

Winter 2019

# HCC CONTINUING EDUCATION



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



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

# Veterinary Assistant Training 2019

February 25, 2019 - October 7, 2019

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

## What is the job outlook for veterinary assistants?

Employment opportunities for veterinary assistants and laboratory animal caretakers is expected to grow by 14 percent from 2010 to 2020.

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

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

This course introduces and reviews veterinary terminology and vocabulary.

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

PET 043 H

Fee: \$335

Feb. 25, 2019 – Apr. 22, 2019

6-8 PM

### Course 2—Veterinary Assistant Training Principles

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

The diagnostic section includes pharmacology and radiology.

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

PET 041 J

Fee: \$895

April 29, 2019 – Sept. 23, 2019

5:30-8:30 PM No class: 5/27/19, 9/2/19

### Course 3—Veterinary Assistant Training Practices

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



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

PET 042 B

Fee: \$211

Aug 19, 2019 – Oct. 7, 2019

### Presentation of Projects, Career Portfolios, and Certificate Completion Presentations

After completion of class

### Registration requirements

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

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

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

See course descriptions on next page.

Visit [www.hagerstowncc.edu/coned/areas/animal/vet](http://www.hagerstowncc.edu/coned/areas/animal/vet) for more information on this program.

All courses are held at our Valley Mall location.

To register visit [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned) or call 240-500-2236 for details.

# AMERICAN MANAGEMENT ASSOCIATION



American Management  
Association®

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



## Certificate for 2019

### 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](http://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

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PRD-570-G	F 8:30AM–4:30PM	Jan 25 – Mar 22
	<i>A. Kostreski, D. Hartman, M. E. Waltemire, J. Martorana</i>	
	VM 6	

### 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

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PRD-429-F	F 8:30AM–4:30PM	Jan 25
	<i>A. Kostreski</i>	
	VM 6	

### 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

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PRD-554-H	F 8:30AM–4:30PM	Feb 08
	<i>M. E. Waltemire</i>	
	VM 6	

### 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

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PRD-555-H	F 8:30AM–4:30PM	Feb 22
	<i>D. Hartman</i>	
	VM 6	

### 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

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PRD-675-M	F 8:30AM–4:30PM	Mar 01
	<i>M. E. 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

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PRD-700-M	F 8:30AM–4:30PM	Mar 08
	<i>D. Hartman</i>	
	VM 6	

### A Manager's Guide to Human Resource Law

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

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PRD-506-M	F 8:30AM–4:30PM	Mar 15
	<i>D. Hartman</i>	
	VM 6	

### Successful Project Management

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

Total: \$249 — Senior Total: \$213

PRD-611-M	F 8:30AM–4:30PM	Mar 22
	<i>J. Martorana</i>	<i>VM 3</i>

### Entrepreneurship

#### 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-G	Th 5:30PM–7:00PM	Jan 10
	<i>C. Staff</i>	<i>TIC 323</i>

#### Getting What You Want - How to Succeed In Pitching for Investment Funding

Join us for 2 intensive days in building a successful investment pitch. Bring your startup business plan, your investment needs, and be ready to construct a 10-minute High Impact investment pitch. This is a two-day hands-on workshop is designed to improve your success in closing investment capital. This workshop will be presented by a successful serial entrepreneur who has closed millions of investment dollars and an experienced startup coach and manager of Technical Innovation Center.

Total: \$164

TIC-018-H	FSa 8:30AM–4:30PM	Feb 08 – Feb 09
	<i>C. Staff</i>	<i>TIC 323</i>

#### 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-H	Tu 5:30PM–7:00PM	Feb 12 – Feb 26
	<i>C. Staff</i>	<i>TIC 323</i>

### TechFast

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

Total: \$15

TIC-001-H	Tu 7:30AM–9:00AM	Feb 19
	<i>C. Staff</i>	<i>TIC 323</i>

#### 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-M	Th 5:30PM–7:00PM	Mar 07 – Mar 21
	<i>C. Staff</i>	<i>TIC 323</i>

### Management

#### 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: \$325

PRD-840-G	Tu 8:30AM–4:30PM	Jan 29 – Feb 12
	<i>J. Martorana</i>	<i>VM 3</i>

**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-H Th 8:30AM-12:30PM Feb 21 - Feb 28  
D. Hartman VM 3

Be sure to check the website as new classes are being added all the time.

**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 discover 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:  
**January 18, February 15, March 15, April 19**

Visit [www.hcctic.com/mugspitches](http://www.hcctic.com/mugspitches) for more information.



## Grow Your Company Strategically

Whether you are looking to start your own business or take it to the next level, SCORE is here to help. We offer several courses throughout the semester to provide amazing opportunities for you to learn how to expand, improve operations, and more. Find out more about your local SCORE chapter, SCORE Four State, at <https://hagerstown.score.org/>.

You can register by calling 240-500-2236, or by visiting [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned). For further details call 301-766-2043.

January 10 – Choosing the Right Financing  
 February 12, 19, 26 – Growing Your Business  
 March 7 – Secrets to a Well Run Business

**Choose 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.

**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.

**Secrets 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 are: Here are six simple concepts. If you get this right, you will 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.



# 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.

This online program is offered by ed2go in partnership with HCC

## *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-K

\$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-K

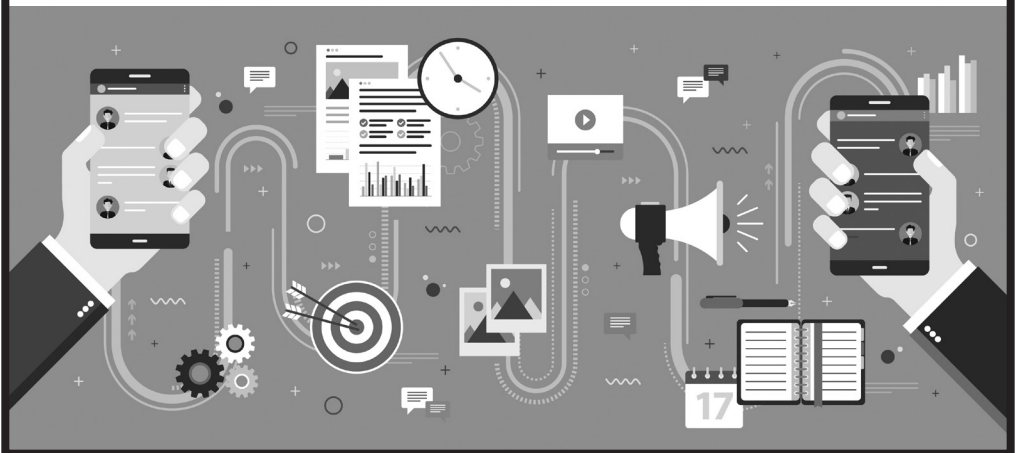
\$149

## *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-K

\$149





## **Essential Skills enable managers and supervisors to meet the challenges of the workplace.**

The following courses are online courses that flex with your schedule. Courses are instructor led format.

### **Get started today!**

#### **Building Teams That Work**

Teams are becoming a staple in today's workplace. In this course, you will learn the components of a successful team and the stages of its development. You will master the skills you will need to effectively manage projects, make decisions, and solve problems in a team setting.

Along the way, you will follow real-life examples and scenarios to help you identify with the team-building process. Are you eager to develop your leadership qualities and be a quality team participant? This course enables you to understand both perspectives as you learn the best ways to communicate and work together for positive change.

6 Weeks / 24 Course Hrs.

#### **Achieving Success with Difficult People**

This course will teach you how to see things from others' viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You will learn to approach difficult situations by answering the questions: who? what? where? when? how? and why? And by answering these questions, you will understand who your difficult people are, what they're like, how you react to them, and their response to your actions. In this course, you will understand that assertiveness involves taking responsibility when meeting your needs in a way that preserves the dignity and rights of others.

6 Weeks / 24 Course Hrs.

#### **Leadership**

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

6 Weeks / 24 Course Hrs.

**For course start dates please visit:**

***[www.ed2go.com/hagerstown](http://www.ed2go.com/hagerstown)***

## Online Business classes— choosing your class is easy!

1. Visit our online classroom at [www.ed2go.com/hagerstown](http://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](mailto:online@hagerstowncc.edu)

### ACCOUNTING FUNDAMENTALS I

Demand for accounting professionals currently exceeds supply. If you are interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You will learn the basics of double entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We will cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you are a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

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

### ACCOUNTING FUNDAMENTALS II

While it is true that accounting professionals are scarce, those with corporate accounting experience are even rarer. This course will build on the knowledge you gained in Charlene Messier's online Accounting Fundamentals course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices

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

### A TO Z GRANTWRITING

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You will learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You will also learn how to network

and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. Fee \$119 (includes tuition, fee & registration)

### PROJECT MANAGEMENT FUNDAMENTALS

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you are organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management.

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

### PROJECT MANAGEMENT FUNDAMENTALS II

Are you a part-time or accidental project manager? Part-time project managers have projects assigned to them in addition to their daily responsibilities. Accidental project managers find themselves leading projects without formal training in the discipline. Some people choose project management as a career, and many others find project management just another part of your area of responsibilities. For you, project management is a skill set, not a career.

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

### EFFECTIVE BUSINESS WRITING

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Do not let small gaps in your business writing skills prevent you from reaching your full potential! It does not matter whether you are a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you will know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

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

See more online computer classes you can take from home!  
Visit [www.ed2go.com/hagerstown](http://www.ed2go.com/hagerstown) for more details and to register.



Hagerstown Community College (HCC) Continuing Education and Workforce Development provides access to high-quality workforce training right here in Washington County, MD, and the surrounding tri-state area. Through customized training programs, HCC provides solutions to today's business challenges.

As a local training provider, HCC is part of the community. We understand that a skilled workforce is the foundation of a healthy regional economy. Our programs offer the diversification required to meet the individual needs of all facets of the economic landscape including:

1. Small to medium-sized businesses
2. Large corporations
3. Nonprofit entities
4. Federal, state and local government agencies

Our goal is to provide training that will improve your employees' skills and knowledge, thereby increasing their productivity, effectiveness, and business results.

For more information on  
training for your company,  
call Michael Boyd at  
240-500-2490.

Be sure to check the website as  
new classes are being added  
all the time.

# 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](mailto:tmshank@hagerstowncc.edu) for further information.

Be sure to check the website as  
new classes are being added  
all the time.

## Are you interested in a career in Child Care?

HCC in partnership with Howard Community College offers a variety of classes to get you started on your way. To meet the requirements for certification as a childcare teacher you must have a high school diploma an or approved certificate of high school equivalency and have successfully completed two 45 hour courses.

**All students must complete:**

Child Growth and Development  
Course Cost: \$270

**After completing, the above course students may choose one of the following courses based on preferred area of interest:**

Infant and Toddler Care  
Course Cost: \$270

Preschool Curriculum & Activities  
Course Cost: \$270

School Age Child Care: Curriculum  
Course Cost: \$270

**If you have no prior college credits you are required to take:**

Communication Skills  
Course Cost \$118

**For those seeking the Director certification the following course is required:**

Child Care Administration  
Course Cost: \$270



## Child Care

### Child Growth and Development

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

Total: \$270

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PLC-874-G	– <i>ONLINE</i>	Jan 04 – Feb 22 <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

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PLC-875-G	– <i>ONLINE</i>	Jan 16 – Mar 06 <i>ONLINE</i>
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### 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

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PLC-998-G	– <i>ONLINE</i>	Jan 04 – Feb 27 <i>ONLINE</i>
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### School Age Child Care: Curriculum

Topics include curriculum planning, age-appropriate materials, and methods for children ages 6-13. This certification course satisfies the cur-

riculum 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

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PLC-798-G	– <i>ONLINE</i>	Jan 21 – Mar 11 <i>ONLINE</i>
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### 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

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PLC-592-H	– <i>ONLINE</i>	Feb 04 – Mar 25 <i>ONLINE</i>
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### Communication Skills for Child Care Professionals

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

Total: \$118

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PLC-652-M	– <i>ONLINE</i>	Mar 18 – Apr 01 <i>ONLINE</i>
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### Observation and Assessment Birth to 12

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

Total: \$48

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PLC-821-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <i>ONLINE</i>
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### 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

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PLC-822-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <i>ONLINE</i>
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### Positive Child Guidance and Discipline Theory

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

Total: \$48

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PLC-823-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <i>ONLINE</i>
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### Developmentally Appropriate Practices

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

Total: \$48

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PLC-824-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <i>ONLINE</i>
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### Taking Learning Outside

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

Total: \$48

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PLC-825-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <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

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PLC-826-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <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

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PLC-827-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <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

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PLC-828-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <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

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PLC-829-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <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

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PLC-830-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <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

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PLC-831-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <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

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PLC-832-G	– <i>ONLINE</i>	Jan 03 – Mar 22 <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-G	– ONLINE	Jan 03 – Mar 22 ONLINE
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**Supporting Breastfeeding in Child Care**

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

Total: \$48

PRC-001-G	– ONLINE	Jan 09 – Feb 27 ONLINE
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**Family Child Care PreService**

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

Total: \$280

PRC-012-G	– ONLINE	Jan 03 – Mar 22 ONLINE
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**Resources That Guide Daily Planning**

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

Total: \$48

PRC-022-G	– ONLINE	Jan 03 – Mar 22 ONLINE
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**Introduction to Environmental Rating Scale**

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

Total: \$48

PRC-023-G	– ONLINE	Jan 03 – Mar 22 ONLINE
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**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-M	Sa 9:00AM–3:30PM I. Staff	Mar 30 CPB 210
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Be sure to check the website as new classes are being added all the time.



## Personal Trainer



HCC offers Certified Personal Trainer courses in partnership with W.I.T.S., the only major certifying body in the country providing comprehensive practical training and internship components ([www.witseducation.com](http://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](http://www.hagerstowncc.edu/coned/areas/licensing).

Business Success for Fitness Professional

Exercise Program Design for Special Populations

Pregnancy Fitness

Running Well

Nutritional Concepts

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

## Personal Trainer

### Personal Trainer - I

This course includes 15 hours of lectures. The course prepares you for success with key topics that include bio-mechanics, exercise physiology, health assessment. Students upon successfully completing all course requirements and the necessary CPR/AED first aid training, receive nationally- World Instructor Training School (W.I.T.S.) Personal Trainer Certification. Students must complete Personal Trainer II to receive certification. The target audience for this course are students who seek a career as a Personal Trainer.

Total: \$308 — Senior Total: \$128

PRC-064-H	Sa 9:00AM–4:00PM C. Staff	Feb 02 – Mar 16 CPB 210
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### Personal Trainer - II

This course includes hands-on practical training. The course prepares you for success with key topics that include bio-mechanics, exercise physiology, fitness testing, and equipment usage and health assessment. When you successfully complete all course requirements and the necessary CPR/AED first aid training, and a 30 hour internship, you'll receive your nationally-recognized World Instructor Training School (W.I.T.S.) Personal Trainer Certification. Students must complete Personal Trainer I in conjunction with this course in order to receive certification. The target audience for this course are students seeking a career as a Personal Trainer.

Total: \$365 — Senior Total: \$151

PRC-065-H	Sa 9:00AM–4:00PM C. Staff	Feb 02 – Mar 16 CPB 210
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**Are you ready for a career in Real Estate? See the two courses below to get started. You must register for both courses at the same time to complete.**

**Do you need your CEU's for renewal? Get started with the courses below**

**Real Estate**

**Principles and Practices of Real Estate- Part I**

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 exam in order to receive a certificate to take the MD real estate state examination. The target audience for this course are those who seek to become a licensed Real Estate agent in the State of MD. Students must take part I and part II to sit for the final exam. The book required for this course is Modern Real Estate Practice, 20th Edition. ISBN 978-1-4754-6372-9.

Total: \$167 — Senior Total: \$103

PRC-062-G TuTh 6:00PM–9:00PM Jan 22 – Feb 26  
R. Beckwith, W. Ridenour, R. Fairbourn CPB 213

**Principles & Practices Part II**

This course also provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. This course provides students with the contractual and legal aspects of MD real estate transactions. Students must receive a 70 percent or better on the final exam in order to receive a certificate to take the MD real estate state examination. The target audience for this course are those who seek to become a licensed Real Estate agent in the State of MD. Students must take part I and part II to sit for the final exam.

Total: \$158 — Senior Total: \$98

PRC-063-M TuTh 6:00PM–9:00PM Mar 05 – Apr 09  
R. Beckwith, W. Ridenour, R. Fairbourn CPB 213

**MREC Agency - Residential**

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

Total: \$38

PLC-957-G M 9:00AM–12:00PM Jan 28  
R. Fairbourn VM 4

**MD Real Estate Legal and Legislative Update**

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

Total: \$38

PLC-294-H W 9:00AM–12:00PM Feb 20  
R. Fairbourn VM 4

**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-M M 1:00PM–3:00PM Mar 11  
R. Fairbourn VM 4

**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-M M 11:00AM–12:30PM Mar 11  
R. Fairbourn VM 4

**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

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PLC-866-M	W 5:00PM–8:00PM <i>J. Maravelis</i>	Mar 13 VM 6
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**MD Real Estate Supervisor**

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

Total: \$38

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PLC-542-M	W 1:00PM–4:04PM <i>R. Fairbourn</i>	Mar 27 VM 3
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**Real Estate Ethics**

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

Total: \$38

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PLC-282-M	W 9:00AM–12:00PM <i>B. Maloney</i>	Mar 27 VM 3
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# 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](mailto: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."*

# 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.

## CAD

### Computer-Aided Design (CAD) I

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

Total: \$475 — Senior Total: \$237

CMT-252-G	Tu 5:30PM–9:00PM <i>O. Bamiduro</i>	Jan 08 – Apr 23 <i>ATC 116</i>
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### Computer-Aided Design II

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

Total: \$379 — Senior Total: \$237

CMT-153-G	Th 5:30PM–9:00PM <i>O. Bamiduro</i>	Jan 10 – Apr 25 <i>ATC 116</i>
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## Smart Devices

### iPhone, iFrustration

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

Total: \$75 — Senior Total: \$48

CMR-071-G	Tu 6:00PM–8:00PM <i>C. Kerr</i>	Jan 29 – Feb 12 <i>VM 4</i>
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## MS Office

### Microsoft Excel Level I

Bigger and better spreadsheets are even easier with the new Excel. Overview the Excel interface, create workbooks, and navigate within worksheets. Enter and edit text and numbers; create basic formulas and insert functions; move and copy data; format text, cells, and worksheets; work with

ranges, rows, and columns. Most topics apply to Excel version 2010 and newer. (Textbook included) Pre-requisite: Windows PC skills.

Total: \$127 — Senior Total: \$87

CMP-835-G	W 9:00AM–4:30PM <i>R. Koziel</i>	Jan 23 <i>VM 2</i>
CMP-835-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 20 <i>VM 2</i>

### Microsoft Excel Level II

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

Total: \$127 — Senior Total: \$87

CMP-836-H	W 9:30AM–4:30PM <i>R. Koziel</i>	Feb 06 <i>VM 2</i>
CMP-836-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 06 <i>VM 2</i>

### Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-M	W 9:00AM–4:30PM <i>R. Koziel</i>	Mar 20 <i>VM 2</i>
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### Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

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

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

Total: \$127 — Senior Total: \$87

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CMP-847-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 13 <i>VM 2</i>
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**Microsoft Access Level III**

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

Total: \$127 — Senior Total: \$87

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CMP-848-H	W 9:00AM–4:30PM <i>R. Koziel</i>	Feb 27 <i>VM 2</i>
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**Repair/Networking**

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**PC Tech: Operating Systems**

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

Total: \$520 — Senior Total: \$282

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CMT-151-G	M 5:30PM–8:15PM <i>K. Weil-Yates</i>	Jan 07 – Apr 29 <i>ATC 200</i>
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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

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CMT-355-G	W 6:00PM–9:55PM Sa 9:00AM–12:00PM <i>J. Drooger</i>	Jan 09 – Feb 27 Mar 02 <i>STEM 109</i>
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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

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CMT-356-M	W 6:00PM–9:55PM Sa 9:00AM–12:00PM <i>J. Drooger</i>	Mar 13 – Apr 24 Apr 27 <i>STEM 109</i>
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Be sure to check the website as new classes are being added all the time.

### Online Computer classes— choosing your class is easy!

1. Visit our online classroom at [www.ed2go.com/hagerstown](http://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](mailto: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](http://www.ed2go.com/hagerstown) for more details and to register.

## CDL - Commercial Driver

### CDL Learner's Permit Prep

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

Total: \$28

TDV-044-H	TuW 6:00PM-9:00PM <i>B. Neiman</i>	Feb 26 - Feb 27 <i>IND 200</i>
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### CDL B Operator 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. Introduction to CDL operations includes vehicle safety, defensive driving techniques, and pre/post-trip inspections. Applicants must complete a screening process and have a current DOT physical and a Class B Learner's Permit with Air Brake/Passenger endorsement. (No textbook required)

Total: \$258 — Senior Total: \$138

TDV-053/054-G	Sa 8:00AM-4:30PM <i>D. Mitchell</i>	Jan 19 - Mar 02 <i>IND 200</i>
TDV-053/054-J	Sa 8:00AM-4:30PM <i>D. Mitchell</i>	Apr 06 - May 18 <i>IND 200</i>

## 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-A	MW 6:00PM-9:15PM <i>F. Vincent, D. Mitchell, J. Lemus</i>	Jan 14 - Feb 18 <i>CPB 210</i>
DRV-001-B	MW 6:00PM-9:15PM <i>F. Vincent, D. Mitchell, J. Lemus</i>	Mar 11 - Apr 10 <i>CPB 210</i>
DRV-001-C	Sa 9:00AM-12:15PM <i>D. Mitchell, J. Lemus</i>	Mar 16 - May 18 <i>VM 6</i>
DRV-001-D	MW 6:00PM-9:15PM <i>F. Vincent, D. Mitchell, J. Lemus</i>	Apr 29 - Jun 03 <i>CPB 210</i>

DRV-001-E	MTuWThF 9:00AM-12:15PM <i>D. Mitchell, J. Lemus</i>	Jun 17 - Jun 28 <i>VM 6</i>
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### 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>	Feb 26 - Mar 28 <i>VM 6</i>
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## Forklift Operator

### Forklift Operator Training

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

Total: \$178 — Senior Total: \$130

TRD-030-G	Sa 9:00AM-5:00PM <i>D. Donovan</i>	Jan 26 <i>ATC 202</i>
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### MOVE Intro to Logistics/Distribution

Warehouse and distribution facilities provide growing employment opportunities that require a skilled worker and a commitment to success. Improve your chances for a new career and develop the proper skills for moving material manually or with motorized equipment. Train hands-on with a variety of vehicles found in area distribution centers including pallet jacks, standup/sit-down forklifts, and elevated order pickers, while practicing workplace safety based on OSHA standards. (Textbook provided)

Total: \$353

TRD-145-H	Sa 9:00AM-5:00PM <i>D. Donovan</i>	Feb 09 - Mar 02 <i>ATC 202</i>
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# MOTORCYCLE SAFETY AND LICENSING

## Basic Rider—MST 101

**\$298**

If you have 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. Maryland residents can successfully complete MVA authorized written and skills test to receive a certificate for the Maryland Class M license. Online eCourse completion also required prior to range (code and student book must be picked up prior to class).

<b>Section Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Classroom</b>	<b>Range</b>
MST-101-A	3/27/2019	3/31/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-B	4/3/2019	4/7/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-C	4/24/2019	4/28/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-D	5/1/2019	5/5/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-E	5/8/2019	5/12/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-F	5/15/2019	5/19/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-G	5/29/2019	6/2/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-H	6/5/2019	6/9/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-J	6/12/2019	6/16/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-K	6/26/2019	6/30/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-L	7/10/2019	7/14/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-M	7/17/2019	7/21/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-N	7/31/2019	8/4/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-P	8/14/2019	8/18/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-Q	9/4/2019	9/8/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-R	9/18/2019	9/22/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p
MST-101-S	10/2/2019	10/6/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p

## Basic Rider for Women—MST 103

**\$298**

No motorcycle experience is required and no gender stress will be allowed. Led by a female instructor, the course provides the same skills as our mixed gender Basic Rider Course for new riders who want to develop the mental and motor skills for safe street operation. Please see Basic Rider Course description for full details. Online eCourse completion also required prior to range (code and student book must be picked up prior to class).

<b>Section Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Classroom</b>	<b>Range</b>
MST-103-A	4/17/2019	4/22/2019	W/Th 5:45p-9p	S/S AM 7:30a-12:30p

## Small Engine

### Small Engine Repair

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

Total: \$198 — Senior Total: \$132

TRD-124-M MW 6:00PM-9:00PM  
T. Kroon

Mar 04 – Apr 17  
GAR CPB 230/Garage

Be sure to check the website as new classes are being added all the time.

*Become a*

# Home Inspector!



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

**TRD-045-G — January 5-12, 2019**

AHIT is the nation's leader in home inspection training and training materials. The 72-hour class is an intensive 8-day boot camp approved in Maryland as a first step toward licensing. For West Virginia licensing, an additional class day is needed for that state's 80 hour requirement (see TRD-213-G offered on January 13).



To register  
call 240-500-2236  
[www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned)

## Industrial Maintenance

### Fundamentals of Electricity

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

Total: \$579 — Senior Total: \$273

CNT-110-G	Th 5:30PM–9:00PM <i>J. Luna</i>	Jan 10 – Apr 25 <i>ATC 213</i>
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### Advanced CNC

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

Total: \$354 — Senior Total: \$229

CNT-250-G	Th 6:00PM–9:55PM <i>K. Stoops</i>	Jan 10 – Apr 25 <i>ATC 202</i>
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## Home Inspector

### Home Inspector Training

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

Total: \$2045 — Senior Total: \$1939

TRD-045-G	MTuWThFSaSu 8:00AM–6:00PM <i>C. Staff</i>	Jan 05 – Jan 12 <i>VM 6</i>
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TRD-045-K	MTuWThFSaSu 8:00AM–6:00PM May 11 <i>C. Staff</i>	May 04 – <i>VM 6</i>
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### Home Inspector West Virginia Practicum

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

Total: \$58

TRD-213-G	Su 8:00AM–6:00PM <i>C. Staff</i>	Jan 13
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TRD-213-K	Su 8:00AM–6:00PM <i>C. Staff</i>	May 12
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# 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](mailto: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.



## Skilled Trades

### Core Skilled Trades Part 1

Prepare for apprenticeship or employment in the skilled trades such as HVAC, electrical, plumbing, or carpentry. This course begins the core apprenticeship curriculum of the National Center for Construction Education and Research (NCCER), which must be completed before other NCCER courses can be attempted. Topics include basic safety, introduction to construction math, introduction to hand tools, and introduction to power tools. Part 2 required to complete. (Textbook included)

Total: \$428 — Senior Total: \$356

TRD-237-H	TuTh 5:30PM–9:00PM <i>I. Staff</i>	Feb 05 – Mar 14
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### Core Skilled Trades Part 2

Prepare for apprenticeship or employment in the skilled trades such as HVAC, electrical, plumbing, or carpentry. This course completes the core apprenticeship curriculum of the National Center for Construction Education and Research (NCCER), which must be completed before other NCCER courses can be attempted. Topics include basic safety, introduction to construction math, introduction to hand tools, and introduction to power tools. Prerequisite: Part 1 required to complete. (Textbook and OSHA 10 included)

Total: \$368 — Senior Total: \$320

TRD-238-M	TuTh 5:30PM–9:00PM <i>I. Staff</i>	Mar 19 – Apr 11
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### Introduction to HVAC/R

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

Total: \$475 — Senior Total: \$227

CNT-107-G	Tu 5:30PM–8:15PM <i>I. Staff</i>	Jan 08 – Apr 23 <i>CPB 142/142A</i>
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### Plumbing and Pipefitting

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

Total: \$475 — Senior Total: \$227

CNT-105-G	W 5:30PM–8:15PM <i>D. Hildebrand</i>	Jan 09 – Apr 24 <i>CPB 142/142A</i>
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## Construction Equipment

### 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-M	WThSa 9:00AM–5:00PM <i>C. Staff</i>	Mar 13 – Mar 28 <i>CPB 210</i>
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### 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-M	WTh 5:30PM–9:00PM Sa 9:00AM–5:00PM <i>C. Staff</i>	Apr 3 – May 02 Apr 6 – Apr 27 <i>CPB 211</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-H	Sa 8:30AM–12:35PM <i>I. Staff</i>	Feb 02 – Apr 20 <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

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CNT-306-H	Sa 8:30AM–12:35PM <i>I. Staff</i>	Feb 02 – Apr 20 <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

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CNT-308-H	Sa 8:30AM–12:35PM <i>I. Staff</i>	Feb 02 – Apr 20 <i>CPB 142/142A</i>
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## Welding Layout and Fabrication

Building on introductory welding knowledge, this course is designed to introduce the material science of metals within fabrications, welding print reading along with welding procedures (WPS/PQR), basic fabrication tools and equipment, along with materials used in the layout and fabrication of a welding project with emphasis

on designing a print based project that includes proposed cost estimation and projected time for assembly. Prerequisite: CNT-116, Intro to Welding. (Textbook Required)

Total: \$479 — Senior Total: \$338

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CNT-116-G	MTh 5:30PM–8:15PM <i>D. Mummert, J. Smith</i>	Jan 07 – Feb 28 <i>CPB 142/142A</i>
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## AWS Welding Certification Preparation

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

Total: \$509 — Senior Total: \$368

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CNT-206-M	MTh 5:30PM–8:15PM <i>D. Mummert, J. Smith</i>	Mar 11 – Apr 19 <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.

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-M

Instructor: Richard D'Ambrisi

March 2, 2019 – March 16, 2019

Saturdays 9:00 a.m. – 1:00 p.m.

Career Programs Building, Room 230

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-M

Instructor: Richard D'Ambrisi

March 23, 2019 – April 6, 2019

Saturdays, 9:00 a.m. – 1:00 p.m.

Career Programs Building, Room 230

Cost: \$104 \* (textbook NOT included)

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

ISBN: 9781496351470)

Textbooks are available for purchase at the HCC Bookstore

To Register:  
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-G	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 10 <i>CPB 214</i>
NRS-923-H	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 24 <i>CPB 214</i>
NRS-923-J	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 21 <i>CPB 214</i>
NRS-923-K	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Mar 28 <i>CPB 214</i>

### BLS Recertification

Basic Life Support Recertification is provided by the American heart Association to refresh healthcare professionals previously certified in recognizing life threatening emergencies 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-H	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 07 <i>CPB 214</i>
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## 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-M	Sa 8:00AM–5:00PM <i>L. Smigelski</i>	Mar 16 – Mar 23 <i>CPB 232</i>
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## Dental Seminar

### Local Anesthesia for Dental Hygienists

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

Total: \$600

HCE-047-M	TuWTh 8:00AM–5:00PM <i>I. Staff</i>	Mar 05 – Mar 07 <i>CPB 124</i>
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### Nitrous Oxide Administration and Monitoring for the Dental Hygienist

This course provides dental hygienists with basic and current concepts in the administration and monitoring of nitrous oxide sedation. Topics include: history, philosophy and psychology of nitrous oxide minimal sedation; physiological and psychological aspect of pain and anxiety; the management of pain and anxiety; indication and contraindication of nitrous oxide; medical assessment; stages of sedation; pharmacological and physiological effects; complications and medical emergencies; occupational exposure; and the administration and monitoring, prevention, recognition and management of possible complications of inhalation sedation. This course consists of two components which include 4 hours of lecture; followed by a written examination, followed by 2 hours of clinical followed by a competency evaluation. Course participants must pass the written examination with a 75% or greater and the clinical competency with a 100%. This

course prepares students to pass the CDCA written nitrous oxide exam by the Maryland State Board of Dental Examiners. Textbook is not included in pricing. ISBN: 978-1455745470

Total: \$281

HCE-053-M	F 8:00AM–3:00PM <i>I. Staff</i>	Mar 22 <i>CPB 124</i>
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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-J	Sa 9:00AM–12:00PM <i>R. D'Ambrisi</i>	Apr 27 – May 25 <i>CPB 230</i>
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## Medicine Aide

### CNA Medicine Aide Recertification

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

Total: \$88 — Senior Total: \$43

NRS-742-H	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Feb 23 <i>CPB 152</i>
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## Nursing

### NCLEX Review

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

Total: \$585

NRS-854-G	MTWTh 8:00AM–4:00PM <i>C. Staff</i>	Jan 07 – Jan 10 <i>CPB 212/214</i>
NRS-854-GS	MTWTh 8:00AM–4:00PM <i>C. Staff</i>	Jan 07 – Jan 10 <i>CPB 212/214</i>
NRS-854-K	MTuWTh 8:00AM–4:00PM <i>C. Staff</i>	May 06 – May 09 <i>CPB 131</i>

## Rad Series

### Kettering Review for the ARRT® Radiography Exam

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

Total: \$185

NRS-991-M	TuW 8:00AM–5:30PM <i>C. Staff</i>	Mar 19 – Mar 20 <i>CPB 212/214</i>
NRS-991-MS	– <i>C. Staff</i>	Mar 19 – Mar 20 <i>CPB 212/214</i>



# Nurse Refresher Course

This program is a series of courses designed for Registered or Licensed Practical Nurses to reinstate in inactive Maryland nursing license.

**The Nurse Refresher program will take 16 weeks to complete.**

- 10 weeks of theory, one classroom day per week & online assignment.
- 12 hours of skills labs Friday
- 60 hours of clinical hours with a preceptor

## 1. Nurse Refresher I Classroom Theory (NRS 988)

The first course Classroom Theory 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 4 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

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

## 2. Nurse Refresher Skills Lab (NRS 094)

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

Total: \$394      Sr. Total \$258

## 3. Nurse Refresher Clinical (NRS 743)

The course is designed to provide clinical application of the knowledge and skills gained from the classroom. Students are required to complete 60 clinical hours in a setting with a facility-assigned preceptor.

Total: \$275      Sr. Total \$144

*Note: Nurse Refresher Clinical Prerequisites: Complete the "Nurse Refresher Screening" (HCE-036), which consists of a Criminal Background Check and Nursing Licensure verification. (Possess an active, inactive, or temporary Maryland nursing license (RN or LPN) or one from a compact state.)*

# Cardiac Updates #19

Saturday, April 6, 2019

8:00 a.m. to 3:00 p.m.

Career Programs Building

NRS 583 J

Fee: \$95

**Scholarships Available**

# Home Health Provider



This 2-week “boot camp” course led by a Registered Nurse will involve classroom and a lab for skill practice. Topics include home care procedures, infection control, body mechanics, communication, safety, nutrition and caring for older adults. CPR and First Aid certification from the American Heart Association is included in the course. A Workforce Development “Certificate of Completion” is awarded upon successful completion of the course.

Dates: Monday-Friday, 2/4/19 – 2/15/19 Time: 9:00 a.m. – 2:00 p.m. Cost: \$476

Scholarships are available at no cost to student.

Please contact Tabitha DeShong at 240-500-2355 or [tjdeshong@hagerstowncc.edu](mailto:tjdeshong@hagerstowncc.edu) to complete the application.

# Optometry Seminar

Sunday, February 24, 2019  
8 a.m. - 4 p.m.  
Career Programs Building

COPE credit to be awarded for full conference attendance.  
Cost: \$115 (includes continental breakfast and lunch)  
Course: NRS 877-H

To Register: or call: (240) 500-2236  
Visit [www.hagerstowncc.edu/seminars](http://www.hagerstowncc.edu/seminars)  
for more information



### Online Allied Health classes — choosing your class is easy!

1. Visit our online classroom at [www.ed2go.com/hagerstown](http://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](mailto:online@hagerstowncc.edu)

#### MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

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

#### SPANISH FOR MEDICAL PROFESSIONALS

Are you struggling to communicate with your Spanish-speaking patients? If so, here is the perfect solution. Whether you are 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. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it is more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your résumé can broaden your career horizons. But you're a busy person, and you don't have time to waste—so this course skips the “touristy” topics and focuses on the survival Spanish medical personnel really need to know in a medical setting.

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

#### HUMAN ANATOMY AND PHYSIOLOGY

This six-week online course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We will place an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. We will also cover cell anatomy and physiology because all life processes are ultimately carried out at the

cellular level. You will also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.

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

#### CAREER COURSES

THESE COURSES ARE SIX MONTHS LONG.

##### CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANCE WITH MEDICAL BILLING AND CODING

The CBCS Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector. This comprehensive program will provide a foundation of medical vocabulary, to help you better understand doctors' notes and medical record contents. It will also teach you essential medical office management skills that healthcare managers look for, when hiring new front office staff.

Fee: \$2,695 (includes tuition, fee & registration)

##### MEDICAL BILLING AND CODING

CPC Medical Billing and Coding is an ideal program for students new to a medical career. If you are seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding. You will build a foundation of medical vocabulary, to help you better understand the contents of a patient's medical record, as well as notes from practicing physicians. In addition, you will learn current medical coding standards, so you can be successful within the industry.

Fee: \$2,695 (includes tuition, fee & registration)

##### CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING

The CPC Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector. This comprehensive program will provide a foundation of medical vocabulary, to help you better understand doctors' notes and medical record contents. It will also teach you essential medical office management skills that healthcare managers look for, when hiring new front office staff.

Fee: \$3,195 (includes tuition, fee & registration)

See more online computer classes you can take from home!  
Visit [www.ed2go.com/hagerstown](http://www.ed2go.com/hagerstown) for more details and to register.

**Fitness**

**Simply Fit**



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

Total: \$68 — Senior Total: \$43

FIT-005-G TuTh 9:30AM–10:30AM Jan 08 – Feb 07  
*S. Rodgers*  
*Hagerstown Seven Day Adventist HALL*

FIT-005-H TuTh 9:30AM–10:30AM Feb 19 – Mar 21  
*S. Rodgers*  
*Hagerstown Seven Day Adventist HALL*

**Mind Body**

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

This beginning course in T'ai Chi Ch'uan is designed especially for the novice and for seniors who wish to learn and practice a simplified version of this profound art form. In this class, the art of T'ai Chi is taught as a holistic exercise that promotes health, improves balance, and enhances mind-body awareness. Step-by-step instruction is provided in an easy-to-learn primer form of less than 20 movements selected from the Yang and Wu styles of T'ai Chi. The movements of T'ai Chi are circular, soft, and flowing, and are performed slowly with concentration and control. In beginning T'ai Chi, the participant can return again and again to the same class or use the lessons as a foundation if they wish to pursue continued studies of T'ai Chi at an intermediate or advanced level. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees.

Total: \$87

MBP-072-G W 6:00PM–7:00PM Jan 09 – Mar 13  
*P. Cote* *CPB 211*

**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 experi-

ence a more challenging method of T'ai Chi Ch'uan practice. Step-by-step detailed instruction will be given in the movements and principles of the 37-posture Wu style T'ai Chi form. No previous experience with T'ai Chi is required if you are in good health and feel you are ready to begin your T'ai Chi experience at an intermediate level. Those who have taken one or more semesters of the beginner's T'ai Chi course, and those who have practiced other T'ai Chi styles, are welcome. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees.

Total: \$87

MBP-073-G W 7:00PM–8:00PM Jan 09 – Mar 13  
*P. Cote* *CPB 211*

**Yoga/Pilates**

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

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

Total: \$107

MBP-119-G W 7:00PM–8:30PM Jan 09 – Mar 13  
*S. Heurich* *BSH 114*

**Art**

**Paper Embroidery**

Celebrate spring with a great new craft! Paper embroidery uses design elements from string art and traditional embroidery for fresh, unique designs. In this workshop, everyone will be able to design and create a beautiful greeting card and take home additional designs for future projects.

Total: \$25

DIS-008-M T 6:00PM–8:00PM Mar 19  
*I. Contractor CPB 214*

**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

DSEN-090-G Th 12:00PM–2:30PM Jan 17 – Mar 07G.  
 Lum Mount Vernon Place  
 SEN-090-H M 6:00PM–8:30PM Jan 28 – Mar 25G.  
 Lum VM 6  
 SEN-090-M M 9:00AM–1:00PM Mar 18 – Apr 15G.  
 Lum VM 6

**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 7:00 AM–5:30PM Mar 26

**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](http://hagerstowncc.edu/balloon)  
 or 240-500-2480

**Dance**

**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!

**Beginner Salsa and Merengue**

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

Total: \$99

FIT-025-G W 5:45PM-6:45PM Jan 09 - Feb 06  
 J. Schein KEP 101

**Genealogy, Family Care, Parenting**

**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: \$79 — Senior Total: \$55

SEN-377-G	F 9:30AM-12:00PM C. Miller-Schultz	Jan 25 - Feb 15 VM 2
SEN-377-H	M 6:00PM-8:30PM C. Miller-Schultz	Feb 4 - Feb 25 VM 2

**Leadercast **

**SAVE THE DATE!**  
 Friday, May 10th 2019



**PATRICK LENCIONI**  
 Founder  
 The Table Group



**JULIET FUNT**  
 CEO, WhiteSpace at Work



**ANDY STANLEY**  
 Leadership Author and  
 Communicator



**DR. CAROLINE LEAF**  
 Communication  
 Pathologist and Cognitive  
 Neuroscientist



**GINGER HARDAGE**  
 Former Senior Vice  
 President of Culture and  
 Communications,  
 Southwest Airlines

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What defines a team's success? Is it based solely on achievement, or is there more to the story? The best leaders know a successful team is made when focus, care, attention and development is directed to its members. Join us for our live simulcast of Leadercast Live, the world's largest one-day leadership conference.

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[www.LC2019.eventbrite.com](http://www.LC2019.eventbrite.com)

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### 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 FamilyTreeMaker, 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: \$79 — Senior Total: \$55

SEN-097-G F 1:30PM–4:00PM Jan 25 – Feb 15  
C. Miller-Schultz VM 2

### 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: \$55

SEN-144-M T 7:00AM–5:30PM Mar 26  
C. Miller-Schultz

### History

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**Instructor Bio—Roger Swartz**

Roger Swartz is a nationally acclaimed author and historian. Program sponsors have included: Smithsonian Associates, the Smithsonian; Mount Vernon Estate, and Historic Bartram's Gardens in Philadelphia.  
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### American's Early Transportation Revolution, 1786-1838



Major topics covered in this program are: (1) From Indian trails to military roads and emigration routes. (2) The National Road. (3) Canals: Washington's Potomac; New York's Erie; the Pennsylvania Main Line System; Maryland's Chesapeake & Ohio. (4) Railroads: the Baltimore & Ohio and its several "firsts" in transportation history, including labor strife. (5) Steamboat development (6) How government influenced transportation improvements: The War of 1812 and Henry Clay's "American System". We'll also discuss construction techniques

and inventors throughout the program. Emphasis will be upon the Middle Atlantic states and New York.

Total: \$105 — Senior Total: \$69

HCR-006-G Tu 9:00AM–12:00PM Jan 22 – Feb 12  
R. Swartz VM 4

### The American West: the Plains, 1864-1890



Major topics covered in this program are: (1) Climate, topography, the 100th meridian, and the lessons of John Wesley Powell (2) Settlement and the prairie schooner (3) The demise of the buffalo and the rise of cattle (4) The influence of corporations: from railroads to cattle ranches (5) Indian wars and Custer: from Sand Creek and the Washita to little Bighorn and Wounded Knee.

Total: \$105 — Senior Total: \$69

HCR-007-M Tu 9:00AM–12:00PM Mar 05 – Mar 26  
R. Swartz VM 4

### The Campaigns of Napoleon



Considered one of the most brilliant military commanders in history, Napoleon Bonaparte envisioned a united Europe—under French control, of course. Some have compared Napoleon with Hitler, but the comparison is grossly unfair: while Napoleon did get carried away with conquest, he never attempted to exterminate an entire race of people. His wars, while costly, were at first an attempt to spread the ideals of the French Revolution to other lands. The Code Napoleon, the laws written and implemented by Bonaparte, are basically the laws in present-day France. Join Jeff Driscoll as he considers the many aspects of Napoleon Bonaparte, as well as his numerous military campaigns.

Total: \$95 — Senior Total: \$59

HCR-014-H Th 10:00AM–12:00PM Feb 28 – Mar 28  
T. Driscoll VM 4

### WWII: The Invasion of Low Countries and France



On May 10, 1940, after a period called the "Phony War," Germany invaded the Low Countries of the Netherlands and Belgium, as well as France. The brilliant plan implemented by the Germans led to the "Miracle of Dunkirk," but also the fall of the Netherlands and Belgium, and eventually, the fall of France. Join Jeff Driscoll as he looks at those first crucial weeks of the war in western Europe.

Total: \$95 — Senior Total: \$59

HCR-015-G Th 10:00AM–12:00PM Jan 17 – Feb 7  
T. Driscoll VM 4

# Discover Something New Every Second Tuesday!

Join us on the second Tuesday of each 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, 1/8, 2/12, 3/12, and 4/9, 12-1 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!

## **January 8**

### ***Custer at the Little Bighorn: Myths & Realities***

Join Roger Swartz for a discussion on why the Battle of the Little Bighorn was fought on June 25-26, 1876, and why Custer was defeated. Learn little-known facts about the battle and how they are different from popular culture. Course number: HCR 012.

## **February 12**

### ***Bison & Butterflies, Canyons & Geysers: A Tour of the Great American West***

Touring the great American West is almost a part of the American Dream, yet time and distance often interfere with making such a journey. Come enjoy a feast of photographs including wildlife (large and small), flowers, scenery, and landscapes from Kathy Barylksi's trip West, covering parts of Colorado, Utah, Wyoming, and South Dakota. And learn how to take your own adventure! Course number: HCR 017.

## **March 12**

### ***Poetry: Why?***

For those who like poetry and those who don't, as well as those who sometimes wonder how poetry should be defined, this informal lunch-time discussion program led by Karen Gray is an opportunity to talk about poetry today—good, bad, and indifferent. Dr. Gray will provide an introduction and welcome a diversity of views. You're invited to bring brief examples of the kind of poetry you like—or dislike—most. Course number: HCR 018.

## **April 9**

### ***Coming Soon!***

Jump into spring with a surprise topic fit for the season.



**The World War II Campaigns in North Africa**



World War II enthusiasts certainly know of Irwin Rommel and his famous “Afrika Korps,” but the fighting began in North Africa well before Rommel arrived. Initially it pitted Italians against Ethiopians, then Italians against the British. It was only when Italy faced humiliating defeat at the hands of a much smaller British force that Hitler reluctantly ordered Rommel to North Africa to save the day. And he did, although not permanently, which you’ll discover if you join Jeff Driscoll for this class.  
 Total: \$115 — Senior Total: \$71

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HCR-016-J	Th 10:00AM–12:00PM	Apr 11 – May 16
	<i>T. Driscoll</i>	<i>VM 4</i>

**Holocaust Museum**

The United States Holocaust Memorial Museum is America’s national institution for the documentation, study, and interpretation of Holocaust history, and serves as this country’s memorial to the millions of people murdered during the Holocaust. Encounter personal objects and the eyewitness testimonies of individual survivors through historical artifacts, photographs, and film footage in the museum’s self-guided exhibits. Registration includes timed admission, motor coach transportation and gratuities; enjoy lunch on your own.

Total: \$59

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TRP-005	M Tu 7:00AM - 5:30PM	<i>VM</i>
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**Instructor Bio - Karen Gray**

*Karen Gray holds a Ph.D. from the University of Edinburgh in theology and religious philosophy, and retired as the developer of Smithsonian Institution educational study tours for adults.*  
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**SERIES: Humor, Satire, and Social Criticism in the Classical Greek Theater**



There may be no more entertaining way to visit Ancient Greece than through its plays in which the ancient playwrights portrayed the politics, people, and events of their time with humor, satire, and keen critical analysis. In this series of PowerPoint-illustrated presentations, Dr. Karen Gray draws on the works of dramatists from Aeschylus to Aristophanes to demonstrate the role of the theater as critic and commentator as well as compelling storyteller in the 4th and 5th Century BCE.

Total: \$99 — Senior Total: \$65

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HCR-008-H	W 9:30AM–12:00PM	Feb 27 – May 22
	<i>K. Gray</i>	<i>VM 4</i>

**Murder and Justice in Aeschylus and Euripides**

In the works of both Aeschylus and Euripides the process of determining justice and carrying it out is presented in the story of Orestes who murdered his mother. Drawing on selected sections of the plays, Dr. Gray explores the developing Greek legal system around murder and the way the audience would have understood and related to what was happening on stage.

Total: \$35

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HCR-009-H	W 9:30AM–12:00PM	Feb 27
	<i>K. Gray</i>	<i>VM 4</i>

**Citizens, Exiles, and Foreigners on the Greek Stage**

Citizenship in one’s city-state had powerful significance to the ancient Greek, although many were excluded or lost their rights, and the status of such people was often a social and legal issue. In this class Dr. Gray explores a number of scenes in which someone’s legal status was at issue or that reveal the tensions between the diverse groups in Greek society and how they played out.

Total: \$35

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HCR-010-M	W 9:30AM–12:00PM	Mar 27
	<i>K. Gray</i>	<i>VM 4</i>

**Sophocles, Alcibiades, and Controversy**

Alcibiades was one of the most controversial statesmen in Athenian history and scholars now argue that Sophocles regularly alluded to him in his plays as well as that similarities exist between their time and the current Trump presidency. In this class Dr. Gray looks at some of the proposed dramatic allusions and explores their political and legal significance. The major approaches to contemporary moral philosophy are briefly described and excerpts from the writings of selected modern thinkers provide examples of that diversity and how it results in significant differences on key moral issues today.

Total: \$35

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HCR-011-J	W 9:30AM–12:00PM	Apr 24
	<i>K. Gray</i>	<i>VM 4</i>

**Bad Law, Bad Politics, and Bad War in Aristophanes**

Regarded as the “Father of Comedy,” Aristophanes is famous for his ridicule of prominent figures such as Socrates, his satirical portrayal of legal processes, and his opposition to the war with Sparta. In this class Dr. Gray selects for discussion some of scenes in Aristophanes’ works that dramatically recreate the Athens of his time more vibrantly than any of his contemporaries.

Total: \$35

HCR-012-K	W 9:30AM–12:00PM K. Gray	May 22 VM 4
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**Language**

**Italian for Travelers**



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

Total: \$115 — Senior Total: \$69

LAN-251-M	TuTh 6:30PM–8:30PM S. Roma-Barrera	Mar 05 – Mar 28 VM 3
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**Spanish for Travelers**



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

Total: \$115 — Senior Total: \$69

LAN-252-J	TuTh 6:30PM–8:30PM S. Roma-Barrera	Apr 30 – May 23 VM 3
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**German for Travelers**



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

Total: \$115 — Senior Total: \$69

LAN-253-G	W 6:00PM–8:00PM T. Driscoll	Jan 16 – Mar 13 VM 4
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**German for Travelers, Part II**



Build on the language skills and confidence you gained in German for Travelers! Go beyond the basic expressions and phrases, learn new vocabulary, and continue practicing your German language skills through conversation, games, and writing.

Total: \$115 — Senior Total: \$69

LAN-254-J	W 6:00PM–8:00PM T. Driscoll	Apr 10 – May 29 VM 4
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**Money Matters**

**End Notes**



While we know we aren’t immortal, most of us don’t have our paperwork together for when the time comes. And the result of lack of planning is anxiety and hardship for our loved ones. This series of workshops is relevant to all ages and will cover critical areas to plan for – legal and financial matters, health and medical issues, our digital lives, funerals and memorials, and much more.

Total: \$99 — Senior Total: \$65

MON-024-G	T 1:00PM–3:00PM I. Contractor	Jan 29 – Feb 19. CPB 214
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**Music**

**Beginning Bluegrass Banjo**

Do you enjoy the traditional bluegrass tunes of Earl Scruggs and the Stanley brothers, folk rock artists like 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-G W 7:00PM-8:00PM Jan 09 - Mar 06  
*F. Maietta* *KEP 204*

### 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: \$69

BLU-015-G M 7:00PM-9:00PM Jan 07 - Mar 18  
*F. Maietta* *KEP 204*

## Photography

### 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: \$81 — Senior Total: \$55

ANE-103-G M 6:30PM-8:30PM Jan 28 - Feb 25  
*S. Schaefer* *VM 3*

### Low Light Photography



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

Total: \$69 — Senior Total: \$45

ANE-284-H W 6:30PM-8:30PM Feb 20 - Mar 20  
*S. Schaefer* *VM 3*

**Writing & Publishing Classes**

**Travel Writing**

**Write Your Life Story**

**Write Fiction Like a Pro**

**Beginner's Guide to Getting Published**

**How to Make Money From Your Writing**

Learn at your own pace over six weeks!  
 Multiple start dates, beginning January 16.  
 Start writing your story for only \$119!

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**Enhance Your Photography With Lightroom**



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

Total: \$99

ANE-372-M M 6:30PM-8:30PM Mar 11 - Apr 01  
*S. Schaefer* VM 3

**Youth and Family**

**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! Please bring your graphing calculator with you to class. Students will need to purchase and download an e-book for \$8 (as of October 2018)

Total: \$125

DIS-581-M MW 6:30PM-8:30PM Mar 04 - Apr 24  
*C. Staff* CPB 214



**College for Kids 2019**

Registration opens in February!

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**SAT Prep: Reading, Writing & English**

Boost your SAT Reading, Writing & Language score! Strengthen your vocabulary, grammar, critical reading, and composition skills while building your confidence as a test-taker. Learn test-taking strategies to help you earn your best score possible on the reading, writing, and language sections of the SAT! Want to improve your math skills, too? Take the SAT Prep: Math & English Combined class for an even higher overall SAT score. Students will need to purchase and download an e-book for \$8 (as of October 2018)

Total: \$89

DIS-582-M W 6:30PM–8:30PM  
C. Staff

Mar 06 – Apr 24  
CPB 213

**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. Please bring your graphing calculator with you to class. Students will need to purchase and download an e-book for \$8 (as of October 2018)

Total: \$89

DIS-583-M M 6:30PM–8:30PM  
C. Staff

Mar 04 – Apr 22  
CPB 214

Be sure to check  
the website as  
new classes are  
being added all  
the time.

## WHEN SCHOOL IS OUT, ROBOTICS & 3D PRINTING ARE IN!

**Friday 1/28 – Robotics and Coding**

Enter the world of Ozobot, Sphero, Lego, and Vex robots, and then write code to control them!  
Course Number: DIS-609, \$55

**Monday 2/18 – 3D Design & Printing**

We live in a 3D world, and now you can design and print in one, too! TinkerCAD account recommended.  
Course Number: DIS-628, \$55

These classes are held from 9 AM to 3 PM and are designed by BEACON House, Inc., for ages 7-13.



# Join the HCC Alumni & Friends for our 10<sup>th</sup> 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.

**Non-Credit Course Disclaimer**

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

Continuing Education and Workforce Development wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career-training course or program where the student has unsuccessfully attempted the same course or training program twice or because of poor performance in the program.

**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 our 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.

Phone: 240-500-2236

**Visit our 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

Phone: 240-500-2236

**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](http://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](mailto: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](http://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

### **Drops, Refunds and Cancellations**

**Course cancellations:** 100% refund will be issued for any course the College cancels.

**Before the course begins:** Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education at 240-500-2236. Some exceptions may apply and will be noted in the course description.

After the course begins: Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via phone and/or email.

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

## College Holidays

- December 21, 2018-January 2, 2019 – Winter Break
- January 21, 2019 – Martin Luther King Day
- March 8, 2019 – Spring Break

## Parking

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

## Use of Cell Phones During Class

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

## Emergency Closing

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

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

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

## Non-Credit/Credit Shared Courses

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

## Certificate/CEU Information

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

## Code of Student Conduct

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



**Smoking Policy**

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

**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

Be sure to check the website as new classes are being added all the time.

**Leadercast**  *live*

**SAVE THE DATE!**  
Friday, May 10th 2019



**PATRICK LENCIONI**  
Founder  
The Table Group



**JULIET FUNT**  
CEO, WhiteSpace at Work



**ANDY STANLEY**  
Leadership Author and Communicator



**DR. CAROLINE LEAF**  
Communication Pathologist and Cognitive Neuroscientist



**GINGER HARDAGE**  
Former Senior Vice President of Culture and Communications, Southwest Airlines

**MORE GREAT SPEAKERS TO BE ANNOUNCED!**

What defines a team's success? Is it based solely on achievement, or is there more to the story? The best leaders know a successful team is made when focus, care, attention and development is directed to its members. Join us for our live simulcast of Leadercast Live, the world's largest one-day leadership conference.

**REGISTER ONLINE**  
[www.LC2019.eventbrite.com](http://www.LC2019.eventbrite.com)

**SPACE IS LIMITED!**

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**HAGERSTOWN COMMUNITY COLLEGE**  
LOCATION SPONSOR

# 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

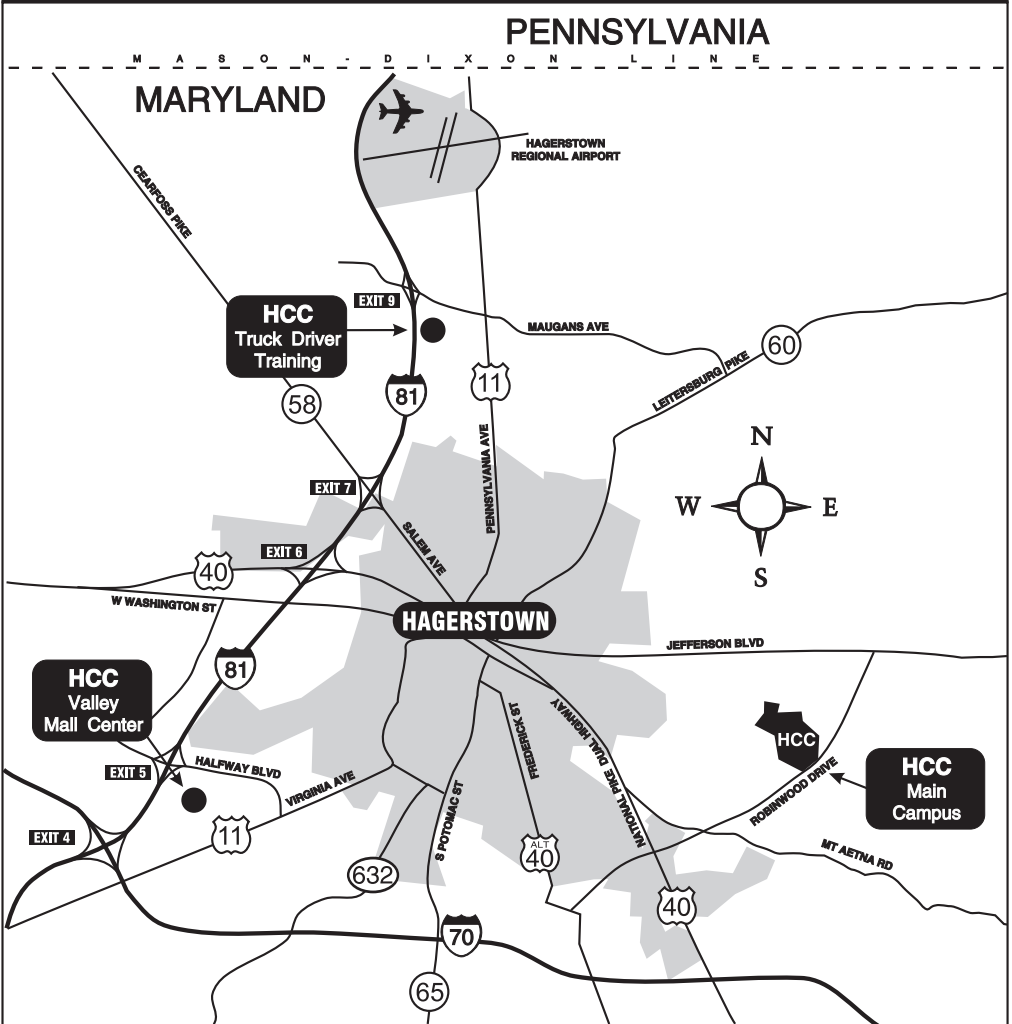
# CAMPUS MAP



Hagerstown  
Community  
College

November 2018

# HIGHWAY MAP



## 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.) Enter the circle and take the third right in the round about 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. Enter the circle and take the third right onto the HCC campus.