

WINTER 2018

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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

Veterinary Assistant Training 2018

February 26, 2018 - October 8, 2018

The Veterinary Assistant Training Program consists of three courses. A certificate of completion of the training will be given upon successful completion of all three courses and a final project and portfolio, each to be presented on the last night of class.

What is the job outlook for veterinary assistants?

Employment opportunities for veterinary assistants and laboratory animal caretakers is expected to grow by 14 percent from 2010 to 2020. Employment of veterinary assistants and laboratory animal caretakers is concentrated in veterinary services, an industry that is projected to grow rapidly during the next decade. The rate of industry growth is being spurred by a growing pet population and advancements in veterinary medicine (source: www.bls.gov/ooh).

Course 1—Medical Terminology and Intro to Anatomy for Veterinary Assistants

This course introduces and reviews veterinary terminology and vocabulary.

Students must score at least 70% or better on the Course 1 final examination in order to enroll into Course 2, Veterinary Assistant Training Principles

PET 043 H

Fee: \$335

Feb. 26, 2018 – Apr. 23, 2018

6-8 PM

Course 2—Veterinary Assistant Training Principles

This course includes an overview of the veterinary profession, office procedures, and exam room procedures, client relations, and clinical procedures.

The diagnostic section includes pharmacology and radiology.

The emergency care section includes anesthesia, emergency surgery, and medicine, as well as animal CPR.

PET 041 J

Fee: \$895

April 30, 2018 – Sept. 24, 2018

5:30-8:30 PM No class: 5/28/18, 9/3/18

Course 3—Veterinary Assistant Training Practices

This course consists of 25 hours of combined training including hours at a Humane Society, 10 hours at a Veterinary Hospital/Clinic (mandatory), guest lectures,



and up to three hours of individual research for a final presentation to be given at graduation. Course 3 will run concurrently with Course 2. Students will schedule their individual practice hours with the approval of the instructor.

PET 042 A

Fee: \$211

July 30, 2018 – Sept. 24, 2018

Presentation of Projects, Career Portfolios, and Certificate Completion Presentations

Oct. 8, 2018

Registration requirements

Students must be 18 prior to the beginning of the Veterinary Assistant Training Practices course.

Students must be a high school graduate or GED certified prior to July of the program year.

Veterinary assistant students are required to attend all classes. To register for the certificate program, students need to take the Accuplacer Math and English placement tests. To be accepted into the program, students must place into MAT 100 and ENG 099 or higher. (Note: Students do not have to take the MAT 100 or ENG 099 courses, but must receive a score indicating that they qualify for both courses.) If students received a "C" or higher in a college level Math and English class, then they are exempt from taking the Accuplacer placement tests

See course descriptions on next page.

Visit www.hagerstowncc.edu/coned/areas/animal/vet for more information on this program.

All courses are held at our Valley Mall location.

To register visit www.hagerstowncc.edu/coned or call 240-500-2236 for details.

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 2018

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.

Total: \$1350 — Senior Total: \$1005

PRD-570-G	Th 8:30AM–4:30PM <i>A. Kostreski, D. Hartman, M. Waltemire</i>	Jan 25 – Mar 08 VM 3
PRD-570-J	Tu 8:30AM–4:30PM <i>A. Kostreski, D. Hartman, M. Waltemire</i>	Apr 03 – May 15 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-G	Th 8:30AM–4:30PM <i>A. Kostreski</i>	Jan 25 VM 3
PRD-429-J	Tu 8:30AM–4:30PM <i>A. Kostreski</i>	Apr 03 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-H	Th 8:30AM–4:30PM <i>M. Waltemire</i>	Feb 01 VM 3
PRD-675-J	Tu 8:30AM–4:30PM <i>M. Waltemire</i>	Apr 10 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-H	Th 8:30AM–4:30PM <i>M. Waltemire</i>	Feb 08 VM 3
PRD-554-J	Tu 8:30AM–4:30PM <i>M. Waltemire</i>	Apr 17 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-H	Th 8:30AM–4:30PM <i>D. Hartman</i>	Feb 15 VM 3
PRD-555-J	Tu 8:30AM–4:30PM <i>D. Hartman</i>	Apr 24 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-M	Th 8:30AM–4:30PM <i>D. Hartman</i>	Feb 22 VM 3
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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-H	Th 8:30AM–4:30PM <i>D. Hartman</i>	Mar 01 <i>VM 3</i>
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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-M	Th 8:30AM–4:30PM <i>A. Kostreski</i>	Mar 08 <i>VM 3</i>
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Business Seminars

Sell Or Die: Selling for Startups and Emerging Businesses

This three-part series workshop will help you understand why selling is important and why people buy and don't buy. Additionally, we will work to find the best way to communicate the value of doing business with your company. The sales process will be outlined and discussed with an emphasis on what it takes to close business. Together we will explore ways of getting started and outline actionable items to move you towards success.

Total: \$49

PRD-814-G	Th 9:00AM–5:00PM <i>C. Staff</i>	Jan 18 <i>CPB 211/213</i>
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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-H	W 8:30AM–11:30AM <i>C. Staff</i>	Feb 28 <i>TIC 323</i>
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Entrepreneurship

Business Management for Artist

Specifically for ARTISTS, this SCORE-offered course will review your own business situation, assessing where the money comes from, how to generate more money, where the money goes and how you can account for your spending. Then we will review how to create and manage a budget and determine if you are making a profit. Finally we will review business plans and what goes into a quality plan.

Total: \$70

TIC-002-G	W 5:00PM–6:30PM <i>C. Staff</i>	Jan 17 – Jan 31 <i>TIC 323</i>
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Customer-Focused Content Marketing

Engaging with buyers and customers is more different now than it has ever been due to the multitudes of ways to communicate today. Enhancing your brand by engaging in customer-centric Content Marketing is the new way to spread your organization's message. During the session, we will discuss: Content Marketing, Strategic Marketing, Content Creation, and more.

Total: \$56

TIC-003-G	W 8:30AM–10:30AM <i>C. Staff</i>	Jan 17 <i>TIC 323</i>
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TechFast

The landscape for technology is rapidly changing and things are constantly advancing. On-the-job training is crucial to success in the industry. Attendees will get a chance to hear from subject matter experts on High Tech topics each quarter. And get a chance to connect with local tech professionals to foster local collaboration.

Total: \$15

TIC-001-G	Tu 7:30AM–9:00AM <i>C. Staff</i>	Jan 23 <i>CPB 210/212/214</i>
TIC-001-J	Tu 7:30AM–9:00AM <i>C. Staff</i>	Apr 24 <i>CPB 210/212/214</i>

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
Course #: PRC-038-M
- **Emotional Intelligence:** discover your capacity for empathy, self- awareness, and motivation
Course #: PRC-039-M
- **Corrective Discipline/Performance Appraisal:** learn to strengthen your work relationships through one on one communication
Course #: PRC-040-M
- **Energy Leadership:** find the key to your individual style of leadership
Course #: PRC-041-M

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

Series Course #: PRD 827 M



For more information visit www.hagerstowncc.edu

To register call: 240-500-2236

Management

Management 2.0

This series of classes is designed to enhance management skills in the areas of communication and leadership. The target audience is comprised of incumbent managers and supervisors in profit and not for profit organizations.

Total: \$649

PRD-827-M F 8:30AM–4:30PM Mar 09 – Mar 30
A. Kostreski, D. Hartman, M. Waltemire VM 3

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-M F 8:30AM–4:30PM Mar 09
A. Kostreski VM 3

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 empa-

thize 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-M F 8:30AM–4:30PM Mar 16
D. Hartman VM 3

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-M F 8:30AM–4:30PM Mar 23
D. Hartman VM 3

Energy Leadership

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

Total: \$199

PRC-041-M F 8:30AM–4:30PM Apr 06
M. Waltemire VM 3

WorkSmart



Employer Training Solutions

MARYLAND 

WorkSmart is a partnership between the Maryland Department of Commerce and the Maryland Association of Community Colleges (MACC). The WorkSmart Program offers businesses an array of customized and relevant training solutions providing an innovative approach that leverages the strengths of Maryland's 16 community colleges to serve the training needs of the local business community.

Hagerstown Community College has developed and delivered customized training solutions to many businesses, associations, and Government agencies.

Hagerstown Community College is one single point of contact for the Tristate's business community and workforce stakeholders to connect with the WorkSmart network that is responsive, accessible, and an affordable partner to help businesses address workforce issues and close skill gaps.

Please contact Theresa Shank at 240-500-2476 or tmshank@hagerstowncc.edu for further information.



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 301-606-9456.

Fee: \$79
PRD 565 G Sat 8 a.m.-12 p.m. 1/20/18-1/27/18 Tech Innovation Ctr 323
PRD 565 J Th 6 p.m.-8 p.m. 4/5/18-4/26/18



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 teacher, 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 240-500-2553 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

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-G – Jan 05 – Feb 23
 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-G – Jan 17 – Mar 07
 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-G – Jan 10 – Feb 28
 ONLINE

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-G	–	Jan 22 – Mar 12 <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-G	–	Jan 03 – Mar 23 <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-G	–	Jan 03 – Mar 23 <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-G	–	Jan 03 – Mar 23 <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-G	–	Jan 03 – Mar 23 <i>ONLINE</i>
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Taking Learning Outside

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

Total: \$48

PLC-825-G	–	Jan 03 – Mar 23 <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-G	–	Jan 03 – Mar 23 <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-G	–	Jan 03 – Mar 23 <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-G	–	Jan 03 – Mar 23 <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-G – Jan 03 – Mar 23
ONLINE

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-G – Jan 03 – Mar 23
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-G – Jan 03 – Mar 23
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-G – Jan 03 – Mar 23
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-G – Jan 03 – Mar 23
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-G – Jan 03 – Mar 23
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-G – Jan 03 – Mar 23
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-G – Jan 03 – Mar 23
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 programming 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-G – Jan 03 – Mar 23
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-G – Jan 03 – Mar 23
ONLINE

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-H – Feb 05 – Mar 26
ONLINE

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-M – Mar 19 – Apr 02
ONLINE

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-H Sa 9:00AM–4:00PM Feb 03 – Mar 17
CPB 232

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-M MTu 5:00PM–8:00PM Mar 12 – Mar 13
J. Cunningham CPB 230

Pool

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 at least 16 years old to register for this course.

Total: \$130

PLC-809-J Th 6:00PM–9:00PM Apr 19 – Apr 19
SaSu 9:00AM–4:00PM Apr 21 – Apr 22
C. Staff CPB 212

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-G TuTh 6:00PM–9:00PM Jan 23 – Apr 03
R. Beckwith, R. Fennel, R. Fairbourn CPB 212

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

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-G	W 9:00AM–12:00PM <i>R. Fairbourn</i>	Jan 31 <i>VM 4</i>
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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-H	Tu 1:00PM–3:00PM <i>R. Fairbourn</i>	Feb 20 <i>VM 4</i>
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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-H	W 9:00AM–12:00PM <i>R. Fairbourn</i>	Feb 21 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-H	W 9:00AM–12:00PM <i>D. Martin</i>	Feb 21 VM 3
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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. Please bring a calculator to class.

Total: \$38

PLC-866-M	W 1:00PM–4:00PM <i>J. Maravelis</i>	Mar 14 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-M	F 9:00AM–12:00PM <i>B. Maloney</i>	Mar 23 VM 4
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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-M	W 1:00PM–4:00PM <i>R. Fairbourn</i>	Mar 28 VM 4
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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

To register for online courses call Mida Clipp at 240-500-2553.

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-G	MW 6:00PM–9:15PM <i>F. Vincent</i>	Jan 22 – Feb 21 <i>CPB 210</i>
DRV-001-M	MW 6:00PM–9:15PM <i>F. Vincent</i>	Mar 12 – Apr 11 <i>CPB 210</i>
DRV-001-N	Sa 9:00AM–12:15PM <i>D. Mitchell</i>	Mar 17 – May 19 <i>VM 6</i>
DRV-001-O	MW 6:00PM–9:15PM <i>F. Vincent</i>	Apr 30 – Jun 04 <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-G	TuTh 5:30PM–8:45PM <i>J. Lemus</i>	Jan 30 – Mar 01 <i>VM 6</i>
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Motorcycle

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 ATVs and scooters. (Textbook required)

Total: \$283 — Senior Total: \$158

MST-002-M	TuThSa 6:00PM–9:00PM Sa 9:00AM–12:00PM <i>D. Goldman</i>	Mar 27 – May 12 May 12 – May 12 <i>CPB 213</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-H	TuW 6:00PM–9:00PM <i>I. Staff</i>	Feb 27 – Feb 28 <i>IND 100</i>
TDV-044-J	TuW 6:00PM–9:00PM <i>I. Staff</i>	Apr 17 – Apr 18 <i>IND 100</i>

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-G	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Jan 20 – Mar 03 <i>IND 200</i>
TDV-008-J	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Apr 07 – May 19 <i>IND 200</i>

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-G	Sa 9:00AM–5:00PM <i>D. Donovan</i>	Jan 27 <i>ATC 202</i>
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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	Range
MST-614-A	3/28/18	4/1/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-B	4/4/18	4/8/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-C	4/25/18	4/29/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-D	5/2/18	5/6/18	W/Th	5:30p-9p	S/S AM 7:30a-12:30p
MST-614-E	5/16/18	5/20/18	W/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-F	5/30/18	6/3/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-P	6/6/18	6/10/18	W/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-G	6/13/18	6/17/18	W/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-H	6/27/18	7/1/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-J	7/3/18	7/8/18	T/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-K	7/18/18	7/22/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-L	8/1/18	8/5/18	W/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-M	8/15/18	8/19/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-N	9/5/18	9/9/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-O	9/19/18	9/23/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-Q	10/3/18	10/7/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p

Basic Rider for Women—MST 448

\$292

No motorcycle experience is required and no gender stress will be allowed. Led by a female instructor, the course provides the same skills as our mixed gender Basic Rider Course for new riders who want to develop the mental and motor skills for safe street operation. Please see Basic Rider Course description for full details. eCourse completion required.

Section Name	Start Date	End Date	Classroom	Range	Range
MST-448-A	4/11/18	4/15/18	W/Th	5:45p-9p	S/S AM 7:30a-12:30p

Alternate Basic Rider—MST 615

\$272

If you have at least six months of current riding experience, this course will make you a safer biker and hone your street skills. Motorcycles are provided for five hours of range instruction. Successfully complete and receive a certificate for the Maryland Class M license. eCourse completion required.

Section Name	Start Date	End Date	Classroom	Range	Range
MST-615-A	5/12/18	5/12/18	none	S	8a-4p

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 new career and develop the proper skills for moving material manually or with motorized equipment. Train hands-on with a variety of vehicles found in area distribution centers including pallet jacks, standup/sit-down forklifts, and elevated order pickers, while practicing workplace safety based on OSHA standards. (Textbook provided)

Total: \$353

TRD-145-H	Sa 9:00AM–5:00PM <i>D. Donovan</i>	Feb 10 - Mar 3 <i>ATC 202</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."

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-M M 6:00PM–9:00PM
T. Kroon

Mar 12 – Apr 09
CPB 232

Alternative Energy

Solar Photovoltaic Installation

Gain the skills necessary to enter the field of solar photovoltaic (PV) installation. Learn the principles behind PV system design and operation, how to perform site evaluations, and specify system components. Be ready to install, startup, and test simple residential PV systems as well as troubleshoot and repair common PV system faults and errors. Hands-on activities are included. Prerequisites: CNT-110, Fundamentals of Electricity (Textbook required)

Total: \$390 — Senior Total: \$175

CNT-016-G M 5:30PM–8:15PM
G. Betz

Jan 08 – Apr 30
STEM 208

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-G — January 6-13, 2018

AHIT is the nation's leader in home inspection training and training materials. The 72-hour class is an intensive 8-day boot camp approved in Maryland as a first step toward licensing. For West Virginia licensing, an additional class day is needed for that state's 80 hour requirement (see TRD-213-G offered on January 14).



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

Electrical

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-G	W 5:30PM–9:00PM	Jan 10 – Apr 25
	<i>J. Luna</i>	<i>ATC 213</i>

Home Inspector

Home Inspector Training

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

Total: \$2012 — Senior Total: \$1906

TRD-045-G	MTuWThFSaSu 8:00AM–5:30PM	Jan 06 – Jan 13
	<i>C. Staff</i>	<i>VM 6</i>

Home Inspector West Virginia Practicum

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

Total: \$108

TRD-213-G	Su 8:00AM–5:30PM	Jan 14
	<i>C. Staff</i>	

HVAC

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-G	Th 6:00PM–8:15PM	Jan 11 – Apr 26
	<i>J. Bussard</i>	<i>CPB 142/142A</i>

Plumbing

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-G	Tu 5:30PM–8:15PM	Jan 09 – Apr 24
	<i>I. Staff</i>	<i>CPB 142/142A</i>

Industrial Technology

Advanced CNC

For advanced machine operators, expand your skills in computer operation of CNC machines and commands. This practical course addresses Computer-Aided Manufacturing concepts using ESPRIT software to create numerical machine code to drive CNC milling machines or lathes. Prerequisite: CNT-150 or related work experience. (Textbook require)

Total: \$354 — Senior Total: \$229

CNT-250-G	Th 6:00PM–10:00PM	Jan 11 – Apr 26
	<i>K. Stoops</i>	<i>ATC 202</i>

Chainsaw

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-M	Tu 5:30PM–8:30PM	Mar 20 – Apr 10
	Sa 9:00AM–5:00PM	Apr 14
	<i>J. Adams</i>	<i>CPB 232</i>

Waste Water Treatment

Activated Sludge - Evolution to Nitrogen Removal

What do you know about the various activated sludge configurations currently used, available, and evolving for activated sludge, BNR, and ENR processes? The objective of this class is to give activated sludge plant operators a more in-depth understanding of the activated sludge process. With this understanding, effluent quality variability and process energy usage can be reduced. Topics to be presented include: wastewater characterization, biological N & P removal, the importance of sludge quality, measuring and controlling sludge quality, WAS flow control, RAS flow optimization, secondary clarifier performance diagnostic testing. Specifically, types of aeration diffusers (mechanical, fine bubble, and membranes) and blowers (positive, multistage, single stage, and high speed) will be addressed. The influence of MCRT and MLSS will also be addressed as to the efficiency, ease (or difficulty) and cost of aeration. Finally, helpful operating hints will be provided based on experiences from operating facilities.

Total: \$143

WWW-185-H Tu 8:00AM-4:00PM	Feb 27
<i>C. Staff</i>	<i>VM 6</i>

Water Storage, Distribution and Pumps

To be successful in the water distribution field, operators need experience and training in the practical aspects of operating and maintaining water distribution systems, while emphasizing safe practices and procedures. This course will discuss typical distribution system process components from treatment to delivery. Water quality monitoring including sample type, collection and minimum / maximum concentrations are discussed. Topics will include pumping, storage, valves, and distribution O & M and the principle role of each component in the distribution network. A brief review of the safety standards pertaining to confined space entry, trench safety, and lockout/tagout will be address following the process discussion.

Total: \$123

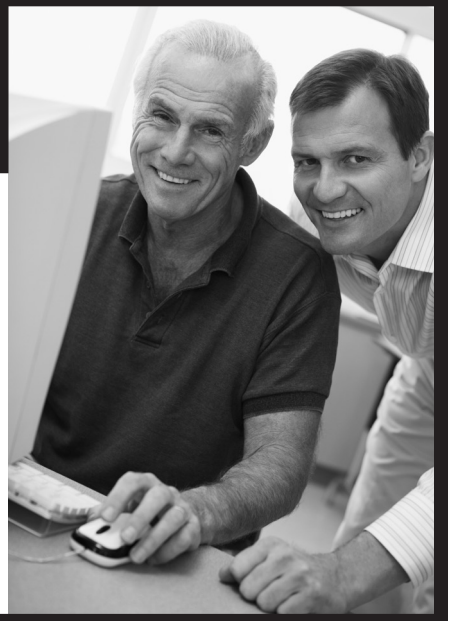
WWW-186-J Tu 8:00AM-4:00PM	Apr 03
<i>C. Staff</i>	<i>VM 6</i>

Technology Tutoring Now Available

Befuddled by your computer, tablet or smartphone? Personalized training sessions arranged in two hour segments.

Schedule a tutoring appointment by calling 240-500-2236

Fee: \$80



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-H	Sa 8:30AM–12:40PM	Feb 03 – Apr 21
	<i>S. Staley, B. Staley</i>	<i>CPB 142/142A</i>

Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-H	Sa 8:30AM–12:40PM	Feb 03 – Apr 21
	<i>S. Staley, B. Staley</i>	<i>CPB 142/142A</i>

Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-H	Sa 8:30AM–12:40PM	Feb 03 – Apr 21
	<i>S. Staley, B. Staley</i>	<i>CPB 142/142A</i>

Welding Layout and Fabrication

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

Total: \$479 — Senior Total: \$338

CNT-116-G	MW 5:30PM–8:15PM	Jan 08 – Apr 30
	<i>J. Smith</i>	<i>CPB 142/142A</i>

AWS Welding Certification Preparation

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

Total: \$509 — Senior Total: \$368

CNT-206-G	MW 5:30PM–8:15PM	Jan 08 – Apr 30
	<i>J. Smith</i>	<i>CPB 142/142A</i>



Construction Equipment Operator

Enhance your skills or launch a new career operating construction equipment. Our 100 hour operator training covers the common types of equipment found on the job site including skid loaders, graders, excavators, and backhoes.

- Safely use equipment at a work site
- Perform inspection and equipment startup
- Identify preventive maintenance issues
- Practice digging and trenching operations
- Move and grade materials



Dump truck operator training and CDL licensing available as an add-on to the equipment training. Classes will begin in spring 2018.

For more information, contact 240-500-2236 or visit us online at www.hagerstowncc.edu/godrive.

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.

Smart Phone/Tablet

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-G	Tu 6:00PM–8:00PM <i>S. Martz</i>	Jan 30 – Feb 13 <i>VM 4</i>
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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-H	M 6:00PM–8:30PM <i>G. Shingler</i>	Feb 05 – Feb 19 <i>VM 4</i>
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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-G	Tu 6:00PM–8:00PM <i>S. Martz</i>	Feb 20 – Mar 06 <i>VM 4</i>
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MS Office

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-G	W 9:00AM–4:30PM <i>R. Koziel</i>	Jan 24 <i>VM 2</i>
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CMP-835-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 21 <i>VM 2</i>
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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-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 07 <i>VM 2</i>
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CMP-836-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 07 <i>VM 2</i>
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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-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 21 <i>VM 2</i>
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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-G	W 9:00AM–4:30PM <i>R. Koziel</i>	Jan 31 <i>VM 2</i>
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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-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 14 <i>VM 2</i>
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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-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 28 <i>VM 2</i>
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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-G	Tu 5:30PM–9:00PM <i>G. Betz</i>	Jan 09 – Apr 24 <i>ATC 116</i>
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Computer-Aided Design II

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

Total: \$379 — Senior Total: \$237

CMT-153-G	Th 5:30PM–9:00PM	Jan 11 – Apr 26 <i>ATC 116</i>
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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. Required: Intro to Personal Computing or equivalent work experience with a PC. (Textbook Required)

Total: \$520 — Senior Total: \$282

CMT-150-G	M 5:30PM–8:15PM <i>K. Weil-Yates</i>	Jan 08 – Apr 30 <i>ATC 200</i>
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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-G	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 11 <i>CPB 214</i>
NRS-923-J	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 25 <i>CPB 214</i>
NRS-923-L	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 08 <i>CPB 214</i>
NRS-923-M	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 15 <i>CPB 214</i>
NRS-923-N	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 22 <i>CPB 214</i>
NRS-923-Q	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Mar 15 <i>CPB 214</i>
NRS-923-R	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Mar 22 <i>CPB 214</i>
NRS-923-S	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Mar 29 <i>CPB 214</i>
NRS-923-T	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Apr 05 <i>CPB 214</i>
NRS-923-U	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Apr 19 <i>CPB 214</i>

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: \$298 — Senior Total: \$223

NRS-563-G	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Jan 19 – Jan 20 <i>CPB 122</i>
NRS-563-H	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Feb 09 – Feb 10 <i>CPB 122</i>
NRS-563-M	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Mar 02 – Mar 03 <i>CPB 122</i>

Dental Seminar

Local Anesthesia for Dental Hygienists

Through a combination of lecture and hands-on lab work, students will gain skills through the implementation of local anesthesia. This course will provide the Maryland licensed dental hygienist with initial theory and clinical laboratory components to perform local anesthesia in the state of Maryland according to the rules and regulations of the Maryland State Board of Dental Examiners.

Total: \$551

HCE-047-N	TuWTh 8:00AM–5:00PM <i>J. Suminski, N. Stannert, P. McAllister</i>	Mar 06 – Mar 08 <i>CPB 124</i>
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Nitrous Oxide Administration and Monitoring for the Dental Hygienist

This course provides dental hygienists with basic and current concepts in the administration and monitoring of nitrous oxide sedation. Topics include: history, philosophy and psychology of nitrous oxide minimal sedation; physiological and psychological aspect of pain and anxiety; the management of pain and anxiety; indication and contraindication of nitrous oxide; medical assessment; stages of sedation; pharmacological and physiological effects; complications and medical emergencies; occupational exposure; the administration and monitoring; prevention, recognition and management of possible complications of inhalation sedation. This course consists of two components which include 4 hours of lecture; followed by a written examination, followed by 2 hours of clinical followed by a competency evaluation. Course participants must pass the written examination with a 75% or greater and the clinical competency with a 100%. This course prepares students to pass the CDCA written nitrous oxide exam by the Maryland State Board of Dental Examiners. Textbook is not included in pricing. ISBN: 978-1455745470

Total: \$324

HCE-053-M	F 8:00AM–3:00PM <i>C. Staff</i>	Mar 23 <i>CPB 124</i>
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Local Anesthesia for Dental Hygienists

HCE 047-N • Cost: \$551

March 6-8, 2018 • 8:00 a.m. – 5:00 p.m.

Instructors: Ms. Jen Suminski, Ms. Nancy Stannert

Textbook not included - Textbook: Local Anesthesia for the Dental Hygienist 2nd edition
ISBN #: 978-0323396332

Seating is limited

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

Optometry Seminar

Sunday, Feb 18, 2018

8 a.m. - 4 p.m.

Career Programs Building

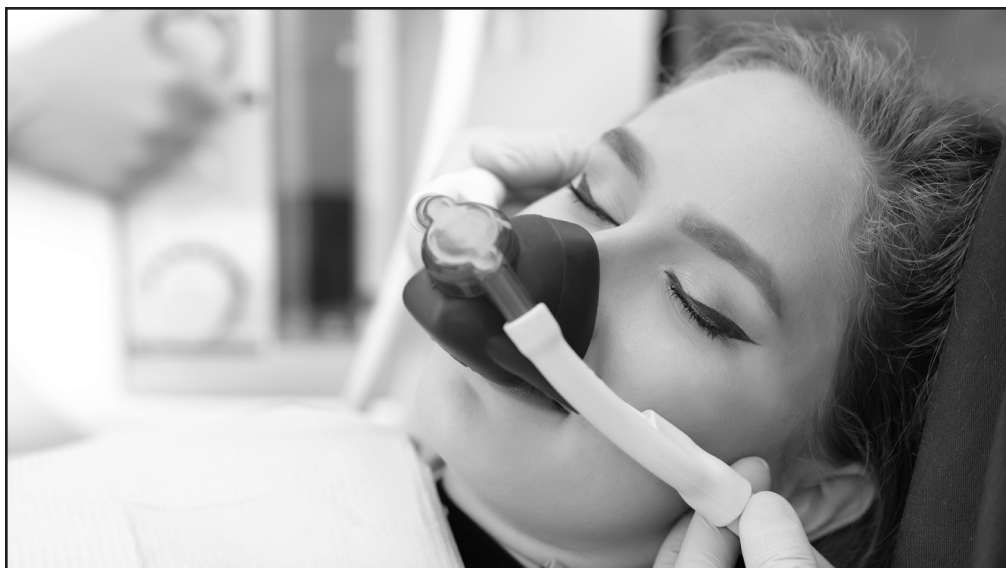
NRS 877 H

Fee: \$115

Visit

www.hagerstowncc.edu/seminars
for more information





Nitrous Oxide and Oxygen Administration and Monitoring for the Dental Hygienist

Friday, March 23, 2018

8:00 a.m. – 3:00 p.m.

Course: HCE 053 M

Hagerstown Community College

Career Programs Building, Room 124

Instructor: Ms. Jennifer Suminski



(Textbook not included) Textbook: "Handbook of Nitrous Oxide and Oxygen Sedation," 4e, 4th edition, Clark, Morris and Brunick, Ann, Elsevier. ISBN-13: 978-1455745470

Cost: \$324 (includes continental Breakfast and \$10 lunch voucher)

This course is approved for 6 CEU's by the Maryland State Board of Dental Examiners

"Seating is Limited"

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

Health Seminar

Cardiac Updates

This course provides updates in techniques for echo sonographers.

Total: \$95 (\$71 before 3/31/18)

NRS-583-J	Sa 7:30AM–3:00PM	Apr 07 CPB
210/211/212/213/214		

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-H	Su 8:00AM–4:00PM C. Staff	Feb 18 CPB
210/211/212/213/214		

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-H	Sa 9:00AM–6:00PM G. Haywood	Feb 24 CPB 214
NRS-742-M	Sa 10:00AM–7:00PM G. Haywood	Mar 17 CPB 214
NRS-742-J	Sa 9:00AM–6:00PM G. Haywood	Apr 28 CPB 214

NCLEX Review

This course prepares nursing students for the NCLEX exam. Students will take a pre-test of the overall body systems, anatomy and physiology, disease processes, assessment and care, as well as nursing process, and legal and ethical issues practice. Emphasis will be focused on test-taking strategies and areas where students exhibit need for additional instruction. A post-test to review learner success will also be administered.

Total: \$447

NRS-854-G	MTuWTh 9:00AM–4:00PM	Jan 02 – Jan 05 CPB 210/212/214
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Rad Series

Kettering Review for the ARRT Radiography Exam

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

Total: \$185

NRS-991-M	TuW 8:00AM–5:30PM	Mar 27 – Mar 28 CPB 212/214
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Cardiac Updates #18

Saturday, April 7, 2018
7:30 a.m. to 3 p.m.
Career Programs Building

NRS 583 J

EARLY BIRD DISCOUNT

Register by
Mar. 29 and
pay only \$79
After Mar. 30 - \$95



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



Attention!

Please take HCE-036-G
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 978-0323328524

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 J)

Mon 6 p.m. – 10 p.m. Apr 2 – June 11 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 K)

Fri. May 11 6 p.m. – 10 p.m., and Sat. May 12 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 L)

June 18 – Aug 20

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.



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-G	TuTh 9:30AM–10:30AM <i>S. Rodgers Hagerstown Seven Day Adventist HALL</i>	Jan 09 – Feb 15
FIT-005-H	TuTh 9:30AM–10:30AM <i>S. Rodgers Hagerstown Seven Day Adventist HALL</i>	Feb 27 – Apr 05
FIT-005-J	TuTh 9:30AM–10:30AM <i>S. Rodgers Hagerstown Seven Day Adventist HALL</i>	Apr 17 – May 24

Mind Body

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-H	Tu 7:00PM–8:30PM <i>C. Piper-Snyder</i>	Feb 06 – Mar 20 <i>CPB 214</i>
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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-G	W 6:00PM–7:00PM <i>P. Cote</i>	Jan 10 – Mar 14 <i>CPB 211</i>
MBP-072-M	W 6:00PM–7:00PM <i>P. Cote</i>	Mar 28 – May 30 <i>CPB 211</i>

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-G	W 7:00PM–8:00PM <i>P. Cote</i>	Jan 10 – Mar 14 <i>CPB 211</i>
MBP-073-M	W 7:00PM–8:00PM <i>P. Cote</i>	Mar 28 – May 30 <i>CPB 211</i>

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-G	Tu 6:00PM–7:30PM <i>J. Silbert</i>	Jan 16 – Jan 30 <i>VM 3</i>
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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-G	W 7:00PM–8:30PM <i>S. Heurich</i>	Jan 10 – Mar 14 <i>BSH 114</i>
MBP-119-M	W 7:00PM–8:30PM <i>S. Heurich</i>	Mar 21 – May 23 <i>BSH 114</i>

Introduction to Aromatherapy



This three-part course provides an introduction to Aromatherapy. Part 1, “Introduction to Essential Oils” describes the history, research, and properties of essential oils and their physical effects through the body. Part 2, “Mind, Mood, and Emotional Healing with Essential Oils” explores the mind/body connections and how essential oils can restore mental and emotional balance. Part 3, “Aromatherapy for Families and Children” explores the use of essential oils in addressing common childhood health needs.

Tuesday, Jan. 16 – Jan. 30
6 p.m. – 7:30 p.m.
MBP-122-G \$40
Jennifer Silbert Valley Mall

To register, visit www.hagerstowncc.edu/coned or contact 240-500-2236.

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-G Tu 6:00PM–9:00PM Jan 18 – Feb 15
J. Remes CPB 210

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-M Th 6:00PM–9:00PM Mar 08 – Apr 05
J. Remes CPB 210

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-M Tu 6:00PM–8:00PM Mar 27 – May 15
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-G Th 12:00PM–2:30PM Jan 18 – Mar 08
G. Lum VM 6

SEN-090-H M 6:00PM–8:30PM Jan 22 – Mar 19
G. Lum VM 6

SEN-090-M M 9:00AM–1:00PM Mar 19 – Apr 16
G. Lum VM 6

Cultural Trips

Washington Ballet's Romeo and Juliet

The Washington Ballet returns to the Kennedy Center Opera House to celebrate love and fate in an evening of unbridled passion set to Prokofiev's dynamic score. The intricate and timeless tale of Shakespeare's star-crossed lovers is told through vivid characterizations, clear dramatic structure, and masterful dancing, all set to Sergei Prokofiev's exuberant score. Share it with your beloved or treat yourself for Valentine's Day! Registration includes the matinee performance, motor coach transportation, and gratuities.

Total: \$169

ANE-373-H Sa 11:00AM–7:00PM Feb 17

Washington, D.C., Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. The 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-M Tu 7:00AM–5:30PM Mar 20



Philadelphia: Cradle of Liberty

Join us for a trip to discover ourselves! Our first stop will be the National Constitutional Center to celebrate the story of "We, the People." Explore over 100 interactive, thought-provoking exhibits and the museum store until you enjoy lunch on your own. After lunch, walk to Independence Hall where the Declaration of Independence was debated and signed. Spend your free time exploring nearby attractions, such as Carpenter Hall, where the first Continental Congress met; and Franklin Court, the home of Benjamin Franklin. An enroute lecture, including handouts, will be given by Roger Swartz, our educational coordinator. Registration includes motor coach transportation and gratuities, as well as admission to the National Constitution Center and Independence Hall.

February 27

Tuesday, 6:30 a.m. to 8 p.m.

DIS 599 H, \$149

Dinner and Dancing on the Danube

Explore the spirit of dance in Germany, Hungary, and the Czech Republic through the National Symphony Orchestra's performance of Brahms' monumental Piano Concerto No. 2 and dance music by R. Strauss, Kodály and Dvorák. After the matinee show at The Kennedy Center, your taste buds will dance with the flavors of traditional German dishes at Cafe Mozart in Washington, D.C. Registration includes motor coach transportation, orchestra seating, dinner, dessert, and all gratuities.

March 18

Sunday, 11 a.m. to 9:30 p.m.

DIS 602 M, \$169

Round out your experience by learning the German language and culture in German for Travelers!

January 17 to March 14

Wednesdays, 6-8 p.m.

LAN 253 G, \$115, \$69 for seniors





A Week in Ireland

Galway, Cork, and Dublin
September 16-23, 2018

Spaces still available!

Email jllamblin@hagerstowncc.edu
or call 240-500-2582 for more information.





Enhance Your Adventures!

Travel Light, Travel Easy

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

January 16 • Tuesday, 6-8:30 p.m.
DIS 595 G, \$25

German for Travelers

Did you know German is an official or national minority language in nine countries? You'll have the skills and confidence to explore all the German-speaking areas of Europe after you learn important German expressions and phrases in German for Travelers! In addition to practicing your new language skills through conversation, games, and writing, you'll also get an introduction to the culture and history of Germany, as well as some of the towns and cities of Germany and Austria.

January 17 to March 14 • Wednesdays, 6-8 p.m.
LAN 253 G, \$115, \$69 for seniors

Italian for Travelers

Ciao! Enhance your vacation with conversational Italian and insight into the cultural nuances of Italy. Get exclusive sightseeing recommendations, 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!

March 6 to March 29 • Tuesdays and Thursdays, 6:30-8:30 p.m.
LAN 251 M, \$115, \$69 for seniors

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 become 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-G	F 9:30AM–12:00PM C. Miller-Schultz	Jan 26 – Feb 16 VM 2
SEN-377-H	M 6:00PM–8:30PM C. Miller-Schultz	Feb 05 – Feb 26 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 all the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research. You'll also learn a variety of methods for organizing your data.

Total: \$78 — Senior Total: \$53

SEN-097-G	F 1:30PM–4:00PM C. Miller-Schultz	Jan 26 – Feb 16 VM 2
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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-M	Tu 7:00AM–5:30PM C. Miller-Schultz	Mar 20
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History

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.

Theology That Still Matters: Radically Diverse 20th C Theological Voices Series

The 20th Century was a time of theological upheaval and great popular interest in theologians and their thought. This class considers 4 of the most diverse and widely read: Reinhold Niebuhr, Karl Barth, Paul Tillich, and Pierre Teilhard de Chardin. Each class includes a 2-hour PowerPoint presentation with a 10 minute break midway and a discussion period. A handout includes recommendations for further study and additional relevant material.

Total: \$99 — Senior Total: \$65

DIS-589-H	W 9:30AM–12:00PM K. Gray	Feb 28 – May 23 VM 4
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20th C. Theology: Reinhold Niebuhr

Reinhold Niebuhr (1892-1971) was an ethicist and leading public commentator as well as a theologian. His powerful analysis of the human condition that addressed the worst evils of his time has had a long-term impact on political philosophy and movements such as that for civil rights.

Total: \$35

DIS-590-H	W 9:30AM–12:00PM K. Gray	Feb 28 VM 4
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20th C. Theology: Karl Barth

Swiss theologian Karl Barth (1886-1968) has come to be regarded as one of the greatest thinkers within the Christian tradition and a major voice in the mid-20th century's neo-orthodox movement. He is also honored for his role in the repudiation of Nazi ideology and, after the war, of the nuclear arms race.

Total: \$35

DIS-591-M	W 9:30AM–12:00PM K. Gray	Mar 28 VM 4
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20th C. Theology: Paul Tillich

Paul Tillich (1886-1965) was a German theologian and philosopher deeply challenged by issues of human freedom relative to secular and religious law. He came to the U.S. in 1933 after being barred from German universities by the Nazis. His unique theology reflects his commitment to mediating between the traditional sacred and the new secularity, as well as the concerns of faith and imperatives of questioning reason.

Total: \$35

DIS-592-J	W 9:30AM-12:00PM K. Gray	Apr 25 VM 4
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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.

The Constitutionalist: James Madison’s Presidency, 1809-1817



Before becoming president, James Madison was considered the Father of the Constitution, held legislative office at the state and national level, was the Secretary of State, and co-founded the Democratic-Republican Party. But how well was he prepared? What kind of leader was Madison when it came to foreign affairs, and how did his political philosophy impact domestic affairs? And what role did Dolley Payne Todd Madison play in all of it? Discover the answers to these questions and more!”

Total: \$105 — Senior Total: \$65

DIS-597-G	Tu 9:00AM-12:00PM R. Swartz	Jan 23 – Feb 13 VM 4
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James Monroe and the Era of Good & Bad Feelings



Was the Era of “Good Feelings” meant to bring the country together following the War of 1812? Or was it meant to totally subjugate political opposition from the Federalist Party? What would be the consequences to the country under a one-party system (the Democratic-Republican Party)? Find the answers to these questions and more as you discuss the political philosophy of James Monroe, a wounded veteran of the American Revolution who was both the Secretary of State and Secretary of War in James Madison’s administration and ultimately rose to become the 5th President of the United States of America.

Total: \$105 — Senior Total: \$65

DIS-598-M	Tu 9:00AM-12:00PM R. Swartz	Mar 06 – Mar 27 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.

Warfare of the Ancient World



Come discover what the first battles and wars in world history were actually like. Get inside the minds of the men who had to march head long into walls of spears while arrows rained down upon them. Discover the breakthroughs in tactics, technology, government, and training that led to the rise of empires, and learn what tore those same mighty empires down. Take a look back into the beginnings of warfare to see how it impacted all other combat throughout time.

Total: \$85 — Senior Total: \$55

DIS-600-H	W 6:30PM-8:30PM T. Hood	Feb 21 – Mar 28 CPB 212
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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.

Democracy in America



Join us for an interactive lecture and discussion forum exploring aspects of democracy in contemporary American society. We’ll examine Constitutional principles in the light of such issues as equality, diversity, immigration, terrorism, partisanship, political ideologies, education, science and critical thinking, health care, civic responsibility, and the future of American democracy. We will review the statistics, present a breadth of viewpoints, and discuss ways to educate the public about civic involvement.

Total: \$79 — Senior Total: \$49

DIS-603-J	Tu 10:00AM-12:00PM J. Castillo	Apr 17 – May 15 CPB 230
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Home & Garden

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Instructor Bio: Kathy Barylski

Kathy is a leading butterfly researcher in the State and has a passion for spreading the love of butterflies. She coordinates annual butterfly counts in Frederick County and participates in research projects for the State. She is the Owner and Founder of Incite Ecology, a business launched to help ignite people's passion for the environment.

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On Gossamer Wings: The Magic of Butterflies and Moths



With at least 1,000 species of butterflies and over a 1,500 species of moths in Maryland, we have much to explore! Delve into the world of both butterflies and moths in this introduction course. You will learn the lifecycles, anatomy, and nomenclature of species. Weather permitting, we will spend time outdoors using our new knowledge to identify these beautiful, winged insects.

Total: \$69 — Senior Total: \$45

ANE-374-J Tu 1:00PM–3:00PM Apr 24 – May 08
 K. Barylski CPB 230

Introduction to Beekeeping

Beekeeping can be a fun, rewarding, family hobby. If you would like to find out what's involved before investing your time and resources, this class is for you. Our course will explain the equipment needed, cost of starting a hive, how to choose a suitable bee yard location, and answer all of your individual questions. If you decide beekeeping is a hobby you would like to pursue, you can enroll in the beginner beekeeping course offered in March.
 Total: \$25

DIS-596-H Sa 9:00AM–12:00PM Feb 24
 L. Capezuto VM 4

Beginning Beekeeping



Imagine enjoying fresh golden honey from your very own hive in the backyard, and an abundance of blooms and produce from your garden, thanks to the busy bees pollinating plants. Enter the wonderful world of beekeeping and learn the basics of the colony and its organization, beekeeping equipment, starting and managing a colony, managing maladies, honey producing and processing honey, and floral sources. Course fee includes a book. Class will take a 30 minute break for lunch.
 Total: \$69 — Senior Total: \$49

DIS-587-M Sa 9:00AM–2:00PM Mar 10 – Mar 17
 L. Capezuto VM 4

Beekeeping

Intro to Beekeeping
 Beekeeping can be a fun and rewarding family hobby. If you would like to find out what's involved before investing your time and resources, this class is for you! Find out what equipment you need, the cost of starting a hive, how to choose a suitable bee yard location, and answers to all of your individual questions.
 February 24
 Saturday, 9 a.m. to 12 p.m.
 DIS 596 H, \$25

Beginning Beekeeping
 Imagine enjoying fresh golden honey from your very own hive in the backyard and an abundance of blooms and produce from your garden, thanks to the busy bees pollinating plants. Enter the wonderful world of beekeeping!
 March 10 and March 17
 Saturdays, 9 a.m. to 2 p.m.
 DIS 587 M, \$69, \$49 for seniors

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-M	TuTh 6:30PM-8:30PM	Mar 06 – Mar 29
	<i>S. Roma-Barrera</i>	<i>VM 3</i>

German for Travelers



Did you know German is an official or national minority language in nine countries? You'll have the skills and confidence to explore all the German-speaking areas of Europe after you learn important German expressions and phrases in German for Travelers! In addition to practicing your new language skills through conversation, games, and writing, you'll also get an introduction to the culture and history of Germany, as well as some of the towns and cities of Germany and Austria. So where will you go? Germany, Austria, Belgium, Switzerland... or elsewhere?

Total: \$115 — Senior Total: \$69

LAN-253-G	W 6:00PM-8:00PM	Jan 17 – Mar 14
	<i>T. Driscoll</i>	<i>VM 4</i>

Money Matters

A Frugal Living Primer

Frugal living is about spending with your priorities in mind. Whether you need to reduce debt, want to travel, or just stress less about money, this course will provide you new ways to think about your resources, techniques for monitoring expenses, and plenty of tips for reducing unnecessary expenses.

Total: \$55

DIS-594-G Tu 6:00PM–8:00PM Jan 23 – Feb 13
 K. Baryfski CPB 213

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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.

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Funding College: You Have Options

Is the excitement of your educational and career goals being overshadowed by the confusion and anxiety of student loans? Do you find yourself wondering if there are other options? Spend two evenings with Marjorie McLean, an Accredited Financial Counselor, and you'll better understand the total cost of furthering your education, common pitfalls to avoid, how your future career might impact your financial decisions today, and how to translate current loans into future repayments.

Total: \$59

DIS-601-H Th 6:00PM–8:00PM Feb 08 – Feb 15
 M. McLean CPB 210

Frugal Living

Frugal living is about spending with your priorities in mind. Whether you need to reduce debt, want to travel, or just stress less about money, you'll learn new ways to think about your resources, techniques for monitoring expenses, and plenty of tips for reducing unnecessary expenses.

January 23 to February 13
 Tuesdays, 6-8 p.m.
 DIS 594 G, \$55



Music

Beginning Bluegrass Banjo

Do you enjoy the traditional bluegrass tunes of Earl Scruggs and the Stanley brothers, folk rock artists like Bela 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: \$58

BLU-013-G	W 7:00PM-8:00PM <i>F. Maietta</i>	Jan 10 - Feb 28 <i>CPB 213</i>
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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 joining a jam session then now is your chance.

Total: \$55

BLU-015-G	M 7:00PM-9:00PM <i>F. Maietta</i>	Jan 08 - Mar 12 <i>CPB 213</i>
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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 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-G	M 6:30PM-8:30PM <i>S. Schaefer</i>	Jan 22 - Feb 19 <i>VM 3</i>
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Low Light Photography



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

Total: \$63 — Senior Total: \$43

ANE-284-H	W 6:30PM-8:30PM <i>S. Schaefer</i>	Feb 21 - Mar 14 <i>VM 3</i>
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Enhance Your Photography With Lightroom

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

Total: \$99

ANE-372-M	M 6:30PM-8:30PM <i>S. Schaefer</i>	Mar 12 - Apr 02 <i>ATC 115</i>
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Travel

Travel Light, Travel Easy

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

Total: \$25

DIS-595-G	Tu 6:00PM-8:30PM <i>K. Barylski</i>	Jan 16 <i>VM 2</i>
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Writing

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-H	Tu 6:00PM–9:00PM	Feb 27
	<i>J. Castillo</i>	<i>CPB 232</i>

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. This course is taught by a professional writer, editor, and writing consultant with 15 years' experience in the publishing industry.

Total: \$88 — Senior Total: \$61

ANE-508-M	Th 6:00PM–9:00PM	Mar 08 – Mar 29
	<i>J. Castillo</i>	<i>CPB 230</i>

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 and respectfully co-exist.

Total: \$34

MBP-124-H	F 10:00AM–12:00PM	Feb 16 – Feb 23
	<i>J. Castillo</i>	<i>CPB 232</i>

Youth and Family

Funding College: You Have Options

Is the excitement of your educational and career goals being overshadowed by the confusion and anxiety of student loans? Do you find yourself wondering if there are other options? Spend two evenings with Marjorie McLean, an Accredited Financial Counselor, and you'll better understand the total cost of furthering your education, common pitfalls to avoid, how your future career might impact your financial decisions today, and how to translate current loans into future repayments.

Total: \$59

DIS-601-H	Th 6:00PM–8:00PM	Feb 08 – Feb 15
	<i>M. McLean</i>	<i>CPB 210</i>

Dance

Beginner Salsa and Merengue

An introduction to two fantastic rhythm dances, the salsa and merengue. Learn a brief dance history, become acquainted with the basic patterns, and get tips on adding style and flair to your dancing! No prior dance experience necessary. No partner is needed as we will be rotating during classes.

Total: \$93

FIT-025-G	Tu 5:45PM–6:45PM	Jan 10 – Feb 07
	<i>J. White</i>	<i>KEP 101</i>

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: \$89

Senior Total: \$59

FIT-013-G	Th 6:15PM–7:30PM	Jan 11 – Mar 01
	<i>K. Rupp</i>	<i>KEP 101</i>

Recreation

Beginner Hiking

Washington County has over 200 miles of hiking trails for all different abilities. Ready to dust off some old hiking boots and get out? Well, this class will cover all the essentials so you can have safe and fun outings. Learning how to avoid blisters, ward off bites and stings, stay hydrated, and Leave No Trace will prepare you to enjoy hours of hiking the region's many trails this spring!

Total: \$29

ANE-375-J	Tu 1:00PM–3:30PM	Apr 10
	<i>K. Barylski</i>	<i>CPB 230</i>



College for Kids 2018

June 18 to August 10
Registration opens in February!
Get updates at
facebook.com/HCCConEd



Get the latest information on Facebook!



Find us at *facebook.com/HCCConEd*



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

Rome, Italy	Dubrovnik, Croatia
Kotor, Montenegro	Corfu, Greece
Olympia, Greece	Athens, Greece
Santorini, Greece	Naples, Italy



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 European travels by learning Italian! See page 41.

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

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

- December 22, 2017-January 1, 2018 – Winter Break
- January 15, 2018 – Martin Luther King Holiday
- March 4-10, 2018 – Spring 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

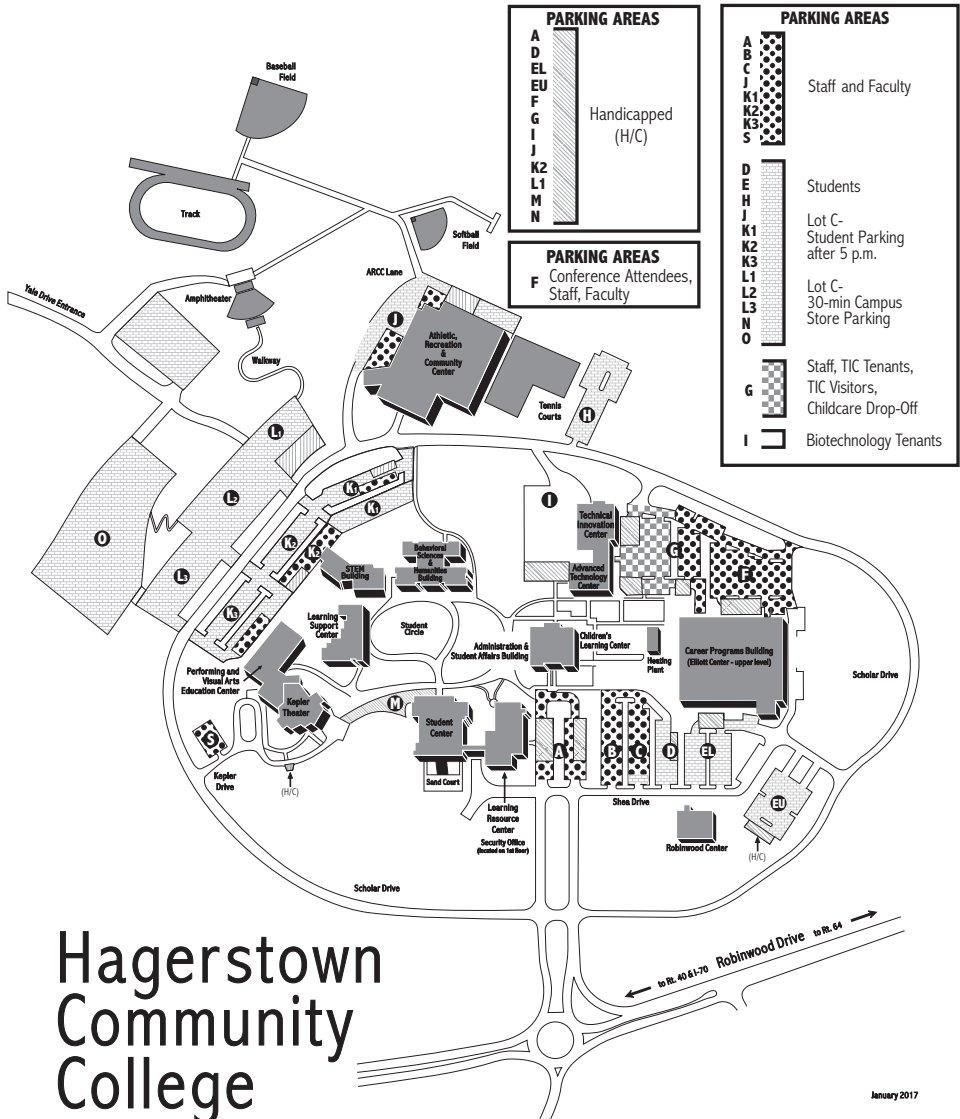
Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors. Effective January 1, 2015, HCC will be a tobacco-free campus. The Tobacco-Free Policy applies to all Hagerstown Community College facilities and vehicles, 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



Dreaming of a better life?



Need to acquire your high school diploma? Improve your English language skills? Or enhance your math, writing, and reading skills? HCC would like to partner with you and make it happen.

HCC's Adult Education Program offers free assessment, advising, classes, tutoring support, and a computer lab that is professionally staffed for those wanting to acquire their high school diploma or improve their educational skills.

Meet the required placement scores, and you can enroll in the National External Diploma Program (NEDP) for \$90.

Classes are offered both day and evening at a variety of locations in the Hagerstown area.

**It all starts with a phone call and an appointment.
Call 240-500-2313 between 8:30 a.m. – 4:30 p.m.
and speak to someone who looks forward
to partnering with you.**

Change your life today, one step at a time. Let's make that dream a reality.



Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742

HCC Valley Mall Center
17301 Valley Mall Road
Hagerstown, MD 21740