

FALL 2017

HCC CONTINUING EDUCATION



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



www.hagerstowncc.edu/coned

Professional Pet Groomer Training August 2017 – December 2017

Professional Pet Groomer Training is a series of three courses totaling 115 hours of training. Students must complete all three courses in order to receive a certificate of completion. Certificates are not awarded for individual courses. Limited enrollment.

Principles of Professional Pet Grooming



This course is the first of three courses needed to complete Professional Pet Groomer Training. Students must also complete Professional Pet Groomer Practices Part I and Part II. This course covers the fundamental principles and terminology of pet grooming including grooming equipment, animal behavior and handling, dog anatomy, breed classes, CPR, cat review, hair and skin disorders, and familiarization with grooming room

set-up. This course is a prerequisite before clipping in Professional Pet Groomer Practices, Part I. (Textbook included in the material fee). Students must purchase approximately \$100 - \$200 worth of equipment on their own.

Class Limit: 10.

Fee: \$570

Course #: PET 011 B

Tuesdays and Thursdays 5pm-8:30pm • 8/8/17-9/7/17

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part I

Pre-requisite–Principles of Professional Pet Grooming – no exceptions. Students begin hands-on training. Bathing and brushing techniques and easy breeds for grooming. The course is held at Central Dawgma 1337 Pennsylvania Ave., Hagerstown, MD 21742. The material fee includes the use of dog grooming stations. Students must purchase \$300 - \$400 worth of equipment on their own prior to the second class. The course includes 11 classes of hands-on practice.

Class Limit: 10

Fee: \$951

Course #: PET 014 C

Tuesdays and Thursdays 5pm-8:30pm • 9/19/17-10/24/17

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part II

Pre-requisite–Professional Pet Grooming Practices Part I–no exceptions. Students continue hands-on training with complex breeds and techniques. The course is held at Central Dawgma 1337 Pennsylvania Ave. Hagerstown, MD 21742. The material fee includes the use of dog grooming stations. Students must purchase approximately \$200 worth of equipment on their own prior to the second class. The course includes 10 classes of hands-on practice and one lecture class with guest speakers.

Class Limit: 10

Fee: \$1201

Course #: PET 015 E

Tuesdays and Thursdays 5pm-8:30pm • 11/2/17-12/14/17 • No class 11/23

Main Campus–Career Programs Building/ Central Dawgma

AMERICAN MANAGEMENT ASSOCIATION



American Management Association®

American Management Association (AMA) courses are nationally recognized for their comprehensiveness and value. HCC instructors use AMA textbooks as the foundation and draw on their own expertise and experience to present material in the most timely and relevant manner. These courses are designed to help you become more effective in your present position and better prepared for advancement opportunities.



Certificate for 2017

AMA Certificate in General and Human Resources Management

This 49-hour program gives managers the skills to lead and supervise a team, as well as the basic principles of human resources management required for all supervisors to stay compliant with current HR laws and best practices.

The AMA certification program at HCC is self-directed. Students complete courses as time and funding permit. Courses are offered several times throughout the academic year and can be taken as a series, or individually. Certification is earned when the student completes all seven courses.

See next page for details.

For more information please visit www.hagerstowncc.edu/ama

AMA Training

AMA General and Human Resources Management Certificate

This 49-hour program gives managers the skills to lead and supervise a team, as well as the basic principles of human resources management required for all supervisors to stay compliant with current HR laws and best practices. This section includes the following seven courses at one low price (\$393 savings)

Total: \$1350 — Senior Total: \$1005

PRD-570-C Th 8:30AM–4:30PM Sep 28 – Nov 09
A. Kostreski, D. Hartman, M. Waltemire VM 3

Communication Skills for Managers

Communication is a critical skill for successful managers in all industries. Learn how to clearly deliver your message through the many forms of business communication: written, spoken, in person, and email. Identify their communication styles using the DISC assessment, understand and apply the four workplace communication styles, learn how to create safety for the person hearing the difficult message, and learn the five strategies for managing conflict.

Total: \$249 — Senior Total: \$213

PRD-429-C Th 8:30AM–4:30PM Sep 28
A. Kostreski VM 3

First Line Supervision

This course walks students through the transition from staff to supervisor and is the ideal resource for the new supervisors. Learn to get more done by motivating staff and turning your direct reports into team players. Students will increase their confidence, leadership skills, and job satisfaction by identifying the roles, competencies, and qualities of effective supervisors. Learn to build personal credibility and commitment from others, understand how to build a positive work environment and motivate employees, and practice delivering positive and instructional feedback.

Total: \$249 — Senior Total: \$213

PRD-555-D Th 8:30AM–4:30PM Oct 05
D. Hartman VM 3

Coaching for Top Performance

Workplace coaching is an essential skill for all managers in today's workplace. Ineffective managers gain their power from position and organizational

hierarchy, while highly effective managers gain their power from motivating, encouraging, and coaching employees to perform at their highest levels. This course uses the American Management Association's Coaching for Top Performance manual and will help you practice highly effective workplace coaching skills.

Total: \$249 — Senior Total: \$213

PRD-554-D Th 8:30AM–4:30PM Oct 12
M. Waltemire VM 3

Fundamentals of Human Resources

The nature and role of Human Resources (HR) has changed dramatically over the last few decades. This course will help you identify the role of HR management in your organization, and acquire the fundamental knowledge and skills needed for HR management.

Total: \$249 — Senior Total: \$213

PRD-700-D Th 8:30AM–4:30PM Oct 19
D. Hartman VM 3

Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices

Do you know what to do to protect your business, your employees, and yourself from legal liability? This course covers everything you need to know to safely hire, fire, and manage your staff. This course uses easy-to-follow guidelines to help you hire the best employees, manage your staff effectively, and, when necessary, terminate employees without legal ramifications.

Total: \$249 — Senior Total: \$213

PRD-506-D Th 8:30AM–4:30PM Oct 26
D. Hartman VM 3

Leadership Skills for Managers

Managing in today's dynamic, diverse workplace demands a new type of leadership. Leaders are asked to be visionaries, change agents, and coaches. This course outlines the skills necessary for individual and organizational success, including fostering collaboration and trust, challenging existing procedures, managing change, and building the five components of emotional intelligence. Students will identify and practice the attitudes and mindsets of effective leaders and understand why some leaders fail and others succeed.

Total: \$249 — Senior Total: \$213

PRD-675-E Th 8:30AM–4:30PM Nov 02
A. Kostreski VM 3

Successful Project Management

This course guides managers through every phase of effective project management including setting measurable objectives, developing a plan, controlling project schedules, costs and scope, meeting goals, developing effective relationships, and working with project stakeholders.

Total: \$249 — Senior Total: \$213

PRD-611-E	Th 8:30AM–4:30PM <i>M. Waltemire</i>	Nov 09 <i>VM 3</i>
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Business Seminars

Finding Your Funding: Identifying & Applying for Grants

Grant seeking is essential to the growth and survival of any entrepreneurial pursuit, and yet it is often pursued with great trepidation and no small amount of anxiety. The good news is that composing a high-quality grant application is a skill that can be learned and mastered using tools found in every entrepreneur’s tool box. This course is designed for individuals and organizations seeking to grow and sustain their business through grants and will provide them with the knowledge and resources to find grant opportunities. The course will also lead them through an interactive exercise in gathering and preparing the standard components of most grant applications.

Total: \$49

PRD-826-D	Tu 8:30AM–11:30AM <i>I. Staff</i>	Oct 10 <i>TIC 323</i>
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Entrepreneurship

Entrepreneur Boot Camp: Lean Method

Ready for an intensive focus on getting your business off the ground? Be part of an eight-week boot camp on launching your own company. Local business experts will step you through organizational structure, writing a business plan, developing your go-to-market strategy and officially launching your business by the end of the course. After eight weeks, you’ll hit the ground running.

Total: \$251

PRD-810-C	W 8:00AM–11:00AM <i>I. Staff</i>	Sep 13 – Nov 01 <i>TIC 323</i>
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Management

DISC for Supervisors

This course is designed for managers and supervisors who have completed the AMA series in General and HR Management or who have the equivalent management experience.

Total: \$259

PRC-038-D	W 8:30AM–4:30PM <i>C. Staff</i>	Oct 04 <i>VM 3</i>
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Using Emotional Intelligence in the Workplace

Today’s diverse workforce demands flexibility from managers and supervisors. By gaining an understanding of Emotional Intelligence, participants will become more self-aware, learn to self-manage and self-motivate, and elevate their ability to empathize with others. Increased Emotional Intelligence drives workplace performance. With increased E.I., communication skills become more flexible and at the same time more authentic.

Total: \$199

PRC-039-D	W 8:30AM–4:30PM <i>C. Staff</i>	Oct 11 <i>VM 3</i>
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Performance Reviews and Corrective Discipline

This course is designed to provide managers with the tools necessary to use performance reviews as a tool to improve and correct the performance of their subordinates. The target audience is anyone in a management or supervisory position.

Total: \$199

PRC-040-D	W 8:30AM–4:30PM <i>I. Staff</i>	Oct 18 <i>VM 6</i>
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Energy Leadership

Life is fast paced. In order to thrive in today’s world propel must have a true sense of who they are and how they show up in roles they paly in life. Energy leadership is the process that develops an effective style of leadership.

Total: \$199

PRC-041-D	W 8:30AM–4:30PM <i>I. Staff</i>	Oct 25 <i>VM 3</i>
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TIC | Technical Innovation Center
@ Hagerstown Community College

Upcoming Entrepreneur Events sponsored by Hagerstown Community College & TIC

- SCORE Business Roundtable – September 21, 2017
- NASA Goddard Outreach Event – September 2017
- Ft. Detrick Alliance Technology Showcase at the TIC - Fall 2017
- Tech at the Gap (www.techgap2017.com) – October 2017
- TEDCO Entrepreneur Expo - November 2017
- Mountain Maryland Tech Network Holiday Party – December 2017

Watch www.hcctic.com or follow Technical Innovation Center on Facebook
to stay up-to-date on current events at the TIC.
For further information call 240-500-2479



Get the latest information on Facebook!



Find us at facebook.com/HCCConEd

Management 2.0 Certificate Program New for 2017

The demands on managers today require expertise in communication, problem solving as well as leadership skills in order to remain competitive and ready for the next career challenge.

This 32 hour program consists of four courses will take your management career to the next level. Course instructors are experienced trainers in their areas of interest and bring relevant work experience into the classroom.

This 32 hour program seeks to elevate the skill level of managers and supervisors in today's workplace.

The Management 2.0 certificate consists of the following 8 hour courses:

- **DISC for Supervisors:** learn which communication style is most effective for you
- **Emotional Intelligence:** discover your capacity for empathy, self-awareness, and motivation
- **Corrective Discipline/Performance Appraisal:** learn to strengthen your work relationships through one on one communication
- **Energy Leadership:** find the key to your individual style of leadership

Students wishing to earn the Management 2.0 Certificate can enroll in the series of four classes and receive a substantial discount.

Students can also enroll in the individual class.
Course #: PRD 827 D



For more information visit www.hagerstowncc.edu
To register call: 240-500-2236



How to start and manage your own business

According to a recent study by the Small Business Administration (SBA), in any given year about 7% of the US working age population is actively engaged in efforts to start a business. This is the American dream. Many people aspire to become entrepreneurs but don't know how or where to begin. Developed and taught by a panel of SCORE counselors and local business professionals with direct, small business experience, this workshop provides strategies and insights on how to get started and how to sustain commercial momentum. The curriculum for this course is designed to help the budding entrepreneur understand the practical aspects of basic business principles, vitally important to both start-up and newly established enterprises – organization, sales, marketing, accounting, finance, legal, insurance, social media, and business planning. A workbook is included.

You can register by calling 240-500-2236, or by visiting www.hagerstowncc.edu/coned. For further details call 301-991-3126.

Fee: \$79
PRD 565 D Th 6 p.m.-8 p.m. 10/5/17-10/26/17 Tech Innovation Ctr 323



Getting Connected with Social Media

12 hour certificate program

This course is designed for anyone wanting to learn to use social media for professional networking and business marketing opportunities.

Explore which social media platforms are right for your professional goals including:

- Facebook
- Twitter
- LinkedIn



In this course participants will learn to:

- Set up and navigate social media platforms
- Post and update relevant material strategically
- Engage and connect with customers, friends and family.

Participants will practice posting pictures, comments, tweets and links to pages and accounts, discover how to create a 'closed group' within Facebook for short-term event planning or volunteer purposes (i.e. reunions, celebrations, non-profit event campaigns or activities). Participants will also learn how to ensure privacy and security while using social media platforms.

Successful students in this course are those with basic computer skills and who have a working knowledge of the social media platforms.

Getting Connected With Social Media: PRD 613D

To register call 240-500-2236 or go to www.hagerstowncc.edu/coned



Get the latest information on Facebook!



Find us at [facebook.com/HCCConEd](https://www.facebook.com/HCCConEd)

Child Care

HCC is offering 90 hours of child care training in partnership with Howard Community College through continuing education. To meet the requirements for certification as a child care teach, you must have a high school diploma or an approved certificate of high school equivalency, and have successfully completed two 45 hour courses.

All students must complete:

Child Growth and Development (45 hours)
Course #PLC 874
\$270

Students may choose one of the following courses based on preferred area of interest:

Infant and Toddler Care (45 hours)
Course #PLC 875
\$270

Preschool Curriculum & Activities (45 hours)
PLC 998
\$270

School Age Child Care: Curriculum (45 hours)
Course #PLC 798
\$270

Students with no prior college credits are also required to take:

Communication Skills (9 hours)
Course #PLC 652
\$118

Those seeking the Director certification, upon completion of the 90 hour certification program must take:

Child Care Administration (45 hours)
PLC 592
\$270

Upon registering online, please contact Mida Clipp at 240-500-2533 or mvclipp@hagerstowncc.edu.

An email will be sent from Hagerstown Community College with login and textbook information two weeks prior to the start of class.

Child Care

Medication Administration for Child Care Providers

The purpose of the medication administration training program is to teach child care providers and child care center staff information about administering medication to infants, toddlers, pre-school, and school-age children. The goal is to ensure safe and accurate administration of oral, topical, inhaled, and emergency medications to infants and children.

Total: \$99

PLC-457-F	Sa 9:00AM–3:30PM <i>I. Staff</i>	Dec 09 <i>CPB 214</i>
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MD Excel Series

is offered in partnership with Howard Community College. You will receive information from Kirstin Navarro at Howard Community College.

Child Care Administration

This course is designed to prepare licensed child care providers pursuing director positions to administer and manage a child care center. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors.

Total: \$270

PLC-592-C	–	Sep 14 – Nov 02 <i>ONLINE</i>
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Communication Skills for Child Care Professionals

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

Total: \$118

PLC-652-E	–	Nov 13 – Dec 04 <i>ONLINE</i>
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School Age Child Care: Curriculum

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

2553 prior to registering for this course.

Total: \$270

PLC-798-C	–	Sep 18 – Nov 06 <i>ONLINE</i>
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Observation and Assessment Birth to 12

Topics include objective vs. subjective observations, tools and methods, and using assessment to plan.

Total: \$48

PLC-821-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Age and Developmentally Appropriate Supervision

This continuing education course is designed for professionals in the education or child care career field and 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: \$48

PLC-822-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Positive Child Guidance and Discipline Theory

This continuing education course is designed for professionals in the education or child care career field and provides instruction on positive child guidance and discipline by examining theory and best practices. Topics include positive child guidance, discipline, appropriate techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance.

Total: \$48

PLC-823-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Developmentally Appropriate Practices

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

Total: \$48

PLC-824-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Taking Learning Outside

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

Total: \$48

PLC-825-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Nutrition and Active Living

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

Total: \$48

PLC-826-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Playground Safety

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

Total: \$48

PLC-827-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Including All Children and the ADA

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

Total: \$48

PLC-828-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Supporting Children With Disabilities

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

Total: \$48

PLC-829-C	–	Sep 11 – Dec 15 <i>ONLINE</i>
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Conflict Resolution Strategies

Topics include situations that may lead to conflict, methods to address professionalism, and strategies to promote resolution in the child care environment.

Total: \$48

PLC-830-C – Sep 11 – Dec 15
ONLINE

The Child Care Provider As a Professional

Topics include ethical codes of conduct, federal, state, and local resources, initiatives and organizations that support professionalism.

Total: \$48

PLC-831-C – Sep 11 – Dec 15
ONLINE

Cultural Competencies and Awareness

Topics include the definitions of anti-bias, diversity, and inclusion, the value and importance of complex characteristics of a diverse community, promotion of child self-concept and esteem, and multicultural activities.

Total: \$48

PLC-832-C – Sep 11 – Dec 15
ONLINE

Family and Community Partnerships

Topics include community resources that will benefit children and families, the importance of being an advocate for children and families, and strategies that will increase family involvement.

Total: \$48

PLC-833-C – Sep 11 – Dec 15
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: \$43

PLC-846-C – Sep 11 – Dec 15
ONLINE

Child Growth and Development

This online course is designed to prepare students for positions in child care centers: the course satisfies the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include: an overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical

development of the child from birth through age 12. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$270

PLC-874-D – Oct 27 – Dec 15
ONLINE

Infant and Toddler Care

This course is designed to provide an overview of infant and toddler care and curriculum planning based on child development theory and best practices for children birth through two years of age. It is approved by the Maryland State Department of Education (MSDE) for infant toddler teacher certification training. Topics include: curriculum planning, goal setting, and selection of age appropriate materials and methods. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$270

PLC-875-C – Sep 13 – Nov 01
ONLINE

Preschool Curriculum & Activities 45 Hours

This course is one in a series designed for prospective child care teachers and directors working with preschool-age children and provides instruction on developing career skills in child care curriculum planning. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$270

PLC-998-C – Sep 13 – Nov 01
ONLINE

Supporting Breastfeeding in Child Care

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

Total: \$48

PRC-001-C – Sep 11 – Dec 15
ONLINE

Family Child Care PreService

This course is designed to prepare prospective and new child care providers to start and operate a home-based child care business and meets state of Maryland pre-service training requirements for Family Child Care applicants. Topics include principles of child development, curriculum, special needs, health, safety and nutrition, professionalism, and community, as they are applied to family child care.

Total: \$280

PRC-012-C – Sep 11 – Dec 15
ONLINE

Resources That Guide Daily Planning

This course is designed to provide child care and education professionals with an overview of learning frameworks, standards, guidelines, and approved curriculum that will promote quality programing and enhanced learning. Topics include: Maryland State Department of Education-supported standards and resources, components of quality programming, and lesson planning.

Total: \$48

PRC-022-C – Sep 11 – Dec 15
ONLINE

Introduction to Environmental Rating Scale

This course is designed to provide child care and education professionals with an overview of environmental rating scales (ERS), the background of ERS, and the use of the ERS to assess the child care environment. Topics include: why Maryland

identified the ERS as a quality improvement tool, the various ERS instruments and how they are used, and assessment profiles and subscales.

Total: \$48

PRC-023-C – Sep 11 – Dec 15
ONLINE

Notary

Notary Public Principles and Practices

This course covers the principles of the notary public appointment and correct practices and procedures to operate within Maryland notary law. Topics include history, definitions, responsibilities and duties, and professional organizations available for career advancement. This is for those desiring to become a notary as well as commissioned notaries who want a better understanding of their appointment.

Total: \$87

PLC-954-E MTu 5:00PM–8:00PM Nov 06 – Nov 07
J. Cunningham CPB 214

Pool Operator



Certified Pool Operator

This course prepares the student to take and pass the State of Maryland Health Department Examination to become a Certified Swimming Pool Operator. Upon completion of the course and passing a required examination with a grade of 75 percent or better, the student’s records will be submitted to receive certification as a public pool/spa operator.

Fee includes text which is written by the course provider Aquatic Training Services. You must be 16 years old to register for this course.

Fee: \$130

PLC-809-C 9/25/17 – 9/27/17 Monday and Wednesday
8:30 am - 4:30 pm

Learn The Art of Mixology

The Art of Mixology

This course is an introduction to bartending and the art of mixology. It is designed for the home entertainer as well as those interested in a career in bartending. Students learn the basic bar set up, proper glassware, measuring tools, identification of various beers, wines, and liquors, as well as recipes for mixed drinks. Students will receive a bartending manual and a starter bartending kit.

Thurs., Sept 21 - Oct 26

5:30 - 8:30 pm

\$289

Course #PRC 029 C



TAM® (Techniques for Alcohol Management) Certification

This course is designed for those who seek employment in the hospitality industry and are required by law or by employer policy to be TAM® certified.

The TAM® program teaches:

- Professional and ethical conduct when serving alcohol
- Techniques for reducing alcohol related incidents
- Techniques for preventing illegal sale of alcoholic beverages to minors.

The TAM® program meets the certification requirements for the State of Maryland and Washington County and is recognized in PA, VA, and WV.

Thurs., Nov 2

5:30 - 8:30 pm

\$139

Course #PRC 042 E

Call 240-500-2236 to register.

Personal Trainer



HCC offers Certified Personal Trainer courses in partnership with W.I.T.S., the only major certifying body in the country providing comprehensive practical training and internship components (www.witseducation.com).

HCC offers additional online courses in a variety of topics, which are approved for continuing education credits once you have received your Certified Personal Trainer certification. The courses are offered online so you can complete them based on your schedule.

To see course descriptions and to register, visit www.hagerstowncc.edu/coned/areas/licensing.

Business Success for Fitness Professional

Exercise Program Design for Special Populations

Pregnancy Fitness

Running Well

Nutritional Concepts

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

Personal Trainer

Personal Trainer - Six Weeks

Become a Certified Personal Trainer with W.I.T.S. (www.witseducation.com). Take on a career that you can be proud of while earning a great living as certified personal trainer. The course includes 15 hours of lectures covering anatomy, health screening, exercise physiology, nutrition, muscle and skeletal injuries, etc. Students must pass a written exam and a one-on-one practical skills exam. The National Exam is held on the sixth and final day of class. Students are required to complete a 30-hour internship within 12 months of passing the final exam. Students need to provide proof of CPR/AED certification and internship hours prior to being awarded certificate. Students should order their books by calling 1-888-330-9487. Age Limit: 18 years and older. No refunds are given for this course

Total: \$657

PLC-940-D	Sa 9:00AM-4:00PM	Oct 07 - Nov 18 CPB 232
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Real Estate

Principles and Practices of Real Estate For Maryland

This course provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. Students must receive a 70 percent or better on the final in order to receive a certificate to take the MD real estate state examination. Students must arrive to class on time. The textbooks are as follows: Modern Real Estate Practices ISBN 9781427746122 and Maryland Real Estate Practice and Law ISBN 9781475421811. (Textbooks are not included in the materials fee)

Total: \$325

PLC-364-C	TuTh 6:00PM-9:00PM	Sep 19 - Nov 30 R. Beckwith, R. Fennel, R. Fairbourn CPB 212
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Residential Investment for RE Professional

This course is for the real estate professional to maintain their MD and PA Real Estate License. The course is an introductory overview of how to list and sell investment real estate effectively with an emphasis on the formulas required to determine the potential profitability of one property over another. DLLR 315-0694 and approved for 2.5 hours of MD continuing education. RECE002609 and approved for three hours of PA continuing education. Please bring a calculator to class.

Total: \$38

PLC-866-B	W 5:30PM-8:30PM J. Maravelis	Aug 09 VM 4
PLC-866-D	W 1:00PM-4:00PM J. Maravelis	Oct 04 VM 4

MREC Agency - Residential

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

Total: \$38

PLC-957-B	Th 9:00AM-12:00PM R. Fairbourn	Aug 17 VM 4
PLC-957-D	W 9:00AM-12:00PM R. Fairbourn	Oct 11 VM 4

MD Real Estate Legal and Legislative Update

This course meets the Maryland Real Estate Commission requirements for three hours of continuing education in category (A). Topics will include the most recent licensing law updates and local code enforcement updates.

Total: \$38

PLC-294-C	M 9:00AM-12:00PM R. Fairbourn	Sep 18 VM 4
PLC-294-E	F 1:00PM-4:00PM R. Fairbourn	Nov 03 VM 4

MD Real Estate Supervisor

This course is required by all Maryland real estate brokers, managers or team leaders after Jan 1, 2012, in order to renew their real estate license. The course reviews the Maryland Licensing Law requirements of supervision of agents.

Total: \$38

PLC-542-C	W 1:00PM–4:00PM <i>R. Fairbourn</i>	Sep 27 VM 4
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Real Estate Ethics

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

Total: \$38

PLC-282-D	W 9:00AM–12:00PM <i>B. Maloney</i>	Oct 18 VM 3
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Fair Housing Review & Updates

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

Total: \$28

PLC-466-E	F 9:00AM–11:00AM <i>R. Fairbourn</i>	Nov 17 VM 4
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Reverse Mortgages

This course meets the requirements of the MD Real Estate Commission for Continuing Education credits to renew a MD Real Estate License. The course is designed to educate real estate professionals on the FHA HECM program so that they will be better equipped to represent their senior clients in all real estate transactions. Knowledge of the government insured program will help them explain to the buyer the benefits of the program and how to use the program in a particular buy or sell situation. Many baby boomers will be using this loan program to purchase their retirement homes. Agents will be able to represent and guide the senior buyers.

Total: \$38

PLC-877-F	W 9:00AM–12:00PM <i>D. Martin</i>	Dec 06 VM 3
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Common Contract Issues

This course is for Real Estate agents. In Maryland, the Real Estate commission approves this course for 1.5 hours of continuing education. Topics covered include: earnest money deposits, both broker held and title company held, common buyer seller/ issues, property condition terms (as is, broom clean, etc.), the most recent standard contracts, electronic signatures, and non-standard contracts

Total: \$38

PLC-973-E	F 11:00AM–12:30PM <i>R. Fairbourn</i>	Nov 17 VM 4
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Pesticide Safety

HCC offers online pesticide courses that meet the requirements for certification in Pesticide Applicator and Business Licensing Requirements. Classes may be started at any time with a six-month access to the course.

Visit www.hagerstowncc.edu/coned/areas/licensing/pesticide for more information and to register.

Maryland Real Estate Continuing Education Online Courses

You can start anytime. Call 240-500-2553 to learn more.

Homes for All: Serving People with Disabilities

4 hours of Maryland CE credit in the professional enhancement category (F). *PLC 802 Fee: \$50*

The Truth About Mold

3 hours of Maryland CE credit in the professional enhancement category (F). *PLC 803 Fee: \$50*

Reverse Mortgages for Senior Home Owners

4 hours of Maryland CE credit in the professional enhancement category (F). *PLC 799 Fee: \$60*

Environmental Issues in Your Real Estate Practice

5 hours of Maryland CE credit in the professional enhancement category (F). *PLC 377 Fee: \$50*

Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). *PLC 309 Fee: \$50*

Maryland 3-hour Legislative Update Online

3 hours of Maryland CE credits in the required category (A) Legal and Legislative updates. *PLC 659 Fee: \$50*

Maryland Ethics and Predatory Lending Online

3 hours of Maryland CE credits in the required category (D) Ethics and Predatory Lending. *PLC 660 Fee: \$50*

Fair Housing (1 ½ Hours for Maryland)

1 ½ hours of Maryland CE credits in the required category (C) Fair Housing Law. *PLC 661 Fee: \$26*

Real Estate Finance Today

6 hours of Maryland CE credits in category (F) Professional Enhancement. *PLC 594 Fee: \$50*

Risk Management

6 hours of Maryland CE credits in category (F) Professional Enhancement. *PLC 687 Fee: \$50*

Red Flags Property Inspections

6 hours of Maryland CE credits in category (F) Professional Enhancement. *PLC 595 Fee: \$50*

Understanding Credit and Improving Credit Scores for RE Agents

3 hours of Maryland CE in category (F) Professional Enhancement. *PLC 596 Fee: \$50*

Foreclosures, Short Sales, and REOs

6 hours of Maryland CE credit in the category (F) *PLC 851 Fee: \$60*

Homes For All: Serving People with Disabilities

6 hours of Maryland CE credit in category (F) *PLC 848 Fee: \$60*

Reverse Mortgages for Seniors

2 hours of Maryland CE credit in category (F) *PLC 849 Fee: \$50*

MREC Agency – Commercial

3 hours of Maryland CE credit in category (H) *PLC 854 Fee: \$60*

MREC Agency – Residential

3 hours of Maryland CE credit in category (H) *PLC 847 Fee: \$60*

Property Management and Managing Risk

4 hours of Maryland CE credit in category (F) *PLC 855 Fee: \$70*

Understanding 1031 Tax Free Exchanges

6 hours of Maryland CE credits in category (F) *PLC 924 Fee: \$50*

Real Estate Market Pulse

4 hours of Maryland credits in category (F) *PRC 004 Fee: \$50*

All courses are approved by DLLR

PA ONLINE CLASSES

Homes for All: Serving People with Disabilities

6 hours of PA CE. *PLC 856 RECE 002316 Fee: \$60*

Investment Property Practice and Management

6 hours of PA CE. *PLC 857 RECE 002314 Fee: \$60*

Foreclosures, Short Sales, REOs and Auctions

6 hours of PA CE. *PLC 858 RECE 002312 Fee: \$60*

14 Hr First Renewal

14 Hours of PA CE
PLC 859 RECE 003597 Fee: \$100

Intro to Commercial RE Sales

6 hours of PA CE *PLC 860 RECE 002313 Fee: \$60*

Intro to Reverse Mortgages for Seniors

2 hours of PA CE *PLC 861 RECE 002315 Fee: \$50*

PSI PREP

Maryland Real Estate PSI Exam Prep QBank

PLC 929 Fee: \$109

The Pennsylvania Guide to Passing the PSI Exam QBank

PLC 930 Fee: \$109

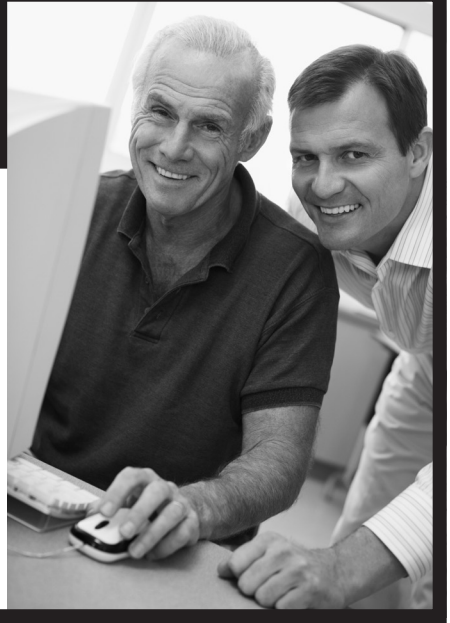
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Technology Tutoring Now Available

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Fee: \$80



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: Intro to Personal Computing or working familiarity with Windows applications and file management. (Textbook required)

Total: \$475 — Senior Total: \$237

CMT-252-B	M 6:00PM–9:30PM	Aug 28 – Dec 11
	<i>I. Staff</i>	<i>ATC 116</i>

CAD Building Information Modeling

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

Total: \$409 — Senior Total: \$269

CMR-230-B	Th 6:00PM–9:30PM	Aug 31 – Dec 14
	<i>I. Staff</i>	<i>ATC 116</i>

Smart Phone/Tablet

Configuring Android Phones and Tablets

If you are struggling with the smart in your Android smartphone or Android tablet, learn tips on how to make your device user friendly. From the home screen to the app store, become more confident with your Android and start enjoying the productivity benefits available with this new platform.

Total: \$58

CMP-972-C	M 6:00PM–8:30PM	Sep 25 – Oct 09
	<i>G. Shingler</i>	<i>VM 4</i>

iPhone, iFrustration

Apple's innovative smart phone can do much more than most people recognize. Stop struggling to have a great user experience and get insights on how to use your iPhone more fully. From device basics to tips and tricks, this course addresses the topics you really need to know about your iPhone and keeping your device information safe.

Total: \$75 — Senior Total: \$48

CMR-071-D	Tu 6:00PM–8:00PM	Oct 17 – Oct 31
	<i>S. Martz</i>	<i>VM 4</i>

iPad, iFrustration

Does your so called smart™ tablet sometimes seem smarter than you? Stop worrying and join us for an overview of the iPad and how you can use the device more effectively at home or at work. From basic tips and tricks to keeping your information

safe, the class will help you access and customize your iPad's features and find the apps that work for your needs."

Total: \$75 — Senior Total: \$48

CMR-070-C	Tu 6:00PM–8:00PM S. Martz	Sep 12 – Sep 26 VM 4
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Web Design

Web Design I

Learn fundamental Web design techniques including graphics, HTML, JavaScript, rollovers, publishing with FTP, and tables-based design. Dreamweaver will be the primary software used and you will learn to manage websites, use templates, use library items, and gain a general understanding of the Dreamweaver design and coding environment. This course serves as an introduction to Internet technologies used to support browsing, file transfers, e-commerce and user security. Other topics will include standards, accessibility (508), Internet research, and intellectual property rights as they relate to Web content. Required: Intro to Personal Computing or equivalent knowledge.

Total: \$352 — Senior Total: \$63

CMW-101-B	– Online D. Maruszewski	Aug 28 – Dec 15
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Solid Modeling: Autodesk Inventor

This is a hands-on competency based course in which you will use assembly-centric, parametric, solid-modeler software (Autodesk Inventor) to build and animate three-dimensional models including 3D printing. Create three-dimensional models to generate 2D drawings. Prerequisite: CMT 153 CAD II or consent of instructor. (Textbook Required)

Total: \$475 — Senior Total: \$93

CMT-228-B	Tu 6:00PM–9:30PM I. Staff	Aug 29 – Dec 12 ATC 116
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Repair/Networking

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. Re-

quired: Intro to Personal Computing or equivalent work experience with a PC. (Textbook Required)

Total: \$520 — Senior Total: \$282

CMT-150-B	W 5:30PM–8:15PM K. Weil-Yates	Aug 30 – Dec 13 ATC 200
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MS Office

Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-E	W 9:00AM–4:30PM R. Koziel	Nov 01 VM 2
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Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-D	W 9:00AM–4:30PM R. Koziel	Oct 11 VM 2
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Microsoft Access Level II

Manage your data better and improve your data-reporting techniques in this Level II class. Create table relationships and enforce data integrity; form controls and objects; print reports and labels; and explore additional query capabilities. Pre-requisite: Access Level I. Most topics apply to Access 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-847-D	W 9:00AM–4:30PM R. Koziel	Oct 18 VM 2
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Microsoft Access Level III

Access Level III builds on the skills and concepts taught in Access Level II. Create multiple table and action queries and link database objects. Also perform database maintenance tasks including compact and repair, password-protection, and change properties. Most topics apply to Access 2007, 2010, and 2013. Pre-requisite: Access Level I & II (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-848-D	W 9:00AM–4:30PM R. Koziel	Oct 25 VM 2
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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 both Excel 2007, 2010, and 2013. (Textbook included) Pre-requisite: Windows PC skills.

Total: \$127 — Senior Total: \$87

CMP-835-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 13 <i>VM 2</i>
CMP-835-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 08 <i>VM 2</i>

Microsoft Excel Level II

Improve your Excel workbook by adding visual appeal and increasing usability. Organize data with sorts and filters; use multiple worksheets and workbooks efficiently; add and modify charts and graphics; and explore more advanced functions. Pre-requisite: Excel Level I. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-836-C	W 9:00AM–4:30PM <i>R. Koziel</i>	Sep 20 <i>VM 2</i>
CMP-836-E	W 9:00AM–4:30PM	Nov 15 <i>VM 2</i>

Microsoft Excel Level III

Add on to your Level II knowledge and work with advanced concepts/customization. Import and export data; create custom ranges and use VLOOKUP; and work with PivotTables and PivotCharts. Use the analytical features of Excel (such as Goal Seek and Solver), run and record macros, and share Excel workbooks collaboratively. Pre-requisite: Excel Level II. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-693-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 04 <i>VM 2</i>
CMP-693-E	W 9:00AM–4:30PM <i>R. Koziel</i>	Nov 29 <i>VM 2</i>



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ACCOUNTING SOFTWARE

Introduction to Crystal Reports
Introduction to QuickBooks
Performing Payroll in QuickBooks
QuickBooks for Contractors

COMPUTER APPLICATIONS – ADOBE

Dreamweaver
Introduction to InDesign
Introduction and Intermediate Photoshop
Photoshop Elements for the Digital Photographer

COMPUTER APPLICATIONS – MICROSOFT

Introduction and Intermediate Microsoft Access
Introduction and Intermediate Microsoft Excel
Introduction to Microsoft Outlook
Introduction to Microsoft PowerPoint
Introduction to Microsoft Project
Introduction and Intermediate Microsoft Word

DIGITAL PHOTOGRAPHY

Discover Digital Photography
Secrets of Better Photography
Mastering Digital Photography: Photographing People
Photographing Nature with Your Digital Camera

WEB DESIGN

Creating WordPress Websites I and II
Creating Web Pages
Introduction and Intermediate CSS3 and HTML5

CLASSROOM COMPUTING

Creating a Classroom Website
Integrating Technology in the Classroom
PowerPoint in the Classroom
Using the Internet in the Classroom
Blogging and Podcasting for Beginners

CERTIFICATE PREP

Basic CompTIA A+ Certification Prep
Intermediate CompTIA A+ Certification Prep
Advanced CompTIA A+ Certification Prep
CompTIA Security+ Certification Prep
CompTIA Network+ Certification Prep

COMPUTER FUNDAMENTALS

Computer Skills for the Workplace
Introduction to PC Troubleshooting
Introduction to Windows
Keyboarding

COMPUTER PROGRAMMING

Introduction to ASP.NET
Introduction to Java Programming
Introduction to PHP and MySQL
Introduction to Python 2.5 Programming
Introduction to Visual Basic
Intermediate C# Programming
Intermediate PHP and MySQL
Intermediate Visual Basic
C# Programming for the Absolute Beginner
C++ for the Absolute Beginner

DATABASE DEVELOPMENT

Introduction to Database Development
Introduction to Crystal Reports
Introduction to Oracle
Intermediate Oracle
Introduction to SQL
Intermediate SQL

NETWORKING AND COMMUNICATIONS

Introduction to Networking
Intermediate Networking
Wireless Networking

SECURITY

Hack Your Way to Security
Introduction to PC Security

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- Quality classroom facilities
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For more information and class schedules call 240-500-2236

or online at www.hagerstowncc.edu/godrive.

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: \$325

DRV-001-C	MW 6:00PM–9:15PM <i>F. Vincent</i>	Aug 14 – Sep 18 <i>CPB 210</i>
DRV-001-D	Sa 9:00AM–12:15PM <i>D. Mitchell</i>	Sep 23 – Dec 09 <i>VM 6</i>
DRV-001-E	MW 6:00PM–9:15PM <i>F. Vincent</i>	Oct 09 – Nov 08 <i>CPB 210</i>
DRV-001-F	MTuW 6:00PM–9:15PM <i>F. Vincent, D. Mitchell</i>	Nov 27 – Dec 18 <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: \$325 — Senior Total: \$214

DRV-010-A	TuTh 5:30PM–8:45PM <i>J. Lemus</i>	Sep 19 – Oct 24 <i>VM 6</i>
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CDL - Commercial Driver

CDL Learner's Permit Prep

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

Total: \$28

TDV-044-B	TuW 6:00PM–9:00PM <i>I. Staff</i>	Aug 15 – Aug 16 <i>IND 100</i>
TDV-044-D	TuW 6:00PM–9:00PM <i>I. Staff</i>	Oct 03 – Oct 04 <i>IND 100</i>
TDV-044-F	TuW 6:00PM–9:00PM <i>I. Staff</i>	Dec 12 – Dec 13 <i>IND 100</i>



MOTORCYCLE SAFETY AND LICENSING

Whether you're a beginner, an experienced rider who just needs a license, or a knowledgeable rider looking to polish your skills, Hagerstown Community College has the motorcycle safety class just for you.

eCourse component now required. Learn online and be prepared for your safety class.

Basic Rider—MST 614

\$272

Limited or no motorcycle riding experience? Our rider coaches help you develop the skills to operate a motorcycle safely with six hours of informative classroom and eleven hours of hands-on motorcycle instruction. Motorcycles are provided for training on a closed range. Successfully complete and receive a certificate for the Maryland Class M license. eCourse completion required.

Section Name	Start Date	End Date	Classroom		Range	
MST-614-A	7/5/17	7/9/17	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-B	7/19/17	7/23/17	W/Th	5:45p-9p	S/S PM	7:30a-12:30p
MST-614-C	8/2/17	8/6/17	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-D	8/16/17	8/20/17	W/Th	5:45p-9p	S/S PM	7:30a-12:30p
MST-614-E	9/6/17	9/10/17	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-F	9/20/17	9/24/17	W/Th	5:45p-9p	S/S AM	7:30a-12:30p
MST-614-G	10/4/17	10/8/17	W/Th	5:45p-9p	S/S AM	7:30a-12:30p

CDL Class B Training

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. Defensive driving, road safety, pre-trip inspections, plus vehicle control and maneuvering are all part of the course at our professional truck driving range. Includes skills/road test in your state of licensing (MD, PA, or WV). Applicants must complete a screening process and have a current DOT physical and a Class B Learner's Permit with Air Brake/Passenger endorsement. (No textbook required)

Total: \$1758 — Senior Total: \$1158

TDV-008-C	Sa 8:00AM-4:00PM D. Mitchell	Sep 16 – Oct 28 IND 200
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Motorcycle Repair

You can master the fundamental concepts and skills to keep a motorcycle running smoothly. Setup your own motorcycle garage with the right tools to perform basic inspections, troubleshooting, and maintenance. Hands-on lab projects will include tune-ups, fastener servicing, fuel systems, basic electronics, batteries and charging systems, and engine condition diagnosing without teardown. Information also relates to servicing ATV's and scooters. (Textbook required)

Total: \$283 — Senior Total: \$158

MST-002-C	TuTh 6:00PM-9:00PM Sa 9:00AM-3:00PM D. Goldman	Sep 12 – Oct 12 Oct 07 – Oct 14 CPB 230
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Small Engine

Small Engine Repair

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

Total: \$198 — Senior Total: \$132

TRD-124-C	MW 6:00PM–9:00PM <i>T. Kroon</i>	Sep 11 – Oct 25 <i>TIC 208</i>
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Chainsaw Maintenance and Operations

Develop the skills to be safe and effective as a chainsaw operator. Classroom and field activities will let you apply safety procedures, equipment maintenance, and cutting techniques for horizontal, vertical, and bore cuts. A written test and field-assessment will be included if you want to operate under National Park Service environments.

Total: \$189 — Senior Total: \$96

TRD-186-C	Tu 5:30PM–9:30PM Sa 9:00AM–5:00PM <i>I. Staff</i>	Sep 12 – Oct 3 Oct 7 <i>TIC 208</i>
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Forklift Operator

Forklift Operator Training

Pick, travel, and place loads with confidence after completing this hands-on class for forklift operators. Walk through procedures for forklift inspection, maintaining lift stability and tip-over prevention, loading and unloading racks, and identifying forklift types and operations. Classroom and practical training meet the requirements of OSHA 1910.178(l). Safety shoes or work boots required. (Textbook included)

Total: \$178 — Senior Total: \$130

TRD-030-C	Sa 9:00AM–5:00PM <i>D. Donovan</i>	Sep 23 <i>ATC 200</i>
TRD-030-E	Sa 9:00AM–5:00PM <i>D. Donovan</i>	Nov 18 <i>ATC 200</i>

Aerial Platform

Aerial work platforms, sometimes referred to as man lifts, are used in a wide range of applications and companies. Training employees to OSHA standards can greatly reduce accidents caused by unsafe use of scissor or boom type of lifts. This class will address those issues while guiding participants through hands-on operation.

Total: \$83 — Senior Total: \$68

TRD-185-D	Tu 9:00AM–2:30PM <i>I. Staff</i>	Oct 21 <i>ATC 200</i>
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Become a Forklift Operator or Commercial Truck Driver

Transportation and distribution companies have a constant demand for qualified employees. HCC's short-term career pathways can help you prepare for a better job and higher pay.

Distribution Center Training – Train as a forklift operator and material handler including onsite visits to local distribution centers. Understand your role in keeping materials moving and creating a smooth warehouse operation. Includes OSHA forklift safety card.

Commercial Driver Training – HCC's professional driver programs prepare you for CDL A or CDL B licensing. Grant funding includes partial tuition plus assistance with pre-CDL fees including DOT physicals and Learner's Permit.

To apply for grant funding and for more information on pathway schedules, complete the online application at www.hagerstowncc.edu/earn or call 240-500-2236.

"This project was funded in whole or in part by funds received from EARN Maryland, a Grant program of the Maryland Department of Labor, Licensing and Regulation."

MOVE Intro to Logistics/Distribution

Warehouse and distribution facilities provide growing employment opportunities that require a skilled worker and a commitment to success. Improve your chances for a successful career with training on pallet jacks, forklifts, and material handling techniques. Develop the proper skills while focusing on workplace safety based on OSHA standards.

Total: \$353 Note: Fee reduced to MD Residents approved for the MOVE EARN Grant

TRD-145-D	Sa 9:00AM–5:00PM <i>D. Donovan</i>	Oct 14 – Nov 04 <i>ATC 200</i>
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Alternative Energy

Introduction to Alternative Energy

Renewable and alternative energy are options available today for residential and commercial electrical consumers. Understanding which options are available and how they benefit can help you or your organization stay viable in today's global market. Learn the basics about different energy types such as solar, wind, bio-fuel, solar thermal, geo thermal, magnetism, pressure and mechanical energy. Hands-on labs include miniature wind turbine operation, solar energy collection, and hydro-fuel vehicle operation. Pre-requisites: strong math and reading skills. (Textbook required)

Total: \$336 — Senior Total: \$187

CNT-202-B	MW 1:00PM–2:15PM <i>G. Betz</i>	Aug 29 – Dec 12 <i>STEM 208</i>
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Solar PV Installer Certificate

More and more, solar photovoltaic (PV) systems are being used to produce electricity for homes and businesses. This course covers all the basics needed to become a successful PV installer. Content includes sizing and designing a system, components of a PV system, the mathematics of PV system design, basic electrical concepts, and more. Two Saturdays included for field activities. Successful completion of the class qualifies participants to sit for the NABCEP Solar PV Entry Level exam. (Textbook required)

Total: \$546 — Senior Total: \$343

TRD-023-D	M 6:00PM–9:00PM <i>C. Giannoumis</i>	Oct 09 – Dec 11 <i>CPB 230</i>
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Trades

Fundamentals of Electricity

This course has been designed for those students who need an understanding of electrical principles and applications but do not need the theoretical or mathematical depth required for electronic circuit

design. Course topics include an understanding of both DC and AC circuits. Lab exercises deal with many of the practical applications of electricity along with learning to use test equipment for the purpose of circuit diagnosis and troubleshooting. (Textbook required)

Total: \$579 — Senior Total: \$273

CNT-110-B	MW 5:30PM–6:45PM <i>P. Irwin</i>	Aug 28 – Dec 13 <i>ATC 213</i>
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Introduction to HVAC/R

Troubleshoot and repair today's HVAC equipment and refrigeration-based processing equipment. Participants will be introduced to concepts of energy, refrigeration, temperature, humidity, and conduction of heat and will be trained in refrigerant handling. There will be overviews of HVAC-related equipment and systems. (Textbook required)

Total: \$475 — Senior Total: \$227

CNT-107-B	Th 5:30PM–8:15PM <i>I. Staff</i>	Aug 31 – Dec 14 <i>CPB 142/142A</i>
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Plumbing and Pipefitting

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

Total: \$475 — Senior Total: \$227

CNT-105-B	Tu 6:00PM–8:45PM <i>I. Staff</i>	Aug 29 – Dec 12 <i>CPB 142/142A</i>
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Industrial Technology

Intro to CNC Programming

An entry-level introduction to CNC operation and basic programming for anyone involved in machine operation, setup, or maintenance. 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 a split lecture/labs schedule. (Textbook required)

Total: \$460 — Senior Total: \$78

CNT-150-B	Th 6:00PM–10:00PM <i>I. Staff</i>	Aug 31 – Dec 17 <i>ATC 202</i>
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Introduction to PLC

PLC operators plus multi-skilled technicians, electricians and engineers will benefit from this beginning, hands-on, course in programmable logic controllers (PLC's). The course teaches you the hardware configurations of a typical PLC application and introduces Rockwell Automations RSLogix and Siemens S7 Programming Software.

Topics include discrete ladder logic relay-type instructions, timers, counters, sequencers, sub-routines, move instructions, and math functions. (Textbook Required)

Total: \$342 — Senior Total: \$153

CNT-102-B	TuTh 1:00PM–2:15PM <i>G. Betz</i>	Aug 29 – Dec 14 <i>STEM 208</i>
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Welding

Intro to Welding

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

Total: \$364 — Senior Total: \$236

CNT-106-C	W 5:00PM–8:45PM <i>S. Staley, B. Staley</i>	Sep 06 – Nov 15 <i>CPB 142/142A</i>
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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: \$408 — Senior Total: \$288

CNT-306-C	W 5:00PM–8:45PM <i>S. Staley, B. Staley</i>	Sep 06 – Nov 15 <i>CPB 142/142A</i>
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Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-C	W 5:00PM–8:45PM <i>S. Staley, B. Staley</i>	Sep 06 – Nov 15 <i>CPB 142/142A</i>
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Get the latest information on Facebook!



Find us at facebook.com/HCCConEd

Become a

Home Inspector!



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

TRD-045-B — August 19-26, 2017

American Home Inspectors Training Institute is the nation's leader in home inspection training and training materials. The training is an intensive 8-day course approved in Maryland and West Virginia.



To register
call 240-500-2236
www.hagerstowncc.edu/coned

Online Technical Training



Build your qualifications for a rewarding career in technology. Earn a certificate in these areas of industrial technology:

- Robotics Technician
- Electronics Technician
- Electromechanical Technician
- PLC Technician

Each technician certificate program enriches your skills and knowledge in design, programming, installation, operation, maintenance and troubleshooting industrial electronics, robotics and PLC equipment. The self-paced distance education alternative provides you with practical know how and technical skills needed to become more employable and successful in your field.

Find more information at <http://hagerstown-gbc.com>
or contact the Continuing Education Department at 240-500-2236.

BEYOND FOOD STAMPS PATHS TO EMPLOYMENT



If you are applying or receiving food stamps, opportunities are now available to help you develop new skills that lead to employment.



Forklift Operator

- Forklift Operator
- Office Associate
- Child Care Personnel
- Commercial Truck Driver



Office Associate

*Talk with your
Department of Social
Services counselor or
contact HCC at the
number below for more
information.*

*Bonnie Errico
bjerrico@hagerstowncc.edu
240-500-2520*

Continuing Education and Workforce Development
www.hagerstowncc.edu 240-500-2236

BLS

BLS Certification

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

Total: \$67 — Senior Total: \$52

NRS-923-B	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Aug 03 CPB 213
NRS-923-K	W 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Aug 16 CPB 214
NRS-923-L	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Aug 24 CPB 214
NRS-923-C	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 07 CPB 212
NRS-923-M	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 21 CPB 214
NRS-923-D	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 05 CPB 213
NRS-923-N	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 12 CPB 214
NRS-923-E	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 19 CPB 214
NRS-923-O	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 26 CPB 214
NRS-923-F	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 02 CPB 214
NRS-923-P	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 09 CPB 214
NRS-923-G	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 16 CPB 214
NRS-923-H	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Dec 07 CPB 214
NRS-923-Q	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Dec 14 CPB 214
NRS-923-J	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Dec 21 CPB 214

Delegating Nurse

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: \$288 — Senior Total: \$223

NRS-563-C	Sa 8:00AM–5:00PM <i>L. Smigelski</i>	Sep 16 – Sep 23 CPB 124
NRS-563-F	F Sa 8:00AM–5:00PM <i>L. Smigelski</i>	Dec 01 – Dec 02 CPB 122

Drug Calculation

Drug Calculations Preparation

A course designed for students who desire instructor-guided direction in preparing for the required dosage calculation exam for the nursing programs (LPN and RN). Review of fractions, decimals, percent's, and the metric system. Demonstration and practice in using various formulas for calculating oral and parenteral medication dosages.

Total: \$53 — Senior Total: \$43

NRS-733-D	Sa 9:00AM–12:00PM <i>R. D'Ambrisi</i>	Oct 14 – Nov 11 VM 4
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Health Seminar

Dental Professional Training: OSHA and Infection Control/Prevention

This course is designed for dental professionals. It will provide information on OSHA regulations and infection control processes and how to identify and report abuse and neglect. These courses fulfill mandatory education requirements set forth by the Maryland Board of Dental Examiners for Dental Hygienists and Dentists. Topics include: OSHA requirements, methods of preventing infection, identifying child abuse or neglect, and Maryland regulations for reporting suspected abuse or neglect.

Total: \$65

NRS-773-C	Sa 7:30AM–12:30PM <i>D. Mellott</i>	Sep 16 CPB 211/213
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Optometry Lecture Series

The course will address and discuss the diagnosis and treatment of various eye diseases and treatments. Speakers present updated information regarding current research and evidence-based practice. Optometrists, ophthalmologists, and staff who practice as members of eye care professional teams will benefit from the COPE-approved material and credits awarded.

Total: \$115 — Senior Total: \$51

NRS-877-D Su 8:00AM–4:00PM Oct 08
CPB 210/211/212/213/214

Caring for People With Cognitive Impairment and Related Mental Health Issues

The course provides professionals who provide direct care to residents in long-term care facilities with a basic understanding of the changes in memory, communication, function, and behavior that occur as a result of Alzheimer's disease and the appropriate intervention strategies to enhance the care they provide to individuals with Alzheimer's disease. The five hours of training presented by staff of the Alzheimer's Association (Greater Maryland Chapter) and the Mental Health Association meets the State of Maryland's requirements for assisted living providers.

Total: \$43 — Senior Total: \$43

NRS-907-E Sa 9:00AM–3:00PM Nov 04
D. Nally CPB 213

NEW**Attention Dental Assistants!
The Course You've Been Waiting For!**

Radiology Update for Dental Hygienists

Friday, August 4, 2017

8:00 a.m. – 3:00 p.m.

Instructor, Ms. Rebecca Leonard

Career Programs Building

CPB 128 A

Course # HCE-048-C

\$116



To register call: (240) 500-2236 or
visit: www.hagerstowncc.edu/coned for more information

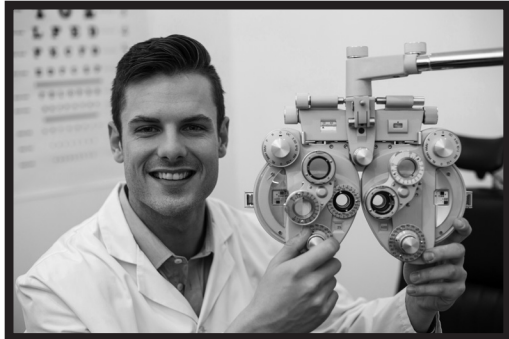
Optometry Seminar

Sunday, October 8, 2017

8:00 a.m. – 4:00 p.m.

NRS 877 D

\$115



Speakers include:

David Ludwick, MD

Latest Advances in Eye Care New Vaccine Recommendations
to Help Prevent Herpes Zoster Ophthalmicus:

Telemedicine – Its Day Has Come

Shawn Weigel, DO

Fun with Femto:

Past, Present and Future Femto Uses and Treatment

David Warrow, MD

Teaching an Old Horse New Tricks:

Novel Application of Triamcinolone in the Management of Diabetic Macular Edema

Allen Hu, MD

Now You Want Me to Give Myself Injections for My Eye, Doctor?

Subcutaneous Treatment for Moderate / Severe Nonproliferative Diabetic Retinopathy.

Sunil Thadani, MD

Cataract Management in the Patient with Corneal Disease

Scott Piette, DO

Glaucoma – Is Surgery the Answer?

Mark Kropinak, DO

Is It Dry Eye?

COPE credit to be awarded for full conference attendance by ARBO

To register call: (240) 500-2236 or
visit: www.hagerstowncc.edu/coned for more information

Cardiac Updates #17

Saturday, October 14, 2017

7:30 a.m. to 3 p.m.

Career Programs Building

NRS 583 D

EARLY BIRD DISCOUNT

Register by
Oct. 6 and
pay only \$74
After Oct. 7 - \$90



To register or for
more information,
call 240-500-2236.



Phlebotomy Skills for Medical Professionals

Instructor: Kelly Weicht

Topics Include:

- Blood Collection and Venipuncture Procedures
- Documentation
- Special Handling Procedures
- Preanalytical Complications
- Practice Component

This course is approved for 6 CEUs from the
Maryland State Board of Dental Examiners

Sat., October 14, 2017

8:00 a.m. – 2:00 p.m.

Course # HCE 040 D

\$95

To register: call (240) 500-2236 or visit www.hagerstowncc.edu/coned for more information

NEW



Medicine Aide

CNA Medicine Aide Recertification

This course provides current medicine aides with updated information on drug therapies and safe medication administration and meets the Maryland Board of Nursing continuing education requirements for recertification. Students are required to attend the full eight hour course (six hours of lecture and two hours of testing) and score a minimum of 80 percent on the written final exam. Submission of the CMA Clinical Update Verification form by the student’s employer prior to enrollment verifying the following information is required: 1. Practiced as a CNA for 16 hours in the two years immediately preceding admission to the CMA Clinical Update. 2. Practiced as a GNA for eight hours in a licensed nursing home in the two years immediately preceding admission to the Clinical Update class. 3. Practiced as a CMA for 100 hours in the two years immediately preceding admission to the CMA Clinical Update. A copy of the CMA Clinical Update Verification form can be

found on <http://www.hagerstowncc.edu/forms/continuing-education-and-business-services/cma-clinical-update-verification>. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$88 — Senior Total: \$43

NRS-742-B	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Aug 26 <i>CPB 152</i>
NRS-742-C	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Sep 30 <i>CPB 152</i>
NRS-742-D	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Oct 28 <i>CPB 152</i>
NRS-742-E	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Nov 18 <i>CPB 152</i>
NRS-742-F	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Dec 16 <i>CPB 152</i>

Attention!

Please take HCE-036

Nurse Refresher Screening

BEFORE registering for

Nurse Refresher I Classroom Theory

(NRS 988 J)

Nurse Refresher Course

This course is a three-step series designed for Registered or Licensed Practical Nurses to reinstate an inactive Maryland nursing license and consists of a hybrid class with 40 classroom hours and online course work totaling 80 hours of content. Areas of concentration include: delivery of care utilizing the nursing process; medication calculation and administration; adult medical/surgical nursing; and current issues, trends, and nursing practice. Students are expected to complete assignments on a weekly basis for the online component. Successful completion requires an 80 percent or higher average score on four exams and completion of 10 weekly assignments with an average score of 80 percent. There is a required textbook, the cost of which is in addition to the class totals. ISBN 9780328524

Prior to beginning the Clinical Practice component, students must:

- Possess an active, inactive, or temporary Maryland nursing license (RN or LPN) or one from a compact state.
- Provide documentation of a physical exam (signed by a medical provider - MD, PA, or NP) within 12 months of the start date of clinical practice.
- Have a current Basic Life Support Health Care Provider CPR Card issued by the American Heart Association (AHA). Provider courses and recertification courses are available at HCC.
- Provide medical documentation or waivers of the following vaccinations: MMR or titre, Varicella or titre, Tetanus, Hepatitis B series, and negative TB test (PPD or Chest X-Ray) – TB results should be within the past 12 months of the start date of Clinical Practice.
- Criminal Background Check – completed with Nurse Refresher Screening

The Nurse Refresher Course will take 16 weeks to complete.

- Step 1 is 10 weeks of theory, one classroom day per week & online assignments.
- Step 2 consists of 12 hours of skills labs Friday evening/Saturday.
- Step 3 consists of 60 hours of clinical hours with a preceptor.

Step 1: Nurse Refresher I Classroom Theory (NRS 988 C)

Mon 6 p.m. – 10 p.m. Sept 11 – Nov 22 CPB 125

Total: \$703 Sr. Total: \$409

- ✓ Consists of 80 hours of theory presented in classroom, online learning, and assignments with the following areas of concentration:
 - o Delivery of nursing care utilizing the nursing process
 - o Adult Medical/Surgical Nursing
 - o Current issues, trends, and nursing practice
- ✓ A learning portfolio is created during the course.
- ✓ Successful completion includes the learning portfolio, weekly quizzes greater than 80 percent, participation in online discussion weekly and 80 percent or higher on the average of four exams spaced through the course.

Step 2: Nurse Refresher Skills Lab (NRS 094 D)

Fri. Oct 20 6 p.m. – 10 p.m., and Sat. Oct 21 9 a.m. – 5 p.m. CPB 151

Total: \$394 Sr. Total: \$258

- ✓ Students will be provided all supplies required to review, practice, and demonstrate mastery of 12 nursing skills needed to provide nursing care in a state of the art simulation lab.
- ✓ Bring your own stethoscope.

Step 3: Nurse Refresher Clinical (NRS 743 E)

Nov 27 – Jan 25

Total: \$275 Sr. Total: \$144

- ✓ Step 1 and Step 2 are prerequisites.
- ✓ Students must complete 60 clinical hours at an approved site.
- ✓ All requirements listed must be met before starting clinicals.



Health and Wellness

Principles of Meditation-A Joyous Peaceful Way of Life

Students will explore different types of meditation, as well as the purpose of each style. The practice of meditation is ancient, coming from many different cultures around the world. Meditation can enrich your life experiences and expand your horizons. Meditation can help build resilience, maintain concentration, restore balance, help with anxiety, improve thought patterns, and create sustainable change while restoring peace and balance to your life. Whether you are a beginner or experienced, this course will help you establish a firm foundation in your meditation practice.

Total: \$73

MBP-027-C	Tu 7:00PM-8:30PM C. Piper-Snyder	Sep 26 - Oct 31 CPB 214
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Fitness

Simply Fit



Put a spring in your step. Regain flexibility and strength in this class designed around patterns of easy exercise that will improve range of motion, muscle strength, and endurance. This class begins with a warm-up followed by strength training, core muscle exercises, low impact aerobics, cool down, and guided meditation. Light hand weights and resistance bands are used but are not required. Instructor will guide you through exercises done at your own pace, seated or standing.

Total: \$68 — Senior Total: \$43

FIT-005-C	TuTh 9:30AM-10:30AM S. Rodgers Hagerstown Seven Day Adventist HALL	Sep 12 - Oct 19
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FIT-005-D	TuTh 9:30AM-10:30AM S. Rodgers Hagerstown Seven Day Adventist HALL	Oct 31 - Dec 12
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Mind Body

Beginning T'ai Chi (easy T'ai Chi Primer Form)

This beginning course in T'ai Chi Ch'uan is designed especially for the novice and for seniors who wish to learn and practice a simplified version of this profound art form. In this class, the art of T'ai Chi is taught as a holistic exercise that promotes health, improves balance, and enhances mind-body awareness. Step-by-step instruction is provided in an easy-to-learn primer form of less than 20 movements selected from the Yang and Wu styles of T'ai Chi. The movements of T'ai Chi are

circular, soft, and flowing, and are performed slowly with concentration and control. In beginning T'ai Chi, the participant can return again and again to the same class or use the lessons as a foundation if they wish to pursue continued studies of T'ai Chi at an intermediate or advanced level. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees.

Total: \$87

MBP-072-C	W 6:00PM-7:00PM P. Cote	Sep 13 - Nov 15 CPB 211
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Intermediate T'ai Chi (Authentic Northern Wu Style)

This intermediate-level course features the authentic Northern Wu style T'ai Chi Ch'uan that was passed down via the late Grandmaster Wang Peisheng of Beijing, China. This class is suited for those continuing on from beginning T'ai Chi and for those who are ready from the start to experience a more challenging method of T'ai Chi Ch'uan practice. Step-by-step detailed instruction will be given in the movements and principles of the 37-posture Wu style T'ai Chi form. No previous experience with T'ai Chi is required if you are in good health and feel you are ready to begin your T'ai Chi experience at an intermediate level. Those who have taken one or more semesters of the beginner's T'ai Chi course, and those who have practiced other T'ai Chi styles, are welcome. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees.

Total: \$87

MBP-073-C	W 7:00PM-8:00PM P. Cote	Sep 13 - Nov 15 CPB 211
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Introduction to Aromatherapy

This course will introduce the basics of holistic aromatherapy; history; recent research; production of essential oils, general properties, quality and purity; basic methods of application; physical effects of essential oils and pathways through the body; and the safe and effective use of this modality.

Total: \$40

MBP-122-D	Tu 6:00PM-7:30PM J. Silbert	Oct 24 - Nov 07 VM 3
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NEW

Attention Caregivers!

Caregiving takes its toll on your body, mind, and spirit. Learn how to sleep better, relax, and have more joy and greater wellbeing through the use of essential oils.

“Aromatherapy for Caregivers”

Wednesday, November 1, 2017

6:00 p.m. – 7:30 p.m.

\$ 43

Valley Mall Location Room 3

Course #MBP-133-E



Please call: (240) 500-2236 or www.hagerstowncc.edu/coned to register

Yoga/Pilates

Yoga for Everybody With Simone Heurich RYT 500, Certified Anusara Yoga Instructor

This session will introduce students to the basic poses, breathing, and relaxation techniques of Hatha Yoga. Through developing your self awareness, you will learn proper alignment, increase your strength, and improve your flexibility. Through encouragement in honoring where you are starting from, you will experience the benefits of yoga without unnecessary discomfort. You'll appreciate how important your breathing is and learn ways to breathe in a more balanced way. Through Hatha Yoga, you can experience a more vibrant body, peaceful mind, and joyful heart. This session is suitable for all ages and abilities. Students are asked to wear comfortable clothing and bring a floor mat and one or two blankets.

Total: \$107

MBP-119-C W 7:00PM–8:30PM
S. Heurich

Sep 13 – Nov 15
BSH 114

Gentle Yoga for Senior Adults



Increase flexibility, strength, and balance!

Gentle yoga, using chairs, to help golden age students maintain or regain flexibility, strength, and balance. Body awareness, including efficient alignment and healthy breathing will be emphasized.

Tuesdays 12:30 p.m.-1:30 p.m.

July 11, 2017- August 15, 2017

Cost: \$62

Course # MBP-131-A

Valley Mall Location Room 4

Yoga for the Office



Our minds are so focused on our work that we don't notice when we've overloaded our bodies until they break down. This course helps you establish better body usage habits by using the items already found in a typical office environment.

August 17- October 19 Thursdays 5:00 p.m. – 6:00 p.m.

Cost \$86

Course #MBP-130-B

Valley Mall Location Room 3

Mixed level Yoga for Adults



Get Comfortable in your body again!

What if you had the tools to calm down when you're agitated? Or the tools to re-energize when you're depleted? What if you could safely and easily discover pretzel abilities or rediscover the childhood joy of being upside down? Just such possibilities exist in this multi-level yoga class.

Yoga blanket, block, and belt helpful but optional.

Tuesdays July 11 – August 15 6:00 p.m – 7:00 p.m.

Cost: \$67

Course # MBP-132-B

Valley Mall Location Room 4

To register please call: 240-500- 2236 or
visit www.hagerstowncc.edu/coned



Art

Learn to Sew Part I



Are you an aspiring fashion or interior designer? Do you want to live a more simple or frugal lifestyle by creating your own clothes and decor? Jump into your first sewing project while learning how to choose fabrics, take measurements, sew by hand, and use and maintain your machine. No experience required! In five short weeks you'll begin to master the techniques needed to create simple garments or home decorating projects from commercial patterns. Required: a pair of sewing scissors, pins, a measuring tape, The Singer Complete Photo Guide to Sewing, and your own sewing machine. Finish your project and add even more skills to your sewing box in Learn to Sew Part II.

Total: \$98 — Senior Total: \$62

ANE-359-B Th 6:00PM–9:00PM
J. Remes

Aug 17 – Sep 14
CPB 211

Learn to Sew Part II



Complete the fashion or home decor project you started in Learn to Sew, Part I! As you finish your project, you'll enhance your basic sewing skills with pattern adjustments, layout, cutting, marking, seam finishes, waistbands with and without elastic,

hems, zippers, buttonholes, and other techniques as time allows. Bring your sewing machine and basic equipment to every class. Prerequisite: Learn to Sew Part I or permission of the instructor.

Total: \$98 — Senior Total: \$62

ANE-360-C Th 6:00PM–9:00PM
J. Remes

Sep 28 – Oct 26
CPB 211

A History of Fashion: The Interweaving Of Clothing and Culture



Have you ever wondered how fashion and clothing evolved from animal skins to the styles and fabrics we see today? The fascinating history of clothing goes beyond the practical aspects of protecting ourselves from the elements. Intertwined with this history are clothing as a status symbol, early methods of espionage, the technology of textile production, global climate change, and how politics has influenced fashion. You will also explore the darker side of fashion from different eras and cultures, from foot binding and excessive corseting to the use of lead in cosmetics.

Total: \$99 — Senior Total: \$63

DIS-576-B Tu 6:00PM–8:00PM
J. Remes

Aug 15 – Oct 03
CPB 210

Cake Decorating for Beginners

Back by popular demand! Get ready to wow your party guests with beautifully decorated cakes. Don't fall victim to any more Pinterest fails! Learn the basics for creating piped borders and flowers, using fondant, and scripted writing in Cake Decorating for Beginners. Learn the basics of piped borders, flowers, scripted writing, and fondant in Cake Decorating for Beginners.

Tuesdays, November 7-28

5:30 PM to 8:30 PM

ANE-367-E

\$125, Seniors \$79

C. Passwaters

Valley Mall Room 1



DIY Home Decorating



Make your HGTV and Pinterest-inspired home a reality! Coordinate colors, fabrics, and trims throughout your home like a pro and create custom curtains, valences, table coverings, pillows, and easy slipcovers. Simply observe and take note of in-class demonstrations, or bring your own sewing machine and materials to work on a project. Prerequisite: Enrollment in Learn to Sew Part II or permission of the instructor.

Total: \$95 — Senior Total: \$68

ANE-369-D Tu 6:00PM–9:00PM Oct 10 – Nov 14
J. Remes CPB 210

Instructor Bio—Jo Lum

Instructor Jo Lum of Living Water Chair Caning has been teaching this heritage craft form for over 10 years.

Learn the Heritage Craft of Chair Caning

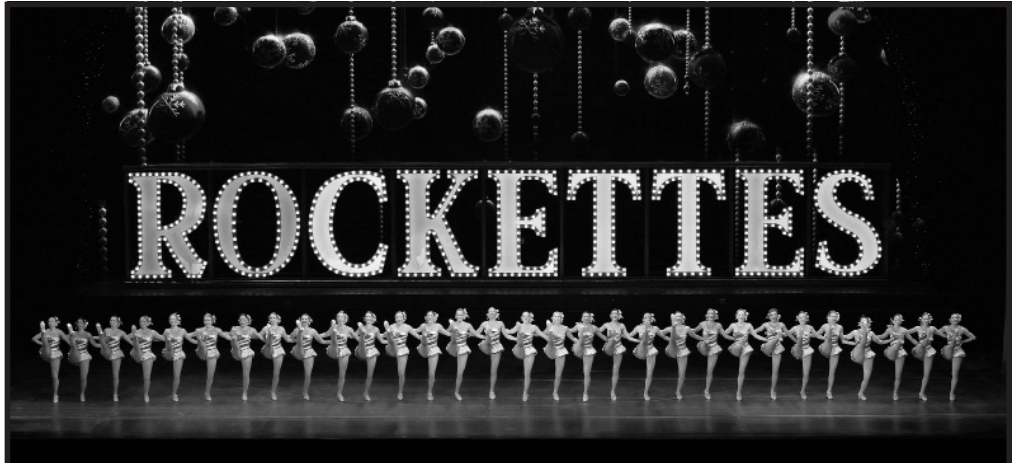


Restore and repair your rocking chairs, foot stools, and dining room chairs back to their original woven beauty. You will learn the many hands-on techniques in the weaving process needed to restore the piece back to its original splendor. Create your own woven seat on a small stool or work on an existing project as a way of learning 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.

Total: \$91 — Senior Total: \$58

SEN-090-C Th 12:00PM–2:30PM Sep 14 – Nov 09
G. Lum
 Mount Vernon Place

SEN-090-D M 6:00PM–8:30PM Sep 18 – Nov 13
G. Lum VM 6



NYC Rockettes Christmas Spectacular

Sat., Nov. 18, 6 a.m. to 11 p.m.
 DIS 481 E
 Third Mezzanine Seating \$169
 DIS 481 EO
 Orchestra Seating with Complimentary Popcorn and Drink Voucher \$199

The Radio City Music Hall's Christmas Spectacular featuring the world-famous Rockettes is one of the most iconic and magical shows in the country! Don't let another holiday season pass you by without enjoying this amazing show with your loved ones. Whether it is your first experience or an annual tradition, the Christmas Spectacular has something new for everyone. Plan early, this offer ends soon. Please register by Oct. 15. Cost includes fully-equipped motor coach and tickets to the Christmas Spectacular. Lunch and dinner on your own in NYC.



White House Holiday Tour

Cross your fingers and hope we get a tour of the White House decorated for the holidays this December! This is a first-come, first-served waitlist – we will request a tour and the White House will respond with a date and time in December, if we are approved. Please call 240-500-2236 and press 1 to sign up for the waitlist. We will contact you with the date and time of the tour and for your payment. In order to request a tour, the White House requires us to have the following information: full name with middle initial (as listed on your photo ID), date of birth, social security number, residence, and if you are a US citizen. This trip requires photo ID and a lot of walking and standing. Register ASAP; these spots fill quickly. Tour request will be made on September 1; please register by 8/31. Transportation via a motor coach from the Valley Mall is included.

Total: \$59 (\$51, reg fee \$8)

Date and Time TBD



Colonial Williamsburg Holiday Experience

Explore Williamsburg through individual classes in Colonial Williamsburg history and holiday décor, or register for one of our Colonial Williamsburg Holiday Experience packages and save!

The Full Colonial Williamsburg Holiday Experience, includes:

- An 18th Century Christmas – Wed, Nov 8, 6:30 PM to 8:30 PM
- Design Your Own 18th Century Christmas – Wed, Nov 15, 6:30 PM to 8:30 PM
- Colonial Williamsburg History – Tue, Nov 28, 9:00 AM to 12:00 PM
- A Day in Colonial Williamsburg – Wed, Nov 29, 6 AM to 11 PM

DIS 564 – \$275, Seniors \$225

The Colonial Williamsburg Holiday Décor Experience, includes:

- An 18th Century Christmas – Wed, Nov 8, 6:30 PM to 8:30 PM
- Design Your Own 18th Century Christmas – Wed, Nov 15, 6:30 PM to 8:30 PM
- A Day in Colonial Williamsburg – Wed, Nov 29, 6 AM to 11 PM

DIS 563 – \$249, Seniors \$199

The Colonial Williamsburg History Experience, includes:

- Colonial Williamsburg History – Tue, Nov 28, 9:00 AM to 12:00 PM
- A Day in Colonial Williamsburg – Wed, Nov 29, 6 AM to 11 PM

DIS 566 – \$199, Seniors \$145

All experience package registrations include motor coach transportation to and from Williamsburg, general admission, and admission to the Governor’s Palace and The Art Museums.

Individual class information can be found on pages 46.





Flight 93 National Memorial and Fallingwater

As the 16th anniversary of 9/11 approaches, pay your respects to the 40 passengers and crew aboard Flight 93 with a visit to the Flight 93 National Memorial in Somerset, P.A. This quiet, intimate memorial site includes a Visitor Center, the Memorial Plaza and final resting place of the passengers and crew, the Wall of Names, the 40 Memorial Groves, and a walking path and wetlands.

In the afternoon, enjoy lunch and a tour at Frank Lloyd Wright's architectural wonder, Fallingwater. Your registration includes motor coach transportation, plus a lunch voucher and tour at Fallingwater; entrance to the memorial is free.

Thursday, September 7, 7:00 AM to 7:00 PM

DIS 574 C \$159, Seniors \$115



Get the latest information on Facebook!



Find us at [facebook.com/HCCConEd](https://www.facebook.com/HCCConEd)

Kennedy Center



Travel to Bangkok and Paris with two masterpieces of theater at The Kennedy Center this fall! First in August, two worlds collide in *The King and I*, winner of four 2015 Tony Awards, including Best Revival of a Musical. Then in December, be captivated by *An American in Paris* with its stunning combination of classic music, timeless story, breathtaking dance, and state-of-the-art design in a spectacular production the New York Times declares "outshines anything else currently on Broadway." Registration includes deluxe motor coach transportation and Tier 1 seating in The Kennedy Center's Opera House theater for the matinee performances.

The King and I

Sat 8/19 11 AM to 7 PM DIS 584, \$169 Seniors \$155

An American in Paris

Sat 12/16 11 AM to 7 PM DIS 585, \$169 Seniors \$155



An American in Paris Touring Company. Photo by Matthew Murphy.

A Week in Ireland: Galway, Cork & Dublin

Discover the rich culture, food, history, and breathtaking scenery of Ireland in September 2018 as HCC's Continuing Education program revives its international travel and learning opportunities with an eight-day, guided tour of Ireland's luscious landscape, cobblestone streets, and lively pubs!

Call 240-500-2582 or
email jllamblin@hagerstowncc.edu to
receive more information.



Italian and Spanish for Travelers



Vacations abroad are always more enjoyable when you can talk with the locals in their native language, especially when you're ordering at a restaurant or needing directions to that iconic, can't-miss landmark. Learn the language, culture, and history of Italy and Spanish-speaking nations in our new language for travelers courses!

Italian for Travelers, LAN-251-C
Spanish for Travelers, LAN-252-B
\$115, Seniors \$69

See page 53 for more information.

Cultural Trips

Washington, D.C., Genealogy Research Trip

Spend a full day researching your ancestry at either the Daughters of the American Revolution Library or the National Archives in Washington, D.C. Before the trip, you will have an opportunity to discuss your research goals with the instructor, who will make a recommendation as to which resource would be best for you to visit for the day. Lunch is on your own but may be purchased within walking distance of all facilities. Registration includes transportation to and from D.C.

Total: \$53

SEN-144-D	Tu 7:00AM–5:30PM	Oct 17
	C. Miller-Schultz	

Washington, D.C., Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. HCC's motor coach will drop you off and pick you up at the Smithsonian Castle, allowing for plenty of exploration time in one or more of the historic museums on the Mall or shopping. Fee includes: fully-equipped motor coach transportation and gratuity. Departure is from the Valley Mall.

Total: \$53

SEN-196-D	Tu 7:00AM–5:30PM	Oct 17
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Genealogy

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

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 and learn where to find source documents and the best strategies to enhance your exploration. In this introductory course, you'll use the most current genealogy tools, including: Family Tree Maker, RootsMagic 6 and Legacy 8 Family Tree. In addition, you'll becoming familiar with online resources such as Ancestry.com, Family Search, Fold3, Genealogy Bank, and USGenWeb.

This hands-on class is held in a computer lab at the Valley Mall Center.

Total: \$78 — Senior Total: \$53

SEN-377-C	F 9:30AM–12:00PM	Sep 15 – Oct 06
	C. Miller-Schultz VM 2	
SEN-377-D	M 6:00PM–8:30PM	Sep 18 – Oct 09
	C. Miller-Schultz VM 2	

Genealogy Plus

Are you a genealogy enthusiast who is researching your family history and would like to investigate additional resources? In this hands-on class, you will build upon the genealogy research skills and strategies you already have! Learn more about Family Tree Maker, RootsMagic 6, and Legacy 8.0 Family Tree software. Explore the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research. You'll also learn a variety of methods for organizing your data.

Total: \$78 — Senior Total: \$53

SEN-097-C	F 1:30PM–4:00PM	Sep 15 – Oct 06
	C. Miller-Schultz VM 2	

History and Culture

***Instructor Bio**—Roger Swartz*

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

Colonial Williamsburg History, 1705-1779

Williamsburg was the political, cultural, and educational center of the largest, most populous of the 13 original British colonies. In this program, you'll learn why Williamsburg replaced Jamestown as Virginia's colonial capital, and why Richmond replaced it as a state capital. We'll discuss Williamsburg's distinctions from northern colonial capitals in the 1700s and see how classical republicanism was imbued in its government and society. Finally, we'll discuss the relationships of the capital to major 18th century events, including the French & Indian War and the American Revolution, and founding fathers Washington and Jefferson. You can also sign up for our day trip to Colonial Williamsburg on November 29 to experience history first-hand!

Total: \$29

DIS-565-E	Tu 9:00AM–12:00PM	Nov 28
	R. Swartz VM 4	

Falling Fortunes: Washington and the New York Campaign of 1776

“We expect a very bloody summer at New York... and I am sorry to say that we are not, either in Men or Arms, prepared for it.” These were the words of George Washington to John Augustine Washington on May 31, 1776, prior to the six battles of the New York City (and environs) military campaign of 1776 during the American Revolution. Investigate the major events and outcomes and assess British and Patriot leadership as you discuss each battle. In addition, you’ll examine how the campaign transformed both the natural and man-made environment of New York City. Learn about the appearance of the first submarine, the failures of Nathan Hale’s espionage mission and the lessons learned from it, as well as British peace overtures. Compare these events to modern-day sites such as Times Square, Columbia University, the New York Public Library, etc. Finally, explore how the campaign offers historical contrast to the mythology of the “Spirit of ‘76”, prevalent today.

Total: \$105 — Senior Total: \$65

DIS-573-C	Tu 9:00AM–12:00PM <i>R. Swartz</i>	Sep 19 – Oct 17 VM 3
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Hamilton and Burr

Have you ever wondered how two prominent politicians, Alexander Hamilton and Aaron Burr, found themselves staring down the barrel of each other’s gun in a duel in 1804? How did they get here? Who were these men on a personal level, what lives did they lead, and what were their political philosophies? You’ll discover the answers to these questions and more as you dive into the political rise and fall of both men and the reasons for their duel, including the Manhattan Company of New York City. You’ll also learn the rules of the “code duello” and find out what happened in Burr’s post-duel life, including the impeachment trial of Associate Justice of the Supreme Court, Samuel Chase of Maryland, and his trial for treason in 1807.

Total: \$105 — Senior Total: \$65

DIS-575-D	Tu 9:00AM–12:00PM <i>R. Swartz</i>	Oct 31 – Nov 21 VM 3
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Instructor Bio - Karen Gray

Karen Gray holds a Ph.D. from the University of Edinburgh in theology and religious philosophy, and retired as the developer of Smithsonian Institution educational study tours for adults.
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Thinking About Morals: From Classical Greece to the 21st Century

Join instructor Karen Gray on a casual journey among diverse human efforts to define morality that includes selected Greek and Roman phi-

losophers, medieval theologians, enlightenment thinkers, and modern moral experts. Your exploration of morality through the ages will culminate in an overview of key issues and authorities at the center of moral thinking today.

Total: \$99 — Senior Total: \$65

DIS-568-C	W 9:30AM–12:00PM <i>K. Gray</i>	Sep 20 – Dec 06 VM 4
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Moral Philosophy of the Ancient Greeks

Explore the moral thinking of philosophers such as Aristotle in Greece and major schools of moral philosophy such as the stoics and epicureans.

Total: \$35

DIS-569-C	W 9:30AM–12:00PM <i>K. Gray</i>	Sep 20 VM 4
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Jewish and Christian Moral Philosophy Of the Middle Ages

Dr. Gray will discuss Jewish and Christian moral philosophy as it evolved in the Middle Ages with attention to its expression in early medieval monasticism and later medieval scholasticism.

Total: \$35

DIS-570-D	W 9:30AM–12:00PM <i>K. Gray</i>	Oct 18 VM 4
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Religious and Secular Moral Thought

Dr. Gray will analyze the effects of science, the Renaissance, humanism, and enlightenment thinking on moral philosophy with a special focus on the transition this period reflects from medieval religious thinking to the growth of secular moral thought.

Total: \$35

DIS-571-E	W 9:30AM–12:00PM <i>K. Gray</i>	Nov 15 VM 4
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Contemporary Moral Philosophy

Dr. Gray describes the major approaches to contemporary moral philosophy and provides excerpts from the writings of selected modern thinkers as examples of that diversity and how it results in significant differences on key moral issues today.

Total: \$35

DIS-572-F	W 9:30AM–12:00PM <i>K. Gray</i>	Dec 06 VM 4
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Instructor Bio - T.J. Hood

T.J. is a high school teacher in Washington County Public Schools with 10 years of experience. He grew up and still resides in Washington County with his wife and son. T.J. earned his History-Secondary Education degree from Salisbury University where he took a variety of military history courses.

Ancient Military History



Beginning with the first written accounts of war, you will explore the major battles, wars, weapons, military leaders, and societies of the Ancient World from 2000 BCE to 400 CE. Discuss the land and naval warfare of the ancient Greeks and Romans, plus the significant military moments of ancient Egypt, Mesopotamia, India, and China.

Total: \$115 — Senior Total: \$69

DIS-586-B	Th 6:30PM-8:30PM T. Hood	Aug 17 – Oct 05 CPB 210
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Home & Garden

Instructor Bio - Denny Warrenfeltz

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

An 18th Century Christmas: Wreaths, Swags and Centerpieces

Join local florist Denny Warrenfeltz of Roostervane Gardens for a demonstration of 18th century holiday decor. You'll learn which materials are best to use and find design inspiration for creating your own historically accurate wreaths, swags, and centerpieces fit for the Governor's Palace in Colonial Williamsburg! If you want a more hands-on experience, try the Design Your Own class or one of the Colonial Williamsburg package options on page 46.

Total: \$19

DIS-561-E	W 6:30PM-8:30PM D. Warrenfeltz Roostervane Gardens SHOP	Nov 08
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Design Your Own 18th Century Christmas: Wreaths, Swags, and Centerpieces

Bring the warmth and simple elegance of the 18th century into your home this holiday season with greens to rival those adorning the Governor's Palace in Colonial Williamsburg. Learn the basics and get inspired with a demonstration by local florist Denny Warrenfeltz of Roostervane Gardens. Then create your own masterpiece! Trim your base of faux greens with pods, dried organic materials, fruit, and oyster shells for a look that will complement both formal and informal decor, indoors or outdoors. Registra-

tion includes materials for a swag or a wreath, which can be hung on a door or repurposed as a centerpiece around a candle or hurricane globe. Want the full 18th century experience with a guided tour of Colonial Williamsburg's decorations - See page XX.

Total: \$79

DIS-562-E	W 6:30PM-8:30PM D. Warrenfeltz Roostervane Gardens SHOP	Nov 08 – Nov 15
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Williamsburg Holiday Decor and Trip



Learn the basics of colonial era holiday decor with a demonstration by local florist Denny Warrenfeltz of Roostervane Gardens, then create your own masterpiece! Trim your base of faux greens with pods, dried organic materials, fruit, and oyster shells for a look that will complement both formal and informal decor, indoors or outdoors. Top off your 18th century holiday experience with a day in Colonial Williamsburg, complete with a guided tour of Williamsburg's famed decorations. Registration includes motor coach transportation to and from Williamsburg, general admission, admission to the Governor's Palace and The Art Museums, as well as materials for a swag or a wreath, which can be hung on a door or repurposed as a centerpiece around a candle or hurricane globe.

Total: \$249 — Senior Total: \$199

DIS-563-E	W D. Warrenfeltz	Nov 08 – Nov 29
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Floral Design



Join floral designer and historic garden specialist, Denny Warrenfeltz, for this wonderful class that will bring together your creative senses. We will begin with a three-week session on decorating your home with florals, focusing on the glorious, fresh flowers of early fall and late summer, as well as an exploration of arranging silk flowers for a lasting impression. The closing sessions will focus on creating lasting holiday arrangements that will surely please your guests and family. Supplies to be discussed during the first session and may be purchased from instructor. Cost dependent upon your choice of materials.

Total: \$99 — Senior Total: \$59

PDV-795-C	M 6:30PM-8:30PM D. Warrenfeltz	Sep 11 – Nov 06 CPB 232
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Beer & Wine Classes

You're the brew master or vitner! Brew and bottle 5 gallons of craft beer while exploring the history of beer in the US and around the world. Or ferment and bottle 29 bottles of wine! Your handcrafted beer or wine will make a unique gift for family and friends, a thoughtful gesture for holiday dinner party hosts, or an impressive addition at your own table.

Make Your Own Beer

Wednesdays, September 27 to November 1, 6:00 PM – 9:00 PM
DIS-577-C, \$229, Seniors \$215

Make Your Own Wine

Thursdays, September 28 to November 2, 6:00 PM – 9:00 PM
DIS-578-C, \$255, Seniors \$239

Cost includes personal guidance from the staff at Blue Mountain Wine Crafters, all ingredients, bottles, caps/corks, and personal labels. Plus your 29 bottles of wine or 54 bottles of beer! Additional homebrew supplies available for purchase on location.

NEW

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Financial GPS Series

Make the most of your hard-earned money by learning how best to manage your personal finances. Learn how to manage debt and credit, understand your credit score, pay off debt, plan and budget for short-term and long-term financial goals, and be a savvy consumer.

It's never too soon (or too late!) to learn how to pave the road to your financial security. A great investment for adults of all ages, these classes may be taken as an entire series or as individual sessions.

Tuesdays October 3-24, 2017
 6pm-8pm
 DIS-556-D
 \$79
 M. McLean

Money Matters

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Instructor Bio - Marjorie McLean

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

Financial GPS Series

Through this series, participants will learn about financial well-being, and gain a better understanding of credit, eliminating debt, establishing financial goals, and saving and investing.

Total: \$79 — Senior Total: \$51

DIS-556-D	Tu 6:00PM–8:00PM M. McLean	Oct 03 – Oct 24 CPB 213
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Finding Yourself Financially: Net Worth And Credit Score - 1st in Series

We'll explore two methods to understand where you are financially: Net Worth and Credit Score. Discover how to compute your net worth and what the results mean. Learn about credit scoring's impact on your purchases and how your score can be improved. We'll also cover identity theft—how you can prevent and resolve it.

Total: \$29

DIS-557-D	Tu 6:00PM–8:00PM M. McLean	Oct 03 CPB 213
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Your Money on the Move - 2nd in the Series

This class will get you and your money on the same track—moving towards your financial goals. We'll explore why and how to set financial goals. Then we'll develop a spending plan or budget that will help you achieve those goals. Budgeting tools of all types will be reviewed.

Total: \$29

DIS-558-D	Tu 6:00PM–8:00PM M. McLean	Oct 10 CPB 213
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Overcoming Financial Roadblocks - 3rd in the Series

Find solid tools and understand credit and debt. We'll explore the psychology behind our money habits. We'll discover the full costs of debt and how to pay it off. Multiple debt payoff methods and tools will be explained. We'll talk about using financial savvy to avoid negative deals and scams.

Total: \$29

DIS-559-D	Tu 6:00PM-8:00PM <i>M. McLean</i>	Oct 17 CPB 213
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The Road to Financial Security: Saving & Investing - Part 4th in the Series

Become a more knowledgeable and confident saver and investor—a key step to financial security. We'll explore multiple methods, strategies and key factors to consider. You'll learn financial principles such as the value of time in growing money and opportunity costs and use tools to calculate their impact.

Total: \$29

DIS-560-D	Tu 6:00PM-8:00PM <i>M. McLean</i>	Oct 24 CPB 213
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Money Matters for Millennials

Build the life of your dreams, whether it involves traveling to far-flung places, starting your own business, raising a family in a house with a white picket fence, alleviating poverty and hunger around the world, retiring early, or all of the above. To reach your dreams, whatever they may be, you'll first need to master the realities of making and sticking with a budget, saving for major purchases, investing for the future, and building good credit. Don't let financial concerns derail your path to world domination... or, um... a lovely home with a white picket fence, two kids, and a dog. Register today to get practical tips and tools to make your money work for you, so you can 'adult' like a boss!

Total: \$49

DIS-579-C	Th 6:00PM-8:00PM <i>M. McLean</i>	Sep 07 – Sep 14 CPB 214
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Destination: Home Ownership

Navigate the home buying process with confidence and learn about financially secure home ownership. Learn steps to take and pitfalls to avoid to keep your home ownership dream sweet. Understand the total cost of home ownership and compute what is affordable for you. Find out

what type of home loans are available. We'll also explain the meaning of common, but sometimes mysterious, mortgage vocabulary.

Total: \$29

DIS-550-C	Tu 6:00PM-8:00PM <i>M. McLean</i>	Sep 19 CPB 214
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Retirement Roadmap

Gain confidence in your retirement plan. You'll set financial goals for retirement, explore the various sources of income and how retirement can affect your expenses. You'll also learn key factors in decisions such as withdrawing from investment and retirement plans and when to take social security.

Total: \$29

DIS-553-E	Tu 6:00PM-8:00PM <i>M. McLean</i>	Nov 07 CPB 213
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Music

Beginning Bluegrass Banjo

Do you enjoy the traditional bluegrass tunes of Earl Scruggs and the Stanley brothers, folk rock artists like B?la 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'll learn to play by ear, without music or tablatures.

Total: \$59

BLU-013-C	M 6:00PM-7:00PM <i>F. Maietta</i>	Sep 11 – Oct 23 CPB 213
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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? Then join us Monday evenings for these beginner to advanced beginner jam sessions. There are 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 a joining a jam session then now is your chance.

Total: \$54

BLU-015-C	M 7:00PM-9:00PM <i>F. Maietta</i>	Sep 11 – Nov 06 CPB 213
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Photography

Instructor Bio - Steve Schaefer

Steve Schaefer graduated with a Bachelor's in Fine Art in Photography. He specialized in historic and alternative processing as well as mixed media. He is a working artist that has been exhibited in solo and group exhibitions. Steve also holds a Master's of Art in Teaching and currently is an Art Teacher.

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 helpful but not necessary).

Total: \$73 — Senior Total: \$43

ANE-103-B	M 6:30PM–8:30PM S. Schaefer	Aug 21 – Sep 18 VM 3
ANE-103-D	M 6:30PM–8:30PM S. Schaefer	Oct 09 – Nov 06 VM 3

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 situation photographs such as weddings. Field trip will be discussed in class. Prerequisite: Basic photography or equivalent.

Total: \$73 — Senior Total: \$43

ANE-281-E	Tu 6:30PM–8:30PM S. Schaefer	Nov 14 – Dec 12 VM 3
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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 setting as well as other settings. During this class there will be a field trip for outdoor/environmental portraits.

Total: \$63 — Senior Total: \$43

ANE-282-C	W 6:30PM–8:30PM S. Schaefer	Sep 20 – Oct 11 VM 3
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Writing

Instructor Bio—Julie Castillo

Julie (Mooney) Castillo holds a Master of Arts degree in social science from Catholic University and has worked in publishing and film since 1995. She has been a story analyst, editor, writer-for-hire (her credits include two New York Times bestsellers), writing consultant, and instructor.

Novel Writer's Boot Camp



Here it is, by popular request! You asked for a class that would help you through the snags and pitfalls of writing that first draft. This 12-week hybrid class of online instruction and in-classroom discussion features feedback sessions, support materials, editing topics, plus goal-setting assistance, troubleshooting, and group critique opportunities. You don't have to go it alone! Instructor Julie Castillo will contact you prior to the class start date for an online course orientation. Please contact her at jmwriterslife@aol.com if you have questions concerning this class. .

Total: \$115 — Senior Total: \$64

ANE-286-D	M 7:00PM–9:00PM J. Castillo	Oct 02 – Dec 11 CPB 214
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How to Publish Your Book

Whether you've got the first spark of an idea or a finished manuscript, in this workshop you'll gain the tools you need to publish your book. Discover how to groom your book to fit an established market. Learn how to find the right publisher (traditional, POD, E-publisher, yourself), write an attention-grabbing query letter, outline or synopsis, and manage the submission process. Find out what to expect, and what to look out for, and when it's contract-signing time. Learn how to promote yourself once your book is out. Whether you write fiction or nonfiction, if your goal is to get published, this workshop is for you!

Total: \$35

ANE-454-F	M 6:00PM–9:00PM J. Castillo	Dec 18 CPB 232
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Fiction Writing Workshop

So you've always dreamed of writing a novel? Or have you already published a few pieces and you're looking to take your writing further? In this hands-on workshop, you'll learn all the elements of great fiction: from character, motivation, and conflict to structure, setting, and scene-writing. Practice your hand at crafting dialogue, writing gorgeous sentences, showing instead of telling, and revising your work to commercial writing standards. We'll also discuss the business of writing with a step-by-step guide to getting published.

Total: \$88 — Senior Total: \$61

ANE-508-E	Th 6:00PM–9:00PM <i>J. Castillo</i>	Nov 09 – Dec 14 <i>CPB 232</i>
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Mind Body

Evolution and Creationism: Why Can't We Just Get Along

What's really at the heart of this centuries-old animosity? Frame these two radically different ways of knowing, explore their roots, and get at the heart of their disagreement. Look for common ground, seek a meeting of the minds, and search for a viewpoint that allow these diverse positions to peacefully, respectfully co-exist.

Total: \$34

MBP-124-C	F 2:00PM–4:00PM <i>J. Castillo</i>	Sep 22 – Sep 29 <i>CPB 232</i>
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Language

Italian for Travelers

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

Total: \$115 — Senior Total: \$69

LAN-251-C	TuTh 6:30PM–8:30PM <i>S. Roma-Barrera</i>	Sep 19 – Oct 12 <i>VM 3</i>
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Spanish for Travelers

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

Total: \$115 — Senior Total: \$69

LAN-252-B	TuTh 6:30PM–8:30PM <i>N. Rivera</i>	Aug 15 – Sep 14 <i>VM 3</i>
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Youth and Family

Giggles and Wiggles

Come share a special time of interactive activities with your toddler! Little munchkins aged two through four are always delighted with making their way through the tumbling mat obstacle course, riding trikes and sit-on rollers, playing games, creating fun crafts, and making new friends each week. The activities are designed for you to accompany your child throughout the class.

Total: \$49

ANE-344-C	W 9:30AM-10:15AM J. Miller	Sep 13 - Oct 11 ARCC MAIN
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SAT Prep: Math & English Combined

The New SAT is here, are you ready? Strengthen your vocabulary, grammar, critical reading, and composition skills for the reading, writing, and language sections of the SAT. Brush up on algebra I and II, geometry, and trigonometry with practice problems. You'll gain the test-taking tools and confidence you need to earn your best SAT score possible!

Total: \$125

DIS-581-C	MW 6:00PM-8:00PM A. Durning	Sep 11 - Oct 25 CPB 212
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SAT Prep: Reading, Writing & English

Boost your SAT Reading, Writing & Language score! Strengthen your vocabulary, grammar, critical reading, and composition skills while building your confidence as a test-taker. Learn test-taking strategies to help you earn your best score possible on the reading, writing, and language sections of the SAT! Want to improve your math skills, too? Take the SAT Prep: Math & English Combined class for an even higher overall SAT score.

Total: \$89

DIS-582-C	W 6:00PM-8:00PM A. Durning	Sep 13 - Oct 25 CPB 212
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SAT Prep: Math

Boost your SAT Math score! Strengthen your algebra I and II, geometry, and trigonometry skills while building your confidence as a test-taker. Learn test-taking strategies to help you earn your best score possible on the math section of the SAT! Want to improve your reading, writing, and language skills, too? Take the SAT Prep: Math & English Combined class for an even higher overall SAT score.

Total: \$89

DIS-583-C	M 6:00PM-8:00PM A. Durning	Sep 11 - Oct 23 CPB 212
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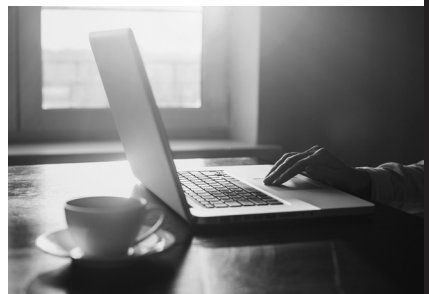
SAT Prep and The Not-For-Homework Writing Studio

Middle and high school students: Boost your math, reading, writing, language, and overall SAT scores! Focus on one section of the course, or register for both SAT Prep courses to brush up on all.

SAT Prep: Math DIS-583-C \$89

SAT Prep: Reading, Writing & Language
DIS-582-C \$89

SAT Prep: Math & English Combined
DIS-581-C \$125



Middle school writers: Cozy up with plot, alliteration, metaphor, character, meter, rhyme, and all your favorite elements of storytelling and spend the day basking in the written word.

The Not-For-Homework Writing Studio ANE-370-E \$59

STEAM Youth Programs

When Washington County Public Schools are closed on October 20 and November 10, we're open! Your middle or high school student can come to HCC for a full-day of STEAM (Science, Technology, Engineering, Art, and Math) programs.

Horror Movie Cinematography

Friday, Oct 20, 9:00 AM to 3:00 PM, \$35

ANE-368-D, Middle School

ANE-368-N, High School

Pumpkin Chunkin

Friday, Nov 10, 9:00 AM to 3:00 PM, \$35

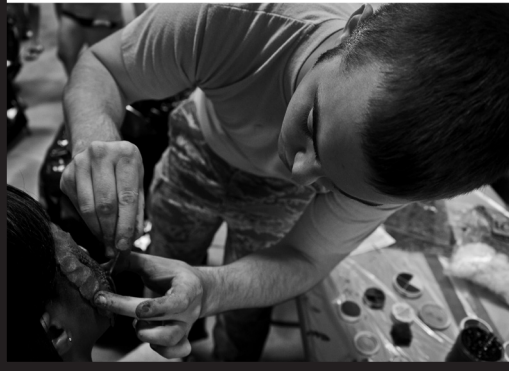
DIS-580-E, Middle School

DIS-580-N, High School

Space is limited – register early!

Scholarships are available, thanks to BEACON House, Inc., a STEAM Education nonprofit.

For more information on scholarship opportunities, email cfk@hagerstowncc.edu.



Horror Movie Cinematography

It was a dark and stormy night and Bryan and Janay were alone in the house because their parents went out to the movies? We all have seen movie trailers and horror movies. Now is your chance to create your own movie trailer! BEACON House, Inc., A STEAM Education nonprofit invites you to learn how to create different sound effects, create realistic make-up, costumes, story plot, and all of the other items to make a horrifically awesome horror movie trailer with your smart phone and iMovie!!! The best trailer will receive an extra-special reward!

Total: \$35

ANE-368-D	F 9:00AM–3:00PM Staff	Oct 20 ATC 115
ANE-368-N	F 9:00AM–3:00PM Staff	Oct 20 ATC 116

Pumpkin Chunkin

Is it a bird? A plane?...No it is a PUMPKIN!!!! Time to put those leftover fall decorations to a good use as we learn to build and then construct a catapult or trebuchet to see who can launch the pumpkin either the farthest, the most accurately, or the most creatively. BEACON House, Inc., A STEAM Education nonprofit invites you to investigate the history behind these devices as well as the science and mathematics needed to increase your launch distance and control your pumpkin projectile to hit the target! Join us for a smashing good time of engineering using these medieval devices!

Total: \$35

DIS-580-E	F 9:00AM–3:00PM Staff	Nov 10 CPB 211
DIS-580-N	F 9:00AM–3:00PM Staff	Nov 10 CPB 213

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Instructor Bio - Jody White

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

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Beginning Classical Ballet

There is no better way to appreciate the art of classical ballet than to try it yourself. This beginner's level class will strengthen your body, increase your flexibility, and give you a much richer appreciation of ballet as a viewer.

Total: \$87 Senior Total: \$48

FIT-013-C	Th 6:00PM - 7:15PM <i>K. Rupp</i>	Sep 07 - Nov 09 <i>KEP 101</i>
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Dance

Ballroom Dance - Swing/Foxtrot 

Back by popular demand! Join professionally certified Dance Vision International Dance Association (DVIDA) instructor, Jody White, for Ballroom Dance Instruction. Learn to dance to the greatest music from the roaring 20s all the way through the rock n' roll 50s. We'll be sailing smoothly through the fox trot and twirling our way through the swing. Wear comfortable shoes (no flip flops) and we'll be dancing in no time.

Total: \$70 Senior Total: \$50

FIT-014-C	W 5:45PM-6:45PM <i>J. White</i>	Sep 06 - Sep 27 <i>KEP 101</i>
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Ballroom Dance - Salsa/Cha Cha 

Back by popular demand! Join professionally certified Dance Vision International Dance Association (DVIDA) instructor, Jody White, for Ballroom Dance Instruction. Get those hips moving with two of the most popular Latin dances! The Cha Cha is a great ballroom dance and the salsa is a spicy club dance. Bring comfortable shoes (no flip flops or sharp/pointed heels) and learn more about how these two great dances are related.

Total: \$70 Senior Total: \$50

FIT-018-D	W 5:45PM-6:45PM <i>J. White</i>	Oct 04 - Oct 25 <i>KEP 101</i>
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Join the
HCC Alumni & Friends
 on the
Cruise of a lifetime

For an 11-day adventure in
 Italy, Croatia, Montenegro
 and Greece

April 19 - May 1, 2018

RATES INCLUDES

- 10 night cruise aboard Holland America Line ms Koningsdam
 - All meals and entertainment onboard the ship
 - All taxes
 - 1 night pre-cruise hotel stay in Rome, Italy
- Roundtrip transfers between HCC Parking Lot and airport
 - Roundtrip airfare
- Roundtrip transfers between airport, hotel and ship

PORTS OF CALL

<i>Rome, Italy</i>	<i>Dubrovnik, Croatia</i>
<i>Kotor, Montenegro</i>	<i>Corfu, Greece</i>
<i>Olympia, Greece</i>	<i>Athens, Greece</i>
<i>Santorini, Greece</i>	<i>Naples, Italy</i>



All travel arrangements through Travel Leaders
 To book call Travel Leaders
 and ask for Belinda, at 301-739-4600

Everyone is welcome to join us!

For General Information Call Lisa at 240-500-2346
 Price per person \$3,500.00 and up

Cruise Proceeds benefit the HCC Alumni Scholarship Fund

Enhance your Mediterranean travels by learning Italian! See page 53.

Registration Information

Registration is Easy

Registrations will be accepted through the first day of class if space is still available. However, we encourage you to SIGN UP EARLY.

To register in-person:

Visit the HCC registration office in the Administration and Student Affairs Building on the main campus.

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

- Monday and Thursday 8:30 a.m. – 6:30 p.m.
- Tuesday, Wednesday and Friday 8:30 a.m. – 4:30 p.m.

Visit HCC's satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

- Monday through Thursday - 8:30 a.m. – 9 p.m.
- Friday - 8:30 a.m. – 4:30 p.m.
- Saturday - Selected Hours

To register by phone:

You may register by phone by calling 240-500-2236. Registrations may be accepted by phone when paying with a credit card.

To register through WebAdvisor:

- www.hagerstowncc.edu/coned/web-advisor
- Register online for your courses. Follow the step-by-step tutorials on the WebAdvisor page.

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

For Additional Information

For Out-of-County and Out-Of-State Students

1-866-422-2468

HCC Valley Mall Fax Number

301-582-4001

CE E-Mail Address

ceregister@hagerstowncc.edu

HCC Campus Store

240-500-2271

Call for Special Evening Hours

Textbooks may be purchased in the HCC Campus Store or through the online bookstore.

Books and materials may be returned for a cash refund or exchanged when accompanied by the original cash register receipt. Books must be returned in original condition by the second class. The Bookstore Refund Policy is posted online at www.hagerstowncc.edu/campus-store.

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.

Tuition and Fees

Any Maryland resident 60 years of age or older and who enrolls in a Maryland funded course is exempt from payment of tuition but must pay the \$35 fee (or higher fee if indicated in the course description) and any other applicable fees. Tuition does not include any fees or cost associated with a self-supporting program.

All students who enroll in continuing education classes which are not eligible for state funding shall pay full tuition and fees.

All students registering for an open enrollment course shall pay an \$8 registration fee. Checks should be made payable to Hagerstown Community College. There will be a returned check fee of \$35 for checks returned for insufficient funds.

For information concerning tuition assistance for individuals with disabilities, please call 240-500-2273.

Admissions

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

Registration Confirmation

You will receive confirmation of your registration. Attend class on the date and time indicated.

Course Cancellations

Each non-credit class requires a minimum number of enrollees to run. The decision to hold or cancel a class is made, in most cases, three business days prior to the start of the class. The college, however, reserves the right to cancel a class at any time due to unexpected circumstances.

Refund Policy

A full refund will be granted when a class is filled or cancelled. A refund will be given when a student withdraws from a course, subject to the following limitations:

- Withdrawal prior to second class – 100% of fee will be refunded.
- Seminars or one-day classes must be dropped 24 hours in advance to receive a 100% refund.
- Refunds for all trips are subject to availability based upon agreements with all vendors. Please call the Continuing Education Department for more information.

Employer's Tuition Assistance

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

ed2go Online Course Registration Information

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

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

If you have additional questions, you can also e-mail our student liaison at online@hagerstowncc.edu.

College Holidays

- September 4, 2017 – Labor Day
- November 22, 2017 – College Closes at noon
- November 23-24, 2017 - Thanksgiving
- December 22, 2017-January 1, 2018 – Winter Break

Parking

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

Use of Cell Phones During Class

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

Emergency Closing

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

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

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

Non-Credit/Credit Shared Courses

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

Certificate/CEU Information

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

Code of Student Conduct

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

Smoking Policy

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

Equal Opportunity College

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

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

CAMPUS MAP

