

Fall 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

Professional Pet Groomer Training August 2018 – December 2018

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

Principles of Professional Pet Grooming



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

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

Class Limit: 10.

Fee: \$570

Course #: PET 011 B

Tuesdays and Thursdays 5pm-8:30pm • 8/7/18-9/6/18

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part I

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

Class Limit: 10

Fee: \$951

Course #: PET 014 C

Tuesdays and Thursdays 5pm-8:30pm • 9/18/18-10/23/18

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part II

Pre-requisite–Professional Pet Grooming Practices Part I–no exceptions. Students continue hands-on training with complex breeds and techniques. The course is held at Central Dawgma 1337 Pennsylvania Ave. Hagerstown, MD 21742. The material fee includes the use of dog grooming stations. Students must purchase approximately \$200 worth of equipment on their own prior to the second class. The course includes 12 classes of hands-on practice and graduation from training the last night.

Class Limit: 10

Fee: \$1201

Course #: PET 015 E

Tuesdays and Thursdays 5pm-8:30pm • 11/1/18-12/13/18

No class Sept. 11, Sept. 13 and Nov. 22

Main Campus–Career Programs Building/ Central Dawgma

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-C	MW 5:00PM–8:30PM	Sep 17 – Oct 31
	<i>A. Kostreski, D. Hartman, M. Waltemire (more)</i>	
	VM 4	

Communication Skills for Managers

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

Total: \$249 — Senior Total: \$213

PRD-429-C	MW 5:00PM–8:30PM	Sep 17 – Sep 19
	<i>A. Kostreski</i>	
	VM 4	

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-C	MW 5:00PM–8:30PM	Sep 24 – Sep 26
	<i>D. Hartman</i>	
	VM 4	

Coaching for Top Performance

Workplace coaching is an essential skill for all managers in today’s workplace. Ineffective managers gain their power from position and organizational hierarchy, while highly effective managers gain

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

Total: \$249 — Senior Total: \$213

PRD-554-D	MW 5:00PM–8:30PM	Oct 01 – Oct 03
	<i>M. Waltemire</i>	
	VM 4	

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-D	MW 5:00PM–8:30PM	Oct 08 – Oct 10
	<i>M. Waltemire</i>	
	VM 6	

Fundamentals of Human Resources

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

Total: \$249 — Senior Total: \$213

PRD-700-D	MW 5:00PM–8:30PM	Oct 15 – Oct 17
	<i>D. Hartman</i>	
	VM 4	

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

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

Total: \$249 — Senior Total: \$213

PRD-506-D	MW 5:00PM–8:30PM	Oct 22 – Oct 24
	<i>D. Hartman</i>	
	VM 4	

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-D	MW 5:00PM–8:30PM	Oct 29 – Oct 31
	<i>J. Martorana</i>	<i>VM 4</i>

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-B	W 7:30AM–9:00AM <i>C. Staff</i>	Aug 29 <i>CPB 211/213</i>
TIC-001-D	Th 7:30AM–9:00AM <i>C. Staff</i>	Oct 25 <i>CPB 211/213</i>
TIC-001-F	W 7:30AM–9:00AM <i>C. Staff</i>	Dec 05 <i>CPB 211/213</i>

Entrepreneurship

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

Funding Source for Your Business

To connect startups/small businesses with the appropriate sources of funding to meet their financial needs. To educate companies on the wide variety of funding resources available in Washington County.

Total: \$25

PRD-604-C	Tu 11:00AM–3:00PM <i>I. Staff</i>	Sep 18 <i>CPB 213</i>
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Coffee. Pastries. Pitches.
What more could you want?



MUGS & PITCHES

Launched from the idea that a community is the perfect place to foster ideas and discover solutions to problems, Technical Innovation Center started Mugs & Pitches at Hagerstown Community College in January 2018.

Held on the 3rd Friday of each month, entrepreneurs, investors, and other professionals meet monthly to connect and converse about their businesses. Each month, two emerging companies present their companies to the community for seven minutes, followed by a 15-minute questions-and-answer session with the audience. Firsthand feedback about the pitches, the innovations, and the company is valuable to the entrepreneurs as they discovers ways to take their businesses to the next level.

Mugs & Pitches is a great opportunity to engage in constructive and straightforward conversations with like-minded people.

Join us on:

September 21, October 19, November 16, December 14

Visit www.hcctic.com/mugspitches for more information.

Simple Steps to Choosing the Right Financing

Dreaming of starting your own business? Overwhelmed and confused by all of the small business financing options that are available? Here are some reasons for putting SCORE's Simple Steps to Choosing the Right Financing workshop at the very top of your start-up's "to-do" list.

Total: \$25

TIC-012-B	Th 5:30PM-7:00PM <i>C. Staff</i>	Aug 09 <i>TIC 323</i>
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Simple Steps to Growing Your Business

Simple Steps for Growing Your Business is an interactive program that provides small business owners and managers the knowledge and tools they need to analyze, assess, and grow their venture. These workshops will help clients already in business to discover potential growth areas and develop customized strategies with the help of SCORE mentors.

Total: \$50

TIC-013-C	Th 5:30PM-7:00PM <i>C. Staff</i>	Sep 13 - Sep 27 <i>TIC 323</i>
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Simple Steps to a Well Run Business

The three-part series relies on a straightforward introduction to six key concepts that are simple and direct. The series gives clients a common language to use to work through business challenges. The message is: Here are six simple concepts. If you get these right, you'll be ahead of your competitors. The series content is targeted at in-business clients and concise by design. Resist the temptation to add content or delve more deeply into the six areas.

Total: \$50

TIC-014-D	Th 5:30PM-7:00PM <i>C. Staff</i>	Oct 11 - Oct 25 <i>TIC 323</i>
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Simple Steps to Exiting a Business

Simple Steps for Exiting Your Business is not a workshop you want to put off until 'tomorrow.' Start planning for your future and the future of your business today, by having a succession plan, knowing your retirement goals, and building up your future legacy. Get help evaluating your business so you are ready to take the next step when the time comes.

Total: \$50

TIC-015-E	Th 5:30PM-7:00PM <i>C. Staff</i>	Nov 01 - Nov 15 <i>TIC 323</i>
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Management

Civility in the Workplace

This course is designed for those in supervisory roles of all levels, (formal and informal) in any organization. To identify and exemplify thoughts, behaviors, attitudes and responsibilities that encompass a civil and respectful environment for the safety and well-being of your customers, employees and management. The purpose is to create awareness of the characteristics of a hostile work environment and to see the impact it has on morale, productivity and turnover. Topics include sexual harassment, inclusion, civility and respect for coworkers and clients. The target audience are those who have leadership roles in any organization.

Total: \$179

PRD-839-C	Th 8:30AM-12:30PM	Sep 20 - Sep 27 <i>VM 3</i>
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Project Management

This course is designed for working professionals who seek to learn the practical application of Project Management principles. Supervisors, managers and administrative professionals all benefit from learning the fundamentals of Project Management. Topics covered include; the PM vocabulary, project scope, time management, costs and risks and how to get back on track. The target audiences for this course are those who have the responsibility for managing multiple tasks simultaneously.

Total: \$199

PRD-840-D	Th 12:30PM-4:30PM <i>J. Martorana</i>	Oct 04 - Oct 25 <i>VM 3</i>
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Sexual Harassment Prevention in the Workplace

This course is designed to provide attendees with the understanding of what constitutes sexual harassment in the workplace. Supervisor to subordinate and peer to peer relationships are vulnerable to charges of sexual harassment without proper awareness. The target audience for this course is any group of employees regardless of work status who seek a safe working environment.

Total: \$89

PRD-841-D	W 8:30AM-12:30PM <i>I. Staff</i>	Oct 17 <i>VM 4</i>
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Marketing

Developing Your 30-Second Elevator Pitch

This course will help attendees to deliver an effective elevator pitch about their business.

Total: \$41

TIC-009-D	Th 8:30AM–10:00AM <i>I. Staff</i>	Oct 04 <i>TIC 323</i>
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Strategies for Sales, Marketing and Business Development

This course will help attendees discover key strategies to increasing sales, developing strategic marketing efforts and better ways to do business development.

Total: \$25

TIC-010-B	W 5:00PM–6:30PM <i>C. Staff</i>	Aug 08 <i>TIC 323</i>
TIC-010-C	W 5:00PM–6:30PM <i>C. Staff</i>	Sep 12 <i>TIC 323</i>
TIC-010-D	W 5:00PM–6:30PM <i>C. Staff</i>	Oct 10 <i>TIC 323</i>
TIC-010-E	W 5:00PM–6:30PM <i>C. Staff</i>	Nov 14 <i>TIC 323</i>
TIC-010-F	W 5:00PM–6:30PM <i>C. Staff</i>	Dec 12 <i>TIC 323</i>

Building Brands for Growth

Savvy entrepreneurs know the value of a quality brand, but when you're expecting growth and taking on so much already, building a full brand identity feels impossible. This is a brand building system where business owners can quickly and easily build a fluid brand that evolves with the company, so entrepreneurs have a brand they're proud of and can move forward with confidence.

Total: \$25

TIC-011-C	F 9:00AM–3:30PM <i>C. Staff</i>	Sep 21 <i>TIC 323</i>
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Effective Use of Social Media for Business Owners/Managers

Today's fast paced business environment is constantly changing
Reaching your customers with your message is challenging and competitive
Effective use of Social Media to promote your business requires a strategic approach
HCC in partnership with ED2GO is offering three on line courses for business owners and managers.

Using Social Media in Business

In today's fast-paced and globally connected environment, social media is a game changer. If you're looking for a new way to market your business or simply hoping to gain a better understanding about the excitement that surrounds social media, this course will empower you.

PRD-800
\$149

Marketing your Business on Line

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity.

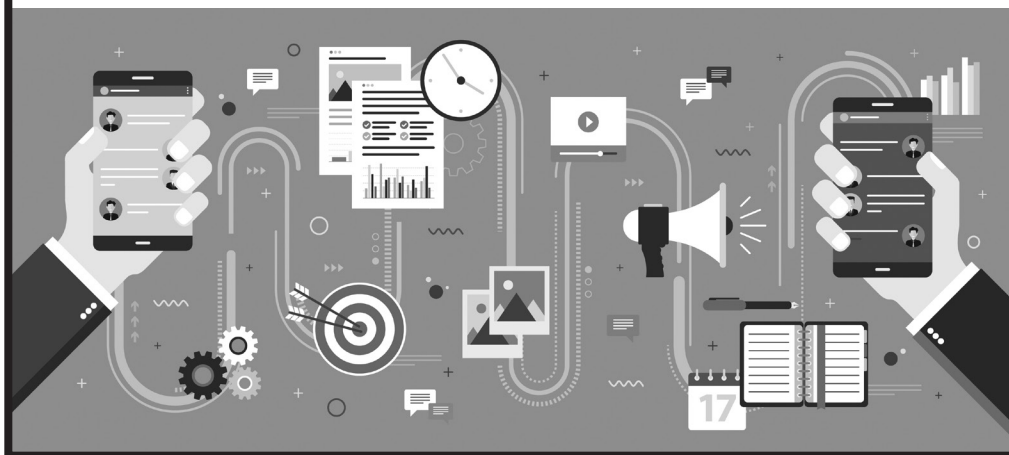
PRD-426
\$149

Small Business Marketing on a Shoestring

When it comes to marketing for small businesses, money isn't everything! In this course, you'll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet

PRD-786
\$149

These courses are self paced and instructor led.





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 301-766-2043.

August 9 - Simple Steps to Choosing the Right Financing (1) workshop
Sept 13, 20, 27 - Simple Steps to Growing Your Business (3) part series
October 11, 18, 25 - Simple Steps to a Well Run Business (3) part series
November 1, 8, 15 - Simple Steps to Exiting a Business (3) part series
All courses are 5:30 to 7 p.m.



Leadercast Women

SAVE THE DATE » FRIDAY, OCT. 12

8am-4pm | Career Programs Building, Rooms 211 & 213

Leadercast Women 2018 will gather both female and male leaders alike to learn from these exceptional women leaders, who will share their insights, experience and perspectives on how to be the best leader you can be.

SPACE IS LIMITED!

REGISTER ONLINE
lcwomen.eventbrite.com

\$95 before Sept 14th



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WORX

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.

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.

Maryland EXCELS

Maryland EXCELS is a voluntary quality rating improvement system designed to help you reflect and improve the child care services you provide. The courses listed below will help you evaluate the areas of focus of this new initiative.

MD Excel Series

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

Observation and Assessment, Birth – 12

PLC-821 \$48

Age and Developmentally Appropriate Supervision

PLC-822 \$48

Positive Child Guidance and Discipline Theory

PLC-823 \$48

Developmentally Appropriate Practice

PLC-824 \$48

Taking Learning Outside

PLC-825 \$48

Nutrition and Active Living

PLC-826 \$48

Playground Safety

PLC-827 \$48

Including All Children and the ADA

PLC-828 \$48

Supporting Children with Disabilities

PLC-829 \$48

Conflict Resolution Strategies

PLC-830 \$48

The Child Care Provider as a Professional

PLC-831 \$48

Cultural Competencies and Awareness

PLC-832 \$48

Family and Community Partnerships

PLC-833 \$48

Sudden Infant Death Syndrome

PLC-846 \$43

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

Child Care - Online

Child Growth and Development

This online course is designed to prepare students for positions in child care centers: the course satisfies the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include: an overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$270

PLC-874-D	–	Oct 26 – Dec 14
	<i>I. Staff</i>	<i>ONLINE</i>

Preschool Curriculum & Activities 45 Hours

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

Total: \$270

PLC-998-C	–	Sep 12 – Oct 31
		<i>ONLINE</i>

School Age Child Care: Curriculum

Topics include curriculum planning, age-appropriate materials, and methods for children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children, and also satisfies the nine-hour communication skills requirement. Contact Mida Clipp at 240-500-2553 prior to registering for this course.

Total: \$270

PLC-798-C	–	Sep 17 – Nov 05
		<i>ONLINE</i>

Communication Skills for Child Care Professionals

This course is designed for childcare professionals as an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include:

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

Total: \$118

PLC-652-E	–	Nov 05 – Nov 19
		<i>ONLINE</i>

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-D	–	Oct 11 – Nov 29
		<i>ONLINE</i>

Observation and Assessment Birth to 12

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

Total: \$48

PLC-821-C	–	Sep 10 – Dec 14
		<i>ONLINE</i>

Supervising Children in Child Care

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

Total: \$48

PLC-822-C	–	Sep 10 – Dec 14
		<i>ONLINE</i>

Positive Child Guidance and Discipline Theory

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

Total: \$48

PLC-823-C	–	Sep 10 – Dec 14
		<i>ONLINE</i>

Developmentally Appropriate Practices

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

Total: \$48

PLC-824-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Taking Learning Outside

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

Total: \$48

PLC-825-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Nutrition and Active Living

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

Total: \$48

PLC-826-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Playground Safety

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

Total: \$48

PLC-827-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Including All Children and the ADA

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

Total: \$48

PLC-828-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Supporting Children With Disabilities

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

Total: \$48

PLC-829-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Conflict Resolution Strategies

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

Total: \$48

PLC-830-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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The Child Care Provider As a Professional

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

Total: \$48

PLC-831-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Cultural Competencies and Awareness

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

Total: \$48

PLC-832-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Family and Community Partnerships

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

Total: \$48

PLC-833-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Sudden Infant Death Syndrome (SIDS)

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

Total: \$43

PLC-846-C	–	Sep 10 – Dec 14 <i>ONLINE</i>
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Infant and Toddler Care

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

Total: \$270

PLC-875-C – Sep 12 – Oct 31
ONLINE

Supporting Breastfeeding in Child Care

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

Total: \$48

PRC-001-C – Sep 10 – Dec 14
ONLINE

Family Child Care PreService

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

Total: \$280

PRC-012-C – Sep 10 – Dec 14
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-C – Sep 10 – Dec 14
ONLINE

Introduction to Environmental Rating Scale

This course is designed to provide child care and education professionals with an overview of environmental rating scales (ERS), the background of ERS, and the use of the ERS to assess the child care environment. Topics include: why Maryland identified the ERS as a quality improvement tool, the various ERS instruments and how they are used, and assessment profiles and subscales.

Total: \$48

PRC-023-C – Sep 10 – Dec 14
ONLINE

Child Care - On Campus

Medication Administration for Child Care Providers

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

Total: \$99

PLC-457-F Sa 9:00AM–3:30PM Dec 08
M. Conway CPB 210

Learn The Art of Mixology

The Art of Mixology

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

Tues., Sept 20 - Oct 25

5:00 - 8:00 pm

\$289

Course #PRC 029 C



TAM® (Techniques for Alcohol Management) Certification

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

The TAM® program teaches:

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

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

Thurs., Nov 1

4:30 - 8:30 pm

\$139

Course #PRC 042 E

Call 240-500-2236 to register.

Notary

Notary Public Principles and Practices

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

Total: \$87

PLC-954-E MTu 5:00PM–8:00PM Nov 05 – Nov 06
J. Cunningham CPB 213

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-C Sa 9:00AM–4:00PM Sep 22 – Nov 03
I. Staff CPB 213

Personal Trainer

Personal Trainer - Six Weeks

Become a Certified Personal Trainer with W.I.T.S. (www.witseducation.com). Take on a career that

Personal Trainer

**Become a Personal Trainer
& live your passion!**

W.I.T.S.
 "Educational Excellence
 For Fitness Professionals."

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

Fee: \$657

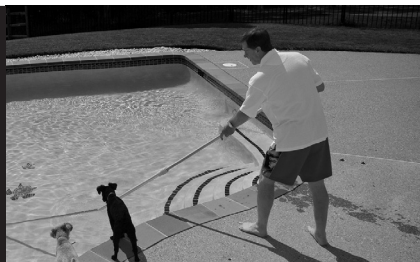
PLC-940-C 9/22/18–11/3/18 9 a.m.-4 p.m.

Pesticide Safety

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

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

Pool Operator



Certified Pool Operator

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

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

Fee: \$130

PLC-809-C 9/25/18 – 9/27/18 Tuesday and Thursday
8:30 a.m. - 4:30 p.m. CPB 230

Certified Pool Operator Update

This course provides the certified pool and spa operator with the updated information as required by the Maryland Department of Health for the safe operation of public swimming pools, spas, and hot tubs. Topics include a review of the current policies and procedures, updated changes to laws, and responsibilities of pool/spa operators. This is the certification renewal course only.

Fee includes the course material written by the instructor. Course provider is Aquatic Training Services.

Fee: \$48

PLC-810-D 10/10/18 Wednesday 5:30-9:30 p.m.
CPB 232

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*

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

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 851 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*

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.

Real Estate

Principles and Practices of Real Estate For Maryland

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

Total: \$325

PLC-364-C	TuTh 6:00PM–9:00PM <i>R. Beckwith, R. Fennel, R. Fairbourn</i>	Sep 18 – Nov 29 <i>CPB 212</i>
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MREC Agency - Residential

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

Total: \$38

PLC-957-B	Th 9:00AM–12:00PM <i>R. Fairbourn</i>	Aug 16 <i>VM 4</i>
PLC-957-D	W 9:00AM–12:00PM <i>R. Fairbourn</i>	Oct 10 <i>VM 3</i>

MD Real Estate Legal and Legislative Update

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

Total: \$38

PLC-294-C	M 9:00AM–12:00PM <i>R. Fairbourn</i>	Sep 17 <i>VM 4</i>
PLC-294-E	F 1:00PM–4:00PM <i>R. Fairbourn</i>	Nov 02 <i>VM 4</i>

MD Real Estate Supervisor

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

Total: \$38

PLC-542-C	W 1:00PM–4:00PM <i>R. Fairbourn</i>	Sep 26 <i>VM 3</i>
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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-B	W 5:30PM–8:30PM <i>J. Maravelis</i>	Aug 08 <i>VM 4</i>
PLC-866-D	W 1:00PM–4:00PM <i>J. Maravelis</i>	Oct 03 <i>VM 4</i>

Real Estate Ethics

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

Total: \$38

PLC-282-D	W 9:00AM–12:00PM <i>B. Maloney</i>	Oct 24 <i>VM 3</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-E	F 9:00AM–11:00AM <i>R. Fairbourn</i>	Nov 16 <i>VM 4</i>
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Common Contract Issues

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

Total: \$38

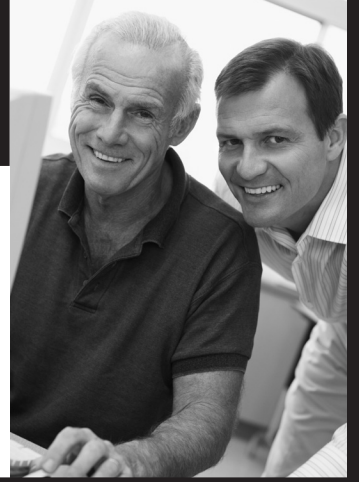
PLC-973-E	F 11:30AM–1:00PM <i>R. Fairbourn</i>	Nov 16 <i>VM 4</i>
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Technology Tutoring Now Available

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



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-D	Tu 6:00PM–8:00PM	Oct 16 – Oct 30
	S. Martz	VM 8

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-C	W 9:00AM–4:30PM	Sep 12
	R. Koziel	VM 2
CMP-835-E	W 9:00AM–4:30PM	Nov 07
	R. Koziel	VM 2

Microsoft Excel Level II

Improve your Excel workbook by adding visual appeal and increasing usability. Organize data with sorts and filters; use multiple worksheets and workbooks efficiently; add and modify charts and graphics; and explore more advanced functions.

Pre-requisite: Excel Level I. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

CMP-836-C	W 9:00AM–4:30PM	Sep 19
	R. Koziel	VM 2
CMP-836-E	W 9:00AM–4:30PM	Nov 14
	R. Koziel	VM 2

Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-D	W 9:00AM–4:30PM	Oct 03
	R. Koziel	VM 2
CMP-693-E	W 9:00AM–4:30PM	Nov 28
	R. Koziel	VM 2

Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-D	W 9:00AM–4:30PM	Oct 31
	R. Koziel	VM 4

Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 10 VM 2
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Microsoft Access Level II

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

Total: \$127 — Senior Total: \$87

CMP-847-D	W 9:00AM–4:30PM <i>R. Koziel</i>	Oct 17 VM 2
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Microsoft Access Level III

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

Total: \$127 — Senior Total: \$87

CMP-848-D	W 9:00AM–4:00PM <i>R. Koziel</i>	Oct 24 VM 4
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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-B	Tu 5:30PM–9:00PM <i>G. Betz</i>	Aug 28 – Dec 11 ATC 116
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Solid Modeling: Autodesk Inventor

This is a hands-on competency based course in which you will use assembly-centric, parametric, solid-modeler software (Autodesk Inventor) to build and animate three-dimensional models including 3D printing. Create three-dimensional

models to generate 2D drawings. Prerequisite: CMT 252 CAD I or consent of instructor. (Textbook Required)

Total: \$475 — Senior Total: \$93

CMT-228-B	Th 5:30PM–9:00PM <i>O. Bamiduro</i>	Aug 30 – Dec 13 ATC 116
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Repair/Networking

PC Tech: Repair and Troubleshooting

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

Total: \$520 — Senior Total: \$282

CMT-150-B	W 5:30PM–8:15PM <i>K. Weil-Yates</i>	Aug 29 – Dec 12 ATC 200
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CCNA: Networking 1

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

Total: \$545 — Senior Total: \$368

CMT-355-B	WSa 6:00PM–9:55PM <i>J. Drooger</i>	Aug 29 – Oct 17 STEM 109/110
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CCNA: Networking 2

Examine the architecture, components, and operation of routers and switches, and apply the principles of routing and switching to devices. Students analyze, configure, verify, and troubleshoot the primary routing protocols of EIGRP and OSPF using IPv4 and v6. By the end of this course, you will be able to recognize and correct common routing and switching problems. Prerequisite: CCNA: Networking 1. Must have a personal computer and Internet access (broadband is recommended) for webinars and online content.

Total: \$545 — Senior Total: \$368

CMT-356-B	WSa 6:00PM–9:55PM <i>J. Drooger</i>	Oct 24 – Dec 12 STEM 109
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Online Computer classes— choosing your class is easy!

1. Visit our online classroom at www.ed2go.com/hagerstown.
2. Browse through the class schedule and select the topic/month that are right for you.
3. Register online and attend orientation online. See the online outline for course requirements.

Questions? Call 240-500-2553, or email online@hagerstowncc.edu

INTRODUCTION TO MICROSOFT EXCEL

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons. An intermediate and advanced Excel class is also offered.

Fee: \$119 (includes tuition, fee, & registration)

INTRODUCTION TO QUICKBOOKS

Use the power of QuickBooks software to take control of your business accounting! In these lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports.

Fee: \$119 (includes tuition, fee, & registration)

INTRODUCTION TO CREATING WORDPRESS WEBSITES

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the answer you're looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. Level II also available.

Fee: \$119 (includes tuition, fee, & registration)

CREATING WEB PAGES

From planning to posting, this class can help you get your own web site online in just six weeks! Work with your instructor to plan content and structure, create pages of text and graphics, build links to other sites, and add a splash of attention grabbing color.

Fee: \$119 (includes tuition, fee, & registration)

CREATING MOBILE APPS WITH HTML5

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, Blackberry, and Windows Phone? In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.

Fee: \$119 (includes tuition, fee, & registration)

INTRODUCTION TO PHP AND MYSQL

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to create dynamic Web pages using the PHP programming language and the MySQL database server. During the course, you'll walk through the development of a complete content management system Web application. Intermediate level also available.

Fee: \$119 (includes tuition, fee, & registration)

MAC, IPHONE, AND IPAD PROGRAMMING

Join the fastest-growing software market today and reach millions of potential customers through Apple's App Store. You'll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps. By the end of this course, you'll know how to find your way around Xcode and write Objective-C commands.

Fee: \$119 (includes tuition, fee, & registration)

COMPTIA A+ CERTIFICATION PREP

Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer. You'll learn how things work, how to configure everything, and how to troubleshoot in real world environments. Intermediate and Advanced level class also available.

Fee: \$165 (includes tuition, fee, & registration)

COMPTIA NETWORK+ CERTIFICATION PREP

Here's the information you need to know to take and pass the challenging CompTIA Network+ certification exam and become a network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more.

Fee: \$165 (includes tuition, fee, & registration)

See more online computer classes you can take from home!
Visit www.ed2go.com/hagerstown for more details and to register.

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-D	MW 6:00PM–9:15PM <i>F. Vincent</i>	Aug 13 – Sep 17 <i>CPB 210</i>
DRV-001-E	Sa 9:00AM–12:15PM <i>F. Vincent</i>	Sep 22 – Dec 01 <i>VM 6</i>
DRV-001-F	MW 6:00PM–9:15PM <i>F. Vincent</i>	Oct 08 – Nov 07 <i>CPB 210</i>
DRV-001-G	MTuW 6:00PM–9:15PM <i>F. Vincent, D. Mitchell</i>	Nov 26 – Dec 17 <i>CPB 210</i>

Driver Education - Spanish

Prepare for your Maryland Driver's License in this Motor Vehicle Administration (MVA) course approved for delivery in Spanish. The course includes 30 hours of classroom and six hours of behind-the-wheel instruction. The first session is an orientation for student/parent/mentor that acquaints you with the requirements of the HCC driving school and the components of Maryland's graduated driver licensing laws. You MUST bring your learner's permit to the orientation. Total: \$325 — Senior Total: \$214

DRV-010-A	TuTh 5:30PM–8:45PM <i>J. Lemus</i>	Sep 18 – Oct 18 <i>VM 6</i>
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CDL - Commercial Driver

CDL Learner's Permit Prep

Take the guesswork out of sitting for your CDL A or B Learner's Permit and let our professional truck driving instructors guide you through the testing process. This short course will cover the topics you need to pass your Learner's Permit including areas of general knowledge, air brakes, combination vehicles, passengers, and study tips. Please bring your state of residency CDL manual to the class. Total: \$28

TDV-044-B	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Aug 14 – Aug 15 <i>IND 100</i>
TDV-044-D	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Oct 09 – Oct 10 <i>IND 100</i>
TDV-044-F	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Dec 11 – Dec 12 <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: \$1766 — Senior Total: \$1166

TDV-053/054-C	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Sep 01 – Oct 13 <i>IND 100</i>
TDV-053/054-D	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Oct 27 – Dec 08 <i>IND 100</i>

Forklift Operator

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-D	Sa 9:00AM–5:00PM <i>D. Donovan</i>	Oct 27 – Nov 17 <i>ATC 202</i>
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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-D	Sa 9:00AM–5:00PM <i>D. Donovan</i>	Oct 13 <i>ATC 202</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 tear-down. Information also relates to servicing ATV's and scooters. (Textbook required)

Total: \$283 — Senior Total: \$158

MST-002-C	TuTh 6:00PM–9:00PM Sa 9:00AM–3:30PM <i>D. Goldman</i>	Sep 11 – Oct 11 Oct 13
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Small Engine Repair

Whether for fun or profit, you can service small engines found in lawn equipment, motorboats, snow blowers, or garden equipment. Hands-on shop activities and expert instruction will introduce you to the principles of two-cycle and four-cycle engine operation, fuel and exhaust systems, ignition components, lubrication systems, and cooling

systems. A list of tools needed will be distributed at the first class and appropriate safety clothing is required for shop activities. (Textbook required)

Total: \$198 — Senior Total: \$132

TRD-124-C	MW 6:00PM–9:00PM <i>T. Kroon</i>	Sep 10 – Oct 24 <i>CPB 230</i>
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Advanced Small Engine Repair

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

Total: \$307 — Senior Total: \$243

TRD-021-D	MW 6:00PM–9:00PM <i>T. Kroon</i>	Oct 29 – Dec 12 <i>CPB 232</i>
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MOTORCYCLE SAFETY AND LICENSING

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. Online eCourse completion required.

Section Name	Start Date	End Date	Classroom	Range
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



Motorcycle Safety Program

Job Training Tuition Assistance Available for Maryland Residents

Unemployed and need to develop job skills? Employed but at a low wage level and no benefits? HCC Workforce Development and area employers have joined together to provide training pathways with funding supported by the Maryland Department of Labor.

- Forklift Operator
- Commercial Truck Driver
- Solar Installer
- Solar Inspector

For more information on the training programs or to apply for the grant tuition assistance, contact Continuing Education and Workforce Development at 240-500-2236 or email ceregister@hagerstowncc.edu.

"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."

Alternative Energy

Certified Solar System Inspector

For quality assurance or codes personnel, the solar inspector training covers the must know topics for evaluating system electrical, storage, and mechanical components. Based on the NABCEP Job Task Analysis, training covers the tasks to assess the safety and operations of solar photovoltaic (PV) systems as well as document code violations or installation deviations. Participants can optionally sit for the NABCEP Solar System Inspector certification. (Textbook included)

Total: \$708

CNT-002-C MW 6:00PM–9:00PM Sep 10 – Oct 24
C. Giannoumis

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: \$215

CNT-016-B M 5:30PM–8:15PM Aug 27 – Dec 10
G. Betz STEM 208

Construction

Construction Equipment Operator Introduction

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

Total: \$523 — Senior Total: \$388

TRD-217-C TuTh 5:30PM–9:00PM Sep 18 – Oct 04
C. Staff CPB 210

Construction Equipment Operator Skills

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

Total: \$2975 — Senior Total: \$2255

TRD-218-D TuTh 5:30PM–9:00PM Oct 09 – Nov 15
Sa 9:00AM–5:00PM Oct 13 – Nov 10
C. Staff CPB 210/232



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.

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

Construction Trades Apprenticeships

Construction trades employment is looking better than ever. And thanks to a partnership between HCC and the Cumberland Valley Chapter of the Associated Builders and Contractors, opportunities to enter the trades are expanding. Apprenticeship training programs are now available for:

- Electrical
- HVAC
- Plumbing
- Carpentry

Apprentices work hard to learn a trade while being employed in the field. Apprentices in these programs are registered with the state of Maryland and work with instructors certified to offer a nationally recognized trades curriculum.

For more information on apprenticeships and the application process, please contact Jack Drooger at 240-500-2453 or jadrooger@hagerstowncc.edu.

Coming Soon! Pre-apprenticeship classes will be offered to prepare for your trades career or even to begin entry-level positions in construction.



Manufacturing 4.0 Conference

This one-day manufacturing conference, sponsored by the National Science Foundation, will be held on August 14, 2018, from 8:30 a.m. to 4 p.m. Attendees will learn about the latest trends and opportunities in this surging segment of industry and will have the opportunity to network with regional industry, educators, and students who are stakeholders in creating the new workforce.

Total: \$127

TRD-227-B	Tu 9:00AM-4:00PM I. Staff	Aug 14 CPB 211/213
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Electrical

Introduction to PLC

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

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

Total: \$342 — Senior Total: \$153

CNT-102-B	TuTh 4:00PM-5:15PM G. Betz	Aug 28 – Dec 13 STEM 208
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Fundamentals of Electricity

This course has been designed for those students who need an understanding of electrical principles and applications but do not need the theoretical or mathematical depth required for electronic circuit design. Course topics include an understanding of both DC and AC circuits. Lab exercises deal with many of the practical applications of electricity along with learning to use test equipment for the purpose of circuit diagnosis and troubleshooting. (Textbook required)

Total: \$579 — Senior Total: \$273

CNT-110-B	W 5:30PM-9:00PM J. Luna	Aug 29 – Dec 12 ATC 213
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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-C — September 8-15, 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-C offered on September 16).



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

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-B	Th 6:00PM–8:45PM <i>I. Staff</i>	Aug 30 – Dec 13 <i>CPB 142/142A</i>
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Industrial Technology

Intro to CNC Programming

An entry-level introduction to CNC operation and basic programming for anyone involved in machine operation, setup, or maintenance. Topics will include: control functions, definitions of capabilities, and descriptions of machine control capabilities. Basic programming will include T/M code definitions and usages. General codes supporting most machine functions will be addressed in a split lecture/lab schedule. (Textbook required)

Total: \$460 — Senior Total: \$78

CNT-150-B	W 6:00PM–10:00PM <i>K. Stoops</i>	Aug 27 – Dec 14 <i>ATC 202</i>
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Lead Paint

Lead Paint Supervisor Refresher

This course meets the training requirements to renew a Maryland Department of Environment (MDE) Certification as a lead paint abatement supervisor. This course is approved for MDE maintenance and repainting supervisors as well as MDE demolition supervisors. Emphasis is on new abatement technologies and products.

Total: \$168

TRD-039-D	W 8:00AM–4:30PM <i>C. Staff</i>	Oct 24 <i>VM 6</i>
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Lead Paint M & R Supervisor Training For Maryland

This course meets the most recent training guidelines to become certified by the Maryland Department of the Environment as a lead paint abatement maintenance and repainting. Anyone that removes lead paint is required to be certified by the Maryland Department of the Environment. (All materials included in material fee).

Total: \$268

TRD-040-C	MTu 8:00AM–4:30PM <i>C. Staff</i>	Sep 24 – Sep 25 <i>VM 6</i>
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EPA Certified Lead Paint Renovator - RRP

The EPA 1465 Renovation, Repair and Painting Final Rule (40 CFR 745) requires that renovations conducted for compensation must be performed by certified firms using certified renovators. If your company works on pre-1978 homes and child-occupied facilities you must become certified. Our EPA approved course instructs you how to comply with the EPA RRP rule and the HUD Lead Safe Housing Rule and how to perform lead-safe work practices effectively. EPA certification provided by course provider ECTC.

Total: \$220

TRD-042-D	Th 8:00AM–5:30PM <i>C. Staff</i>	Oct 25 <i>VM 6</i>
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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-B	Tu 5:30PM–8:15PM <i>D. Hildebrand</i>	Aug 28 – Dec 11 <i>CPB 142/142A</i>
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Welding

Intro to Welding

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

Total: \$364 — Senior Total: \$236

CNT-106-C	Sa 8:30AM–12:40PM <i>S. Staley, B. Staley</i>	Sep 08 – Nov 17 <i>CPB 142/142A</i>
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Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-C	Sa 8:00AM–12:40PM <i>S. Staley, B. Staley</i>	Sep 08 – Nov 17 <i>CPB 142/142A</i>
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Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-C	Sa 8:00AM–12:40PM <i>S. Staley, B. Staley</i>	Sep 08 – Nov 17 <i>CPB 142/142A</i>
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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.

Waste Water Treatment

Activated Sludge Process Control

Participants review the impact and control of undesired filamentous organism growth in the activated sludge processes. Topics presented include: positive and negative impacts of filamentous organisms, desired and undesired filamentous organism growth, foam-producing filamentous organisms, and identification of filamentous organisms. The operational conditions presented include: nutrient deficiency, DE nitrification, loss of fine solids through dispersion, loss of fine solids through shearing action, sludge aging, foam production and undesired Zoogloal growth.

Total: \$123

WWW-144-D Tu 8:00AM-4:00PM	Oct 16
<i>C. Staff</i>	<i>VM 6</i>

Process Management Through Chemical Resource Conservation

Process management and chemical resource conservation allow operators to measure dosages while limiting the amount of chemicals used. The operator will explore common dosage mistakes and implement corrective measures. Dosage processes such as chemical feed, strength, pump calibration, product verification and residual measurements will be covered.

Total: \$123

WWW-190-E Th 8:00AM-4:00PM	Nov 08
<i>C. Staff</i>	<i>VM 6</i>

Legal Liability

As a water or wastewater treatment superintendent, manager or operator, it is critical you understand the various types of legal liability you face while operating your systems, and the repercussions of your actions. This course will provide participants with an overview of the legal requirements of the Clean Water Act, Safe Drinking Water Act, and Maryland's water pollution and water supply laws, as well as additional requirements created by the courts and professional certification authorities.

Total: \$123

WWW-111-E Tu 8:00AM-4:00PM	Nov 20
<i>C. Staff</i>	<i>VM 6</i>

General Laboratory Concepts

Laboratory results and proper lab techniques are important in developing records of plant operations. This course is designed to introduce the operator and technicians to simplified methods that are outlined in detail in Standard Methods for the Examination of Water and Wastewater. The course will introduce a glossary of terms, basic laboratory need-to-know information, and laboratory equipment and techniques.

Total: \$143

WWW-191-F F 8:00AM-4:00PM	Dec 14
<i>C. Staff</i>	<i>STEM 304</i>

NEW

Want to understand the meaning
of those mysterious medical terms?

Are you a current or future healthcare student?



Pneumonoultramicroscopicsilicovolcanoconiosis (Longest Medical Term known)

Basic Medical Terminology

This 3-week course provides instruction on identifying the meaning of word roots, prefixes, suffixes, defining medical terms and connecting medical terms to various body systems.

Course # HCE 058-A

Instructor: Richard D'Ambrisi

July 21, 2018 – August 4, 2018

Saturdays 9:00 a.m. – 1:00 p.m.

Career Programs Building, Room 232

Cost: \$104 * (textbook NOT included)

(Nath, J, "A Short Course in Medical Terminology", Wolters Kluwer Health, 4th edition.

ISBN: 9781496351470)

Advanced Medical Terminology

This 3 week course is the 2nd part of a 2 part course which will provide instruction on medical terminology as it relates to anatomical structures, diseases and disorders of the human body.

Course # HCE 059-C

Instructor: Richard D'Ambrisi

September 8, 2018 – September 22, 2018

Saturdays, 9:00 a.m. – 1:00 p.m.

Career Programs Building, Room 232

Cost: \$104 * (textbook NOT included)

(Nath, J, "A Short Course in Medical Terminology", Wolters Kluwer Health, 4th edition.

ISBN: 9781496351470)

To Register:

Basic Medical Terminology: www.hagerstowncc.edu/HCE-058-A

Advanced Medical Terminology: www.hagerstowncc.edu/HCE-059-C

or call: (240) 500-2236

Interested in a future career in healthcare? Don't know where to start? HCC has the answer!



Introduction to Health Care Careers

This course provides instruction to students who wish to explore potential healthcare careers. Topics include: healthcare careers, required skills, trends, earning potential and educational requirements needed for a variety of healthcare careers. In addition, students will also be trained in CPR, which is included in the cost of the course.

Instructor: TBD

Course # HCE-062-D

Cost: \$298 – includes all materials, CPR certification and textbook

Thursdays

10/4/18-11/1/18

5:00 – 9:00 p.m.

Career Programs Building



To Register:
or call: 240-500-2236

BLS

BLS Certification

The American Heart Association Basic Life Support (BLS) for Healthcare Providers (HCP) (C) is a classroom course that is designed to teach a variety of healthcare professionals how to recognize a number of life-threatening emergencies, how to provide CPR, how to use an AED and how to relieve choking in a safe, timely, and effective manner. This course is for healthcare professionals who must know how to perform CPR, as well as other lifesaving skills, in a range of in-hospital and out-of-hospital settings. Textbook cost is included in the BLS full course fee. Student is responsible for textbook for BLS renewal course. 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-D	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Sep 06 CPB 212
NRS-923-F	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Oct 04 CPB 213
NRS-923-H	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Oct 18 CPB 212
NRS-923-K	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Nov 01 CPB 213
NRS-923-M	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Nov 15 CPB 212
NRS-923-N	Th 5:00PM–9:00PM LIFE-SAVING SOLUTIONS, LLC	Dec 06 CPB 213

BLS Recertification

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

Total: \$47 — Senior Total: \$37

NRS-924-B	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Aug 23 <i>CPB 212</i>
NRS-924-C	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Sep 20 <i>CPB 213</i>
NRS-924-D	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 11 <i>CPB 213</i>
NRS-924-E	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Oct 25 <i>CPB 213</i>
NRS-924-F	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Nov 08 <i>CPB 213</i>
NRS-924-G	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Dec 13 <i>CPB 213</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: \$308 — Senior Total: \$233

NRS-563-C	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Sep 21 – Sep 22 <i>CPB 230</i>
NRS-563-F	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Dec 07 – Dec 08 <i>CPB 230</i>

Medicine Aide

CNA Medicine Aide Recertification

This course provides current medicine aides with updated information on drug therapies and safe medication administration and meets the Maryland Board of Nursing continuing education requirements for recertification. Students are required to attend the full eight-hour course (six hours of lecture and two hours of testing) and score a minimum of 80 percent on the written final exam. Submission of the CMA Clinical Update Verification form by the student's employer prior to enrollment verifying the following information is required: 1. Practiced as a CNA for 16 hours in the two years immediately preceding admission to the CMA Clinical Update. 2. Practiced as a GNA for eight hours in a licensed nursing home in the two years immediately preceding admission to the Clinical Update class. 3. Practiced as a CMA for 100 hours in the two years immediately preceding admission to the CMA Clinical Update. A copy of the CMA Clinical Update Verification form can be found on <http://www.hagerstowncc.edu/forms/continuing-education-and-business-services/cma-clinical-update-verification>. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$88 — Senior Total: \$43

NRS-742-B	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Aug 25 <i>CPB 152</i>
NRS-742-C	Sa 10:00AM–7:00PM <i>G. Haywood</i>	Sep 29 <i>CPB 152</i>
NRS-742-D	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Oct 27 <i>CPB 152</i>
NRS-742-E	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Nov 17 <i>CPB 152</i>
NRS-742-F	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Dec 15 <i>CPB 152</i>

Attention!
Please take HCE-036-B
Nurse Refresher Screening
BEFORE registering for
Nurse Refresher I Classroom Theory
(NRS 988 C)

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 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
- To be considered for clinicals - all required medical forms to be completed Oct 15, 2018

The Nurse Refresher Course will take 16 weeks to complete.

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

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

Mon 6 p.m. – 10 p.m. Sept 10 – Nov 12 CPB 125

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

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

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

Fri. Oct 19 6 p.m. – 10 p.m., and Sat. Oct 20 9 a.m. – 5 p.m. CPB 151

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

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

Step 3: Nurse Refresher Clinical (NRS 743 E)

Nov 19 – Jan 26, 2019

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.



Cardiac Updates #19

Saturday, October 13, 2018

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

Career Programs Building

NRS 583 D

EARLY BIRD DISCOUNT

Register by
Oct. 5 and
pay only \$79
After Oct. 6 - \$95



Phlebotomy Skills for Medical Professionals

Instructor: Kelly Weicht

Topics Include:

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

Sat., October 13, 2018

8:00 a.m. – 2:00 p.m.

Course # HCE 040 D

\$95



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

Health Seminar

EKG Technician



This 80 hour comprehensive EKG Technician course will prepare students to serve as EKG Technicians and take relevant national certifying exams. The course will combine theory and practice to provide instruction in all aspects of EKG technology and patient care. Topics include: anatomy and physiology of the cardiovascular system, appropriate patient care, legal and medical aspects of patient care. The course will include comprehensive instruction in EKG placement and interpretation along with information regarding the role of EKG in diagnosing and managing cardiovascular problems. In addition to theoretical instruction, students will apply what they have learned through practical, lab based activities. Upon completion, students will be fully prepared to work as an EKG Technician. Students will be prepared to take the AMCA EKG Technician Certification (ETC) national certification exam or the NHA EKG Technician Certification (CET) national certification exam.

Total: \$1649

HCE-060-B	MW 6:00PM–10:00PM C. Staff	Aug 20 – Oct 31 CPB 213
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Medical Administrative Assistant



This course prepares students to be professional administrative assistants dedicated to front office skills in a healthcare setting. Graduates are equipped to perform secretarial duties using specific knowledge medical terminology and hospital, clinic, or laboratory procedures. Students will be eligible to take the MAAC (Medical Administrative Assistant Certification) exam through AMCA (American Medical Certification Association.) Topics include: communicating with patients, HIPAA compliance, how to answer phones, process bills, and general office duties.

Total: \$1000

HCE-061-B	MW 6:00PM–10:00PM C. Staff	Aug 22 – Nov 05 CPB 212
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Medical Administrative Assistant - Clinical



The continuing education course is one in a series designed for prospective entry level medical administrative assistants and provides instruction to prepare for the Certified Medical Administrative Assistant certification exam. Topics include: communicating with patients, scheduling appointments, maintaining records, accounting and billing as well as practicing administrative skills in a clinical setting, working with staff, patients, and families who are visiting the physician's office for sick and well visits.

Total: \$1000

HCE-063-E	– C. Staff	Nov 05 – Dec 03
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Dental Seminar

Dental Professional Training: OSHA and Infection Control/Prevention

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

Total: \$65

NRS-773-C	Sa 7:30AM–12:30PM D. Mellott	Sep 15 CPB 211/213
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Drug Calculation

Drug Calculations Preparation

A course designed for students who desire instructor-guided direction in preparing for the required dosage calculation exam for the nursing programs (LPN and RN). Review of fractions, decimals, percent's, and the metric system. Demonstration and practice in using various formulas for calculating oral and parenteral medication dosages. Textbook sold separately. Calculate with Confidence ISBN: 978-0323089319

Total: \$53 — Senior Total: \$43

NRS-733-D	Sa 9:00AM–12:00PM R. D'Ambrisi	Oct 13 – Nov 10 CPB 230
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Optometry

Optometry Lecture Series

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

Total: \$115 — Senior Total: \$51

NRS-877-D	Su 8:00AM–4:00PM C. Staff 210/211/212/213	Oct 14 CPB
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Online

Certificate in Pain Assessment and Management

This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which includes adults, children, and the elderly with cancer related and non-cancer related pain.

Total: \$207

NRS-639	–	Online
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Certificate in Complementary and Integrative Health

Enhance your professional marketability by gaining a broad understanding of complementary and integrative health care options

Total: \$204

NRS-586	–	Online
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Certificate in Holistic and Integrative Health

Increasingly, today's consumers are seeking health care providers who focus on wellness and natural healing. As a result, the exciting and rewarding field of integrative health is growing rapidly.†

Total: \$481

NRS-890	–	Online
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Certificate in Holistic and Integrative Health: Foundations I

This certificate program focuses on foundational concepts in holistic and integrative health, including stress management, physical activity, and movement, nutrition, and healing environments

Total: \$117

NRS-941	–	Online
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Certificate in Holistic and Integrative Health: Foundations 2

In today's health care community, many practitioners have begun to recognize that traditional Western medicine can be successfully combined with treatments drawn from alternative, holistic, and integrative medicine. These alternative modalities draw upon healing traditions that have been practiced for thousands of years.

Total: \$111

NRS-987	–	Online
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Certificate in Holistic and Integrative Health: Foundations 3

The healing traditions of alternative, holistic, and integrative medicine have been practiced around the world for thousands of years. In recent years, practitioners of Western medicine have begun to recognize the benefits of incorporating these traditions into their healing methods to provide more effective care for their patients.

Total: \$0

		Online
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Certificate in Energy Medicine

There is increasing scientific evidence that human beings are comprised of a biofield, an energetic system that is highly integrated with the physical body, emotions, and the spiritual aspect of individuals. Because of this evidence, medical and health care professionals are increasingly incorporating methods of energy healing with modern health care methods. In this certificate, you'll explore the fundamentals of energy medicine.

Total: \$119

HCE-056	–	Online
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Certificate in Spirituality, Health, and Healing

To meet the needs of a spiritually and culturally diverse client population, today's health care system is evolving in its approach. Knowledgeable providers who can deliver compassionate, effective care and meet their clients' and patients' spiritual needs are in dramatically increasing demand. To

gain a broad understanding of spirituality, health, and healing and to stay current with emerging trends, health professionals who work with diverse religious and spiritual populations will need continuing professional education.

Total: \$210

NRS-557 – Online

Certificate in Health Aging

As the population in the United States ages, there are many opportunities to learn how to work with seniors in multiple settings in a way that supports quality of life. In the Certificate in Healthy Aging, you'll gain an overview of specific aspects of aging to provide a long-term foundation for treatment of the senior community and overall health during the later years of life.

Total: \$69

HCE-050 – Online

Certificate in Gerontology

With the population aging at a rapid rate, the number of individuals over 65 will more than double by 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends.

Total: \$209

NRS-556 – Online

Certificate in Perinatal Issues

The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing; new jobs are being developed and new services created. Health professionals who work with this population will need continuing professional education to gain a broad understanding of this specialized area of care and to stay current with emerging trends.

Total: \$119

NRS-640 – Online

Certificate in Food, Nutrition, and Health

Food and nutrition have a profound impact on our health and well-being, yet many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. The goal of this certificate program is to provide a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Total: \$119

NRS-983 – Online

Certificate in Holistic and Integrative Health

The healing traditions of alternative, holistic, and integrative medicine have been practiced around the world for thousands of years. In recent years, practitioners of Western medicine have begun to recognize the benefits of incorporating these traditions into their healing methods to provide more effective care for their patients.

Total: \$0

NRS-892 – Online

Certificate in End of Life Care

End-of-life care presents health care professionals as well as patients and family members with many challenges and dilemmas. Education in the holistic and integrative care of individuals at the end of life builds on and expands professional competencies and brings healing and transformation.

Total: \$209

NRS-524 – Online

Explore a Career as an Administrative Medical Assistant

In this course, you'll master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you'll discover how to create, maintain, and file medical charts. You'll also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits.

Total: \$119

NRS-884 – Online

Spanish for the Medical Professional

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap.

Total: \$119

NRS-885 – *Online*

HIPAA Compliance

Are you a health care professional or considering a career in the health care industry? Do you provide products or services to a health care organization? If the answer to either of these questions is yes, then it's mandatory that you understand the compliance requirements of HIPAA, and subsequent rules and laws (through March 31, 2014) that affect HIPAA, including ARRA/HITECH, the Affordable Care Act (ACA), Administrative Simplification Compliance Act (ASCA), the Patient Safety and Quality Improvement Act (PSQIA), and the OMNIBUS rules. These laws require all health care professionals to take careful steps to protect protected health information (PHI). But what exactly do all these regulations require?

Total: \$119

NRS-832 – *Online*

Become an Optical Assistant

If you think you'd like to become an optical assistant, this is the course for you! We'll take a comprehensive look into the diverse world of optical assisting a world that's becoming more exciting all the time. You'll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems.

Total: \$119

PLC-707 – *Online*

Explore a Career in Nursing

Are you interested in a career that's meaningful and challenging with a great salary, benefits, and opportunities for advancement? You should think about becoming a nurse! No segment of the economy is growing faster than the healthcare industry, and nurses have more options than ever before.

Total: \$119

HCE-019 – *Online*

Explore a Career in Medical Writing

Take your first step toward a lucrative and rewarding career as a medical writer; no specialized or advanced degrees required! In this course, you'll

learn about the different types of medical writing that you can do, how to break into and succeed in this industry, and how to write effectively on medical topics, whether you're writing for healthcare providers, patients, or regulatory organizations like the U.S. Food and Drug Administration.

Total: \$119

NRS-978 – *Online*

Certificate in Infection Diseases and Infection Control

Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases, which can have both short- and long-term health consequences.

Total: \$0

Online

Certificate in Integrative Mental Health

This groundbreaking certificate program addresses the dramatic shift taking place in the healthcare field as alternative, holistic, and integrative therapies are increasingly being used to treat mental health conditions.

Total: \$0

Online

Certificate in Mindfulness

Mindfulness is a state of active, open attention on the present moment. When you are mindful, you observe your thoughts and feelings without judging them. Today, more and more healthcare practitioners are seeing the benefits of incorporating mindfulness in to their treatments and teaching others in all backgrounds about this valuable practice.

Total: \$0

Online

Certificate in Stress Management

Stress is at epidemic levels in the world today. It affects every aspect of the body, mind, and spirit, resulting in a wide range of symptoms from headaches or stomach ailments to heart disease and death. Currently, as many as 90% of all visits to health-care providers in the United States are considered stress-related.

Total: \$0

Online

Certificate in Healing Enviroments for Body, Mind and Spirit

The design of a health care facility can contribute greatly to the well-being of patients, staff, and the wider community. In this innovative certificate program, you'll examine how Optimal Healing Environments (OHEs) impact the health of individuals and communities on a physical, social, psychological, and spiritual level.

Total: \$0

Online

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders.†

Total: \$0

Online

ED2GO DATES

August 8/15-9/21

September 9/12-10/19

October 10/17-11/23

November 11/14-12/21

December 12/12-1/18

NEW

Are You Interested in Becoming an EKG Technician?

This 80-hour comprehensive EKG Technician course will prepare students to serve as EKG Technicians and take the accompanying national certifying exams. The course will combine theory and practice to provide instruction in all aspects of EKG technology and patient care. In addition to theoretical instruction, students will apply what they are learning in the course through practical, lab-based activities. Upon completion of this course, students will be fully prepared to work as an EKG Technician. Students

will be prepared to take either the AMCA EKG Technician Certification (ETC) national certification exam or the NHA EKG Technician Certification (CET) national certification exam.



Course: #HCE-060-B

Cost: \$1,649 (includes textbooks and national certification exam)

80 Hours Classroom

Mondays and Wednesdays

August 20, 2018 – October 31, 2018

6:00 – 10 p.m.

Career Programs Building, Room 213

**Live On-Line;
Instructor led**

ProTrain™

Want to find out more?

Register below for HCC's Virtual Open House/EKG Technician at
<https://attendee.gotowebinar.com/rt/6062316079777362946>

This free online event is open to anyone who is interested in training for a new career - or updating his or her skills. It will be recorded and everyone who registers will be sent a copy of the recording. After registering, you will receive a confirmation email containing information about joining the webinar.

To Register please contact
Mida Clipp at
mvclipp@hagerstowncc.edu

Medical Administrative Assistant



This course prepares students to be professional administrative assistants using front office skills in a healthcare setting. Graduates are trained to perform secretarial duties using specific medical terminology, and hospital, clinical or laboratory procedures, including the ability to answer phones, process bills, communicate with patients, HIPAA compliance and general office duties. Students will take the MAAC (Medical Administrative Assistant Certification) exam through AMCA (American Medical Certification Association).



Want to find out more? Hagerstown Community College Virtual Open House/Medical Administrative Assistant occurs several times. Discover the benefits of training to be a Medical Administrative Assistant at Hagerstown Community College! You will explore the benefits of certification in this high-growth, high-demand job field.

Please register for the date and time that works best for you:

<https://attendee.gotowebinar.com/rt/4998409937045320963>

This free online event is open to anyone who is interested in training for a new career - or updating his or her skills. It will be recorded and everyone who registers will be sent a copy of the recording. After registering, you will receive a confirmation email containing information about joining the webinar.

Course: # HCE 061 B

Cost: \$1000 (includes textbook, supplies, internship and national certification exam.)

Course: # HCE 063 B

Cost: \$999

80 Classroom Hours and 80 Clinical Hours

(to be scheduled following in classroom instruction)

Mondays and Wednesdays

August 22, 2018 – November 5, 2018

6:00 pm – 10:00 p.m.

Career Programs Building

Live On-Line;
Instructor led



Contact: Mida Clipp at: mvclipp@hagerstowncc.edu to register

Optometry Seminar

Sunday, Oct 14, 2018

8 a.m. - 4 p.m.

Career Programs Building

- Speakers to include:
- Gus Stern, MD
- K. Michelle Huzella, MD.
- Paul H. Heavner, O.D.
- Dr. David Warrow
- Dr. Allen Hu

COPE credit to be awarded for full conference attendance.

Cost: \$115 (includes continental breakfast and lunch)

Course: NRS 877-D

To Register:
or call: (240) 500-2236

Visit
www.hagerstowncc.edu/seminars
for more information



Fitness

Simply Fit



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

Total: \$68 — Senior Total: \$43

FIT-005-C	TuTh 9:30AM–10:30AM <i>S. Rodgers</i> Day Adventist HALL	Sep 11 – Oct 18 <i>Hagerstown Seven</i>
FIT-005-D	TuTh 9:30AM–10:30AM <i>S. Rodgers</i> Day Adventist HALL	Oct 30 – Dec 11 <i>Hagerstown Seven</i>

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-C	Tu 7:00PM–8:30PM <i>C. Piper-Snyder</i>	Sep 25 – Oct 30 <i>CPB 232</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-C	W 6:00PM–7:00PM <i>P. Cote</i>	Sep 12 – Nov 04 <i>CPB 211</i>
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Intermediate T'ai Chi (Authentic Northern Wu Style)

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

Total: \$87

MBP-073-C	W 7:00PM–8:00PM <i>P. Cote</i>	Sep 12 – Nov 14 <i>CPB 211</i>
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Introduction to Aromatherapy

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

Total: \$40

MBP-122-D	Tu 6:00PM–7:30PM <i>J. Silbert</i>	Oct 16 – Oct 30 <i>VM 3</i>
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Mind Body/Online

Certificate in Meditation

Although there are many ways to meditate and many different forms of meditation, they all share a unifying characteristic: Each focuses on intentionally training a person's attention and concentration. Meditation practices have been used by cultures around the world for thousands of years.

Total: \$65

MBP-134

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Online

Yoga/Pilates

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

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

Total: \$107

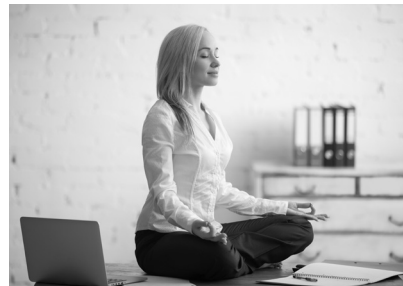
MBP-119-C W 7:00PM–8:30PM
S. Heurich

Sep 12 – Nov 14
BSH 114

**Calling all Office Workers!
Feeling Tired? Run Down? Need to unwind but no time?**

Office Worker Yoga is here!

Office Worker Yoga
MBP-130-C
Instructor: Simone Heurich
Tuesdays
6:00 – 7:00 pm
10/2/18-10/23/18
\$79



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

Art

Begin to Sew

Jump into your first sewing project while learning how to choose fabrics, take measurements, sew by hand, maximize your wardrobe, and use and maintain your machine. No experience required! In six weeks you'll begin to master the techniques needed to create simple garments or home decorating projects from commercial patterns. Project options include: apron, pants or skirt, curtains, vest, table runner and matching placemats. Required: a pair of sewing scissors, pins, and a measuring tape. Recommended: The Singer Complete Photo Guide to Sewing, and your own sewing machine.

Total: \$125 — Senior Total: \$79

ANE-378-B	Th 6:00PM–9:00PM <i>J. Remes</i>	Aug 16 – Sep 20 <i>CPB 230</i>
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Intermediate Sewing

You'll enhance your basic sewing skills with pattern adjustments, layout, cutting, marking, seam finishes and embellishments, collars, zippers, buttonholes, and other techniques. Practice these techniques on a project with the guidance of the instructor. Bring your sewing machine and basic equipment to every class. Prerequisite: Begin to Sew, or permission of the instructor.

Total: \$115 — Senior Total: \$75

ANE-379-D	Th 6:00PM–9:00PM <i>J. Remes</i>	Oct 04 – Nov 01 <i>CPB 230</i>
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Beginning Crochet Workshop



You've always wanted to try your hand at crocheting, and now you can! You'll walk away from this hands-on workshop with the basic skills and confidence to start your new hobby of crocheting. Plus you'll make a 'granny square' that can be used as a coaster or the inspiration and foundation for a pillow, scarf, afghan, or other project. Bring your own crochet hook and yarn. Instructor will provide a list of recommended materials in advance.

Total: \$39

DSA-001-D	Tu 1:00PM–3:00PM <i>K. Barylski</i>	Oct 23 – Oct 30 <i>CPB 210</i>
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Iris Paper Folding



Iris paper folding is a wonderful technique that looks difficult, but is fairly easy to master. It makes gorgeous greeting cards and can be incorporated into scrapbooking and other crafts. Join us for a two-hour workshop to complete

a holiday-themed card and learn how you can create additional projects at home. Bring your own scissors; all other materials will be provided.

Total: \$19

DSA-002-E	Tu 1:00PM–3:00PM <i>K. Barylski</i>	Nov 06 <i>CPB 230</i>
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Instructor Bio—Jo Lum

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

Learn the Heritage Craft of Chair Caning



Restore and repair your rocking chairs, foot stools, and dining room chairs back to their original woven beauty. You will learn the many hands-on techniques in the weaving process needed to restore the piece back to its original splendor. Create your own woven seat on a small stool or work on an existing project as a way of learning the chair caning techniques. Reward your children and grandchildren with a hand woven gift that will last a lifetime. Bring a bucket, scissors, towel, measuring tape, pencil, one dozen clothes pins, and paper to class. Other materials may be purchased from the instructor.

Total: \$91 — Senior Total: \$58

SEN-090-C	Th 12:00PM–2:30PM <i>G. Lum</i>	Sep 13 – Nov 15 <i>Mount Vernon Place</i>
SEN-090-D	M 6:00PM–8:30PM <i>G. Lum</i>	Sep 17 – Nov 12 <i>VM 6</i>

Cake Decorating

Cake Decorating for Beginners

Have you ever wanted to wow your friends and family with fun and beautiful cakes? Or are you wanting to learn the basics of cake decorating to get a job at a local bakery or sweet shop? Now's your chance! You'll learn how to create beautiful designs with piped borders, flowers, leaves, scroll work, and cake writing. Bake your cake at home in advance each week and bring it to class to level, fill, ice, and decorate it like a pro. Registration includes instruction only; instructor will provide a list of required supplies.

Total: \$129 — Senior Total: \$79

ANE-377-D	Tu 5:30PM–8:30PM <i>C. Passwaters</i>	Oct 02 – Oct 30 <i>VM 4</i>
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Learn to Brew

You're the brew master! Brew and bottle 5 gallons of craft beer while exploring the history of beer in the US and around the world. Enjoy 54 refreshing bottles of your own brew, or join in the beer swap to take home a variety pack to enjoy or share with your friends and family.

You'll gain all the basic knowledge to continue brewing and experimenting with various hops and grains at home (additional homebrew supplies available for purchase).

Cost includes personal guidance from the staff at Blue Mountain Wine Crafters in Funkstown, all beer ingredients, bottles, caps, and personal labels. Plus the beer!

August 15 to September 12, Wednesdays, 6-9 p.m.

CLN-001-B, \$229, Seniors \$215

Class meets at Blue Mountain Wine Crafters, 117 E Baltimore St., Funkstown, MD

Albuquerque Balloon Festival & U.S. National Parks

Mesa Verde, Monument Valley, Grand Canyon,
Zion, Bryce Canyon, Grand Teton, and Yellowstone

October 2019

hagerstowncc.edu/balloon

or 240-500-2480



Cultural Trips

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: \$55

SEN-196-D Tu 7:00AM-5:30PM Oct 16

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.

Newseum: Investigating Free Press and The First Amendment



Experience the story of news, the role of a free press in major events in history, and how the core freedoms of the First Amendment - religion, speech, press, assembly and petition - apply to your life! Your visit to the Newseum in Washington, D.C., includes a one-hour program on Free Press in America and plenty of time to explore exhibits such as the Berlin Wall Gallery, whose eight concrete sections are one of the largest displays of the original wall outside Germany, and the Pulitzer Prize Photographs Gallery, which features photographs from every Pulitzer Prize-winning entry dating back to 1942. Enroute to the Newseum, Roger Swartz will talk about the history and importance of the First Amendment. Registration includes admission, transportation via motor coach, and the Free Press in America program. Enjoy lunch on your own in the Newseum's cafe.

Total: \$125

TRP-004-F Tu 8:00AM-6:00PM Dec 04
R. Swartz



Chestertown Downrigging Festival

Head to the beautifully preserved historic seaport of Chestertown, Md., for a day full of ships, schooners, and wooden boats! Explore boats on display and enjoy historical reenactments, lectures, and music performances throughout the day. Enjoy lunch on your own at a neighborhood restaurant or from one of the festival's food trucks. Registration includes motor coach transportation and admission to the festival.

Saturday, October 27, 6:30 a.m. – 6 p.m.

TRP-001, \$95

Chestertown Downrigging Festival and River Cruise

Add on a river cruise to your day at the Downrigging Festival! Hop aboard one of the visiting tall or wooden boats for a two-hour cruise on the Chester River. Registration includes motor coach transportation, admission to the festival, and the river cruise.

Saturday, October 27, 6:30 a.m. – 6 p.m.

TRP-002, \$145



White House Holiday Tour

Cross your fingers and hope we get a tour of the White House decorated for the holidays this December! This is a first-come, first-served wait list – we will request a tour and the White House will respond with a date and time in December, if we are approved.

To sign up for the wait list, visit

hagerstowncc.edu/whitehouse

Spots fill quickly! A tour request will be made on September 1; please sign up by August 31.

If we are granted a tour, we will contact you with the date and time of the tour and for your payment. In order to request a tour, the White House requires us to have the following information: full name with middle initial (as listed on your photo ID), date of birth, social security number, residence, and if you are a US citizen. This trip requires photo ID and a lot of walking and standing.

Transportation via a motor coach from the Valley Mall is included.

Total: \$59

Date and Time TBD

NEW

Local Civil War History



The Maryland Campaign of the Civil War

There were a number of “turning points” during the Civil War, but many historians would argue that the September 1862 Maryland Campaign was the most significant. Within the span of just a few months, Robert E. Lee’s Confederate Army of Northern Virginia had not only saved Richmond and defeated a larger Federal force at the Second Battle of Manassas, but now was poised to invade the North. Confederate independence seemed but one more battlefield victory away.

So what went wrong? Did the discovery of Special Order 911 make the difference? What about Harpers Ferry? And was Union General George B. McClellan really so incompetent? Join Jeff Driscoll as he considers all of these questions and more!

Thursdays, September 13-20, 9-11 a.m.

HCR-005, \$39

Valley Mall Training Center

Battlefields of the Maryland Campaign – Day Trip!

Journey to the battlefields of the Maryland Campaign – South Mountain, Harpers Ferry, and Antietam – for a guided tour of the campaign’s troop movements, military strategy, and key turning points. Registration includes transportation to and from all three battlefields from HCC’s main campus. Lunch will be on your own in Harpers Ferry.

Saturday, September 22, 8:30 a.m. – 5 p.m.

TRP-003, \$79

Dance and Recreation

Instructor Bio - Jody White

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

the way through the rock n'roll 50s. We'll be sailing smoothly through the foxtrot and twirling our way through the swing. Wear comfortable shoes (no flip flops) and we'll be dancing in no time.

Total: \$89 — Senior Total: \$55

FIT-014-C	W 5:45PM-6:45PM J. White	Sep 05 – Oct 03 KEP 101
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Ballroom Dance - Salsa/Cha Cha



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

Total: \$70 — Senior Total: \$50

FIT-018-D	W 5:45PM-6:45PM J. White	Oct 10 – Nov 07 KEP 101
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Ballroom Dance - Swing/Foxtrot



Join professionally certified Dance Vision International Dance Association (DVIDA) instructor, Jody White, for Ballroom Dance Instruction. Learn to dance to the greatest music from the roaring 20s all



Get Outside this Fall!



Maryland Fall Butterflies at Antietam

Enjoy the magic of butterflies in the field! September is still a great time to see butterflies in Maryland. If the weather is cooperative, you will likely see at least 12 different species, including several that we only see in the autumn. You'll get some up close looks and plenty of pictures, too. Class will meet on site at Antietam National Battlefield.

Tuesday, September 18, 1-3 p.m.
HGN-001, \$19

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? Learn how to avoid blisters, ward off bites and stings, stay hydrated, and Leave No Trace so you can enjoy hours of hiking the region's many trails! Put your new skills to the test with an easy hike along the creek at Antietam National Battlefield during our second class meeting. Rain date for hike is October 9.

Tuesdays, September 26-October 2, 2-4:30 p.m.
DRC-001, \$39



Genealogy, Family Care, Parenting

Instructor Bio - Carol Miller-Schultz

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 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-C	F 9:30AM–12:00PM C. Miller-Schultz	Sep 28 – Oct 19 VM 2
SEN-377-D	M 6:00PM–8:30PM C. Miller-Schultz	Oct 01 – Oct 22 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-C	F 1:30PM–4:00PM C. Miller-Schultz	Sep 28 – Oct 19 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-D	Tu 7:00AM–5:30PM C. Miller-Schultz	Oct 16
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Preserving Your Family History

Your family memories are priceless, and it's never too late to start preserving them for generations to come. Learn some quick tips and easy tools for capturing the memories of loved ones and sharing your own stories in Preserving Your Family History, taught by popular genealogy instructor Carol Miller-Schultz. Continue the discussion with Carol and your fellow classmates at an optional lunch nearby.

Total: \$19

FAM-001-C	Tu 12:00PM–1:00PM C. Miller-Schultz	Sep 11 VM 4
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The National Road in Washington County

Journey through the history of the National Road in Washington County with your guide Roger Swartz. He'll share the politics and purpose of the road, road-building characteristics and features of road travel in the 1800s, why it's considered Maryland's Bank Road, - and where you can spot the remaining historical markers. After the presentation, join Roger and your fellow classmates for an optional lunch nearby.

Total: \$19

HCR-002-D	Tu 12:00PM–1:00PM R. Swartz	Oct 09 VM 4
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Discover Something New Every Second Tuesday!

Discovery Tuesdays

Join us every second Tuesday of the month for a chance to discover something new and engage in discussion with instructors and your fellow lifelong learners over lunch. Each month you'll explore a different culture, craft, moment in history, or tip for enhancing your life!

Registration includes four, one-hour presentations or instructor-led discussions, with the option to continue the discussion with the instructor and your fellow classmates at a local restaurant afterward. Lunch is not included.

Tuesdays, 9/11, 10/9, 11/13, and 12/11, 11 a.m.-12 p.m.

DIS 627, \$49, Seniors \$35

Valley Mall Training Center

Not able to attend all four sessions? Sign up for individual ones for \$19 each!

September 11 – Preserving Your Family History

Your family memories are priceless, and it's never too late to start preserving them for generations to come. Learn some quick tips and easy tools for capturing the memories of loved ones and sharing your own stories in *Preserving Your Family History*, taught by popular genealogy instructor Carol Miller-Schultz. Course number: FAM-001

October 9 – The National Road in Washington County

Journey through the history of the National Road in Washington County with your guide Roger Swartz. He'll share the politics and purpose of the road, road-building characteristics and features of road travel in the 1800s, why it's considered Maryland's "Bank Road," and where you can spot the remaining historical markers. Course number: HCR-002

November 13 – Your Last Best Gift

We all want the best for our families. Yet more than half of American adults don't have a will or other necessary documents. It's so easy to put off working on wills because they just aren't an urgent matter, until it's too late. But creating or updating a will isn't hard and doesn't need to be expensive. Kathy Barylski will share tools and resources to help you create your gift to your family in the form of a will. Course number: FAM-002

December 11 – Cozy up to Winter with Hygge

Create an atmosphere of coziness, contentment, and togetherness during the long, dark days of winter with the Danish concept of hygge! First, explore examples of hygge in Danish literature and gain insight into the linguistic history of the word 'hygge' from Karen Gray. Then join in a guided discussion of how you can develop your own hygge at home this winter. Course number: HCR-003

Your Last Best Gift



We all want the best for our families. Yet more than half of American adults don't have a will or other necessary documents. It's so easy to put off working on wills because they just aren't an urgent matter, until it's too late. But creating or updating a will isn't hard and doesn't need to be expensive. Kathy Barylski will share tools and resources to help you create your gift to your family in the form of a will. Continue the discussion with Kathy and your fellow classmates at an optional lunch nearby.

Total: \$19

FAM-002-E	Tu 12:00PM-1:00PM C. Staff	Nov 13 VM 4
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Cozy Up to Winter With Hygge



Create an atmosphere of coziness, contentment, and togetherness during the long, dark days of winter with the Danish concept of hygge! First, explore examples of hygge in Danish literature and gain insight into the linguistic history of the word 'hygge' from Karen Gray. Then join in a guided discussion of how you can develop your own hygge at home this winter. Continue the discussion with Karen and your fellow classmates at an optional lunch nearby.

Total: \$19

HCR-003-F	Tu 12:00PM-1:00PM K. Gray	Dec 11 VM 4
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History

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.

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-D	F 10:00AM-12:00PM J. Castillo	Oct 05 – Nov 02 CPB 230
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Benjamin Franklin: Soldier, Diplomat, Philosopher



Explore some of the lifetime achievements of Benjamin Franklin, from his contributions to U.S. colonial society, especially Philadelphia in the 18th century, to his diverse military roles in two Indian wars from 1754 ? 1764. You'll also learn about his diplomatic efforts during the American Revolution involving Canada, Great Britain, and France; his estranged relationship with his common-law wife, Deborah Reed; his contributions to the Declaration of Independence and the Constitution; and finally, his religious beliefs.

Total: \$105 — Senior Total: \$65

DIS-620-C	Tu 9:00AM-12:00PM R. Swartz	Sep 11 – Oct 02 VM 3
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The Gilded Age, Social Darwinism, and Muckrackers, 1876-1912



Were economic leaders of the post-Civil War era "captains of industry" or "robber barons"? Explore the characteristics of the U.S. society in what Mark Twain named "The Gilded Age" and discuss major leaders of the time, such as Carnegie, Vanderbilt, Rockefeller, and Morgan. We'll discuss the characteristics and impact of Social Darwinism upon the Gilded Age and its origins in the writings of Charles Darwin. Next, we'll follow the reactions to economic conditions, including the rise of the "muckrakers." We'll discuss their writings and contributions to the Progressive Era and reasons for their demise by World War I.

Total: \$105 — Senior Total: \$65

DIS-626-D	Tu 9:00AM-12:00PM R. Swartz	Oct 30 – Nov 20 VM 3
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Instructor Bio - Karen Gray

Karen Gray holds a Ph.D. from the University of Edinburgh in theology and religious philosophy, and retired as the developer of Smithsonian Institution educational study tours for adults.

How Constitutions Fail in Hellenistic Athens, the Roman Republic, and 18th C. Great Britian



Dr. Karen Gray explores constitutional and democratic failures in Hellenistic Athens, Republican Rome, and 18th Century Great Britain, drawing heavily on new scholarship. Each class includes an extensive PowerPoint presentation in the first two hours, with a ten minute break at midway, concluding with a half-hour discussion.

Total: \$79 — Senior Total: \$49

DIS-621-D	W 9:30AM-12:00PM K. Gray	Oct 17 – Dec 05 VM 6
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Greek Democracy in the Hellenistic Age



In the Greek Classical era the Greek city-states had often-uncodified constitutions and governments evolving with democratic characteristics. With Rome's annexation of the Greek heartlands however, dramatic shifts took place and this lecture explores those changes and their implications for earlier Greek democratic developments.

Total: \$35

DIS-622-D	W 9:30AM-12:00PM K. Gray	Oct 17 VM 6
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The Constitution of Rome and Collapse of The Republic



The uncodified Roman constitution and government that had evolved into the Roman Republic experienced stresses and challenges in 133 to 27 BCE, that would end in the collapse of the republic and emergence of Empirical Rome. This class explores that struggle and the opinions on both sides of its constitutional debates.

Total: \$35

DIS-624-E	W 9:30AM-12:00PM K. Gray	Nov 14 VM 6
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The Constitution of Great Britain and The American Revolution



The revolt of the American colonies exemplified the deep challenges that enlightenment thinking posed to Britain's evolving constitution and monarchical culture. In this class the state of constitutional development in Britain in the 18th century is explored in light of spreading popular ideas of democracy and individual freedoms.

Total: \$35

DIS-625-F	W 9:30AM-12:00PM K. Gray	Dec 05 VM 6
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The Causes of the Second World War



The German invasion of Poland launched on September 1, 1939, was the official beginning of this terrible conflict, but the causes go way back, even into the 19th century. Join Jeff Driscoll as we look at the complex, yet fascinating history of what led the world into its most devastating conflict ever.

Total: \$99 — Senior Total: \$65

HCR-001-C	Th 9:00AM-11:00AM T. Driscoll	Sep 27 – Oct 25 VM 4
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Hitler's Invasion of Poland



Germany's September 1, 1939, invasion of Poland marked the official beginning of World War II in Europe. Hitler had long had his eye on Germany's eastern neighbor, but the circumstances under which he felt justified to invade were much contrived. Join Jeff Driscoll as he looks at the background of this invasion, then the invasion itself, and the ramifications of that invasion in Europe.

Total: \$65 — Senior Total: \$39

HCR-004-E	Th 9:00AM-11:00AM T. Driscoll	Nov 01 – Nov 15 VM 4
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The Maryland Campaign of the Civil War



There were a number of "turning points" during the Civil War, but many historians would argue that the September 1862 Maryland Campaign was the most significant. Within the span of just a few months, Robert E. Lee's Confederate Army of Northern Virginia had not only saved Richmond and defeated a larger Federal force at the Second Battle of Manassas, but now was poised to invade the North. Confederate independence seemed but one more battlefield victory away. So what went wrong? Did the discovery of Special Order 911 make the difference? What about Harpers Ferry? And was Union General George B. McClellan really so incompetent? Join Jeff Driscoll as he considers all of these questions, and sign up for a tour of Harpers Ferry, South Mountain, and Antietam on Saturday, September 22nd.

Total: \$39

HCR-005-C	Th 9:00AM-11:00AM T. Driscoll	Sep 13 – Sep 20 VM 4
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NEW

Fall Floral Design



As the warmth of summer wanes, keep the beauty and joy of nature close! Spend your Monday evenings elbow-deep in flowers, ferns, leaves, and fruits in floral design classes taught by Denny Warrenfeltz of Roostervane Gardens.

Register for the full, nine-week series, or pick and choose which of the three-week options

work best for you. Full descriptions of each can be found in the Home & Garden section of this schedule and online.

Floral Design: Full Series

Mondays, September 10-November 5

6:30-8:30 p.m.

PDV-795, \$99, Seniors \$59

HCC Main Campus, Career Programs Building

Floral Design: Nature's Harvest

Mondays, October 1-15

6:30-8:30 p.m.

HGN-003, \$39

Floral Design: Late Summer Blooms

Mondays, September 10-24

6:30-8:30 p.m.

HGN-002, \$39

Floral Design: Hearth & Home for the Holidays

Mondays, October 22-November 5

6:30-8:30 p.m.

HGN-004, \$39

Home & Garden

Instructor Bio - Denny Warrenfeltz

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

Floral Design: Late Summer Blooms

Learn how to transform the late blooms of summer into an arrangement for your home or to give as a gift. Local florist Denny Warrenfeltz of Roostervane Gardens will demonstrate how to use fresh flowers from your own garden, silks, and dried plant materials in a variety of arrangements. You'll also learn how to dry your own materials for future use! A recommended list of materials for the first session's project will be provided in advance. Materials may be purchased from the instructor; cost dependent upon your choice of materials.

Total: \$39

HGN-002-C	M 6:30PM-8:30PM	Sep 10 - Sep 24
	D. Warrenfeltz	CPB 211

Floral Design: Nature's Harvest

Bring the warm colors of autumn and the harvest season into your home with arrangements accented by leaves, nuts, berries, twigs, feathers, and other organic materials. With the guidance of local florist Denny Warrenfeltz of Roostervane Gardens, you'll design three different arrangements, including a wreath or centerpiece. A recommended list of materials for the first session's project will be provided in advance. Materials may be purchased from the instructor; cost dependent upon your choice of materials.

Total: \$39

HGN-003-D	M 6:30PM-8:30PM	Oct 01 - Oct 15
	D. Warrenfeltz	CPB 211

Floral Design: Hearth & Home for the Holidays

Deck the halls for the holiday season with wreaths, swags, and centerpieces! Join local florist Denny Warrenfeltz of Roostervane Gardens for a festive exploration of the greens, fruits, and dried flowers that will add a special touch to your holiday dinner party or family gathering. A recommended list of materials for the first session's project will be provided in advance. Materials may be purchased from the instructor; cost dependent upon your choice of materials.

Total: \$39

HGN-004-D	M 6:30PM-8:30PM	Oct 22 - Nov 05
	D. Warrenfeltz	CPB 211

Language

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-C	W 6:00PM-8:00PM	Sep 05 - Oct 24
	T. Driscoll	VM 4

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-255-C	TuTh 6:30PM-8:30PM	Sep 18 - Oct 11
	S. Roma-Barrera	VM 8

Spanish for Travelers

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

Total: \$115 — Senior Total: \$69

LAN-256-D	TuTh 6:30PM-8:30PM	Oct 23 - Nov 15
	S. Roma-Barrera	VM 6

Leadercast Women

SAVE THE DATE » FRIDAY, OCT. 12

8am-4pm | Career Programs Building, Rooms 211 & 213

Leadercast Women 2018 will gather both female and male leaders alike to learn from these exceptional women leaders, who will share their insights, experience and perspectives on how to be the best leader you can be.

SPACE IS LIMITED!

REGISTER ONLINE
lcwomen.eventbrite.com

\$95 before Sept 14th



LOCATION SPONSOR



Money Matters

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

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

Total: \$29

DIS-553-C Tu 6:00PM-8:00PM Sep 11 - Sep 18
M. McLean CPB 230

Money Matters for Millennials

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

Total: \$49

DIS-579-D Tu 6:00PM-8:00PM Oct 02 - Oct 09
M. McLean CPB 212

Music

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-C	M 7:00PM-9:00PM <i>F. Maietta</i>	Sep 10 - Nov 05 <i>KEP 204</i>
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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: \$59

BLU-013-C	W 7:00PM-8:00PM <i>F. Maietta</i>	Sep 12 - Oct 24 <i>KEP 204</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: \$75 — Senior Total: \$45

ANE-103-B	Tu 6:30PM-8:30PM <i>S. Schaefer</i>	Aug 20 - Sep 24 <i>VM 3</i>
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ANE-103-D	M 6:30PM-8:30PM <i>S. Schaefer</i>	Oct 08 - Nov 05 <i>VM 3</i>
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Advanced Photography



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

Total: \$75 — Senior Total: \$45

ANE-281-E	Tu 6:30PM-8:30PM <i>S. Schaefer</i>	Nov 13 - Dec 11 <i>VM 3</i>
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Portrait Photography



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

Total: \$65 — Senior Total: \$45

ANE-282-C	W 6:30PM-8:30PM <i>S. Schaefer</i>	Sep 26 - Oct 17 <i>VM 3</i>
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Nature and Wildlife Photography

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

Total: \$65 — Senior Total: \$45

ANE-090-B	W 6:30PM–8:30PM <i>S. Schaefer</i>	Aug 15 – Sep 05 <i>VM 3</i>
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Writing

Character Writing for Fiction Writers

Want to bring your stories to life with unforgettable fictional characters? In this three-session workshop, you'll create and develop richly detailed characters with the necessary elements to go the distance. Create "starter" characters from your own well-stocked storehouse of personal experiences, news stories, images, artifacts, and music. Next, give your characters a vivid inner life by borrowing character development tools from psychology such as the Johari Window, the Myers-Briggs personality matrix, VAKT Learning Styles, Maslow's Hierarchy of Needs, and more. Finally, develop your character's back story, that gold mine of detailed information you can tap into whenever inspiration runs dry. Discover your characters; family history, sociocultural background, and much more. You'll leave this class ready to write!

Total: \$51 — Senior Total: \$31

ANE-259-E	M 7:00PM–9:00PM <i>J. Castillo</i>	Nov 26 – Dec 10 <i>CPB 230</i>
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Youth and Family

Horror Movie Cinematography

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

Total: \$55

ANE-368-D	F 9:00AM–3:00PM	Oct 19
	<i>Beacon House</i>	<i>ATC 115</i>

Pumpkin Chunkin

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

Total: \$55

DIS-580-E	Tu 9:00AM–3:00PM	Nov 06
	<i>Beacon House</i>	<i>CPB 211</i>

SAT Prep: Math & English Combined

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

Total: \$125

DIS-581-C	MW 6:30PM–8:30PM	Sep 17 – Oct 31
	<i>Beacon House</i>	<i>LRC 254</i>

SAT Prep: Reading, Writing & English

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

Total: \$89

DIS-582-C	W 6:30PM–8:30PM	Sep 19 – Oct 31
	<i>Beacon House</i>	<i>LRC 254</i>

SAT Prep: Math

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

Total: \$89

DIS-583-C	M 6:30PM–8:30PM	Sep 17 – Oct 29
	<i>Beacon House</i>	<i>LRC 254</i>

**Join the HCC Alumni & Friends for our
10th Annual Cruise to the Caribbean
February 15 – 25, 2019**



**Travel to the Warm Caribbean Seas on
Princess Cruise Line's 'Crown Princess'
with Hagerstown Community College
Leaving from Fort Lauderdale, Florida.**

**Ports of call include Princess Cays, Bahamas; St. Thomas, USVI;
Dominica; Grenada; Bonaire and Curacao.**

Our trip includes roundtrip transportation to the airport from HCC, airfare to Fort Lauderdale and back, transfers from the airport to the Ship, an 11-day/10-night Luxurious Southern Caribbean Cruise, lodging, entertainment, unlimited delicious food, all port fees and taxes.

Everyone is invited and welcome to join the fun!

PRICES START AT \$2,247.00 PER PERSON

Our cruise group enjoys meals & special parties together on board ship; travels within the safety of a group; meets before our cruise events to discuss our trip and get better acquainted; and has a WONDERFUL time together.

All Travel Arrangement through:

Travel Leaders

301-739-4600 - Ask for Belinda Stull

For additional information on our cruise program,
contact Lisa Stewart at HCC by calling 240-500-2346.

Registration is Easy

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

To register in-person:

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

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

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

Visit HCC's satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

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

To register by phone:

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

To register through WebAdvisor:

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

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

For Additional Information

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

1-866-422-2468

HCC Valley Mall Fax Number

301-582-4001

CE E-Mail Address

ceregister@hagerstowncc.edu

HCC Campus Store

240-500-2271

Call for Special Evening Hours

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

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

Birthdate and Social Security Number

Your social security number and birthdate are requested on our registration form for use as student identification numbers to help us avoid duplicating records and mailings. It is for internal use only and remains confidential. Your birthdate is required by the Maryland Higher Education Commission.

Tuition and Fees

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

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

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

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

Admissions

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

Registration Confirmation

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

Course Cancellations

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

Refund Policy

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

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

Employer's Tuition Assistance

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

ed2go Online Course Registration Information

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

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

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

College Holidays

- September 3, 2018 – Labor Day
- November 21 - November 23, 2018 – Thanksgiving Holiday
- December 21, 2018-January 2, 2019 – Winter Break

Parking

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

Use of Cell Phones During Class

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

Emergency Closing

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

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

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

Non-Credit/Credit Shared Courses

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

Certificate/CEU Information

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

Code of Student Conduct

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

Smoking Policy

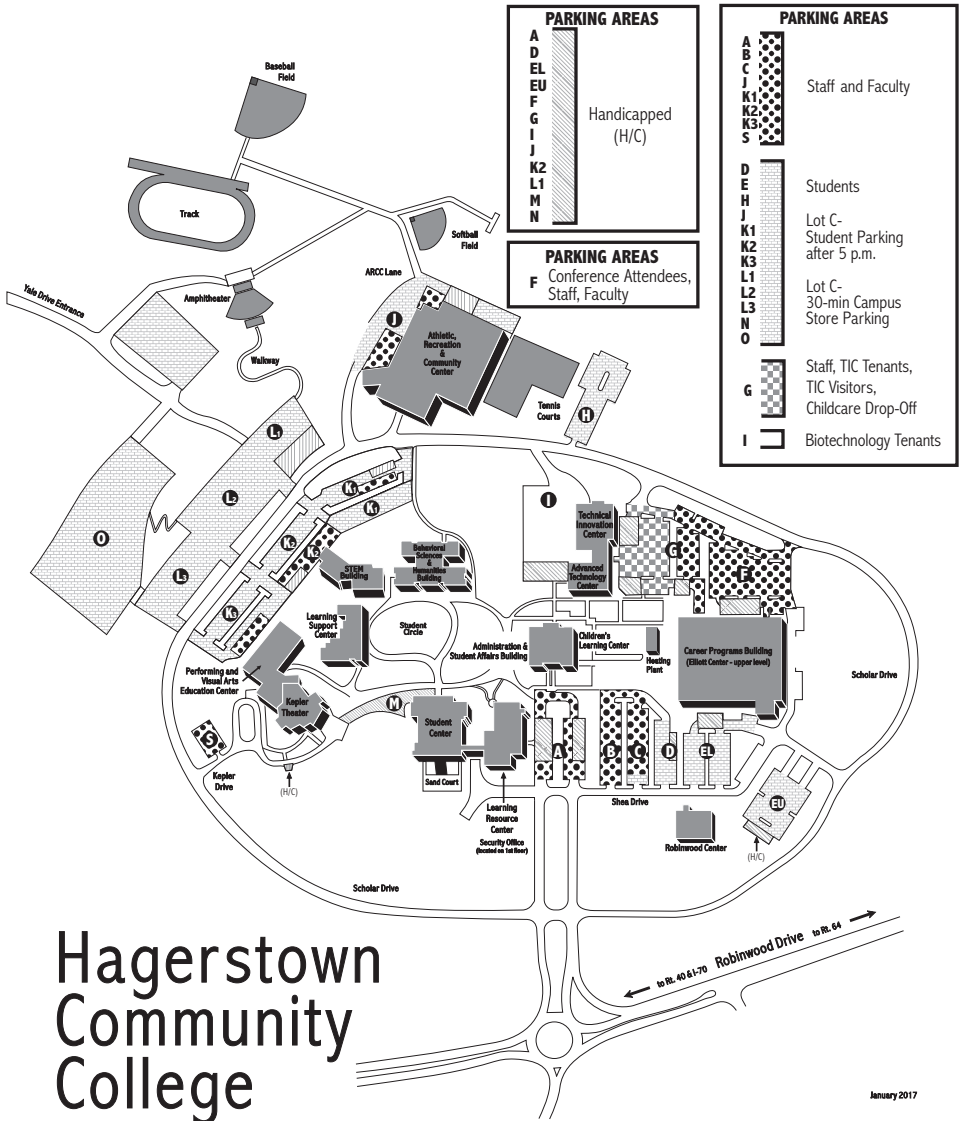
Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors. Effective January 1, 2015, HCC will be a tobacco-free campus. The Tobacco-Free Policy applies to all Hagerstown Community College facilities and vehicles,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

Equal Opportunity College

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

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

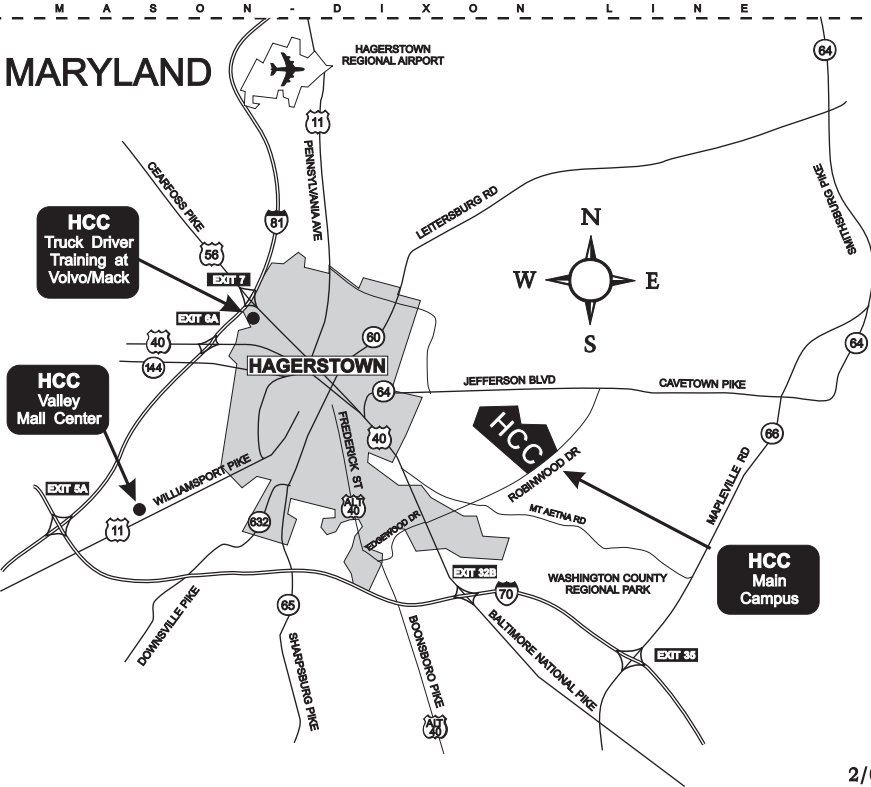
CAMPUS MAP



HIGHWAY MAP

PENNSYLVANIA

MARYLAND



2/07

DIRECTIONS TO HCC

From Interstate 70

Take exit 32B on to Dual Highway. At the first stop light turn right on to Edgewood Drive. (Edgewood Drive turns into Robinwood Drive.) Turn left at third stop light on to the HCC campus.

From Interstate 81

Take exit 6A on to Route 40 East. Proceed through downtown Hagerstown and continue straight (road is now called Dual Highway). Turn left on Mt. Aetna Road. At second stop light turn left on to Robinwood Drive. Turn left at the second stoplight on to the HCC campus.



11400 Robinwood Drive Hagerstown, Maryland 21742-6514
 240-500-2236 Fax: 301-562-4001 ceregister@hagerstowncc.edu

Continuing Education and Business Services Registration Form

Each student must use a separate registration form. Please send completed registration form and payment to the College.
 (Payment, invoice, or purchase order must accompany this registration.) **This form may be duplicated.**

To avoid delay, please complete all information requested.

Student ID _____
 (if known)

Mr. Ms. Mfs. Other _____

Last Name _____ First _____ MI _____ Maiden/Former _____

Home Address _____

City _____ State _____ Zip Code _____ County _____

Phone: Home _____ Work _____ Cell _____

E-mail Address _____

Course #	Course Title	Begin Date	Total
Total Fee			

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule.
 I certify that the information on this form is correct.

Signature _____ Date _____

Ethnicity: Are you of Hispanic or Latino origin?

Yes No

Race: You may check more than one race.

White

Black or African American

Asian

American Indian or Alaskan Native

Native Hawaiian or Pacific Islander

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

Birthdate (mo./day/yr) _____

Senior Citizen (60 and over) Yes No

Employer's Name _____

Social Security # _____

For Credit Card Use Only:

Card Holder's Name _____

Account No. _____

Expiration Date _____

Signature _____

Billing Address for Card _____

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