLC-875-J ONLINE: *At your own pace* Apr 8–May 27

### ★ Preschool Curriculum & Activities

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Purchase textbook prior to class.


Total: \$299 

PLC-998-G ONLINE: *At your own pace* Jan 8–Feb 26

PLC-998-J ONLINE: *At your own pace* Apr 8–May 27

### ★ Child Growth & Development

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


Total: \$275 

PLC-874-G ONLINE: *At your own pace* Jan 12–Mar 1

PLC-874-J ONLINE: *At your own pace* Apr 5–May 24

### ★ School Age Child Care: Curriculum

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for working with children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Purchase textbook prior to class.

Total: \$299 


PLC-798-G ONLINE: *At your own pace* Jan 17–Mar 6

PLC-798-J ONLINE: *At your own pace* Apr 10–May 29

#### IMPORTANT COURSE COMMUNICATION INFO:

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!

 Scholarship Available

 Online / Hybrid / Remote

 Lifelong Learning Institute



## ★ Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete all course requirements to receive a certificate.

Total: \$299 

PLC-592-H	ONLINE: <i>At your own pace</i>	Feb 1–Mar 21
PLC-592-J	ONLINE: <i>At your own pace</i>	Apr 11–May 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-H	ONLINE: <i>At your own pace</i>	Feb 5–19
-----------	---------------------------------	----------

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

The Child Development Associate (CDA) Credential is the most widely recognized national credential in early childhood education (ECE) and is a key stepping stone on this path to career advancement. HCC in partnership with Howard Community College is offering a specific course designed to navigate through the application process with time to create the portfolio 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-M	ONLINE: <i>At your own pace</i>	Mar 5–Apr 30
-----------	---------------------------------	--------------

## Developmentally Appropriate Practices

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

Total: \$75

PLC-824-G	ONLINE: <i>At your own pace</i>	Jan 8–May 17
-----------	---------------------------------	--------------

## 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-G	ONLINE: <i>At your own pace</i>	Jan 8–May 17
-----------	---------------------------------	--------------

## Including All Children & the ADA

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

Total: \$75

PLC-828-G	ONLINE: <i>At your own pace</i>	Jan 8–May 17
-----------	---------------------------------	--------------

## Nutrition & Active Living

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

Total: \$75

PLC-826-G	ONLINE: <i>At your own pace</i>	Jan 8–May 17
-----------	---------------------------------	--------------

**Don't miss a thing!**

Like us on Facebook  
and join the conversation!

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



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

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

Total: \$99

PRC-096-G ONLINE: *At your own pace* Jan 8–May 17

## Playground Safety

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

Total: \$75

PLC-827-G ONLINE: *At your own pace* Jan 8–May 17

## Supervising Children in Child Care

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

Total: \$75

PLC-822-G ONLINE: *At your own pace* Jan 8–May 17

## Supporting Children with Disabilities

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

Total: \$75

PLC-829-G ONLINE: *At your own pace* Jan 8–May 17

## Taking Learning Outside

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

Total: \$75

PLC-825-G ONLINE: *At your own pace* Jan 8–May 17

## Pyramid Model for Social & 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-H ONLINE: *At your own pace* Feb 19–May 25

## 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 — Senior Total: \$125 

PRC-127-G M Jan 8  
Staff Instructor ONLINE

PRC-127-H M Feb 5  
Staff Instructor ONLINE

PRC-127-M M Mar 4  
Staff Instructor ONLINE

PRC-127-J M Apr 8  
Staff Instructor ONLINE

### ★ = Workforce Training Program

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

### = Scholarship Available

### = Online / Hybrid / Remote

See page 43 for more information.

## ★ 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 **S**

PRC-128-G	ONLINE: <i>At your own pace</i>	Jan 9–Feb 27
PRC-128-H	ONLINE: <i>At your own pace</i>	Feb 6–Mar 26
PRC-128-M	ONLINE: <i>At your own pace</i>	Mar 5–Apr 23
PRC-128-J	ONLINE: <i>At your own pace</i>	Apr 9–May 28

## HOSPITALITY & RECREATION

### 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: \$241 — Senior Total: \$124

PRD-832-H	MW 5:30–8:30pm <i>D. Vermillion</i>	Feb 26–Mar 6 <i>CPB 211</i>
-----------	--	--------------------------------

### 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: \$86 — Senior Total: \$49

PRC-137-M	Sa 9am–2:30pm <i>D. Vermillion</i>	Mar 9 <i>CPB 214</i>
-----------	---------------------------------------	-------------------------

## LEADERSHIP & MARKETING

### ★ 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 **S**

PRC-136-G	M–F 8am–4:30pm <i>Staff Instructor</i>	Jan 8–12 <i>ONLINE</i>
PRC-136-M	M–F 8am–4:30pm <i>Staff Instructor</i>	Mar 4–8 <i>ONLINE</i>

### ★ Lean Six Sigma Green Belt

This continuing education course prepares students to pass the Certified Six Sigma Green Belt (CSSGB) Exam from the American Society for Quality (ASQ) and the IASSC Certified Green Belt (ICGB) Exam from the International Association for Six Sigma Certification (IASSC). Topics include roles and responsibilities in a Lean Six Sigma Organization, value stream mapping, 5S's, typical waste problems, executing the Six Sigma Methodology of Define, Measure, Analyze and Control (DMAIC). This class is being offered in partnership with PM ProLearn. Taught live in-person (if available) or virtually by Zoom, the course is delivered in a 5-day format or a 9-evening webinar. Class times vary. \*Military veterans and their family are asked to call before registering if paying out of pocket.

Total: \$1899 — Senior Total: \$1733

PRC-134-H	M–F 8am–4:30pm <i>Staff Instructor</i>	Feb 12–14 <i>ONLINE</i>
-----------	---	----------------------------



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

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

**S** Scholarship Available

 Online/Hybrid/Remote

**LLI** Lifelong Learning Institute

★ **Agile Certified Practitioner (PMI-ACP)**



This continuing education course is designed to prepare students for the Project Management Institute’s Agile Certified Practitioner (PMI-ACP)® exam. Topics include: Agile basics, Agile applications, key Agile tools, techniques, and strategies that are most important for Agile practitioners. The cost of the exam is included in tuition. This class is being offered in partnership with PM ProLearn. Taught live in-person (if available) or virtually by Zoom, the course is delivered in a 3-day format or a 6-evening webinar. Class times vary. \*Military veterans and their family are asked to call before registering if paying out of pocket.

Total: \$1559 — Senior Total: \$1423

PRC-135-G	TuWTh 8am–4pm <i>Staff Instructor</i>	Jan 30–Feb 1 <i>ONLINE</i>
PRC-135-H	TuWTh 8am–4pm <i>Staff Instructor</i>	Mar 19–21 <i>ONLINE</i>

**MEDICAL CANNABIS**

★ **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: \$438 — Senior Total: \$206 **S**

PRC-130-H	Th 6:30–8:30pm <i>L. Ward</i>	Feb 22–Apr 25 <i>CPB 230</i>
-----------	----------------------------------	---------------------------------

**IMPORTANT COURSE COMMUNICATION INFO:**

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC’s primary form of communication: Make sure to check your student email on a regular basis for course information and updates!



**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.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.** **S**

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

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



# REAL ESTATE PRINCIPLES AND PRACTICES I AND II

CERTIFICATION SERIES 

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

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

## COURSE LIST

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

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

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

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

## 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: \$208 

PRC-118-M	Sa 9am–3:30pm B. Taylor	Mar 9–Apr 6 CPB 21 ARCC 224
-----------	----------------------------	-----------------------------------

### Personal Trainer II

Personal Trainer II is a continuation of the Personal Trainer program. Topics include utilization of physiological adaptations and responses to physical training/exercise and application of testing procedures for individuals interested in applying the components of fitness to a successful training program. Required Pre-requisite: Personal Trainer I (PRC-118). Exam voucher included.

Total: \$728 — Senior Total: \$536 

PRC-119-J	Sa 9am–3:30pm B. Taylor	Mar 9–Apr 6 CPB 21 ARCC 224
-----------	----------------------------	-----------------------------------

## REAL ESTATE

## ★ Real Estate Principles &amp; 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.

Total: \$298 — Senior Total: \$169 

PRC-125-H Sa 9am–2:30pm Feb 3–Mar 9  
L. Riggs CPB 213

## ★ Real Estate Principles &amp; 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.

Total: \$206 — Senior Total: \$87 

PRC-126-M Sa 9am–2:15pm Mar 16–May 11  
L. Riggs CPB 213

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

## COMPUTERS

## CAD

CAD Building Information Modeling 

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

Total: \$409 — Senior Total: \$269

CMR-230-G ONLINE: *At your own pace* Jan 16–May 7

## Computer-Aided Design II

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

Total: \$379

CMT-153-G M 4–5:15pm Jan 16–May 7  
O. Bamiduro ATC 116

## Solid Modeling: Autodesk Inventor

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

Total: \$471 — Senior Total: \$143

CMT-228-G Tu 4–5:15pm Jan 16–May 7  
O. Bamiduro ATC 116



Workforce Training Program



Scholarship Available



Online/Hybrid/Remote

**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-G	W 6–9:55pm <i>J. Drooger</i> Sa 9am–2pm <i>J. Drooger</i>	Jan 16–Mar 6 <i>STEM 109/STEM 110</i> Mar 9 <i>STEM 109/STEM 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-M	W 6–9:55pm <i>J. Drooger</i> Sa 9am–2pm <i>J. Drooger</i>	Mar 18–May 7 <i>STEM 109/STEM 110</i> May 4 <i>STEM 109/STEM 110</i>
-----------	--	---

**PC Tech: Operating Systems**

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

Total: \$520 — Senior Total: \$282

CMT-151-G	Th 5:30–8:15pm <i>R. Ball</i>	Jan 16–May 7 <i>ATC 200</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-H	W 9am–4:30pm <i>R. Koziel</i>	Feb 28 <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-G	W 9am–4:30pm <i>R. Koziel</i>	Jan 17 <i>VM 2</i>
CMP-835-M	W 9am–4:30pm <i>R. Koziel</i>	Mar 27 <i>VM 2</i>

**Microsoft Excel Level II**

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

Total: \$127 — Senior Total: \$87

CMP-836-H	W 9am–4:30pm <i>R. Koziel</i>	Jan 31 <i>VM 2</i>
-----------	----------------------------------	-----------------------

**IMPORTANT COURSE COMMUNICATION INFO:**

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!

### Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-H	W 9am–4:30pm R. Koziel	Feb 14 VM 2
-----------	---------------------------	----------------

### Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-M	W 9am–4:30pm R. Koziel	Mar 13 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-G	MW 6–9pm Staff Instructor	Jan 22–Apr 1 VM 5
-----------	------------------------------	----------------------



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

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

**Don't miss a thing!**

Like us on Facebook and join the conversation!

[facebook.com/HCCwscce](https://facebook.com/HCCwscce)





# INDUSTRIAL TECHNOLOGY & TRADES

## 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-M	Sa 1–5pm <i>P. Kelly, M. Kelly</i>	Mar 16–May 11 <i>CPB FORGE CPB 142 CPB 142A</i>
-----------	---------------------------------------	--

### ★ 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-M	MW 6–9pm Sa 9am–4:30pm <i>Staff Instructor</i>	Mar 18–27 Mar 23
-----------	--	---------------------

**NEW!**

## INSTANT ENROLLMENT

Online registration is easy!



SCAN THIS QR CODE  
OR VISIT THE WEBSITE

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



## 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](http://www.hagerstowncc.edu/blacksmithing-technology-courses)

### ★ 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-J	MW 6–9pm Sa 9am–4:30pm <i>Staff Instructor</i>	Apr 1–May 15 Apr 6–May 11
-----------	--	------------------------------

**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

TRD-312-M	TuTh 6–9pm <i>E. Hazzard</i>	Mar 19–May 14 <i>ETTC 101 ETTC 103</i>
	Sa 9am–4:30pm <i>E. Hazzard</i>	Mar 23–May 11 <i>ETTC 101 ETTC 103</i>

**FORKLIFT OPERATOR**

★ **Forklift Operator & Material Handling**

In this course, participants are prepared for employment opportunities in warehouse and distribution facilities with an emphasis on workplace safety and developing proper material handling skills. Participants will perform material handling operations manually and with a variety of standard motorized equipment while practicing workplace safety. Classroom and practical training meet the requirements of OSHA 1910.178(I). (Textbook included)

Total: \$250 — Senior Total: \$135

TRD-234-G	F 9am–4:30pm <i>D. Donovan</i>	Feb 9–16 <i>DRC MAIN</i>
-----------	-----------------------------------	-----------------------------

**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-M	M–Sa 8am–6pm <i>Staff Instructor</i>	Mar 2–9 <i>VM 8</i>
-----------	---	------------------------

**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-M	Su 8am–6pm <i>Staff Instructor</i>	Mar 10
-----------	---------------------------------------	--------

**INDUSTRIAL TECHNOLOGY**

**Fundamentals of Electricity**

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

Total: \$596 — Senior Total: \$288

CNT-110-G	MW 5:30–7:15pm <i>J. Luna</i>	Jan 16–May 7 <i>ATC 213</i>
-----------	----------------------------------	--------------------------------

**SMALL ENGINE**

★ **Small Engine Repair**

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

Total: \$275 — Senior Total: \$145

TRD-124-H	MW 6–9pm <i>T. Kroon</i>	Feb 12–Mar 27 <i>CPB 212 GARAGE</i>
-----------	-----------------------------	--

★ = **Workforce Training Program**

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



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

### 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-G	Tu 5:30–9:30pm <i>S. Staley</i>	Jan 23–Apr 2 <i>CPB 141A</i> <i>CPB 14</i>
-----------	------------------------------------	--

CNT-106-H	Th 5:30–9:30pm <i>P. Gidich</i>	Jan 25–Apr 4 <i>CPB 142</i> <i>CPB 142A</i>
-----------	------------------------------------	---

#### ★ AWS Welding Certification Preparation

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

Total: \$530 — Senior Total: \$368

CNT-206-G	MW 5:30–8:15pm <i>P. Hose</i>	Jan 16–Mar 9 <i>CPB 142</i> <i>CPB 142A</i>
-----------	----------------------------------	---

#### ★ Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$550 — Senior Total: \$430

CNT-308-G	Tu 5:30–9:30pm <i>S. Staley</i>	Jan 23–Apr 2 <i>CPB 142</i> <i>CPB 142A</i>
-----------	------------------------------------	---

#### ★ Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$550 — Senior Total: \$430

CNT-306-G	Tu 5:30–9:30pm <i>S. Staley</i>	Jan 23–Apr 2 <i>CPB 142</i> <i>CPB 142A</i>
-----------	------------------------------------	---

#### IMPORTANT COURSE COMMUNICATION INFO:

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!

# TRANSPORTATION

## CDL - COMMERCIAL DRIVER

### CDL Learner's Permit Prep

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

Total: \$28

TDV-044-G	WTh 6–9pm <i>B. Neiman</i>	Jan 3–4 <i>IND 200</i>
TDV-044-H	WTh 6–9pm <i>B. Neiman</i>	Feb 28–29 <i>IND 200</i>

### ★ CDL B Operator Introduction

Prepare for your Class B CDL license and develop the skills to drive a dump truck, commercial delivery truck, passenger bus, or other vehicle weighing over 26,000 pounds. Introduction to CDL operations includes vehicle safety, defensive driving techniques, and pre/post-trip inspections. Applicants must complete a screening process and have a current DOT physical and a Class B Learner's Permit with Air Brake. Meets the theory portion of the Entry Level Driver Training requirement. (Textbook provided)

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

TDV-053-G	Sa 8am–4:30pm <i>D. Mitchell</i>	Jan 20–27 <i>IND 200</i>
-----------	-------------------------------------	-----------------------------

### ★ CDL B Operator Skills

Practice operation of a Class B CDL vehicle and prepare for your commercial driver test. Class activities include pre-trip review, vehicle control and maneuvering, successful completion of range exercises, and proper road operation. Class hours include CDL skills/road test in your state of licensing (MD, PA, or WV). Meets the range/road portion of the Entry Level Driver Training requirement. Prerequisite: CDL B Operator Introduction.

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

TDV-054-H	Sa 8am–4:30pm <i>D. Mitchell</i>	Feb 3–Mar 2 <i>IND 200</i>
-----------	-------------------------------------	-------------------------------



## COMMERCIAL DRIVER

### CERTIFICATION SERIES

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

#### COURSE LIST

- **CDL B Operator Introduction**
- **CDL B Operator Skills**
- **Hazardous Materials Endorsement Training**

See individual class descriptions for details.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

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

## ★ 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-G ONLINE: *At your own pace* Jan 1–Mar 31

## MOTORCYCLE

### Basic Rider 2-LW

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

Total: \$325 — Senior Total: \$219

MST-102-J	Th 6–9pm Staff Instructor	Apr 4 CPB 232
	Sa 7:30am–4:30pm Staff Instructor	Apr 6 PARKEU

## 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](http://hagerstown-gbc.com)

# DRIVER EDUCATION

## DRIVER EDUCATION

### Driver Education

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

Total: \$350

DRV-001-G	MW 6–9:15pm <i>E. Ferris</i>	Jan 22–Feb 21 <i>CPB 210</i>
DRV-001-N	Sa 9am–12:15pm <i>Staff Instructor</i>	Jan 27–Apr 6 <i>ONLINE</i>
DRV-001-M	MW 6–9:15pm <i>E. Ferris</i>	Mar 18–Apr 17 <i>CPB 210</i>

### Basic Rider Class

If you have limited or no motorcycle riding experience, our rider coaches help you develop the skills to operate a motorcycle safely with three 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 tests to qualify for the Maryland Class M license. Online Motorcycle Safety Foundation course completion also required prior to range (online code will be emailed one week before class).

Total: \$325 — Senior Total: \$219

MST-201-M	Th 6–9pm <i>Staff Instructor</i> SaSu 7:30am–12:30pm <i>Staff Instructor</i>	Mar 21 <i>CPB 232</i> Mar 23–24 <i>PARK EU</i>
MST-201-J	Th 6–9pm <i>Staff Instructor</i> SaSu 7:30am–12:30pm <i>Staff Instructor</i>	Apr 11 <i>CPB 232</i> Apr 13–14 <i>PARK EU</i>



★ Workforce Training Program

📄 Scholarship Available

💻 Online/Hybrid/Remote

# 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-G	Th 12–2:30pm <i>G. Lum</i>	Jan 11–Feb 29 <i>VM 6</i>
SEN-090-H	M 6–8:30pm <i>G. Lum</i>	Jan 29–Mar 18 <i>VM 6</i>

### NEW! Drawing I LLI

Join us as you train your eyes and hands, develop powers of observation and learn to translate what they see on to paper. In the classical tradition, you will focus on the elements of good drawing such as proportion, shading and modeling, line, and composition. As skills develop, you will explore the expressive potential of drawing using a variety of drawing materials. At the completion of class, you will begin to develop an artistic portfolio of studies and drawings. ~ Cross listed with credit.

Total: \$319 — Senior Total: \$156

ANE-561-G	TuTh 5–6:50pm <i>Staff Instructor</i>	Jan 16–May 7 <i>KEP 103 KEP 105</i>
-----------	--	--

### Art Journaling for Self-Discovery LLI

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

Total: \$109 — Senior Total: \$55

DSA-013-M	M 6:30–8:30pm <i>S. Schaefer</i>	Mar 4–25 <i>KEP 103</i>
-----------	-------------------------------------	----------------------------

### NEW! Music Exploration: Choral Singing Ensemble LLI

Are you looking to further your joy of singing? Choral Ensemble is for you! Explore singing various types of choral music while learning vocabulary and elements of rhythm and pitch relevant to the singing of the choral literature. ~ Cross listed with credit.

Total: \$177 — Senior Total: \$82

MSC-005-G	TuTh 11:30am–12:45pm <i>S. Kerr</i>	Jan 16–May 7 <i>KEP 204</i>
-----------	--	--------------------------------

### NEW! Music Exploration: Contemporary Music Ensemble LLI

Do you have the desire to expand on your playing knowledge of electronic instruments? Join others as you form a group consisting of electronic instruments, or traditional instruments modified using electronic means, for the purpose of performing musical literature specifically arranged for those instruments. You will further your ensemble musicianship, stylistic and interpretation skills through contributing to a live performance and/or a recorded production. Open to all musicians with reasonable playing skills. ~ Cross listed with credit

Total: \$177 — Senior Total: \$82

MSC-002-G	TuTh 1–2:15pm <i>D. Webber</i>	Jan 16–May 7 <i>KEP 204</i>
-----------	-----------------------------------	--------------------------------

### NEW! Music Exploration: Jazz Band Ensemble LLI

Are you intrigued by the cool notes of jazz music with complex harmony and music improvisation? Do you have the desire to dust off your instrument and get back to playing the sweet sounds? Join others as you form an instrumental group which specializes in the performance of jazz and other twentieth-century popular music idioms. Performances may include college and community functions. Open to everyone experienced in playing jazz band instruments. ~ Cross listed with credit

Total: \$177 — Senior Total: \$82

MSC-004-G	Tu 6:30–8:30pm <i>H. Burns</i>	Jan 16–May 7 <i>KEP 204</i>
-----------	-----------------------------------	--------------------------------

**Cross-listed classes with credit are classes taught by faculty and can have degree-seeking students within the class offering.**



## PHOTOGRAPHY COURSES

Explore the art of photography. Whether you want to learn the basics, or enhance your editing skills, there is a course for you!

- **Enhance Your Photography with Lightroom**
- **Basic Photography**
- **Low Light Photography**
- **Nature & Wildlife Photography**

*See individual class descriptions for details.*

### NEW! Music Exploration: Wind Ensemble

**LLI**

Are you looking to explore the world of music again? Have you played before and are ready to play again? Now is your chance to explore the world of wind music. Join others as you form an instrumental group which specializes in the performance of Wind Ensemble repertoire, including both symphonic band and chamber literature. Students will further their ensemble musicianship, performance and stylistic interpretation skills. Open to everyone with access to a wind instrument and reasonable playing skills. ~ Cross listed with credit.

Total: \$177 — Senior Total: \$82

MSC-001-G M 4:30–6:30pm  
N. Lease

Jan 22–May 6  
KEP 204

### NEW! Music Exploration: Guitar Ensemble

**LLI**

Guitar Ensemble provides you the opportunity to practice and perform music for guitar in small and large group formats, as well as in solo settings. The ensemble's repertoire will primarily focus on works composed in the classical tradition, including works from the renaissance through the modern period, with additional repertoire being supplemented from the jazz and popular worlds. You should be familiar with reading and performing standard music notation, as all music will be written in standard music notation - not tablature. ~ Cross listed with credit

Total: \$177 — Senior Total: \$82

MSC-003-G W 9–10:30am  
D. Webber

Jan 17–May 1  
KEP 204

### IMPORTANT COURSE COMMUNICATION INFO:

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!





## PHOTOSHOP FOR HOBBYISTS and MARKETING PROFESSIONALS **LLI**

**NEW!**

Are you looking to enhance your digital photos? Are you looking to upskill or reskill yourself as a marketing professional? Photoshop for Hobbyists and Marketing Professionals provides the skills needed to enhance your photos or offer you the skills to be a contender in the ever-changing world of business marketing. This six-week course will introduce you to editing images, from minor edits to overall enhancements, preparing images for online use, and creating simple art projects for marketing materials

Total: \$119 — Senior Total: \$52

ANE-560-M Th 6–8pm  
A. Guessford

Mar 7–Apr 11  
KEP 210

## INTRO TO INDESIGN **LLI**

**NEW!**

Are you a marketing professional that is lacking InDesign experience? Are you a hobbyist that desires to learn the elements needed to create attractive documents for a side hustle? Learn the fundamental concepts, terminology, and basic features of Adobe InDesign that will have you starting to create and more.

Total: \$119 — Senior Total: \$52

ANE-559-M Th 6–8pm  
A. Guessford

Apr 18–May 23  
CPB 122



Workforce Training Program



Scholarship Available



Online/Hybrid/Remote

## Enhance Your Photography with Lightroom LLI

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

Total: \$99 — Senior Total: \$65

ANE-372-G W 6:30–8:30pm Jan 17–Feb 7  
S. Schaefer KEP 209

## Basic Photography LLI

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

Total: \$89 — Senior Total: \$59

ANE-103-G M 6:30–8:30pm Jan 22–Feb 19  
S. Schaefer KEP 209

## Low Light Photography LLI

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

Total: \$79 — Senior Total: \$49

ANE-284-H W 6:30–8:30pm Feb 21–Mar 13  
S. Schaefer KEP 209

## Nature & 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-J W 6:30–8:30pm Apr 3–24  
S. Schaefer KEP 209

## CULINARY

### The Art of Mixology LLI

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

Total: \$379 — Senior Total: \$195

PRC-029-G Th 5–8pm Jan 18–Feb 22  
C. Passwaters VM 4

## DANCE & RECREATION

### Tango and Cha Cha LLI

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

Total: \$99 — Senior Total: \$55

DRC-010-G M 5:45–6:45pm Jan 29–Feb 26  
J. Schein KEP 101

### International Waltz & Rumba LLI

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 — Senior Total: \$35

DRC-012-H W 6–7pm Feb 7–Mar 13  
O. Gracheva KEP 101

### Ballroom Dance - Swing/Foxtrot LLI

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

Total: \$99 — Senior Total: \$55

FIT-014-J M 5:45–6:45pm Apr 8–May 6  
J. Schein KEP 101

**GENEALOGY, FAMILY CARE, & YOUTH**

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



Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. Discover the fundamental building blocks of genealogy research, learn where to find source documents, and the best strategies to enhance your exploration. This introductory course will teach current genealogy tools, such as software programs, DNA for genealogical purposes, and traditional research. In addition, you will become familiar with online resources such as Ancestry.com, Family Search, Fold3, Find A Grave, and US Genweb. You can join this hands-on class in a computer lab at the Valley Mall Center or virtually via Zoom.

Total: \$79 — Senior Total: \$55

SEN-377-G	F 9:30am–12pm	Jan 26–Feb 16 VM 2 HYBRID
	<i>C. Miller-Schultz</i>	
SEN-377-N	M 6–8:30pm	Jan 29–Feb 19 VM 2 HYBRID
	<i>C. Miller-Schultz</i>	
SEN-377-P	M 6–8:30pm	Apr 1–22 VM 2 HYBRID
	<i>C. Miller-Schultz</i>	

**Genealogy Plus**



Are you a genealogy enthusiast researching your family history and would like to investigate additional resources? In this hands-on class, you will build upon the genealogy research skills and strategies you already have. Learn more about genealogy software programs. Explore all the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research. You'll also learn a variety of methods for organizing your data. You can join this hands-on class in a computer lab at the Valley Mall Center or virtually via Zoom.

Total: \$79 — Senior Total: \$55

SEN-097-G	F 1:30–4pm	Jan 26–Feb 16 VM 2 HYBRID
	<i>C. Miller-Schultz</i>	
SEN-097-J	F 1:30–4pm	Apr 12–May 3 VM 2 HYBRID
	<i>C. Miller-Schultz</i>	

**HISTORY, CULTURE, & RELIGION**

**Leadership/No Blame Problem Solving**



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

Total: \$0

DIS-638-G ONLINE: *At your own pace* Jan 1–Mar 31

**NEW! George Washington: The Three Facets of His Life**



This program explores details of the life of George Washington. Join us as we answer questions about George Washington's Native American name, "Town Taker." When did he receive the name? By whom? How did he inherit the name? How did he live up to the name during the American Revolution? Evaluate Washington's time in Maryland, 1748 - 1794, and discuss his personal and professional connections to the state, from his first surveying tour, events associated with the French & Indian War; as US President in 1794, and reviewing troops at Cumberland who were raised during the Whiskey Rebellion. Lastly, dive deep into the five most influential women in Washington's life and why they were impactful.

Total: \$116 — Senior Total: \$51

HCR-089-G	Tu 9am–12pm	Jan 23–Feb 6 VM 4
	<i>R. Swartz</i>	

NEW!

## INSTANT ENROLLMENT

ONLINE REGISTRATION IS EASY!  
SCAN CODE.

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



## REIKI for BEGINNERS

**NEW**

Reiki is a technique for stress reduction and relaxation that can help support natural wellness and healthy living. Reiki is translated as “Universal Life Energy” that is present in all living things. In this class, you will learn about the 7 chakras, or energy centers within the body, and how Reiki, along with other holistic techniques such as meditation, breathwork, crystals and aromatherapy can help keep you feeling well-balanced. Each class will include chakra specific Reiki. Participants are asked to bring a yoga mat.

Total: \$119 — Senior Total: \$52

MBP-155-G	W 5:30–7pm <i>Staff Instructor</i>	Jan 24–Feb 28 <i>CPB 214</i>
-----------	---------------------------------------	---------------------------------

## 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-G	W 6:30–7:30pm <i>P. Cote</i>	Jan 10–Mar 13 <i>CPB 213</i>
MBP-072-J	W 6:30–7:30pm <i>P. Cote</i>	Apr 3–Jun 5 <i>CPB 213</i>

### NEW! Thaddeus Stevens: Pennsylvania Pugilist

**LLI**

Stevens was loved and hated by many. He was skilled in legislative parliamentary procedure and presenting a case in the courtroom. During the Civil War and Reconstruction, he was a thorn in the sides of Presidents Lincoln and Johnson; and vilified by the South. Major program topics include: (1) his New England heritage and family background (2) Accomplishments and failures during 52 years in Gettysburg and Lancaster, PA (3) the relationship with Lydia Hamilton Smith and their extended family (4) US congressman/Radical Republican; from emancipation to Reconstruction (5) Legacies: from education through the 14th Amendment of the US Constitution.

Total: \$116 — Senior Total: \$51

HCR-090-M	Tu 9am–12pm <i>R. Swartz</i>	Mar 12–26 <i>VM 4</i>
-----------	---------------------------------	--------------------------

### IMPORTANT COURSE COMMUNICATION INFO:

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!



## 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-G	W 7:30–8:30pm <i>P. Cote</i>	Jan 10–Mar 13 <i>CPB 213</i>
MBP-073-J	W 7:30–8:30pm <i>P. Cote</i>	Apr 3–Jun 5 <i>CPB 213</i>

### Don't miss a thing!

Like us on Facebook and join the conversation!

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



## SAVE THE DATE!

## SUMMER YOUTH PROGRAM VIP EVENT @ HCC

FEBRUARY 3, 2024 | 10 A.M. - 12 P.M.

- Early Registration
- Light Refreshments
- Fun Activities

*More details coming to your inbox soon.*

## 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-G	TuTh 9:30–10:30am <i>S. Rodgers</i>	Jan 9–Feb 15 <i>HSA HALL</i>
FIT-005-M	TuTh 9:30–10:30am <i>S. Rodgers</i>	Feb 27–Apr 4 <i>HSA HALL</i>

## HOME &amp; GARDEN

**Beginning Beekeeping** LLI

Are you interested in returning to the roots of home-steading? 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: \$76

DIS-796-G Tu 6–8pm Jan 23–Feb 27  
J. Klapac CPB 210

**NEW! Advanced Beekeeping** LLI

Are you ready to learn more about beekeeping? Or are you looking to turn your hobby into a part-time or full-time business? Learn what it takes to keep your bees happy and producing while you develop the business basics to convert your hobby into a potential revenue-generating side hustle.

Total: \$189 — Senior Total: \$98

DIS-798-M Tu 6–8pm Mar 5–Apr 16  
J. Klapac CPB 211

**Beginning Birding** LLI

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

Total: \$69 — Senior Total: \$35

HGN-016-H M 10am–12pm Feb 19–Mar 4  
K. Barylski CPB 213

**Bird Walk**

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

Total: \$25

HGN-018-M M 10am–12pm Mar 11  
K. Barylski

## LANGUAGE &amp; 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: \$188 — Senior Total: \$80

LAN-257-G TuTh 6–7:30pm Jan 30–Feb 29  
R. Bender CPB 213

**Continuing French** LLI

Expand on your journey of mastering the French language. Examine French grammar, comprehension, verb conjugations, and cultural influences to expand on conversational French understanding. Prerequisites: For those who have taken Foundations of French or previously studied the French language and would like to refresh their memories and continue the learning process.

Total: \$188 — Senior Total: \$80

LAN-260-M TuTh 6–7:30pm Mar 5–Apr 4  
R. Bender CPB 213

**NEW! Unknown to Bestseller** LLI

The “Unknown to Bestseller” course, taught by Lisa Proulx, an international and award-winning author, is designed to equip aspiring authors with the knowledge and skills needed to navigate the challenging journey from being an unknown writer to becoming a bestselling author. Through a series of practical lessons and discussions, students will learn the critical steps involved in publishing, marketing, and promoting their books. This course will cover topics such as pre-publishing preparations, social media marketing, writer's conferences, handling negative reviews, book signings, supporting fellow authors, and entering book award contests.

Total: \$139 — Senior Total: \$60

ANE-558-G Th 6–8pm Jan 25–Feb 29  
L. Proulx CPB 210

**IMPORTANT COURSE COMMUNICATION INFO:**

When you register for a WSCE course you will be assigned an HCC student email address, plus access to Microsoft Office 365 programs! You will receive a text message with information about your log in after registration.

This is HCC's primary form of communication: Make sure to check your student email on a regular basis for course information and updates!

**PERSONAL FINANCE**

**Stocks, Bonds, & Investing**



Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven't the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here. Students must register through Ed2Go online first at the following website: <https://www.ed2go.com/hagerstown/online-courses/stocks-bonds-and-investing-oh-my/>

Total: \$125 — Senior Total: \$103

PDV-684-GE	ONLINE: <i>At your own pace</i>	Jan 17–Feb 23
PDV-684-ME	ONLINE: <i>At your own pace</i>	Mar 13–Apr 19

**Be Prepared with a Will**

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

Total: \$25

MON-032-H	M 10am–12pm <i>K. Barylski</i>	Feb 5 <i>CPB 232</i>
-----------	-----------------------------------	-------------------------

**Alphabet Soup & 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-H	M 10am–12pm <i>K. Barylski</i>	Feb 12 <i>CPB 232</i>
-----------	-----------------------------------	--------------------------

**Introduction to Social Security Benefits**



Social Security retirement benefits have almost everyone confused. 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: \$49 — Senior Total: \$35

MON-033-H	M 6:30–8:30pm <i>K. Barylski</i>	Feb 26–Mar 4 <i>CPB 230</i>
-----------	-------------------------------------	--------------------------------

**Investment Strategies for Seniors Through Options**



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

Total: \$125 — Senior Total: \$75

MON-034-M	MW 1:30–3:30pm <i>R. Bender</i>	Mar 18–27 <i>CPB 213</i>
-----------	------------------------------------	-----------------------------

**TRAVEL**

**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. Departure is from the Valley Mall Center.

Total: \$65

SEN-196-M	Tu 7am–5:30pm <i>Staff Instructor</i>	Mar 19
-----------	--	--------

**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: \$65

SEN-144-M	Tu 7am–5:30pm <i>C. Miller-Schultz</i>	Mar 19
-----------	---	--------



Workforce Training Program



Scholarship Available



Online/Hybrid/Remote

# ADULT EDUCATION

Scan code for



MORE INFO

## AIM FOR SUCCESS

IMPROVE  
ENGLISH  
ABILITY

ENHANCE  
MATH, WRITING,  
and READING  
SKILLS

ACQUIRE  
HIGH SCHOOL  
DIPLOMA

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

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

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

Make a phone call and get started!

Speak to someone who looks forward to partnering with you.

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

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

**HCC Main Campus**

11400 Robinwood Drive  
Hagerstown, MD 21742

**HCC Valley Mall Center**

17301 Valley Mall Road  
Hagerstown, MD 21740



**Start moving towards success today.**



# CUSTOMIZED CORPORATE TRAINING

HCC partners with your organization to identify, understand, and address internal issues. Professionals at HCC customize training programs unique to your company and employees.

“

*HCC staff was flexible, detail-oriented, and open-minded. We value our partnership in providing workforce solutions to enhance the job skills of those who need them.*

Western Maryland Consortium

”

Let us know what corporate training your organization needs!



Maureen Kolb  
240-500-2490

“

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

Washington County Free Library

”

[hagerstowncc.edu/customized-training](https://hagerstowncc.edu/customized-training)



# Credit Career Programs

In addition to the Workforce Solutions and Continuing Education courses shown in this booklet, HCC also offers credit programs and courses that are applied toward an associate degree or certificate. Listed below are the credit career programs. Those listed on the next page are specifically designed for transfer to a four-year university.

Accounting and Business  
Administration of Justice  
Administrative Assistant  
Advanced Manufacturing (ADM)  
ADM: Electronics Technician  
ADM: Industrial Technology  
Alternative Energy Technology (AET)  
AET: Solar Energy Installation and Service  
Biotechnology  
Child Care Professional  
Commercial Vehicle Transportation  
Specialist (CVT) (Class A)  
CVT: Transportation Administration  
CVT: Transportation Management  
Computer Tomography Imaging  
Cybersecurity (CYB)  
CYB: Cyber and Network Security  
Dental Assisting  
Dental Hygiene  
Digital Instrumentation and  
Process Control  
Early Childhood and Primary Grades  
Education  
Electrical Engineering Technology  
Entrepreneurship  
Fitness Training  
Graphic Design Technology (GDT)  
GDT: Computer Graphic Artist  
GDT: Graphic Production Specialist  
Health Information Management (HIM)

HIM: Electronic Health Records  
Human Services  
Human Services Technician  
Industrial Technology (INT)  
INT: Welding and Fabrication  
Information Systems Technology (IST)  
IST: Computer Support Specialist  
IST: Digital Forensics  
IST: Interactive Design and  
Game Development  
IST: Network Administration  
Magnetic Resonance Imaging  
Mammography  
Management  
Management: Marketing  
Mechanical Engineering Technology (MET)  
MET: Computer-Aided Design  
Nursing  
Paralegal Studies  
Practical Nursing  
Radiography  
Substance Abuse Counseling  
Technical Studies  
Unmanned Aerial Systems  
(drone technology)  
Web and Multimedia Technology (WEB)  
WEB: Web Site Development  
WEB: Web/Multimedia Development



# Credit Transfer Programs

Administration of Justice

Arts and Sciences

Biology

Business Administration

Chemistry

Community Health

Computer Science

Cybersecurity

Dance

Early Childhood Education/

Early Childhood Special Education

Education

Elementary/Special Education

Engineering Science

English

Environmental Studies

Exercise Science and Health

Foreign Language

General Studies

Graphic Design

History

Human Services

Mathematics

Music

Paralegal Studies

Physics

Political Science

Pre-Pharmacy

Psychology

Secondary Education, English

Sociology

Theater

Visual Arts

For more information,  
visit [www.hagerstowncc.edu/bestfuture](http://www.hagerstowncc.edu/bestfuture)



## Opportunity & Accessibility

See full statement on page 44.

## 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 44

## Emergency Closing

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

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

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

## Non-Credit/Credit Shared Courses

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

## Certificate/CEU Information

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

## Code of Student Conduct

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

## Smoking Policy

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

## ed2go Online Course Registration Information

Online courses offered by HCC can be attended based on your personal schedule, day or night. New classes start on the second Wednesday of each month with two lessons posted each week. Print the online registration form and forward it along with your payment to Hagerstown Community College, Continuing Education Registration. Questions? E-mail us at [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu).

# HOW TO REGISTER

## Choose YOUR Option:

- **NEW! ONLINE** via Instant Enrollment:  
**[hagerstowncc.edu/WSCEregistration](http://hagerstowncc.edu/WSCEregistration)**

Registering online is easy  
Follow the online tutorials.  
Visit the website (above)  
or scan the QR code.



- **IN-PERSON**

### Main Campus:

HCC Registration Office  
Administration and Student Affairs Building  
11400 Robinwood Drive  
Hagerstown, MD 21742  
• Monday – Friday: 8:30 a.m. – 4:30 p.m.

### Satellite Location:

14301 Valley Mall Road, Suite 455  
Hagerstown, MD 21740  
• Monday – Thursday: 8:30 a.m. – 7 p.m.  
• Friday: 8:30 a.m. – 4:30 p.m.  
• Saturday: selected hours

- **BY PHONE: 240-500-2236**

Registrations may be accepted  
by phone when paying with a credit card.

## CLASS ICONS

### ★ Workforce Training Certification (WTC)

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

### 💰 Scholarship Available

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

### 💻 Online / Hybrid / Remote

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

### LLI Lifelong Learning Institute

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

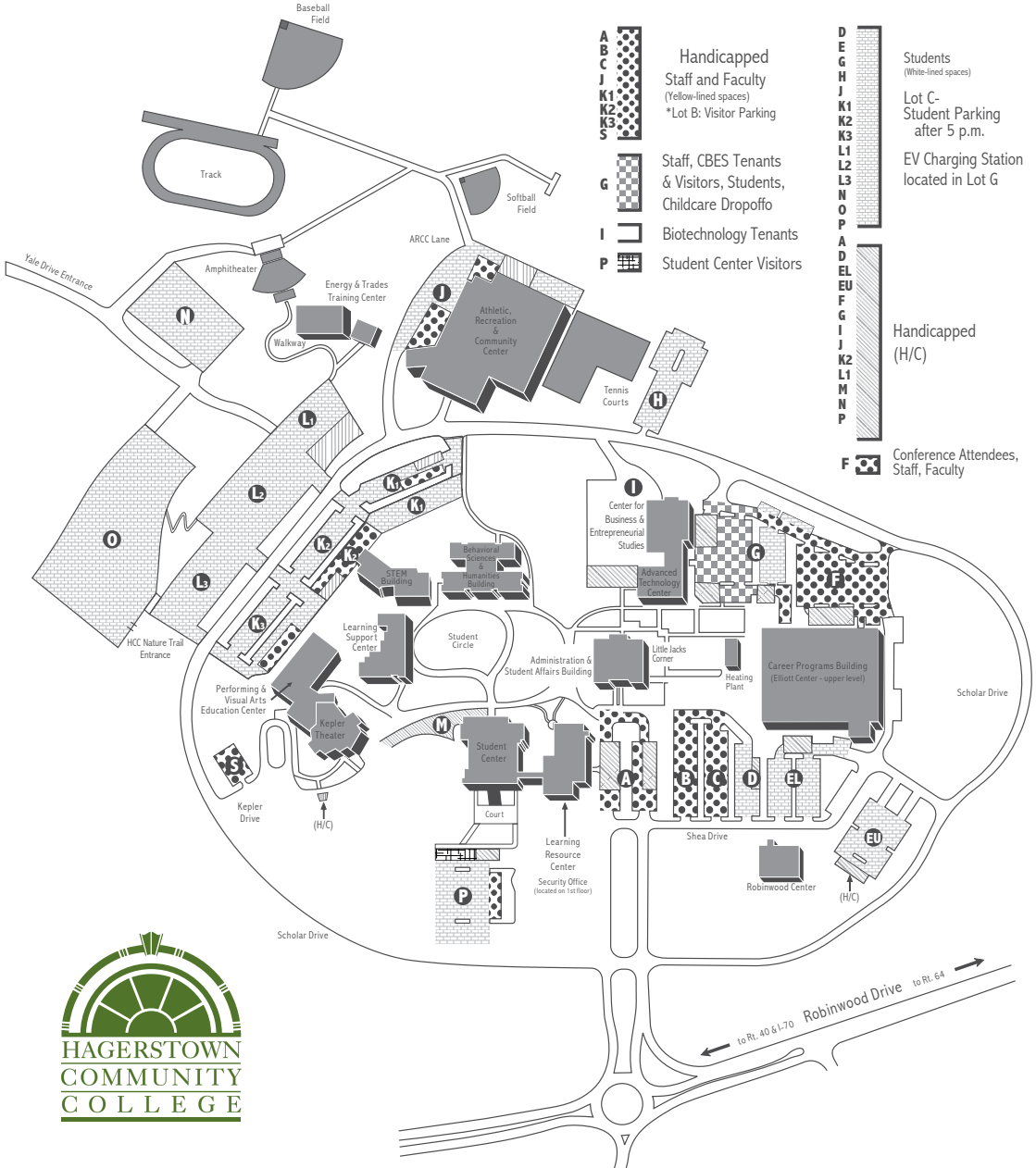
# CAMPUS MAP

## 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



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.

**Room  
Rates and  
Availability  
may vary**



### 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

Room  
Rates and  
Availability  
may vary

## 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!



## SCHOLARSHIPS AVAILABLE!

Are you considering an HCC workforce development program, but could use funding support before committing? The HCC Foundation has scholarships available for you!

Scholarship dollars are available for a variety of workforce development programs on a first come, first serve basis throughout the spring and summer terms. Applications are accepted on a rolling basis.



### APPLY TODAY!

Contact the HCC College Advancement office at 240-500-2348 or [collegadvancement@hagerstowncc.edu](mailto:collegadvancement@hagerstowncc.edu) for more information.

# INSTANT ENROLLMENT

This online registration system makes registering easy.

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

ONLINE REGISTRATION



Visit the website or scan the QR code:

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

## W S C E SCHOLARSHIPS AVAILABLE!



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

- Cannabis Dispensary Technician
- Certified Medical Assistant
- Certified Nursing Assistant
- Child Care
- CDL B
- Comprehensive Tax Prep
- 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](http://hagerstowncc.edu/funding)



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



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

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

## UNKNOWN TO BESTSELLER

### NEW!

Are you an aspiring author? This course will help you navigate the challenging journey to become a bestselling author.

Learn about:

- Pre-publishing preparations
- Social media marketing
- Writer's conferences
- Book signings
- Book award contests

& MORE!

See page 36



**Instructor, Lisa Proulx is an international  
bestselling & award-winning author**

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