

## HCC WORKFORCE SOLUTIONS AND CONTINUING EDUCATION









HAGERSTOWN COMMUNITY COLLEGE / NON-CREDIT CLASS SCHEDULE

# Workforce Solutions

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Kelly Weicht, Phlebotomy instructor

Pictured on the cover:

## 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 a variety of concepts relating to working in the current healthcare system, including medical terminology, HIPAA, patient rights, workplace professionalism, etc. 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 Work-Keys 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, so do not be late. Approval is required prior to registration for this course. Please complete the Allied Health Program Application in order to receive registration approval: www.hagerstowncc.edu/ah-app. There are two required textbooks that are not included in the price of the course. Text 1: ISBN: 978-1-64564-645-7. Text 2: ISBN: 978-1-61960-589-3

Total: \$239 — Senior Total: \$156

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



Please complete the Allied Health program application for CNA/GNA. Medical Assisting, or **Phlebotomy** 

www.hagerstowncc.edu/ah-app

#### **CERTIFIED MEDICAL ASSISTANT**

#### Human Anatomy and Physiology and Medical Terminology for Medical **Assistants**

This course, the first in a 5-part series, 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 the 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. This is a required course for the Certified Medical Assistant Program. NHA access code is included in the price of this course. No external materials are required. HCE 108 - Foundations for Healthcare Careers is a prerequisite for this course.

Total: \$380 — Senior Total: \$200

HCE-181-C	M 6-9pm	Sep 9–0ct 14
	Staff Instructor	CPB 161
	Th 6-9pm	Sep 5-Oct 10
	Staff Instructor	HYBRID

#### Clinical Medical Assistant I

Clinical Medical Assistant I is the second of a five-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. Students will learn basic patient skills, their role as a member of a health care team, disease processes, cultural diversity, infection control, and safety issues through lectures, discussion, and hands-on practice. This course provides the medical assistant student with the clinical theory and skills that are utilized in medical practice. Emphasis is placed on patient examinations, patient care and education, assistance with rehabilitative treatments and modalities, medical and surgical asepsis, and wound care. A review of basic pharmacology, including oral and parenteral drug administrations is also provided. NHA access code is included in the price of this course. No external materials are required. Pre-requisites: HCE-108 Foundations for Healthcare Careers, and HCE-181 Human A&P and Medical Terminology for Medical Assistants.

Total: \$1171 S

HCE-156-D	MTh 6-10pm	Oct 17-Nov 11
	Staff Instructor	CPB 161
	Sa 9am-1pm	Oct 19-Nov 9
	Staff Instructor	CPB 161

#### Clinical Medical Assistant II

Clinical Medical Assistant II is the third of a five-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. Students will continue to learn basic patient skills. their role as a member of the health care team, disease processes, cultural diversity, infection control, and safety issues through lectures, discussion, and hands-on practice. In CMA II, students will continue to build upon knowledge and skills learned in CMA I. This course focuses on a medical assistant's role in a variety of settings, as well as continued practice on all medical assistant skill competencies. NHA access code is included in the price of this course. No external materials are required. Successful completion of HCE 156 - Clinical Medical Assistant I is required. Completion of BLS CPR is required. Completion of Clinical Externship vaccination and health requirements must be completed prior to the end of this course.

#### Total: \$1171 S

HCE-157-E	MTh 6-10pm	Nov 14-Dec 12
	Staff Instructor	CPB 161
	Sa 9am—1pm	Nov 16-Dec 14
	Staff Instructor	CPB 161

## Medical Assistant Externship

Clinical Medical Assistant Externship is the fifth of a five-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. Students may have to travel up to one hour to their assigned externship site.

Total: \$879 S

HCE-161-A Schedule with Instructor

Aug 19-0ct 23



## **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.

#### PROGRAM COURSES

- **Foundations of Healthcare Careers**
- **Human Anatomy and Physiology** and Medical Terminology for Medical **Assistants**
- Clinical Medical Assistant I
- Clinical Medical Assistant II
- **Administrative Medical Assistant**
- **Clinical Medical Assistant Externship**

**SCHOLARSHIPS AVAILABLE!** 



www.hagerstowncc.edu/funding

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

#### **CNA/GNA COURSES**

#### 🗘 Certified Nursing Assistant I

This Maryland Board of Nursing (MBON)-approved course is designed to provide classroom and handson lab experience, including basic knowledge of healthcare team roles, communication skills, lifespan, and death and dying. Students will cover body systems, chronic and acute conditions, rehabilitation, and nutrition. Curriculum includes medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Learn and develop hands-on skills competency, while in a clinical lab setting. Prerequisite: A WorkKeys Assessment is required prior to registration and completion of HCE-108 Foundations for Healthcare Careers.

Total: \$848 — Senior Total: \$449

HCE-105-C TuWTh 5-9pm Sep 10-0ct 10 R. Banfe CPB 152

## Certified Nursing Assistant II

This course is part II of the MBON-approved CNA/GNA training program. It is designed to provide classroom and hands-on lab experience, including basic knowledge of healthcare team roles, communication skills, lifespan, and death and dying. Students will cover body systems, chronic and acute conditions, rehabilitation, and nutrition. Curriculum includes medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Successful completion of HCE-105 Certified Nursing Assistant I is required.

Total: \$699 — Senior Total: \$374 S

HCE-106-B	TuWTh 5–9pm R. Banfe	Aug 13—Sep 5 <i>CPB 152</i>
HCE-106-D	TuWTh 5–9pm R. Banfe	0ct 15–Nov 7 <i>CPB 152</i>

## Certified Nursing Assistant - Clinical

This course provides practical clinical experience for certified nursing assistant students. Topics include personal care skills, vital signs, transferring skills, etc. Schedule with your instructor. Successful completion of HCE 106 - Certified Nursing Assistant II is required.

Total: \$388 — Senior Total: \$160 🙈

HCE-107-C		Sep 9–30
	L. White	
HCE-107-E		Nov 11-Dec 13
	L. White	



## CERTIFIED NURSING **ASSISTANT**

#### CERTIFICATION SERIES ( ★



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

See class details for specific dates.

#### **COURSE LIST**

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

**SCHOLARSHIPS** AVAILABLE!

APPLY TODAY.

www.hagerstowncc.edu/funding

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





ONLINE **REGISTRATION** IS FASY!

SCAN CODE.

hagerstowncc.edu/WSCEregistration



Not sure where to start? Each Allied Health Program follows a specific course path to ensure you receive relevant and well-rounded training.

#### **Medical Assisting**

- Foundations of Healthcare (HCE-108)
- Human Anatomy & Physiology and Medical Terminology for Medical Assistants (HCE-181)
- Clinical Medical Assistant I (HCE-156)
- Clinical Medical Assistant II (HCE-157)
- Administrative Medical Assistant (HCE-160)
- Medical Assistant Externship (HCE-161)

#### Nurse Refresher

- Nurse Refresher Screening (HCE-036)
- Nurse Refresher Course Theory (NRS-988)
- Nurse Refresher Skills Lab (NRS-094)
- Nurse Refresher Clinical Practice (NRS-743)

#### Certified Nursing Assistant

- Foundations of Healthcare (HCE-108)
- Certified Nursing Assistant Module 1 (HCE-105)
- Certified Nursing Assistant Module 2 (HCE-106)
- Certified Nursing Assistant Clinical (HCE-107)

#### **Phlebotomy**

- ₱ Foundations for Healthcare Careers (HCE-108)
- Phlebotomy: Theoretical and Practical Applications (HCE-109)
- Phlebotomy: Clinical Externship (HCE-111)

#### **Medical Billing**

- Medical Terminology for Billing & Coding (HCE-196) online prerequisite
- Medical Billing AAPC Certified Professional Biller CPB (HCE-193) Starts Feb 25, 2025 @ FCC

#### **Medical Coding**

- Anatomy & Physiology for Medical Coding (HCE-195) online prerequisite
- ♦ Medical Terminology for Billing & Coding (HCE-196) online prerequisite
- Medical Coding AAPC Certified Professional Coder CPC (HCE-194) Starts Jan 15, 2025 @ FCC

## hagerstowncc.edu/coned/areas/nursing

#### **DENTAL HYGENIST CERTIFICATIONS**

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

This course provides dental hygienists with basic and current concepts in the administration and monitoring of nitrous oxide sedation. Topics include: history, philosophy, and psychology of nitrous oxide minimal sedation; physiological and psychological aspects 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. a written examination, two hours of clinical, and a competency evaluation. Course participants must pass the written examination with a 75% or greater and the clinical competency with a 100%. This course prepares students to pass the CDCA written nitrous oxide exam by the Maryland State Board of Dental Examiners. Textbook is not included in pricing. ISBN: 978-1455745470

Total: \$284

HCE-053-B Sa 8am-3pm I. Suminski

Aug 3 CPR 123

#### **HEALTHCARE CERTIFICATION**

#### **Certified Medicine Aide**

The Certified Medicine Aide (CMA) course is designed for individuals pursuing certification as a medicine aide. This course provides instruction on preparing, administering, and recording medications under nursing supervision in long-term care. Topics include the State of Maryland regulations, roles of the CMA, as well as the recognition, safe preparation, and administration of medications. This course meets the Maryland Board of Nursing's (MBON) requirements for state certification. Students are required to attend the full program and score a minimum of 80% in the theory portion. Students must also receive satisfactory marks in lab skills to advance to clinical. Students must pass clinical in order to successfully pass the program. Eligibility requirements include: 1.) bronze level WorkKeys Assessment, 2.) current GNA certification in good standing with MBON and one-year GNA experience totaling 2,000 hours in a Maryland comprehensive facility or a Maryland extended care facility within the last three years, and, 3.) a letter, on facility letterhead, of recommendation from the student's current Director of Nursing that includes verification of hours worked. Required forms can be found at: hagerstowncc.edu/docs/cma-verification-forms.

Total: \$775

HCE-154-C F 9am-5pm K. O'Brien

Sep 20-Nov 22 CPB 152, CPB 161

# INSTANT **FNROLLMENT**

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



**SCAN THIS** QR CODE **OR VISIT** THE WEBSITE

hagerstowncc.edu/WSCEregistration



ELL HEALTHCARE CAREERS

Start your career in healthcare and improve your English at the same time!

This program is designed for English language learners (ELLs) who want to work in the healthcare industry. ELL courses are available for the following careers:

- Certified Nursing Assistant
- Phlebotomy Technician

Programs begin every April

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

Contact the Program of Adult Literary Services for more information:

240-500-2487 or rkpowers@hagerstowncc.edu

SCHOLARSHIPS AVAILABLE!

APPLY TODAY.

www.hagerstowncc.edu/funding

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

## **NURSE REFRESHER**

Designed for the Registered 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 preceptor

#### COURSE LIST

- Nurse Refresher I Classroom Theory (NRS-988)
- Nurse Refresher Skills Lab (NRS-094)
- Nurse Refresher Clinical (NRS-743)

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

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

SCHOLARSHIPS AVAILABLE!



#### www.hagerstowncc.edu/funding

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



#### CNA Medicine Aide Recertification

This course provides current medicine aides with updated information on drug therapies and safe medication administration that 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% on the written final exam. Submission of the CMA Clinical Update Verification form by the student's employer prior to enrollment verifying the following is required. Students are required to have practiced as a CNA for 16 hours, practiced as a GNA for eight hours in a licensed nursing home, and practiced as a CMA for 100 hours in the two years immediately preceding admission to the CMA Clinical Update. Certifications will not be awarded without successfully completing the course. Please bring a stethoscope and drug book to class. Required forms can be found at: hagerstowncc. edu/docs/cma-verification-forms.

Total: \$109 — Senior Total: \$73

NRS-742-B	Sa 9am—6pm G. Haywood	Aug 24 <i>CPB 152</i>	
NRS-742-C	Sa 9am—6pm G. Haywood	Sep 28 <i>CPB 152</i>	
NRS-742-D	Sa 9am—6pm G. Haywood	Oct 26 <i>CPB 152</i>	
NRS-742-E	Sa 9am—6pm G. Haywood	Nov 16 <i>CPB 152</i>	
NRS-742-F	Sa 9am—6pm G. Haywood	Dec 14 <i>CPB 152</i>	

## **NEW! Anatomy and Physiology for Medical Coding**

This course is designed to teach medical coding students the basics of human anatomy and physiology and how it relates to medical records and coding. Students will learn about the structure and function of the body, various body systems, and anatomical terms.

Total: \$151

HCE-195-D	At your own pace	Oct 1—Nov 14 ONLINE
HCE-195-E	At your own pace	Nov 1—Dec 5 ONLINE

## **NEW! Medical Terminology for Billing** and Coding

Learn the language of healthcare to prepare for success in AAPC medical coding and/or billing certification classes. Students will learn how to interpret medical terms by recognizing root words, prefixes, and suffixes, and will explore how this terminology relates to specific human body systems and conditions.

#### Total: \$151

HCE-196-D	At your own pace	Oct 1—Nov 14 ONLINE
HCE-196-E	At your own pace	Nov 1—Dec 5 ONLINE

#### **NEW! Medical Coding - AAPC Certified Professional Coder CPC**

Would you like to translate the language of healthcare? This medical coding course will train you to review clinical reports and translate them into uniform medical codes used in the medical billing and reimbursement cycle. Upon successful completion you can sit for the AAPC Certified Professional Coder exam. Course fees cover the cost of the AAPC learning platform, two attempts for the CPC exam, one year membership to AAPC, and one year of Practicode access. Successful completions of the course, the AAPC exam, and Practicode will give students the experience needed to enter the workforce as a Certified Professional Coder (CPC). This class is held at Frederick Community College.

Total: \$1006

HCE-194-G Tu 6-9pm Jan 15-Jul 2 Staff Instructor

#### NURSING

#### **Nurse Refresher Screening**

This course is designed as a screening tool to assist RNs 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 to students who fail to meet eligibility guidelines or 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. The Nurse Refresher Screening is valid for one year. Please contact 240-500-2275 or kakoons@ hagerstowncc.edu to start the process.

Total: \$75

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

## Nurse Refresher Course Theory -**Hybrid**

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

Total: \$975 — Senior Total: \$585

NRS-988-C	M 6-10pm	Sep 16-Nov 20
11113 700 C	M. Brown, G. Haywood,	ONLINE
	C. Ware, H. Law	0.112.112
	W 6-10pm	Sep 16-Nov 20
	M. Brown, G. Haywood,	CPB 123
	C. Ware, H. Law	

#### Nurse Refresher Skills Lab

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

Total: \$479 — Senior Total: \$263

NRS-094-E	F 6-10pm	Nov 15
	M. Brown, R. Banfe	ONLINE
	Sa 9am—5pm	Nov 15-16
	M. Brown. R. Banfe	CPR 151

## Workforce Training Program

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

S = Scholarship Available

= Online / Hybrid / Remote

See page 50 for more information.

#### Nurse Refresher Clinical Practice

Successful completion of Nurse Refresher Course I - Classroom Theory and II - Skills Lab are required before participating in this clinical course. The course is designed to provide clinical application of the knowledge and skills gained from the classroom. Students are required to complete 60 clinical hours in a setting with a facility-assigned preceptor. Requirements include an inactive Maryland license, AHA-BLS certification, criminal background check, physical exam, and immunizations. Clinical placements will be coordinated through the Allied Health Program Manager. Due to the limited MBON-approved clinical locations currently affiliated with the college, students may have to wait for a placement to become available. WSCE will make every effort to place students quickly.

Total: \$349 — Senior Total: \$144

NRS-743-F Nov 25-Mar 28 Staff Instructor

## 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-E	Sa 8am—5pm	Nov 9-16
	L. Smiaelski	CPB 232

## **Drug Calculations Preparation**

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

Total: \$89 — Senior Total: \$43

NRS-733-D	Sa 9am-12pm	Oct 19-Nov 16
	R. D'Ambrisi	CPB 124

#### **PHLEBOTOMY**

## Phlebotomy: Theoretical and **Practical Applications**

In Phlebotomy: Theoretical & Practical Applications. students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic systems, 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 onsite clinical practice at local healthcare facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. The program prepares students to take several national certification exams. Prerequisite: HCE-108 Foundations to Healthcare Careers.

Total: \$1207 — Senior Total: \$656

HCE-109-C TuTh 5-9:30pm Sep 17-0ct 31 K Weicht CPB 175

## Phlebotomy Technician: Clinical **Externship**

This course provides students with hands-on work experience and practice to successfully perform the role and responsibilities of a phlebotomy technician in a professional setting. Successful completion requires 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

HCF-111-F Schedule with Instructor Nov 1-Jan 10



## **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!** 



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-B	Sa 8am—2pm <i>K. Weicht</i>	Aug 10 <i>CPB 175</i>
HCE-040-D	Sa 8am—2pm <i>K. Weicht</i>	Oct 12 <i>CPB 175</i>

#### **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 life-saving 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

	5	
NRS-923-B	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Aug 8 <i>CPB 124</i>
NRS-923-C	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Sep 12 <i>CPB 212</i>
NRS-923-D	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Oct 10 <i>CPB 212</i>
NRS-923-E	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Nov 7 <i>CPB 212</i>
NRS-923-F	Th 5—9pm LIFE-SAVING SOLUTIONS, LLC	Dec 12 <i>CPB 212</i>

#### **BLS Recertification**

Basic Life Support Recertification is provided by the American Heart Association to refresh healthcare professionals previously certified in recognizing life-threatening emergencies in 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-B     Th 6-8pm     Aug 15       LIFE-SAVING SOLUTIONS, LLC     CPB 212       NRS-924-C     Th 6-8pm     Sep 19       LIFE-SAVING SOLUTIONS, LLC     CPB 212       NRS-924-D     Th 6-8pm     Oct 17       LIFE-SAVING SOLUTIONS, LLC     CPB 212       NRS-924-E     Th 6-8pm     Nov 14       LIFE-SAVING SOLUTIONS, LLC     CPB 212			
NRS-924-C     Th 6-8pm LIFE-SAVING SOLUTIONS, LLC     Sep 19 CPB 212       NRS-924-D     Th 6-8pm LIFE-SAVING SOLUTIONS, LLC     Oct 17 CPB 212       NRS-924-E     Th 6-8pm Nov 14	NRS-924-B	LIFE-SAVING SOLUTIONS, LLC	CPB 212
NRS-924-E Th 6-8pm Nov 14	NRS-924-C	Th 6-8pm	Sep 19
NRS-924-E Th 6–8pm Nov 14	NRS-924-D	LIFE-SAVING SOLUTIONS, LLC	CPB 212
	NRS-924-E	Th 6-8pm	Nov 14

# BUSINESS & PROFESSIONAL DEVELOPMENT

#### **BUSINESS & MARKETING**

#### **NEW! Adobe Creative Cloud - SERIES**

This four course continuing education series is designed to enhance a student's professional skillset. Upon completion of this course, students will be well versed in the following Adobe products: Photoshop, InDesign, Adobe Cloud, and Illustrator. For detailed descriptions each class, please see the individual course description. Students are required to purchase discounted software for use during class (\$19.99/month)

Total: \$924 — Senior Total: \$374

PRD-993-B	Tu 6-8pm	Aug 27–Apr 8
	A. Guessford	KEP 210

#### **NEW! Adobe Photoshop**

This continuing education course is designed for students who wish to develop or enhance skills in the use and applications of Adobe Photoshop. Topics include a review of Photoshop's user interface, tools and tips for retouching photos, adding filters, overlays, and effects; digital color theory; colorization; methods for digital painting and photo editing; and working with masks, vectors, and brushes to further enhance photos. Students are required to purchase discounted software for use during class (\$19.99/month).

Total: \$231 — Senior Total: \$97

PRD-994-B	Tu 6-8pm	Aug 27–0ct 1
	A. Guessford	KEP 210

## **NEW! Adobe InDesign**

This continuing education course is designed to provide a comprehensive exploration of InDesign tools and capabilities. Participants will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents such as brochures, flyers, books and magazines. Topics include: working with font, character, paragraph and typography basics; inserting and editing text, objects and picture frames; drawing shapes; and working with color panels to create and apply colors and gradients. Students are required to purchase discounted software for use during class (\$19.99/month).

Total: \$231 — Senior Total: \$97

PRD-995-E	Tu 6-8pm	Nov 12-Dec 17
	A. Guessford	KEP 210

## 🗘 Nonprofit Management - SERIES

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: \$680 — Senior Total: \$282

PRD-954-D W 1-4:30pm Oct 16-Dec 11 J. Chambers CPB 214

#### The Big Picture: Mission, Vision, and Goals

This continuing education course is designed to give students a brief introduction to the world of nonprofits, including considerations for starting a nonprofit. 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-D W 1-4:30pm Oct 16-23 CPB 214 J. Chambers

## 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, ensure sound financial management, develop volunteer recruitment and management tools, and plan for effective program evaluation.

Total: \$170 — Senior Total: \$73

PRD-956-D W 1-4:30pm Oct 30-Nov 6 J. Chambers CPB 214

## Grant Writing

This continuing education course is designed for students who are responsible for finding grant opportunities, writing applications, and managing grant awards. Topics include setting a grant strategy, searching for grants, writing effective proposals, telling a compelling story, and understanding the grant review process.

Total: \$170 — Senior Total: \$73

PRD-574-E W 1-4:15pm Nov 13-20 1. Chambers CPB 214



## **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

## 🗘 Building an Engaged Board

This continuing education course will teach students purposeful strategies for board recruitment, onboarding, board development, and tips for effective governance. Students, both nonprofit staff and board members, will learn to help their board understand its role in advocacy and ambassadorship.

Total: \$170 — Senior Total: \$73

PRD-957-F W 1-4:30pm Dec 4-11 J. Chambers CPR 214

#### **NEW! Advanced Grant Writing**

This continuing education course is designed for professionals looking to advance their grant writing skills. Topics include budgeting, the federal grants process, research, evaluation, dissemination, compliance, fiscal management, reporting, and blended funding.

Total: \$199 — Senior Total: \$84

PRD-991-C MTu 12-1:30pm Sep 9-17 CPB 210 Staff Instructor

#### **Profit First**

This 5-week continuing education course helps business owners and self-employed individuals maximize their profit by implementing a unique cash flow management system. You will learn how to set aside money for profit, taxes, operational expenses, payroll, and taxes. Topics include cash flow management, profit distribution, and operational efficiency. Taught by Advanced Certified Profit First Professional, Bev Stitely, of Saunders Tax & Accounting, the course includes 5 weeks of training AND 5 one-on-one coaching sessions during that week with an accounting professional. Additional details: www.saunderstax. com/profitfirst.php HCC does not endorse or sponsor this program. The class is offered to provide a variety of learning opportunities to the community.

Total: \$500 — Senior Total: \$445

PRD-969-C M 3-4nm Sep 9-0ct 7 Staff Instructor ONLINE

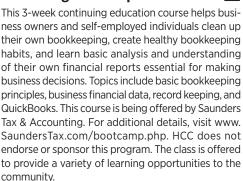
## Social Media Strategy for Business

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-C TuTh 9am-12pm Sep 10-12 K. Palmer VM 5

#### **Accounting Bootcamp**



Total: \$400 — Senior Total: \$357

PRD-967-D TuTh 10-11:30am Oct 15-30 Staff Instructor ONLINE

## Accounting Bootcamp (Co-working)



This 6-week continuing education course helps business owners and self-employed individuals clean up their own bookkeeping, create healthy bookkeeping habits, and learn basic analysis and understanding of their own financial reports essential for making business decisions. Plus, this course includes 3 additional 1-hour co-working sessions weekly. This motivates you to maintain good bookkeeping habits at a specific time with the benefit of an accounting professional available to answer any questions or address any problems. This course is being offered by Saunders Tax & Accounting, For additional details, visit www. SaundersTax.com/bootcamp.php. HCC does not endorse or sponsor this program. The class is being offered to provide a variety of learning opportunities to the community.

Total: \$600 — Senior Total: \$533

PRD-968-D TuTh 10-11:30am Oct 15-30 TuTh 10-11am Nov 5-19 Staff Instructor ONLINE



#### **LEADERSHIP & MANAGEMENT**

## Hagerstown Community College **Management Bootcamp-SERIES**

This 7-week bootcamp gives managers the skills to lead and supervise a team, as well as learn 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: \$1323 — Senior Total: \$543

PRD-901-C TuTh 5-8:30pm Sep 10-0ct 24 C. Forrester, C. McMillan,, CPB 213 L. Smith, T. Bloyer, R. Hendricks, J. Radish, C. Aaron

#### 🗘 Leadership Skills - The Essentials for Success

This course identifies and explores skills needed to lead yourself first, give direction, delegate, build trust, share power, lead by example, and enable others in an ever-changing world. Students will understand how attitudes, positive mindsets, and leadership ethics play a role in a leader's success. Participants will discuss and role play everyday leadership situations.

Total: \$189 — Senior Total: \$95

PRD-897-C TuTh 5-8:30pm Sep 10-12 C. Forrester CPB 211

## 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-C Sep 17-19 TuTh 5-8:30pm C. McMillan CPR 211

#### Moving from Customer Service to **Customer Care**

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

Total: \$189 — Senior Total: \$95

PRD-899-C TuTh 5-8:30pm Sep 24-26 L. Smith CPR 211



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.

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: \$1323 — Senior Total: \$530 S

PRD-901-C TuTh 5-8:30pm Sep 10-0ct 24

**SCHOLARSHIPS AVAILABLE!**  TODA

www.hagerstowncc.edu/funding

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

## Human Resource Management, Meaning, and Methods

The importance of human resource management has evolved in the workplace over time. Labor and civil rights legislation and various protections from discrimination in the workplace have added several layers to the processes of recruiting, hiring, performance management, 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-D	TuTh 3-8:30pm	0ct 1-3
	C. Aaron	CPB 211

## 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 to meet 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-D	TuTh 5-8:30pm	0ct 8-10
	T. Bloyer	CPB 211

## Project Management Essentials

Have you ever been handed a project and told to "make it happen", and now you're 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-D	TuTh 5-8:30pm	0ct 15-17
	R. Hendricks	CPB 213

## Coaching for Improved Performance

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

Total: \$189 — Senior Total: \$95

PRD-896-D	TuTh 5-8:30pm	Oct 22-24
	J. Radish	CPB 211

## Women at the Forefront: Leadership Development - SERIES

This six-month continuing education series is designed for leaders interested in growing their leadership skills. The series consists of three (3) courses created to develop the skills needed to lead ethically and morally, with an emphasis on faith-based values developed through scripture. Topics include values-driven leadership, servant leadership, culture, diversity, equity, inclusion, conflict resolution, self-advocacy, salary negotiation, and networking. Cornerstone for Women Leaders offers this faith-driven. professional leadership development program, which HCC does not endorse or sponsor. Please note: This course is based on providing the participant with a unique perspective about leadership based on lessons or parables from Scripture for instructional purposes only and not to convert or advocate a religious belief. Classes will be held the first Saturday of the month and are open to all.

Total: \$450 — Senior Total: \$191

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PRD-975-C	Sa 9:30am-12:30pm	Sep 7–Feb 1
	Staff Instructor	CPB 212
PRD-975-E	Sa 9:30am—12:30pm Staff Instructor	Nov 2—Apr 5 <i>CPB 230</i>

## **Conflict Resolution and Building** Relationships in a Diverse Workplace

This class is one in a series of three designed for leaders seeking to excel in the intricate dynamics of today's diverse and multi-generational workplace. Participants will delve into strategies for fostering an inclusive organizational culture, navigating cultural nuances, and promoting collaboration across diverse teams. Students will also learn how to acquire essential skills and strategies for effectively navigating and resolving conflicts within their teams and organizations, empowering them to cultivate a culture of collaboration, resilience, and continuous improvement. Cornerstone for Women Leaders offers this faith-driven, professional leadership development program, which HCC does not endorse or sponsor. Please note: This course is based on providing the participant with a unique perspective about leadership based on lessons or parables from Scripture for instructional purposes only and not to convert or advocate a religious belief. Classes will be held the first Saturday of the month and are open to all.

Total: \$150 — Senior Total: \$71

PRD-977-C Sa 9:30am-12:30pm Sep 7 & Oct 5 Staff Instructor CPR 212

## Self-Advocacy, Negotiation, and Networking

This class is one in a series of three designed for leaders interested in mastering the art of salary negotiation with confidence by understanding market value, discussing salary and benefits packages, leveraging achievements, and overcoming common challenges faced by women in negotiations. Students will also learn the art and science of networking, emphasizing the importance of building authentic, reciprocal relationships based on trust, sacrifice, and mutual benefit. Cornerstone for Women Leaders offers this faith-driven, professional leadership development program, which HCC does not endorse or sponsor. Please note: This course is based on providing the participant with a unique perspective about leadership based on lessons or parables from Scripture for instructional purposes only and not to convert or advocate a religious belief. Classes will be held the first Saturday of the month and are open to all.

Total: \$150 — Senior Total: \$71

PRD-978-E	Sa 9:30am-12:30pm	Nov 2 & Dec 7
	Staff Instructor	CPB 212

## Women Breaking Barriers and Valuesdriven Leadership

This class is one in a series of three designed for leaders in the workplace. Students will explore the unique challenges and opportunities that arise for women trailblazers in male-dominated industries. Participants will gain a deep understanding of the importance of their leadership while gaining strategies to overcome gender-related barriers, including imposter syndrome and self-doubt, to thrive as leaders. Using an intersectional lens, students will learn essential principles of values-driven leadership, emphasizing the role of women in shaping inclusive and morally grounded organizational cultures. Cornerstone for Women Leaders offers this faith- driven, professional leadership development program, which HCC does not endorse or sponsor. Please note: This course is based on providing the participant with a unique perspective about leadership based on lessons or parables from Scripture for instructional purposes only and not to convert or advocate a religious belief. Classes will be held the first Saturday of the month and are open to all.

Total: \$150 — Senior Total: \$71

PRD-972-G Sa 9:30am-12:30pm Jan 11 & Feb 1 Staff Instructor CPB 212

#### **WORKKEYS PREPARATION**

## WorkKeys Prep

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

Total: \$30

PRD-862-B	Th 5–8pm C. Coffin	Aug 1 <i>LSC 100</i>
PRD-862-C	Th 5–8pm C. Coffin	Sep 5 <i>LSC 100</i>
PRD-862-D	Th 5–8pm C. Coffin	Oct 3 LSC 100
PRD-862-E	Th 5–8pm C. Coffin	Nov 7 <i>LSC 100</i>
PRD-862-F	Th 5–8pm C. Coffin	Dec 5 <i>LSC 100</i>

# CERTIFICATION & LICENSURE

#### ANIMAL CARE

## 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. The hands-on portion of PET-060-B will be at Yappy Days Pet Grooming, 204 S Potomac St, Waynesboro, PA 17268. The hands-on portion of PET-060-C will be at Wags 2 Whiskers Pet Salon, 1675 E Main St, Waynesboro, PA 17268.

Total: \$2188 — Senior Total: \$1720 S

PET-060-B	MWF 9am—1pm D. Beasley, C. Staples	Aug 19—Sep 9 <i>CPB 230</i>
PET-060-C	MWTh 5–8:30pm N. Hardman, S. Willard	Sep 30–0ct 17 <i>CPB 124</i>

## 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.

Total: \$1331 — Senior Total: \$706 S

PET-061-C	MWF 9am—1pm	Sep 11–0ct 4
	D. Beasley, C. Staples	YAP MAIN
PET-061-D	MWTh 5-8:30pm	Oct 21-Nov 13
	N. Hardman, S. Willard	WAGS 2 WHISKERS

## Professional Pet Grooming II

This course is the third of three courses needed to complete Professional Pet Groomer Training. In this course, students learn more advanced techniques and learn how to groom and handle the most difficult breeds. Students will continue hands-on training where they are provided the opportunity to gain the knowledge and skills necessary to function safely and appropriately as a dog groomer.

Total: \$1517 — Senior Total: \$783

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PET-062-D	MWF 9am-1pm	Oct 7-Nov 1
	D. Beasley, C. Staples	YAP MAIN
PET-062-E	MWTh 5-8:30pm N. Hardman, S. Willard	Nov 14–Dec 12 WAGS 2 WHISKERS



## PET GROOMING

## CERTIFICATION SERIES 🙀



Learn a variety of skills essential for maintaining the health and appearance of animals. Topics include animal handling and safety, grooming techniques, business management and more.

#### **COURSE LIST**

- Principles of Professional Pet Grooming
- **Professional Pet Grooming Practices**
- Professional Pet Grooming Practices Part II

AM Class: 8/19/2024 - 11/1/2024 PM Class: 9/30/2024 - 12/12/2024

**SCHOLARSHIPS** AVAILABLE!

www.hagerstowncc.edu/funding

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

## Veterinary Assisting II

This course, the final in a series of three, includes both classroom instruction and clinical hours. Course content includes emergency care, anesthesia, surgery, and individual research. Students are required to complete 25 clinical hours, which allows students to gain hands-on, practical experience. A new cohort will start in the winter of 2025

Total: \$629 — Senior Total: \$256

PET-059-B M 5:30-8:30pm K. Tracey

Aug 5-Sep 30 VM 4

#### **CANNABIS**

#### **NEW! Foundations of Cannabis**

This continuing education course is designed for students interested in entry level employment within cultivation or extraction facilities. This course is designed to cover a wide variety of foundational and essential cannabis industry topics, including regulations, botany, medical cannabis, extraction, cultivation, production, breeding, quality control, and modern business design. Upon completion, students will be prepared to pursue entry level employment in the cannabis cultivation or extraction.

Total: \$586 — Senior Total: \$369

PRC-145-C MW 6-8pm Staff Instructor Sep 16-Nov 19 ONLINE

#### 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, cultural issues, legalities, therapeutic use, endocannabinoid system, cannabinoids, terpenes, and methods of consumption.

Total: \$438 — Senior Total: \$180 S

PRC-130-B Th 6:30-8:30pm L. Ward

Aug 29-Oct 31 CPB 210

#### Cannabis Technician II

This course is the second in a series of two designed to provide entry-level training to work in a cannabis dispensary. This course provides education on various methods of consumption, medical products, medical conditions, patient consults, Maryland compliance, and pathways within the industry.

Total: \$337 — Senior Total: \$140 S

PRC-131-E Th 6:30-8:30pm 1 Ward

Nov 7-Jan 23 CPB 210



## CAREERS IN CANNABIS

CERTIFICATION SERIES (\*\*)



#### CANNABIS TECHNICIAN

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

#### **NEW!**

#### CANNABIS PROFESSIONAL

These courses are designed to provide entry-level training to work in cannabis cultivation or extraction. Explore cannabis regulations, botany, medical cannabis, extraction, cultivation, production, breeding, quality control, and modern business design.

#### **COURSE LIST**

- **Foundations of Cannabis**
- Cannabis Cultivation
- **Cannabis Extraction**

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

#### **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: \$104

PRC-090-B At your own pace Aug 30-Dec 13 ONLINE

## 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: \$80

PLC-846-B ONLINE: At your own pace

Aug 30-Dec 13

## 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: \$80

PRC-001-B Aug 30-Dec 13 At your own pace ONLINE

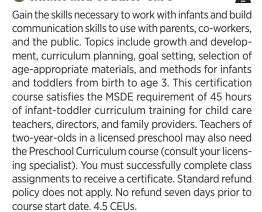
## Child Growth and Development

This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical development of children 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: \$280 S

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PLC-874-B	At your own pace	Sep 6–Oct 25 ONLINE
PLC-874-D	At your own pace	Oct 11-Nov 29 ONLINE

## Infant and Toddler Care



Total: \$304

PLC-875-C	At your own pace	Sep 9—Oct 28 ONLINE
PLC-875-D	At your own pace	Oct 7—Nov 25 ONLINE

## Preschool Curriculum and Activities

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

Total: \$304 S

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PLC-998-C	At your own pace	Sep 9–Oct 28 ONLINE
PLC-998-D	At your own pace	Oct 7—Nov 25 ONLINE

## 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: \$304 S

PLC-798-C	At your own pace	Sep 11—Oct 30 ONLINE
PLC-798-D	At your own pace	Oct 9–Nov 27 ONLINE

#### 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. Students must successfully complete all course requirements to receive a certificate.

Total: \$304 S

PLC-592-D At your own pace Oct 10-Nov 28 ONLINE

#### 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, critical techniques with a focus on communication with parents and co-workers, and communication issues within a typical child care day.

Total: \$139 S

PLC-652-D At your own pace Oct 28-Nov 11 ONLINE

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

The Child Development Associate (CDA) Credential is the most widely recognized national credential in early childhood education (ECE) and is a key stepping stone on this path to career advancement. HCC, in partnership with Howard Community College, is offering a specific course designed to navigate through the application process with time to create a 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 are required. 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: \$304

PRC-097-D At your own pace Oct 1-Nov 26 ONLINE

#### **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 for 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: \$80

PI C-824-B At your own pace Aug 30-Dec 13 ONLINE

#### **Engaging Children with Remote** Learning

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

Total: \$104

PRC-095-B At your own pace Aug 30-Dec 13 ONLINE

## Including All Children and the ADA

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

Total: \$80

PLC-828-B At your own pace Aug 30-Dec 13 ONLINE

## **Nutrition and Active Living**

Topics in this course 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: \$80

PLC-826-B At your own pace Aug 30-Dec 13 ONLINE



#### **Pandemic and Outbreaks: 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: \$104

PRC-096-B At your own pace Aug 30-Dec 13 ONLINE

#### **Playground Safety**

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

Total: \$80

PLC-827-B At your own pace Aua 30-Dec 6 ONLINE

#### **Pyramid Model for Social and Emotional Competence - Preschool**

Using the Pyramid Model of SEFEL (Social and Emotional Foundations for Early Learning), gain strategies for understanding, addressing, and preventing challenging behavior in children ages 3-5, and practice positive ways to support children with challenging behaviors toward social competence and success. MSDE Core of Knowledge: 18hrs CD. No fees refunded as of the first class date. No tuition refunded after the fifth class date.

Total: \$204

PRC-091-C At your own pace Sep 30-Nov 4 ONLINE

## Supervising Children in Child Care

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

Total: \$80

PLC-822-B At your own pace

Aug 30-Dec 6 ONLINE

## Supporting Children with Disabilities 💂

Topics in this course 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: \$80

PLC-829-B At your own pace

Aug 30-Dec 13 ONLINE

#### Taking Learning Outside

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

Total: \$80

PLC-825-B At your own pace Aug 30-Dec 13 ONLINE

#### **ENTREPRENEURSHIP**

## NEW! Principles of Entrepreneurship I

This continuing education course is the first of two designed for entrepreneurs and small business owners. Students will discover the critical aspects of starting and operating a small business. Topics include business planning, market research, pricing, margin analysis, budget management, accounting, human resources, and risk management.

Total: \$733 — Senior Total: \$448

PRC-148-C MW 5-8pm Staff Instructor Sep 9-0ct 23 CPB 232

## NEW! Principles of Entrepreneurship II

This continuing education course is the second of two designed for entrepreneurs and small business owners. This course provides instruction on the fundamental principles of business ownership, including business planning and legal business entity formation. Topics include available resources, growth strategies, financial management, funding sources, and marketing strategies.

Total: \$733 — Senior Total: \$448

PRC-149-D MW 5-8pm Staff Instructor Oct 28-Dec 16 CPB 232

#### **HOSPITALITY & RECREATION**

#### ServSafe

This course is for anyone seeking 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-B	Sa 9am-3pm	Aug 3-10
	D. Vermillion	CPB 210

#### TIPS ® (Training for Intervention **Procedures**)

This continuing education course is designed to enable students 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-B	Sa 9am-2:30pm	Aug 17
	D. Vermillion	CPB 210

#### PERSONAL TRAINER

#### Personal Trainer I

Personal Trainer I is the first course of a two-part series designed for individuals pursuing a career in the fitness industry by preparing them to take the American Council on Exercise (ACE) Personal Trainer certification. Topics include roles of the personal trainer, the ACE Integrated Fitness Model, behavior change, nutrition, health screening, fitness assessments, and exercise programming. Textbook is included.

Total: \$358 — Senior Total: \$208

PRC-118-C	Sa 9am—12pm	Sep 7–21
	B. Taylor	ARCC 224
	Sa 12-3:30pm	Sep 7-21
	B. Taylor	CPB 131

#### Personal Trainer II

Personal Trainer II is a continuation of the Personal Trainer program. Topics include the application of exercise programming for diverse populations, exercise considerations for those with chronic injuries and diseases, and legal guidelines. Required Pre-requisite: Personal Trainer I (PRC-118). Exam voucher included.

Total: \$728 — Senior Total: \$536 S

PRC-119-C	Sa 9am—12pm	Sep 28–0ct 12
	B. Taylor	ARCC 224
	Sa 12-3:30pm	Sep 28-Oct 12
	B. Taylor	CPB 211

#### PROJECT MANAGEMENT

#### 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 by PM ProLearn. Taught virtually by Zoom, the course is delivered in a 3-day format or a 6-evening webinar. Class times vary. \*Military veterans and their families are asked to call before registering if paying out of pocket.

Total: \$1559 — Senior Total: \$1423

PRC-135-B	TuWTh 8am-4:30pm	Aug 20–22
rnc-133-0	Staff Instructor	ONLINE

## **Project Management Professional -**PMP Prep

This continuing education course is designed to assist individuals in preparing 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 by PM ProLearn. Class schedule varies.

Total: \$2099 — Senior Total: \$1915

PRC-136-C	M-F 8am-4:30pm	Sep 23–27
	Staff Instructor	ONLINE

#### **REAL ESTATE**

# 😯 Real Estate Principles and Practices I

This course is the first in a two-part series designed for individuals who want to enter the real estate profession. It explores the concepts of real estate law. ownership, transfers of property, closings, brokerage, contracts, and listing agreements. Upon completion, students will be prepared to sit for the Maryland Real Estate Commission Certification Exam. Students must take Part I and Part II to sit for the exam. Books are included in the price of this course.

Total: \$298 — Senior Total: \$169

10tan 9270	Scinor rotali 9105	
PRC-125-C	TuTh 6-9pm	Sep 3–0ct 10
	O. Hale	ONLINE
PRC-125-E	Sa 9am-2:30pm	Nov 2-Dec 21
	L. Riggs	CPB 125

## Real Estate Principles and Practices II

This course is the second in a two-part series designed for individuals who want to enter the real estate profession. Students will learn various topics, including real estate financing, environmental issues, contracts, and legal aspects of Maryland real estate transactions. Upon completion, students will be prepared to sit for the Maryland Real Estate Commission Certification Exam. Students must pass both the Maryland and National final exams with a 70% to graduate from the course.

Total: \$206 — Senior Total: \$87

PRC-126-D	TuTh 6-9pm	Oct 15-Dec 5
	O. Hale	ONLINE
PRC-126-G	Sa 9am—2:30pm <i>L. Riggs</i>	Jan 11–Feb 22 <i>CPB 125</i>

#### TAX PREPARATION

## Comprehensive Tax Course I

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

Total: \$110 — Senior Total: \$104

PRC-132-N	TuTh 9am—12pm	Oct 8-Nov 7
	Staff Instructor	
	TuTh 6—9pm	Oct 8-Nov 7
	Staff Instructor	

## Comprehensive Tax Course II

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

Total: \$89 — Senior Total: \$84

PRC-133-N	TuTh 9am-12pm	Nov 12-Dec 12
	Staff Instructor TuTh 6—9pm	Nov 12-Dec 12
	Staff Instructor	



## COMPREHENSIVE TAX PREPARATION

## CERTIFICATION SERIES 🙀



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

#### **COURSE LIST**

- Comprehensive Tax Course I
- Comprehensive Tax Course II

## **COMPUTERS**

#### CAD

#### Computer-Aided Design (CAD) I

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

Total: \$519 — Senior Total: \$287

CMT-252-B M 4-5:15pm O. Bamiduro

Aug 26-Dec 15 ATC 116

#### COMPUTER REPAIR/NETWORKING

## CCNA: Networking I

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

Total: \$651

CMT-355-B W 6-9:55pm Aug 26-0ct 19 Sa 9am-2pm Aug 26-0ct 19 J. Drooger STEM 109/ 110



## **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 selfpaced 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** 

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

Total: \$587

CMT-356-D	W 6-9:55pm	Oct 21–Dec 15
	Sa 9am—2pm	Oct 21-Dec 15
	J. Drooaer	STEM 109/110

## **PC Tech: Repair and Troubleshooting**

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

Total: \$529 —	Senior	Total	: \$297
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CMT-150-B	M 5:30-8:15pm	Aug 26–Dec 15
	D. Leisher	ATC 200

#### **MS OFFICE**

#### **NEW! Microsoft Power BI**

Turn your spreadsheets and other data sources into decision making tools with Power BI. Business intelligence is the next step for companies or departments to determine success or failure in rapidly changing economic climates. Microsoft 365 account needed or a free Microsoft account can be set up before class.

Total: \$73 — Senior Total: \$40

CMR-261-C	W 9am-1pm	Sep 18
	R. Koziel	VM 2

#### Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

CMP-835-C	W 9am-4:30pm	Sep 11
	R. Koziel	VM 2
CMP-835-E	W 9am-4:30pm	Nov 6
	R. Koziel	VM 2

#### Microsoft Excel Level II

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

Total: \$127 — Senior Total: \$87

CMP-836-C	W 9am-4:30pm	Sep 25
	R. Koziel	VM 2
CMP-836-E	W 9am-4:30pm	Nov 20
	R. Koziel	VM 2

#### Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-D	W 9am-4:30pm	0ct 9
	R. Koziel	VM 2
CMP-693-F	W 9am-4:30pm	Dec 4
	R. Koziel	VM 2

#### HCC WORKFORCE SOLUTIONS

#### **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 1 includes computer basics, using the Microsoft Office suite, and an introduction to word processing, Spreadsheets, presentation software, and bookkeeping software.

Total: \$636 — Senior Total: \$383

CMR-031-C MW 5:45-8:45pm B. Rivera

Sep 4-Nov 13 VM 5

#### Office Associate Part II

Participants in this series obtain basic computer skills that complement the required duties of an office associate in a business working environment. As part of the Office Associate Certificate series, Part II emphasizes bookkeeping concepts and hands-on application using Quickbooks.

Total: \$139

CMR-041-E MW 5:45-8:45pm B. Rivera

Nov 18-Dec 11 VM 5





ONLINE REGISTRATION IS EASY! SCAN CODE.

hagerstowncc.edu/WSCEregistration



## 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!** 

www.hagerstowncc.edu/funding

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

# 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-C	Sa 8am—12pm	Sep 7–0ct 19	CPB 142
			142A
	P. Kelly, M. Kelly		FORGE
TRD-345-D	Sa 8am—12pm	Oct 26-Dec 14	CPB 142
			142A
	P. Kelly, M. Kelly		FORGE

## **Intermediate Blacksmithing**

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

Total: \$295 — Senior Total: \$168

TRD-368-D	Sa 8am-12pm	Oct 26-Dec 14
	P. Kelly, M. Kelly	CPB 142, 142A/FORGE

#### CONSTRUCTION

# Construction Equipment Operator Introduction

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

Total: \$323 — Senior Total: \$188 🔝

TRD-217-C	Sa 9am-4:30pm	Sep 7–14
	MW 6-8:30pm	Sep 7-14
	M. Livelsberger	ETTC 102, 101



## CONSTRUCTION TRADES COURSES

#### CERTIFICATION SERIES 🙀



Registered apprenticeship is the key to a career in the construction industry. Trades associations pave pathways for individuals interested in working for member companies in job roles, including:

- Electrician
- HVAC Technician
- Plumber
- Carpenter

Apprenticeship programs traditionally begin in the fall of each year, so don't miss your chance to start a career in the construction trades.

Contact Jack Drooger at 240-500-2453 or jadrooger@hagerstowncc.edu for next steps.

hagerstowncc.edu/construction

## Construction Equipment **Operator Skills**

Practice hands-on use of a variety of construction equipment while focusing on 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 S

TRD-218-C MW 6-8:30pm Sep 16-Oct 30 Sa 9am-4:30pm Sep 21-Nov 2 M. Livelsberger ETTC 101, ETTC 102

#### **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-C	Sa 9am-4:30pm	Sep 7–0ct 26
	TuTh 6-9pm	Sep 10-0ct 24
	E. Hazzard	ETTC 103.101

## 🗘 Diesel Technician Program Part II

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

Total: \$1748 — Senior Total: \$1328 🔝

TRD-313-D	TuTh 6-9pm	Oct 29-Dec 19
	Sa 9am-4:30pm	Nov 2-Dec 14
	E. Hazzard	ETTC 101, 103

#### **FORKLIFT OPERATOR**

## C Forklift Operator and **Material Handling**

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

Total: \$250 — Senior Total: \$135

TRD-234-F	F 9am-4pm	Dec 7–14
	T. Kroon	Bowman 146/152

#### **HOME INSPECTOR**

## Home Inspector Training

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

Total: \$1503 — Senior Total: \$1353

		_	
TRD-045-B	Sa-Sa 8am—6pm Staff Instructor	Aug 17–24 VM 8	
TRD-045-F	Sa-Sa 8am—6pm Staff Instructor	Dec 7–14 <i>VM 8</i>	

## C 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-B	Su 8am—6pm Staff Instructor	Aug 25	
TRD-213-F	Su 8am-6pm Staff Instructor	Dec 15	



## **BECOME A** LICENSED HOME **INSPECTOR**

#### certification series 🙀



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

AHIT is the nation's leader in home inspection training and training materials. This 72-hour class is an intensive 9-day bootcamp approved in Maryland as a first step toward licensing. For West Virginia licensing, an additional class day is needed for that state's 80 hour requirement.

To register call 240-500-2236 or visit hagerstowncc.edu/home-inspection

#### INDUSTRIAL TECHNOLOGY

## Introduction to CNC Programming

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

Total: \$299 — Senior Total: \$151

CNT-248-B Th 6-8pm Staff Instructor Aug 26-Dec 12 ATC 202

#### Introduction to CNC Lab

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

Total: \$299 — Senior Total: \$151

CNT-249-B

Th 8-10pm Staff Instructor Aug 26-Dec 12 ATC 202

#### **SMALL ENGINE**

## Small Engine Repair

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

Total: \$275 — Senior Total: \$145

TRD-124-C MW 6-9pm T. Kroon

Sep 9-Oct 30 CPB 230, GARAGE

## Advanced Small Engine Repair

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

Total: \$325 — Senior Total: \$255

TRD-021-E MW 6-9pm T. Kroon

Nov 4-Dec 9 CPB 230, GARAGE



## WELDING

## certification series 🌟



Build the knowledge and handson expertise needed for a career in commercial welding. Learn industry skills and safety practices from experienced instructors using state-of-the-art welding technologies in a 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

#### WELDING

## Intro to Welding

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

Total: \$550 — Senior Total: \$326

CNT-106-B	MW 5:30–8:15pm Staff Instructor	Aug 26–Oct 16 CPB 142, 142A
CNT-106-C	TuTh 5:30–9:30pm S. Staley	Sep 17–0ct 22 CPB 142, 142A
CNT-106-N	Tu 1–5pm <i>P. Gidich</i>	Sep 17—Nov 26 <i>CPB 142, 142A</i>
CNT-106-F	F 5:30–9:30pm <i>H. Wedlock</i>	Sep 20—Dec 6 <i>CPB 142, 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-E TuTh 5:30-9:30pm Nov 5-Dec 12 S. Staley CPB 142, 142A

## Intermediate Gas Metal Arc Welding - MIG

Focus on expanding your knowledge and skills using MIG equipment to create a variety of welds required for Structural Weld Code tests. Participants will work on fillet and groove welds in various positions and work with vertical sheet metal welds. Prerequisite: Intro to Welding

Total: \$550 — Senior Total: \$430

CNT-307-E TuTh 5:30-9:30pm Nov 5-Dec 12 CPB 142, 142A S. Staley

## 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-E TuTh 5:30-9:30pm Nov 5-Dec 12 S. Staley CPB 142, 142A

## Welding Layout and Fabrication

Building on introductory welding knowledge, this course is designed to introduce the material science of metals within fabrications, welding print reading along with welding procedures (WPS/PQR), basic fabrication tools and equipment, along with materials used in the layout and fabrication of a welding project with emphasis on designing a print based project that includes proposed cost estimation and projected time for assembly. Prerequisite: CNT-106, Intro to Welding. (Textbook Required)

Total: \$530 — Senior Total: \$368

CNT-116-D MW 5:30-8:15pm Oct 21-Dec 15 Staff Instructor CPB 142, 142A

## **TRANSPORTATION**

#### **CDL - COMMERICAL DRIVER**

## CDL Learner's Permit Prep

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

Total: \$28

TDV-044-B	WTh 6–9pm <i>B. Neiman</i>	Aug 7–8 <i>IND 200</i>
TDV-044-D	WTh 6–9pm <i>B. Neiman</i>	0ct 2–3 IND 200
TDV-044-F	WTh 6–9pm B. Neiman	Dec 11–12 <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

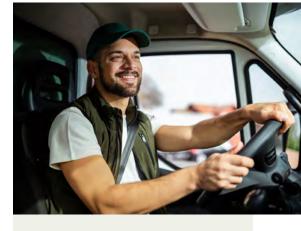
TDV-053-C	Sa 8am—4:30pm D. Mitchell	Sep 7–14 IND 200
TDV-053-D	Sa 8am—4:30pm D. Mitchell	Oct 26-Nov 2 IND 200

## CDL B Operator Skills

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

Total: \$1500 — Senior Total: \$840

TDV-054-C	Sa 8am—4:30pm D. Mitchell	Sep 21–0ct 19 IND RANGE
TDV-054-E	Sa 8am—4:30pm D. Mitchell	Nov 9—Dec 14 IND RANGE



# COMMERCIAL DRIVER

#### CERTIFICATION SERIES (\*\*)



Commercial truck drivers are in demand more than ever, and you can earn your CDL in as few as seven weeks. CDL A licensing prepares you to work as a tractor-trailer operator, and CDL B licensing allows you to become a box truck, dump truck, or other heavy truck driver. Create more opportunities by adding endorsements such as Passenger or Hazmat.

#### **COURSE LIST**

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

See individual class descriptions for details.

#### SCHOLARSHIPS AVAILABLE!



#### www.hagerstowncc.edu/funding

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

## **Intro to Unmanned Systems**

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

Total: \$403 — Senior Total: \$182

CNT-130-B	TuTh 1-2:15pm	Aug 26-Dec 15
	G. Betz	ETTC 101

#### **Drones: UAS Regulations**

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

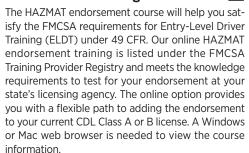
Total: \$185 — Senior Total: \$103

CNT-131-B Tu 2:30-3:20pm G Retz

Aug 26-Dec 15 ETTC 101

#### **HAZARDOUS MATERIALS**

## Hazardous Materials **Endorsement Training**



Total: \$58

TDV-118-B ONLINE: At your own pace Aug 16-Dec 31

#### **MOTORCYCLE**

#### **Basic Rider Class**

If you have limited or no motorcycle riding experience, our rider coaches will 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 who successfully complete MVA authorized written and skills tests 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

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MST-201-B	Th 6–9pm S. Gilbert SaSu 7:30am–12:30pm S. Gilbert	Aug 8 CPB 232 Aug 10–11 PARK EU
MST-201-U	Th 6–9pm S. McClain, M. Warren SaSu 7:30am–12:30pm S. McClain, M. Warren	Aug 22 CPB 232 Aug 24–25 PARK EU
MST-201-C	Th 6–9pm S. McClain SaSu 7:30am–12:30pm S. McClain	Sep 5 <i>CPB 232</i> Sep 7–8 <i>PARK EU</i>
MST-201-V	Th 6–9pm S. McClain SaSu 7:30am–12:30pm S. McClain	Sep 12 <i>CPB 232</i> Sep 14–15 <i>PARK EU</i>
MST-201-W	Th 6–9pm S. McClain, M. Warren SaSu 7:30am–12:30pm S. McClain, M. Warren	Sep 19 <i>CPB 232</i> Sep 21–22 <i>PARK EU</i>
MST-201-X	Th 6–9pm S. McClain SaSu 7:30am–12:30pm S. McClain	Sep 26 <i>CPB 232</i> Sep 28–29 <i>PARK EU</i>
MST-201-D	Th 6–9pm S. McClain SaSu 7:30am–12:30pm S. McClain	Oct 3 <i>CPB 232</i> Oct 5–6 <i>PARK EU</i>
MST-201-Y	Th 6–9pm S. McClain, M. Warren SaSu 7:30am–12:30pm S. McClain, M. Warren	Oct 10 <i>CPB 232</i> Oct 12–13 <i>PARK EU</i>

# DRIVER EDUCATION

# PERSONAL ENRICHMENT

#### **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-C	Sa 9am—12:15pm <i>K. Lamb</i>	Sep 14—Nov 16 ONLINE
DRV-001-D	MW 6–9:15pm E. Ferris	Sep 16–Oct 16 <i>CPB 210</i>
DRV-001-E	MW 6–9:15pm E. Ferris, K. Lamb	Nov 4—Dec 9 <i>CPB 210</i>

#### **Driver Education - Spanish**

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

Total: \$350 — Senior Total: \$214

DRV-010-D	TuTh 5:30-8:45pm	Oct 15-Nov 14
	J. Lemus	VM 6

#### **ART, MUSIC & PHOTOGRAPHY**

#### **NEW!** Painting I

LLI

This foundational course introduces students to materials and techniques, as well as formal and expressive considerations, in relation to representational painting. Emphasis is placed on color theory, pictorial space, and composition. Studies include still life and the human figure. Water-based paints are used. Students will produce a portfolio of paintings. -Cross-listed with Credit

Total: \$319 — Senior Total: \$132

ANE-567-B	TuTh 3-4:45pm	Aug 26-Dec 15
	S. Swacina	KEP 103

#### **NEW! Painting II**



Painting II is an advanced painting class that further develops the foundational skills and techniques learned in Painting I. Students will explore the composition of oil painting and create works that emphasize representational painting, including landscapes, figures, portraits, and still life. An introduction to the work of various artists and techniques that contribute to contemporary expression in the medium will supplement student learning to further enhance lessons throughout the course. Students will develop a portfolio of work for final review. -Cross-listed with Credit

Total: \$319 — Senior Total: \$132

ANE-568-B TuTh 3—4:45pm Aug 26—Dec 15 S. Swacina KEP 105



#### **Drawing I**

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-B TuTh 5-6:50pm Aug 26-Dec 15 S. Swacina KFP 103

#### **NEW! Photoshop for Hobbyist II** LLI

Delve into the world of digital art and design while continuing your Photoshop journey. Photoshop II will build on your skills as it is tailored for beginners with some experience to intermediate users, providing hands-on experience through practical exercises. With these resources, anyone can transform their creative hobby into a rewarding skill set.

Total: \$119 — Senior Total: \$52

ANE-570-B Th 6-8pm Aug 29-0ct 3 A. Guessford KEP 210

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

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

Total: \$59 — Senior Total: \$45

DSA-010-C M 6:30-8:30pm Sep 9-30 S. Schaefer KEP 103

## **NEW! Introduction to Stained Glass**

Have you admired the art of stained glass and thought about learning the craft? Join us for Introduction to Stained Glass where you will learn the art of assembling colored glass pieces into beautiful patterns and designs. Learn to cut, grind, and solder glass pieces to bring life to your creation. This is truly a class where craftsmanship meets artistry to create decorative art and a display of vibrant, light-catching projects that reflect both the skill and the creativity of their makers.

Total: \$239 — Senior Total: \$139

ANE-572-D W 6:30-8:30pm Oct 23-Nov 20 S. Schaefer ATC 105



DRAWING I

Unleash your creativity and hone your drawing skills at HCC! Learn the fundamentals of classical drawing, from proportion and shading to composition. Explore various drawing materials and begin crafting your own artistic portfolio. This course is cross-listed with credit.

Total: \$319 — Senior Total: \$156

ANE-561-B TuTh 5-6:50pm

Aug 26-Dec 15

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LLI

## Learn the Heritage Craft of Chair Caning

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

Total: \$95 — Senior Total: \$59

SEN-090-B	M 6-8:30pm	Sep 9–Nov 4
	G. Lum	VM 6
SEN-090-C	Th 12–2:30pm G. Lum	Sep 12–Nov 7 <i>VM 6</i>
SEN-090-G	Th 12-2:30pm	Jan 9–Feb 27
	G. Lum	VM 6

## **Music Exploration: Choral** Singing Ensemble

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-B Tu 4:30-6:30pm Aug 26-Dec 15 KFP 204 S. Kerr

LLI

### **Music Exploration: Contemporary Music Ensemble**

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-B TuTh 11:30am-12:45pm Aug 26-Dec 15 KEP 204 KFP 210 D Wehher

### 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-B Tu 9-10:30am Aug 26-Dec 15 D. Webber KEP 204

## Music Exploration: Wind Ensemble [11]

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-B M 4:30-6:30pm Aug 26-Dec 15 Staff Instructor KFP 204

### **Beginning Bluegrass Banjo**

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

Total: \$70

BI U-013-C M 5:45-6:45pm Sep 9–0ct 21 KEP 117 F. Maietta

## **Bluegrass Jamming**

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

Total: \$99

BI U-018-C M 7-9pm Sep 9-Oct 28 F. Maietta KEP 117

## **Nature and Wildlife Photography**

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

Total: \$79 — Senior Total: \$49

ANE-090-B W 6:30-8:30pm Aug 21-Sep 11 KFP 210 S. Schaefer

## **Portrait Photography**

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

Total: \$89 — Senior Total: \$59

ANE-282-C W 6:30-8:30pm Sep 25-0ct 16 S. Schaefer KEP 210

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#### **Basic Photography**

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

Total: \$89 — Senior Total: \$59

ANE-103-D M 6:30-8:30pm Oct 7-Nov 4 S. Schaefer KEP 210

### Advanced Photography

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

Total: \$89 — Senior Total: \$59

ANE-281-E M 6:30-8:30pm Nov 11-Dec 9 S. Schaefer KEP 209

#### **CULINARY**

## The Art of Mixology

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

Total: \$379 — Senior Total: \$195

PRC-029-C Th 5-8pm Sep 12-0ct 17 VM 4 C. Passwaters

#### **DANCE & RECREATION**

## **Ballroom Dance - Hustle** and Nightclub

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

Total: \$99 — Senior Total: \$55

DRC-003-C M 5:45-6:45pm Sep 9–0ct 7 KEP 101 J. Schein



## ONE-DAY MASTER **CLASS DANCE** CLINIC

## FOR HIGH SCHOOL AND COLLEGE **STUDENTS**

Enhance your dance skills in this dynamic, two-hour master class. Join an expert instructor as they guide you through exciting choreography, technique drills, and performance tips. More information coming soon!

Total: \$29

Sa 10:30am-12:30pm Oct 12

### Ballroom Dance - Rumba and Waltz LLI

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

Total: \$99 — Senior Total: \$55

DRC-002-D M 5:45-6:45pm Oct 14-Nov 11 J. Schein KFP 101

#### Solo Ballroom Dance

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

LLI

Total: \$89 — Senior Total: \$35

DRC-014-C W 6-7pm Sep 18-0ct 23 KEP 101 O. Gracheva

## **NEW! Introduction to Tango** and Swing

LLI

Enjoy the culture of South America through the language of dance. Join our classically trained instructor and discover ways to move your body while learning the art of the international Tango and Swing dance moves

Total: \$89 — Senior Total: \$40

DRC-017-C	W 7-8pm	Sep 18-0ct 23
	0. Gracheva	KEP 101

#### **Fall Nature Walk**

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

Total: \$19

DRC-011-C	M 10am-12pm	Sep 16
	K. Barylski	

## Fly Fishing

This course is designed to introduce lifetime fitness and an activity that the participant should be able to enjoy for the rest of their lives. Fishing fundamentals, skills, rules, strategies, safety, sportsmanship, and etiquette will be emphasized.

Total: \$97

DRC-013-D	Sa 9am—12pm	0ct 5-19
	W. Ruland	CPB 230

#### **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-D	F 9:30am–12pm C. Miller-Schultz	0ct 4–25	VM 2 HYBRID
SEN-377-M	M 6–8:30pm C. Miller-Schultz	0ct 7–28	VM 2 HYBRID

### **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-D	F 1:30-4pm	0ct 4-25	VM 2
	C. Miller-Schultz		HYBRID



Are you interested in intermediate ballroom dance classes?

Check them out online

www.hagerstowncc.edu/dancerecreation-courses

#### **HISTORY, CULTURE & RELIGION**

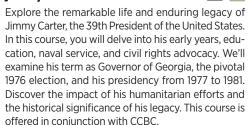
#### **NEW!** American Trivia: A Social History of the U.S.

Join us for a fascinating historical look at the U.S. as shown through the society and culture of different eras. Students will examine the history of the United States, from its beginnings, involving the unique society and culture that has changed and influenced people and places throughout its history. Discuss and evaluate changes and impacts of the American language, American food, drink, clothing, urban life, jobs, newspapers and magazines, comics and comic strips, mysteries and sci-fi readings, old-time radio and TV, travel, and more. This course is offered in conjunction with CCBC.

Total: \$99 — Senior Total: \$68

HCR-104-C M 7-8pm Staff Instructor Sep 30–Dec 2 ONLINE

## **NEW!** Century of Humanity: Jimmy Carter



Total: \$73 — Senior Total: \$50

HCR-103-D Tu 1-2:30pm Oct 1-22 Staff Instructor ONLINE

## **NEW! First Ladies of the United States:** Martha Washington to Dolley Madison 🖳 LLI

Learn about their lives, how they carried out their duties, how they espoused their specific causes, and how they handled many of their roles as wives, mothers, ambassadors, hostesses, managers, and helpmates to their husbands, the President.

Total: \$86 -Senior Total: \$59

HCR-105-D Oct 3-Nov 7 Th 1:30-3pm Staff Instructor ONLINE

## NEW! History of the Renaissance 💂 📖

This course will allow students to explore the "Renaissance" period of Europe from 1300 to 1600, which is a French word for "Rebirth." Students will evaluate the success of this period and the long-lasting impacts still felt in the modern world today. Topics under discussion include the Crusades and cultural exchanges, the geography of Europe, population, the birth and development of towns and cities, global trade, famous writers and thinkers of the period, artists, culture, and politics, and more. No class 11/29. Class is offered in conjunction with CCBC.

Total: \$99 — Senior Total: \$68

HCR-102-D W 4-5pm Oct 2-Dec 11 Staff Instructor ONI INF

#### **NEW!** The American Revolution: War in the Old West. 1775-1783

Embark on a captivating journey through the Trans-Appalachian West and the Gulf Coast, delving into the pivotal moments of the American Revolutionary War. Discover the intricate British war tactics. including their alliances with Loyalists and Native Americans, and the strategic maneuvers of George Rogers Clark in 1778 to claim the French Illinois territory. Uncover the details of the formidable British offensive in 1780, the subsequent American setbacks. and the critical role of Spain's opposition to Britain from 1775 to 1782. Investigate the experiences of women in these western frontiers and understand the significance of this region in shaping the peace treaties that concluded the war in 1782-1783.

Total: \$99 — Senior Total: \$44

HCR-101-C Sep 17-0ct 1 Tu 9am-12pm R. Swartz VM 4

## **NEW! John Adams: The Last Federalist President**

What happened in Adams' administration to cause the demise of Federalism? Explore the answers to this question as you delve deep into the George Washington and John Adams' presidential elections, the overwhelming support in the Electoral College, and the Democratic forces unleashed by the American Revolution.

LLI

Total: \$99

HCR-106-E Tu 9am-12pm Nov 5-26 R. Swartz VM 4

## Leadership/No Blame **Problem Solving**

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

Total: \$0

DIS-638-B ONLINE: At your own pace Aug 16-Dec 31

#### HOLISTIC HEALTH

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

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

Total: \$89

MBP-072-C	W 6:30–7:30pm <i>P. Cote</i>	Sep 18—Nov 20 <i>CPB 214</i>
MBP-072-G	W 6:30–7:30pm <i>P. Cote</i>	Jan 15—Mar 19 <i>CPB 214</i>

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

This course features the authentic Northern Wu style T'ai Chi Ch'uan, designed for students continuing their study from the beginning T'ai Chi course and for those who are ready from the start to experience a more challenging method of T'ai Chi Ch'uan practice. Stepby-step instructions are given in the movements and principles of the 37 posture Wu style T'ai Chi form. No previous experience with T'ai Chi is required if you are in good health and feel ready to begin your T'ai Chi experience at an intermediate level. Wear comfortable clothing and flat-soled shoes. Exclusions apply to pregnant women and those with moderate to severe knee osteoarthritis.

Total: \$89

MBP-073-C	W 7:30-8:30pm	Sep 18-Nov 20
	P. Cote	CPB 214
MBP-073-G	W 7:30-8:30pm	Jan 15-Mar 19
	P. Cote	CPB 214

### **Reiki for Beginners**

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

Total: \$119 — Senior Total: \$52

MBP-155-C	W 5:30-7pm	Sep 11–0ct 16
	N. Ellison	CPB 213

Participants are asked to bring a yoga mat.

and aromatherapy can help keep you feeling well-bal-

anced. Each class will include chakra specific Reiki.

#### **NEW! Reiki II**

LLI

LLI

Reiki is a stress reduction and relaxation technique 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 build upon the skills learned in Reiki for Beginners Level I and learn about the advanced chakra system 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-159-D	W 5:30-7pm	Oct 23-Nov 13
	N. Ellison	CPB 213

#### **NEW! Chair Yoga**



Learn how traditional yoga asanas (postures) can be adapted to be performed with a chair without any pressure on your hands, wrists, or knees. This class is designed for senior adults or anyone with limited mobility who would otherwise not be able to do traditional yoga poses and postures. This course is offered in conjunction with CCBC.

Total: \$68

MBP-158-D	Tu 9:30-10:30am	0ct 1-22	ONLINE
	Staff Instructor		

#### **Chair Pilates**



Focus on improving core strength, balance, posture, flexibility, breathing, muscle tone, and more in this modified program. Specifically designed to maintain independence and quality of life. Expect to practice exercises dealing with muscle strengthening, nervous system improvement, mental clarity, stress reduction, balance control, joint pain reduction, and more.

Total: \$68

Staff Instructor ONLINE

### 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-C	TuTh 9:30-10:30am	Sep 17-0ct 24
	S. Rodgers	HSA HALL
FIT-005-E	TuTh 9:30–10:30am S. Rodgers	Nov 5—Dec 17 HSA HALL

#### **HOME & GARDEN**

## **Beginning Beekeeping**

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-C	Tu 6-8pm	Sep 17–0ct 22
	J. Klapac	CPB 210

## Advanced Beekeeping



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-E	Tu 6-8pm	Nov 5-Dec 10
	J. Klapac	CPB 210

#### **LANGUAGE & WRITING**

### Speed Spanish III



Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just learning the recipes, but also to help you use them spontaneously so that you will never be at a loss for words! Students must first enroll online at the following website: www.ed2go.com/hagerstown/online-courses/ speed-spanish-3/

Total: \$125 — Senior Total: \$103

LAN-166-CE ONLINE: At your own pace Sep 11-0ct 18

#### Foundations of French



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

Total: \$188 — Senior Total: \$80

LAN-257-C	TuTh 6-7:30pm	Sep 10-0ct 10
	R. Bender	CPB 214

## **Continuing French**



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-D	TuTh 6-7:30pm	Oct 15-Nov 14
	R. Bender	CPB 214

## **Novel Writers' Boot Camp**



Whatever stage your novel is in, this class will help you take it to the next level! Come with a spark of an idea: we'll help get you to an outline. Bring an outline, we'll guide you in finishing a draft. Got a draft? We'll provide feedback as you revise, edit, and polish. If your novel is fizzling, bring it in and we'll find out what's needed to restore it to vigor!

Total: \$189 — Senior Total: \$80

ANE-564-C	Th 6-8pm	Sep 12-Nov 14
	I Castillo	ONLINE



## NOVEL WRITERS' BOOTCAMP

Ready to elevate your novel? This class is designed to help you at any stage of your writing journey!

Idea Generation: Turn a spark of inspiration into a structured outline.

**Outline Development:** Transform your outline into a complete draft.

**Draft Enhancement:** Receive constructive feedback to refine and polish your manuscript.

**Revitalization:** Breathe new life into stalled or struggling projects.

Register and bring your novel to life with expert guidance and a supportive community of fellow writers. Whether you're just starting or looking to perfect your final draft, this bootcamp is for you!

Total: \$189 — Senior Total: \$80

ANE-564-C Th 6-8pm Sep 12—Nov 14

#### **Unknown to Bestseller**

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-C Tu 6-8pm Sep 24-0ct 29 *L. Proulx CPB 230* 

## **Creative Nonfiction Writing**



Everyone has a story to tell! Seniors just had more years to collect material helpful for writing non-fiction creatively! Practice your writing in various forms: essays, memoir chapters, investigative stories. Hone your skill by focusing on literary techniques: narrative arc, character development, the power of verbs, and strong imagery. Supplement your knowledge and get inspired reading creative nonfiction masters: Susan Orlean, Lynda Barry, Donald Hall, Annie Dillard, and Alexander Fuller. Novice and experienced writers welcome. This course is offered in conjunction with CCBC.

Total: \$93 — Senior Total: \$64

ANE-569-D Sa 10–11:30am Staff Instructor

Oct 5-Nov 23

#### **PERSONAL FINANCE**

## Investment Strategies Through Options LLI

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

Total: \$125 — Senior Total: \$75

MON-034-B MW 1:30-3:30pm Aug 19-28 R. Bender CPB 214

#### Introduction to Wills

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

Total: \$25

MON-032-D Tu 6:30-8:30pm Oct 22 *K. Barylski CPB 232* 

### **Introduction to Social Security Benefits** LLI

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-E Tu 6:30-8:30pm Nov 5-12 K. Barylski CPB 232

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

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

Total: \$25

MON-043-E Tu 6:30-8:30pm Nov 19 K. Barylski CPB 232

#### **TRAVEL**

## Travel Light, Travel Easy

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

Total: \$25

DIS-595-C Tu 10am-12pm Sep 24 CPB 230 K. Barylski

#### **NEW! International Spy Museum -**Adult Ticket

Are you ready to accept the challenge and become a master spy? Dive into an interactive day at the International Spy Museum, where young agents-in-training can unlock the world of espionage! It's not just a visit, but a mission to uncover the secrets of real-life spies with gadgets and stories that will have you cracking codes, mastering disguises, and navigating through laser mazes as you embrace your inner spy and ignite your imagination. Departure is from Valley Mall Center.

Total: \$79

TRP-039-A Sa 8am-3pm Staff Instructor

#### **NEW! International Spy Museum -Child Ticket**

Are you ready to accept the challenge and become a master spy? Dive into an interactive day at the International Spy Museum, where young agents-in-training can unlock the world of espionage! It's not just a visit, but a mission to uncover the secrets of real-life spies with gadgets and stories that will have you cracking codes, mastering disguises, and navigating through laser mazes as you embrace your inner spy and ignite your imagination. Departure is from Valley Mall Center. Total: \$49

TRP-039-C Sa 8am-3pm Staff Instructor

Nov 2

#### Washington, D. C. White House Tour

Experience the festive spirit by securing a spot for a potential holiday tour of the White House! To ensure a chance at this opportunity, please provide the necessary information promptly, as it operates on a first-come, first-served basis. Required details for the background check include your full name with middle initial (as it appears on your driver's license/ state photo ID), date of birth, social security number, residence, and citizenship status. Remember to carry a photo ID for the security check. Be prepared for extensive walking and standing during the tour. Act quickly to register online as seats are limited for the tour request. Pickup and drop-off will be conveniently located at the Valley Mall. Don't miss out on this unique experience!

Total: \$89

7am-6pm DIS-480-FK Staff Instructor

## **NEW! New York City Rockettes**

Experience the magic of Christmas in New York City with a hassle-free journey. Immerse yourself in the festive spirit as you enjoy the famous holiday decorations, find the perfect gifts at iconic stores like Macy's, and be captivated by the legendary Radio City Music Hall Christmas Spectacular featuring the dazzling Rockettes. It's a day of enchantment and cheer, all without worrying about navigating the busy streets.

Total: \$279

TRP-038-F Th 5am-11pm Staff Instructor

Dec 12

Nov 2

## **NEW! New York Escape**

Join us for a delightful escape to the "Big Apple" and immerse yourself in the enchanting allure of New York City during the festive Christmas season. The day is yours to experience the city's winter wonderland, with iconic sights like the Rockefeller Center Christmas Tree and the holiday window displays along Fifth Avenue. Enjoy seasonal activities, from Central Park ice skating to Times Square's bustle. The day is yours to capture and create your own magical experience.

Total: \$119

TRP-037-F Th 5am-11pm Staff Instructor

Dec 12

## 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. Departure is from Valley Mall Center.

Total: \$69

SEN-144-D Tu 7am-5:30pm C. Miller-Schultz

0ct 8

## 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: \$69

SEN-196-D Tu 7am-5:30pm Staff Instructor 0ct 8



## WASHINGTON, D.C. WHITE HOUSE TOUR

Secure your spot for a holiday tour of the White House! Act fast to register online before the August 30th deadline.

#### **REQUIRED INFORMATION**

- Full name
- Date of birth
- Social Security Number
- Address of residency
- Proof of citizenship

Don't miss out! Space is limited and operates on a first-come, first-served basis.

Total: \$89

Payment will be due when tour date is confirmed. Please note a tour date is not guaranteed.



To register online, please scan the QR code.

## NYC HOLIDAY TRIP



## **CHOOSE YOUR ADVENTURE** Dec 12, 2024

Experience the vibrancy of New York City during the holiday season by going on an unforgettable day trip! Choose between exploring the city on your own or enjoying the Rockettes Christmas Spectacular.

#### **NEW YORK ESCAPE**

Embark on a day of adventure in the Big Apple! Experience the allure of famous landmarks such as the Rockefeller Center Christmas Tree and festive storefronts lining Fifth Avenue. Engage in seasonal delights like ice skating in Central Park and immersing yourself in the vibrant energy of Times Square.

\$119 | TRP-037-F

#### **ROCKETTES CHRISTMAS SPECTACULAR**

Experience the magic of the holiday season with a trip to New York City capped off by the renowned Rockettes Christmas Spectacular! Enjoy a day of sightseeing followed by an unforgettable evening at Radio City Music Hall.

\$279 | TRP-038-F

Learn more and browse day trips at hagerstowncc.edu/travel-day-trips.

## **HCC FOUNDATION**





## 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 served 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 collegeadvancement@hagerstowncc.edu for more information.



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 Advanced Manufacturing (ADM)

ADM: Electronics Technician ADM: Industrial Technology

Alternative Energy Technology (AET)

AET: Solar Energy Installation and Service

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** 

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



Administration of Justice Arts and Sciences Biology **Business Administration** Chemistry

Community Health **Computer Science** Cybersecurity

Dance

Early Childhood Education/ Early Childhood Special 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

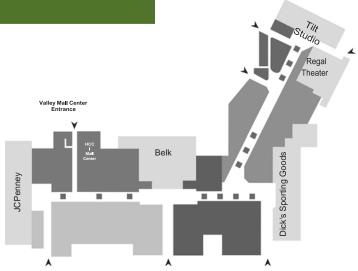
Secondary Education, English

Sociology Theater Visual Arts

For more information, visit www.hagerstowncc.edu/bestfuture



## VALLEY MALL MAP



HCC's Valley Mall Center is located on the back side of the Valley Mall, with a marked entrance between JCPenney and the Belk.

17301 Valley Mall Rd, Hagerstown, MD 21740

Directions to the mall are as follows:

#### From the North:

Take Interstate-81 South to Exit 5A.

#### From the South:

Take Interstate-81 North to Exit 5A in Maryland-Halfway Boulevard, bear right off of exit, mall is on the right.

Take Interstate-70 West to Interstate-81 North. Take first exit (1/4 of a mile) Exit 5A Halfway Boulevard, bear right off of exit, mall is on the right.

Take Interstate-70 East to Interstate-81 North. Take first exit (1/4 of a mile) Exit 5A Halfway Boulevard, bear right off of exit, mall is on the right.

#### From HCC's Main Campus:

Turn right onto Robinwood Drive. Proceed to third traffic light and turn left onto Dual Highway/US-40. Merge onto Interstate-70 toward Hancock. Take Interstate-70 West to Interstate-81 North. Take first exit (1/4 of a mile) Exit 5A Halfway Boulevard, bear right off of exit, mall is on the right. Proceed to the back of JCPenney to locate the HCC Center entrance.

## **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 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

## 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.

#### 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!

#### **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

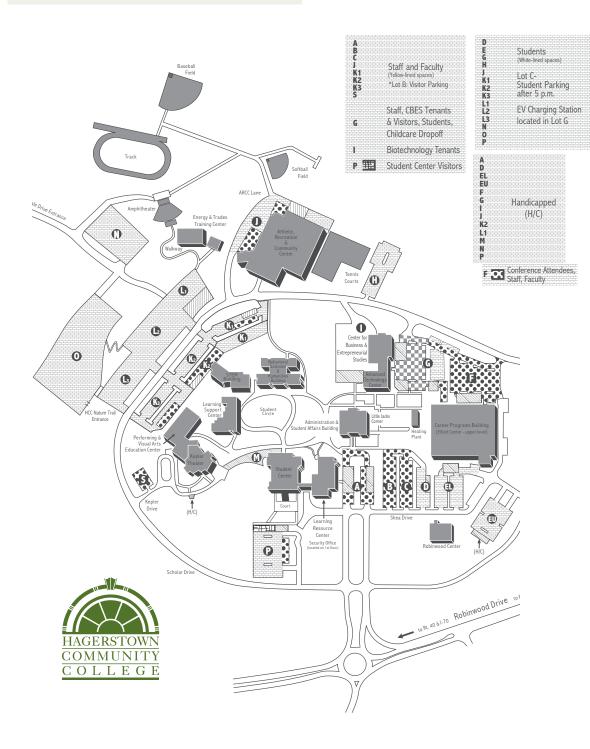
VMC Valley Mall Center

HSA Hagerstown Seventh-Day Adventist Church Hall

## **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.



## WSCE POLICIES

#### **Opportunity & Accessibility**

The College's Cultural Diversity Plan defines diversity as the recognition, appreciation and understanding of individual, group, and cultural similarities and differences that include, but are not limited to age, abilities and disabilities, ethnicity, language, gender, race, nationality, religion, socio-economic status, veteran status and sexual orientation. This plan is available through the following link on the College website: www.hagerstowncc.edu/ diversity. In addition, the College prohibits discrimination and harassment based on the protected categories of: race, religion, color, age (over 40), sex, national origin, sexual orientation, disability, veteran's status, marital status, gender identity, gender expression, genetic information and retaliation and will act swiftly and thoroughly to investigate all complaints and take appropriate 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.

#### **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.

Workforce Solutions and Continuing Education 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 Workforce Solutions and 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. Payment 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 Workforce Solutions and Continuing Education 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.

#### **WSCE POLICIES**, continued

#### **Emergency Closing**

Iln case of severe weather or other emergency conditions Students will receive a text message from the EverBridge system with information about delayed openings or closings.

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 Workforce Solutions and 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

## **HOW TO REGISTER**

## 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.

## Choose YOUR Option:



#### hagerstowncc.edu/WSCEregistration

Registering online in 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.



**REGISTRATION FORM** 

☐ Asian

Each student must use a separate registration form. Please send completed registration form and payment to the College.

Payment, invoice, or purchase order must accompany this registration.) This form may be duplicated.

☐ Student ID (if known)

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

#### nformation not used for admission. Federal regulations require colleges to eport enrollment data by ethnic, racial, and gender categories Ethnicity: Are you of Hispanic or Latino origin? Race: You may check more than one race. □ Native Hawaiian or Pacific Islander ☐ American Indian or Alaskan Native □ Not disclosed (60 and over) ☐ Yes ☐ No □ White□ Black or African American \* Program of Interest \* For Credit Card Use Only: □ Not disclosed □ Yes □ No Senior Citizen Birthdate

mo/day/yr)

Maiden/Former

₹

\* First

□ Other

☐ Mrs.

□ Ms.

□ Ā

County

Zip Code

\* State

Work

Phone: \* Home

\* City

E-mail Address

Mobile-

## Billing Address for Card Card Holder's Name ExpirationDate Social Security# Account No. Signature Total Your signature signifies that you agree to the refund policy. I certify that the information on this form is correct. **Fotal Fee** Begin Date The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule. Course Title Course# Signature

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

Workforce Solutions & Continuing Education

Registration Form



To avoid delay, please complete all information requested.

\* Fields are required for registration

Home Address

\* Last Name

# **INSTANT** ENROLLMENT

This new online registration system makes registering easy.

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

Visit the website or scan the QR code:

hagerstowncc.edu/WSCEregistration



STRATION

## W S C E SCHOLARSHIPS AVAILABLE!







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

- Breaking Barriers, Leading Boldly\*
- Cannabis Technician\*
- Certified Medical Assistant
- Certified Nursing Assistant
- Child Care\*
- CDL B
- Construction Equipment Operator
- Diesel Technician

- Principles of Entrepreneurship\*
- Forklift Operator
- Individual Tax Preparer\*
- Nurse Refresher\*
- Non-profit Management\*
- Management Bootcamp\*
- Office Associate\*

- Pet Groomina\*
- Personal Trainer\*
- Phlebotomy
- Project Management\*
- Real Estate\*
- Veterinary Assistant\*
- Welding
- Women at the Forefront\*

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



Contact us for additional information: Call 240-500-2236 or visit hagerstowncc.edu/funding





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



Advance your skills or start a new career operating heavy equipment at HCC.