



Continuing Education & Business Services

Spring/Summer 2016 Non-Credit Schedule



Real Estate



Allied Health



Personal Enrichment



Forklift Operator Training



Programs In Every Direction



Business Training/
Skills Development



Youth and Family



National Symphony Orchestra



College for Kids

Hagerstown Community College
www.hagerstowncc.edu

Register for Classes at:
www.hagerstowncc.edu/coned
240-500-2236

It's Convenient to Register Online

- Go to the Hagerstown Community College website
(www.hagerstowncc.edu)
 - Click on the WebAdvisor link
 - At the top of the page click “Continue to WebAdvisor”
-

New Student:

- Click on the Continuing Education tab
- Search/Register for Continuing Education Classes - This will take you to a search screen. For the best results, fill in “Search for” with the course title if it is known
- Click Submit at the bottom of the screen to search
- Put a check in the box next to the class you want to register for
- Click on the submit button
- Fill out the Personal Identification Information
- Fill out the Additional Registration Information
- Proceed to payment - enter credit card information to pay for your course

A confirmation letter will be mailed to your home address.

Returning Students:

- Log in with your HCC user id. *If you do not know your HCC user id please call the help desk at 240-500-2891.*
- Click on the Continuing Education tab
- Search/Register for Continuing Education Classes - This will take you to a search screen. For the best results, fill in “Search for” with the course title if it is known
- Click submit at the bottom of the screen
- Put a check in the box next to the class you want to register for
- Click submit at the bottom of the screen
- Proceed to payment - enter credit card information to pay for your course

A confirmation letter will be mailed to your home address.



Start a New Career as a Truck Driver or Forklift Operator

Grant funded training now available for qualified Maryland residents.

Discover your opportunities by calling **240-500-2236**

www.hagerstowncc.edu/earn

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Hagerstown, Maryland 21742-6514
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SPRING/SUMMER 2016

HCC CONTINUING EDUCATION



2 COLLEGE FOR KIDS

**16 ANIMAL CARE/
VETERINARY CAREERS**

Veterinary Assistant
Pet Grooming

**18 BUSINESS AND
PROFESSIONAL DEVELOPMENT**

AMA Management Certificate
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**23 CERTIFICATION AND
LICENSURE**

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Insurance Licensure
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31 COMPUTERS

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34 TRANSPORTATION

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40 ALLIED HEALTH

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Dance
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Off-Campus Locations

Hagerstown Community College does not assume any responsibility for any errors or changes that may be printed in our schedule.



www.hagerstowncc.edu/coned

HCC College for Kids 2016



Highlighting indicates
new classes

Register online starting Feb. 22 at www.hagerstowncc.edu/kids
\$15 early bird discount through March 31

Questions? Email cfk@hagerstowncc.edu

Please visit the CFK website for the most up-to-date class offerings at
www.hagerstowncc.edu/kids

Week 1—June 20-24

Grade	Course #	Course Title
2-3	CFK-237	WeDo Robotics, Do You?
2-3	CFK-320	I Spy
2-3	CFK-271	Jungle Adventure
2-3	CFK-328	Fables & Fairy Tales
4-5	CFK-249	My Lego Robot is Better. . .
4-5	CFK-013	Computer Games are Elementary
4-5	CFK-016	Crime Scene Detectives
4-5	CFK-141	Mad Scientist
4-5	CFK-305	Making Music
6-8	CFK-240	Lego My Robot
6-8	CFK-331	Stopping Cyber Crooks and Online Villains
6-8	CFK-278	Creative Photography
6-8	CFK-092	Designing Your Own Computer Game
6-8	CFK-270	Girls Exploring Engineering
6-10	CFK-313	Beginning Phone App Design

Week 2—June 27 - July 1

Grade	Course #	Course Title
2-3	CFK-237	WeDo Robotics, Do You?
2-3	CFK-318	Around the World in Five Days
2-3	CFK-324	Medieval Times
2-3	CFK-226	Blast Off Into Space
4-5	CFK-249	My Lego Robot is Better. . .
4-5	CFK-141	Mad Scientist
4-5	CFK-330	Minecraft for Maniacs
4-5	CFK-307	Puppet Theater
6-8	CFK-184	Making Ideas Come Alive w/ GameMaker
6-8	CFK-296	Forensic Microscopy
6-8	CFK-281	Academy STEM
6-10	CFK-312	Lego Evolution Hands-On, Minds-On
6-10	CFK-292	Maker of Worlds: Mastering Minecraft
8-10	CFK-194	Creating Animations 101

HCC College for Kids 2016

Week 3—July 11-15

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-248	Ocean Adventures
2-3	CFK-222	Science Fun: The Magical 5 Senses
2-3	CFK-237	WeDo Robotics, Do You?
2-3	CFK-303	American Girls and Me
2-3	CFK-006	Kitchen Chemistry
4-5	CFK-295	Fossils and the Sands of Time
4-5	CFK-249	My Lego Robot is Better. . .
4-5	CFK-268	Animal Kingdom
4-5	CFK-307	Puppet Theater
4-5	CFK-013	Computer Games are Elementary
6-8	CFK-315	Shocking Fun with Electricity
6-8	CFK-092	Designing Your Own Computer Game
6-8	CFK-306	Music Theatre: Act, Sing and Dance
6-8	CFK-278	Creative Photography
6-10	CFK-313	Beginning Phone App Design

Week 4—July 18-22

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-324	Medieval Times
2-3	CFK-006	Kitchen Chemistry
2-3	CFK-255	Junie B. Jones Comes to HCC
2-3	CFK-237	WeDo Robotics, Do You?
4-5	CFK-013	Computer Games are Elementary
4-5	CFK-249	My Lego Robot is Better. . .
4-5	CFK-153	Pet Academy
4-5	CFK-300	Fundamentals of Cheerleading
6-8	CFK-184	Making Ideas Come Alive w/ GameMaker
6-8	CFK-246	Vet Academy
6-8	CFK-224	Rocketry and Space Flight
6-10	CFK-292	Maker of Worlds: Mastering Minecraft
6-10	CFK-312	Lego Evolution Hands-On, Minds-On
8-10	CFK-301	Advanced Photography

Week 5—July 25-29

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-303	American Girls and Me
2-3	CFK-327	Tribes of North America
2-3	CFK-237	WeDo Robotics, Do You?
4-5	CFK-283	If I Were A Dancer
4-5	CFK-249	My Lego Robot is Better...
4-5	CFK-330	Minecraft for Maniacs
4-5	CFK-298	Diary of A Wimpy Kid
4-5	CFK-321	Digital Maniacs
6-8	CFK-279	Leveling Up With GameMaker
6-8	CFK-332	Girls Exploring Manufacturing
6-10	CFK-292	Maker of Worlds: Mastering Minecraft
6-10	CFK-325	Drones and Other Things that Go Bump in the Sky

Week 6—August 1-5

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-322	American Sign Language
2-3	CFK-237	WeDo Robotics, Do You?
2-3	CFK-328	Fables & Fairy Tales
4-5	CFK-333	Introductory Spanish
4-5	CFK-329	American Girls and Me: Her Story
4-5	CFK-120	The World of Harry Potter
4-5	CFK-330	Minecraft for Maniacs
6-8	CFK-315	Shocking Fun with Electricity
6-8	CFK-323	Create a Fictional World
6-10	CFK-326	Minecraft Modding and More
6-10	CFK-314	Lego Cup Robot Wars
8-10	CFK-309	3D Game Development

Please visit the CFK website for the most up-to-date class offerings at www.hagerstowncc.edu/kids



College for Kids has moved to electronic forms! After registering, look for an email from CampDocs. It will guide you through the process of filling out the Health and Student forms online. Please be sure to give a current email address when registering.

Questions? Call 240-500-2236.

Interesting in being a volunteer at CFK? We need volunteers for the following areas: Classroom aides, Check-In, and Before and After Care. Contact Volunteer Services at 240-500-2217 or volunteerservices@hagerstowncc.edu if you're interested.



“Mini” College for Kids

The HCC Children’s Learning Center will be coordinating with College for Kids (CFK) during summer 2016 and offering child care for younger siblings of CFK students. Mini College for Kids includes fun, educational weeks for younger children, ages five to seven, in a full- or half-day environment.

Theme-based weeks will be offered and will vary by week.

For additional information, please contact Terry Kitchen at 240-500-2322, or email tjkitchen@hagerstowncc.edu.

Preschool openings available for August 2016 – June 2017.

Register Early!

HCC COLLEGE FOR KIDS

Register by March 31 and receive a \$15 discount per class. Registrations received after March 31 will pay the regular fee listed with each course.

Register online:
www.hagerstowncc.edu/coned/web-advisor

Grades 2-3

Kitchen Chemistry

You'll be cooking up "chemistry" in this highly motivating and creatively yummy chemistry experience. Investigate through cooking, stories, games, music, and experiments.

Total: \$179 (\$149, materials \$22, reg \$8)

CFK-006-C MTuWThF 8:45AM-4:00PM Jul 11 - Jul 15
A. Martin CPB 212

CFK-006-D MTuWThF 8:45AM-4:00PM Jul 18 - Jul 22
A. Martin CPB 212

Science Fun: The Magical Five Senses

Join your friends for science fun, while learning about the five senses: taste, touch, smell, sight and hearing. "Take the Science Fun!" adventure filled with hands-on projects, games, story time, crafts, and music.

Total: \$179 (\$149, materials \$22, reg \$8)

CFK-222-C MTuWThF 8:45AM-4:00PM Jul 11 - Jul 15
K. Neiman CPB 122

Blast Off Into Space

Get ready to blast off into fun. Travel with us through the solar system to explore the planets, stars, sun, and moon. We will explore the Solar System and learn about the NASA space program. Several activities that are a part of this exciting adventure include solar system role play, model making, virtual trips through space, and much more.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-226-B MTuWThF 8:45AM-4:00PM Jun 27 - Jul 01
E. Hill CPB 230

We Do Robotics, Do You?

Take me to your leader! Wait, you become the leader as you learn to create and program- animated robots. Using LEGOs, a computer, and your imagination, plan and engineer a series of projects that show you have the stuff to become a future robot designer.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-237-A MTuWThF 8:45AM-4:00PM Jun 20 - Jun 24
M. Niebauer

CFK-237-B MTuWThF 8:45AM-4:00PM Jun 27 - Jul 01
M. Niebauer

CFK-237-C MTuWThF 8:45AM-4:00PM Jul 11 - Jul 15
M. Niebauer

CFK-237-D MTuWThF 8:45AM-4:00PM Jul 18 - Jul 22
K. Lingerbeam

CFK-237-E MTuWThF 8:45AM-4:00PM Jul 25 - Jul 29
T. Shade

CFK-237-F MTuWThF 8:45AM-4:00PM Aug 01 - Aug 05
T. Shade

Ocean Adventures

Embark on an undersea adventure and learn about amazing sea creatures and mammals that depend on the sea. Get a taste of chemistry as we test the differences between fresh and salt water. There will be hands-on projects, games, story time, music, and art.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-248-C MTuWThF 8:45AM-4:00PM Jul 11 - Jul 15
A. Cale CPB 211

Junie B. Jones Comes to HCC

Dear Journal, Wait until you hear this. Hurray. Hurray. I am going to college! Me, the one and only, Junie B. Jones. Please, please join me for a fantastically fun week of activities. Can you believe it? All the activities are going to be about some of my very own books. This is going to be the bestest week of our lives I tell you. Your friend, Junie B. Jones

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-255-D MTuWThF 8:45AM-4:00PM Jul 18 - Jul 22
C. Hausler CPB 210

Jungle Adventure

Go on a tropical rain forest learning expedition and see what amazing plants and animals can be found there. Learn about the rain forest and its habitat through hands-on projects, games, music, and art.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-271-A MTuWThF 8:45AM-4:00PM Jun 20 - Jun 24
A. Martin CPB 211

American Girls and Me

American Girl fans, come enjoy exploring the history and culture of the American Girl book series while you write and share about yourself. You will make butter and bread like Felicity Merri-man would have during the colonial times. Learn to dance the jitterbug like Molly in the 1940s, and be an aspiring journalist and report out the daily scoop like Kit. Enjoy lively craft-filled days and top off the week with a fancy tea party in your finest dresses. Dolls are invited to attend the festivities.

Total: \$189 (\$159, materials \$22, reg \$8)

CFK-303-C	MTuWThF <i>M. Cullers</i>	8:45AM–4:00PM	Jul 11 – Jul 15 <i>CPB 214</i>
CFK-303-E	MTuWThF <i>M. Cullers</i>	8:45AM–4:00PM	Jul 25 – Jul 29 <i>CPB 213</i>

Around the World in Five Days

Let's take a trip around the world this week and learn about various diverse and cultural destinations. You will explore different landforms and create a salt map to show your knowledge. No suitcases needed.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-318-B	MTuWThF <i>A. Martin</i>	8:45AM–4:00PM	Jun 27 – Jun 01 <i>CPB 211</i>
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I Spy...

Investigate a world too small to be seen with just the human eye. Conduct experiments, learn about science, and explore the world of the minute. Have fun in this great hands-on class and see what you can spy with your eye.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-320-A	MTuWThF <i>D. Gray</i>	8:45AM–4:00PM	Jun 20 – Jun 24 <i>CPB 212</i>
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American Sign Language NEW

Immerse yourself in the language of the deaf and hearing impaired. Learn to express needs and respond to questions using sign language. Overview of commonly used vocabulary, alphabet and numbers as we seek to understand the culture of the deaf community.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-322-F	MTuWThF <i>D. Drooger</i>	8:45AM–4:00PM	Aug 01 – Aug 05 <i>CPB 211</i>
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Medieval Times NEW

Ever wonder how dragons became such an important part in Medieval Times legends or who the famous knights were during this time? Want to learn about traditional dishes and plan a feast fit for a King? Well come and step back in time and see if you have what it takes to survive during Medieval Times. You will learn about the daily activities and lifestyle of peasants and royalty during the Middle Ages, study how to become a knight, research and make coat of arms/family crests, and build a castle.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-324-B	MTuWThF <i>A. Cale</i>	8:45AM–4:00PM	Jun 27 – Jul 01 <i>CPB 214</i>
CFK-324-D	MTuWThF <i>A. Cale</i>	8:45AM–4:00PM	Jul 18 – Jul 22

Tribes of North America NEW

Travel back in time to find out how Tribes of North America lived. You will learn about and recreate many aspects of their lives such as pictograph writing. We will make various items that the Native Americans would have used, foods they would have eaten, and clothes they would have worn. We will use technology to further explore the life and traditions of the Intuit, Iroquois, Seminoles, Navajo, and Sioux tribes.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-327-E	MTuWThF <i>A. Cale</i>	8:45AM–4:00PM	Jul 25 – Jul 29 <i>CPB 210</i>
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Fables & Fairy Tales NEW

Come and explore the world through fables and fairy tales. Travel to Mulan's China or go see the Hunchback of Notre Dame in France. Explore Pinocchio's Italy, Merlin's England, and the Ice Princess' Norway. Each day we will explore a popular fairytale and learn about the country in which it originated in. In addition to looking at famous fairy tales we will study how fables have been used teach morals and values. We will study fables such as The Tortoise and the Hare, The Lion and the Mouse, and Peter and the Wolf. As we read and study these stories we will look at how they connect to one another and impact the world we live in today.

Total: \$189 (\$164, materials \$17, reg \$8)

CFK-328-A	MTuWThF <i>A. Cale</i>	8:45AM–4:00PM	Jun 20 – Jun 24 <i>CPB 210</i>
CFK-328-F	MTuWThF <i>A. Cale</i>	8:45AM–4:00PM	Aug 01 – Aug 05 <i>CPB 210</i>

Grades 4-5

Computer Games Are Elementary

Stop staring at your monitor and become the star of your own computer game. Put yourself in the middle of the action as we digitally insert you into your own animated adventure. Work with graphics, create a storyline, insert sound effects, and package your game for family and friends.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-013-A MTuWThF 8:45AM-4:00PM Jun 20 – Jun 24
K. Billings

CFK-013-C MTuWThF 8:45AM-4:00PM Jul 11 – Jul 15
K. Billings

CFK-013-D MTuWThF 8:45AM-4:00PM Jul 18 – Jul 22
D. Covington

Crime Scene Detectives

You will be hot on the trail solving mysteries that involve the whole class, using detective skills such as observation and deduction, print lifting and comparison, powder analysis, and chromatography. Gather evidence to catch the culprits.

Total: \$179 (\$149, materials \$22, reg \$8)

CFK-016-A MTuWThF 8:45AM-4:00PM Jun 20 – Jun 24
A. Hersh CPB 214

The World of Harry Potter

The world of Harry Potter is filled with science, story, math, muggles, history, and hilarity. Come join us as we explore everything that makes the Hogwarts universe magical and mysterious, dramatic and detailed, creative and crafty. Grab the Hogwarts Express at Platform 9 3/4 for a week full of fun!

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-120-F MTuWThF 8:45AM-4:00PM Aug 01 – Aug 05
E. Hill CPB 213

Mad Scientist

Captivate your curiosity and ignite your imagination during this week of way “cool” scientific discovery. Conduct experiments, research answers, and record findings. Discover the science that is all around you in every-day stuff. Make slime, find the density of popcorn, and explore the chemistry of bubbles.

Total: \$179 (\$149, materials \$22, reg \$8)

CFK-141-A MTuWThF 8:45AM-4:00PM Jun 20 – Jun 24
S. Miller

CFK-141-B MTuWThF 8:45AM-4:00PM Jun 27 – Jul 01
S. Miller

Pet Academy

Do you love animals? Join your friends for this great class with “Pawsitively” exciting activities that will teach you about the care of domestic animals and how they help us. You will learn about animal care, first aid, and basic training.

Total: \$184 (\$149, materials \$27, reg \$8)

CFK-153-D MTuWThF 8:45AM-4:00PM Jul 18 – Jul 22
M. Busky CPB 211

My LEGO Robot Is Better Than Yours

Welcome to your first class in LEGO Robotics. Before long, you’ll be in control of your robot as you learn to program your creation to move in different directions or sense light versus dark. Projects will include building various robots that involve motors, gears, light sensors, touch sensors, and even music.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-249-A MTuWThF 8:45AM-4:00PM Jun 20 – Jun 24
G. Burger

CFK-249-B MTuWThF 8:45AM-4:00PM Jun 27 – Jul 01
B. Hurley

CFK-249-C MTuWThF 8:45AM-4:00PM Jul 11 – Jul 15
B. Hurley

CFK-249-D MTuWThF 8:45AM-4:00PM Jul 18 – Jul 22
R. Hunter-Thomas

CFK-249-E MTuWThF 8:45AM-4:00PM Jul 25 – Jul 29
L. Trittle

Animal Kingdom

Join in on all of the crazy animal fun, while learning about the kingdom they live in! You will learn about wonderful wallabies, giant giraffes, kingly lions, clever camels, fabulous frogs, and more. Go around the world visiting cool animals, the places where they live, and the people that take care of them.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-268-C MTuWThF 8:45AM-4:00PM Jul 11 – Jul 15
J. White CPB 230

If I Were a Dancer

Have fun dancing every day. Spark your imagination while learning to dance. Unlimited fun and movement exploration await you. A pre-week letter will tell you what to wear when you dance.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-283-E MTuWThF 8:45AM-4:00PM Jul 25 – Jul 29
K. Carpenter

Fossils and the Sands of Times

Do you know that the sand stuck between your toes at the beach last summer was millions of years old? Where do you think that sand came from? Is all sand alike? Students will use digital microscopes to analyze, identify and photograph sands from around the world and study crystals and fossils.

Total: \$179 (\$149, materials \$22, reg \$8)

CFK-295-C MTuWThF 8:45AM–4:00PM Jul 11 – Jul 15
T. Biddinger

Diary of a Wimpy Kid

Students will celebrate all things Wimpy with the characters from the book series: games, trivia, and fun. Students will recreate some of the best escapades from the books, practice illustrating cartoon characters, and start a diary. Students will be able to explore the Wimpy Kid series in great detail and learn the characters and their traits. Students will celebrate the “Dog Days of Summer” with this great experience of the Wimpy Kid series.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-298-E MTuWThF 8:45AM–4:00PM Jul 25 – Jul 29
K. Neiman CPB 214

Fundamentals of Cheerleading

Rah! Rah! Rah! Calling all aspiring or beginning cheerleaders who want to learn the fundamentals of cheer. You will learn the fundamentals of basic motion, jumps, cheers, dance, and stunts. Explore historical figures of cheer as you learn the history of this unique sport.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-300-D MTuWThF 8:45AM–4:00PM Jul 18 – Jul 22
A. Seal

Making Music

Band Camp lovers, you will enjoy making music this week. Each day you will be learning a different style such as concert, jazz, orchestra, marching, and theater pit band. Get ready to show off what you have learned at the end of the week as we assemble together for a Friday afternoon concert. Bring your instrument or notify us in advance if you are in need of one. Students should have completed two or more years of school band or private lessons. All instruments welcome.

Total: \$189 (\$159, materials \$22, reg \$8)

CFK-305-A MTuWThF 8:45AM–4:00PM Jun 20 – Jun 24
H. Nowell CPB 230

Puppet Theater

Become a puppeteer this week as you learn the history and evolution of puppets. Explore and make various types of puppets, such as finger puppets, stick puppets, marionettes, moving-mouth hand puppets, and other assorted puppets. You will create a skit casting the puppets that you and your classmates create and put them to the test at the end of the week.

Total: \$189 (\$159, materials \$22, reg \$8)

CFK-307-B MTuWThF 8:45AM–4:00PM Jun 27 – Jul 01
H. Nowell CPB 213

CFK-307-C MTuWThF 8:45AM–4:00PM Jul 11 – Jul 15
H. Nowell CPB 213

Digital Maniacs

Claim your part in the YouTube generation and go crazy with digital media. Create a movie from videos and digital pictures. Run your own sound studio and mix and match audio and music. Craft a digital cartoon or movie that tells a story or introduces the world's next superhero.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-321-E MTuWThF 8:45AM–4:00PM Jul 25 – Jul 29
D. Covington

American Girls and Me: Her Story **NEW**

Friendship, fun, perseverance, and courage. What do you think of when you hear these words? Hopefully, it is an exciting week of American Girl activities! Come explore even more about the American Girl series from songs and games of different time periods in American history, to foods and crafts related to each of the dolls. For students who have already completed the first class (American Girls and Me), this additional class promises a week full of history and hands-on creativity!

Total: \$189 (\$164, materials \$17, reg \$8)

CFK-329-F MTuWThF 8:45AM–4:00PM Aug 01 – Aug 05
M. Cullers CPB 214

Minecraft for Maniacs

Dive into the secret world of Minecraft and rediscover the joy of building with blocks. Visit new blocky worlds and join your team in finding bigger and better Minecraft adventures. Share game experiences and use critical thinking skills to overcome game obstacles. You must have a Minecraft account for the PC/MAC before starting the class.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-330-B MTuWThF 8:45AM-4:00PM Jun 27 – Jul 01
C. Kerr

CFK-330-E MTuWThF 8:45AM-4:00PM Jul 25 – Jul 29
C. Kerr

CFK-330-F MTuWThF 8:45AM-4:00PM Aug 01 – Aug 05
C. Kerr

Introductory Spanish

NEW

Learn the basics of one of the most widely-spoken languages on the planet! Understand the fundamentals of the Spanish alphabet and language. Spend a week this summer becoming bi-lingual. This course is for beginners.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-333-F MTuWThF 8:45AM-4:00PM Aug 01 – Aug 05
N. Rivera CPB 212

Grades 6-10

Maker of Worlds: Mastering Minecraft

Team up with other players in this sensational world that's built one block at a time. Using the tools and mechanics of Minecraft, build a game with your team and share the results with the other students and the world. You must have a Minecraft account for the PC/MAC before starting the class.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-292-B MTuWThF 8:45AM-4:00PM Jun 27 – Jul 01
K. Billings

CFK-292-D MTuWThF 8:45AM-4:00PM Jul 18 – Jul 22
C. Kerr

CFK-292-E MTuWThF 8:45AM-4:00PM Jul 25 – Jul 29
K. Billings

LEGO Evolution Hands-On, Minds-On

Reach the next stage of robot development with a brand new platform from LEGO that stretches the imagination. Climb obstacles, sort objects, or remotely control with more design and programming challenges than ever before.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-312-B MTuWThF 8:45AM-4:00PM Jun 27 – Jul 01
L. Tritle

CFK-312-D MTuWThF 8:45AM-4:00PM Jul 18 – Jul 22
L. Tritle

Beginning Phone App Design

There may not be an App for "that" but there could be when you finish this class. Discover the secrets to creating smartphone applications and publishing them so you can share your genius with the world.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-313-A MTuWThF 8:45AM-4:00PM Jun 20 – Jun 24
C. Kerr

CFK-313-C MTuWThF 8:45AM-4:00PM Jul 11 – Jul 15
C. Kerr

LEGO Cup Robot Wars

Compete with your team mates and other classes in solving problems using LEGO's newest robotic platform. Bring it as you face off and show why your robot is better, faster, smarter, and stronger. LEGO Evolution class recommended before attending.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-314-F MTuWThF 8:45AM-4:00PM Aug 01 – Aug 05
L. Tritle

Drones and Other Things That Go Bump in The Sky

Whether a fixed-wing or vertical takeoff craft, the idea of piloting your own drone is exciting. But, there's more to drones, or Unmanned Aerial Vehicles, than just grabbing the controller and buzzing around your siblings head. Explore the different types of UAV's and how they work, their uses and limitations, and laws related to flight restrictions. Includes live demos of different aerial platforms.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-325-E MTuWThF 8:45AM-4:00PM Jul 25 – Jul 29

Minecraft Modding and More NEW

Join the advanced Minecraft maniacs in creating mods, setting up Minecraft server side, and writing code to modify the Minecraft environment. Meet the Blockly program language and of course play lots of original Minecraft maps. You must have a Minecraft account for the PC/MAC before starting the class.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-326-F MTuWThF 8:45AM–4:00PM Aug 01 – Aug 05
K. Billings

Grades 6-8**Designing Your Own Computer Game**

Don't just play computer games - learn to design them. From storyboarding to beta testing, take the steps to bring your ideas to life on the computerscreen. Experiment with game animation software and learn more about a career as a game designer and programmer. You might just create the next big gaming hit.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-092-A MTuWThF 8:45AM–4:00PM Jun 20 – Jun 24
S. Ingraham

CFK-092-C MTuWThF 8:45AM–4:00PM Jul 11 – Jul 15
S. Ingraham

Making Ideas Come Alive With Game Maker

Build games without learning a programming language. Use drag-and-drop techniques to add backgrounds, animation, sound effects, and more. Create puzzle games, scrolling scenes, problem solvers, or adventures with a little hard work. Fun projects and the opportunity to experiment with your ideas make this a must for future game designers.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-184-B MTuWThF 8:45AM–4:00PM Jun 27 – Jul 01
S. Ingraham

CFK-184-D MTuWThF 8:45AM–4:00PM Jul 18 – Jul 22
S. Ingraham

Rocketry and Space Flight

Use your brain and your imagination to explore the world of flight, engineering, and rocketry. Design and build things that fly. Explore the world of space travel and astronauts.

Total: \$179 (\$149, materials \$22, reg \$8)

CFK-224-D MTuWThF 8:45AM–4:00PM Jul 18 – Jul 22
J. Barnhart

LEGO My Robot

Let out your mad genius and go robotic. Create everything from vehicles to a partial humanoid robot. Face the challenge of planning your LEGO robot and then building it one piece at a time. Add sensors, motors, and program your vehicle or robot to follow your commands.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-240-A MTuWThF 8:45AM–4:00PM Jun 20 – Jun 24
D. Covington

Vet Academy

Do you love animals and have an interest in veterinary medicine? Learn how animals benefit our society and how to care for animals. Learn about body systems, diseases, parasites, and common illnesses in domestic animals through hands-on experience and lab activities. Career paths for veterinary medicine will also be covered.

Total: \$199 (\$149, materials \$42, reg \$8)

CFK-246-D MTuWThF 8:45AM–4:00PM Jul 18 – Jul 22
CPB 213

Creative Photography

Do you like to take pictures? Learn all about the world of photography. Explore composition, light, shadow, computer manipulations, and images. Have fun creating beautiful works of art from your photographs. This is a hands-on class that will help you to get creative with your camera and computer. Bring your own camera for the week or use one of ours.

Total: \$184 (\$149, materials \$27, reg \$8)

CFK-278-A MTuWThF 8:45AM–4:00PM Jun 20 – Jun 24
A. Hammond
CPB 121

CFK-278-C MTuWThF 8:45AM–4:00PM Jul 11 – Jul 15
S. Schaefer
CPB 121

Leveling Up With Game Maker

Build on the ideas taught in Making Ideas Come Alive With Game Maker to take your dreams and creativity to a whole new level. Programming techniques add in even more customization. Create your own 2D game including features such as: power-ups, cut scenes, gravity, health bars, saves, character stats, and multi-player.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-279-E MTuWThF 8:45AM–4:00PM Jul 25 – Jul 29
S. Ingraham

Go Girl Power!

Career exploration and personal discovery are the focus of this special group of classes targeting middle school girls. If you are a girl entering Grades 6-8, talk with your parents about applying for Girl Power grants that reduce the class cost to only \$8. Complete a grant application online at www.hagerstowncc.edu/cfk/students.

Stopping Cyber Crooks and Online Villains

You see it in the news every week: Another store hacked or a government system attacked. What can you do about it? Become a future Cyber Warrior and start to defend your personal information and computers as you explore cybersecurity risks and solutions in this fast-paced class.

CFK-331-A

June 20 – 24, Monday – Friday, 8:45 a.m.–4 p.m.

Tuition: \$158 + \$8 registration fee

This material is based upon work supported by the National Science Foundation under Grant No. DUE-1400528.

Girls Exploring Engineering

Do you love to solve challenges and make a difference? Put your imagination to work in this great Girls Exploring Engineering week. Engineers travel the world, love their work, are never bored, and make a difference through their discoveries. Join your friends in fun hands-on activities that involve designing, building, and testing. Quench your curiosity this summer. Learn how engineers can change the world, protect the earth, and make a difference.



CFK-270-AP

June 20 – 24, Monday – Friday, 8:45 a.m.–4 p.m.

Tuition: \$158 + \$8 registration fee

This grant is provided due to the generosity of JLG Industries, Inc.

Girls Exploring Manufacturing

People building things is what made America great. You can plan the next great idea and explore the world of manufacturing in a class that is fun and hands-on. See how 3-D printing can build a concept in hours or how a robot can solve problems and make manufacturing faster and safer. Advanced technology has made manufacturing a cool field that uses your imagination!

CFK-332-E

July 25 – 29, Monday – Friday, 8:45 a.m.–4 p.m.

Tuition: \$158 + \$8 registration fee

This material is based upon work supported by the National Science Foundation under Grant No. DUE-1501854.

Questions about the grant process? Contact the CFK office at cfk@hagerstowncc.edu.

Forensic Microscopy

It's the catnapping crime of the century: Fluffy the cat has been catnapped from a VIP! Teams of student investigators in this class use forensic science to find Fluffy. Using biotechnology and microscopes, students will analyze fingerprints, fibers, handwriting, ink, blood, hair, DNA and other clues to solve crimes and mysteries!

Total: \$179 (\$149, materials \$22, reg \$8)

CFK-296-B MTuWThF 8:45AM-4:00PM Jun 27 - Jul 01
T. Biddinger

Music Theater: Act, Sing and Dance

"Break a Leg" this week as you embark on a theatre journey which includes dancing, singing, comedy, and other elements of theater. You will explore and create prop designs, stage crew development, and script writing. Be ready to show off as the week will end with a performance to end all performances.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-306-C MTuWThF 8:45AM-4:00PM Jul 11 - Jul 15

Shocking Fun With Electricity

Explore the world of electricity and learn to harness the power that makes everything work today. Work with motors, resistors, switches, solar cells, and more to create everything from basic circuits to voice recorders and even a simple radio.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-315-C MTuWThF 8:45AM-4:00PM Jul 11 - Jul 15
D. Custer

CFK-315-F MTuWThF 8:45AM-4:00PM Aug 01 - Aug 05
D. Custer

Create a Fictional World NEW

Do you love to read and write stories? Are your favorite stories the ones that take place in "worlds" of their own? If you love science fiction and fantasy like Harry Potter, Percy Jackson, Ender's Game, and Star Wars, this class is for you! Go behind the scenes of some of literature's most famous fantasy/sci-fi settings, then create one of your own. Develop a "world" journal that will help you establish the rules of your own special fictional place.

Total: \$174 (\$149, materials \$17, reg \$8)

CFK-323-F MTuWThF 8:45AM-4:00PM Aug 01 - Aug 05
J. Castillo CPB 230

Academy STEM

Discover how and why and be an explorer in Academy STEM! Have fun with hands-on activities as you spend a few days of discovery in biotechnology, cyber security, alternative energy, and engineering.

Total: \$179 (\$149, materials \$22, reg \$8)

CFK-281-B MTuWThF 8:45AM-4:00PM Jun 27 - Jul 01

Grades 8-10

Creating Animations 101

Computer animations are taking the entertainment and gaming industry to a new level. Explore the world of animation and bring your own ideas to life. Learn the secrets to using software tools through hands-on projects.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-194-B MTuWThF 8:45AM-4:00PM Jun 27 - Jul 01

Advanced Photography

Students will take their photography skills to the next level and explore the fine art of photography with advanced editing and composition skills. Students will learn the basic elements of art as it relates to photography.

Total: \$199 (\$159, materials \$32, reg \$8)

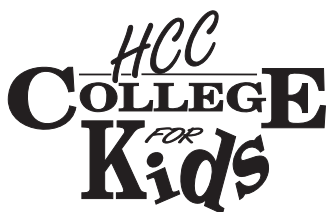
CFK-301-D MTuWThF 8:45AM-4:00PM Jul 18 - Jul 22
S. Schaefer CPB 230

3D Game Development

Join the professional coders and use a popular 3D game engine to create a unique game play experience. Based on the Unity 3D engine, you'll manipulate pre-made models and write code to produce game prototypes just like the software companies that publish your favorite titles.

Total: \$184 (\$159, materials \$17, reg \$8)

CFK-309-F MTuWThF 8:45AM-4:00PM Aug 01 - Aug 05
S. Ingraham



Extended Services - Before Care Childcare runs from 7:15 to 8:45 a.m. and After Care is from 4:30 to 6 p.m. HCC will accompany your child to their CFK class and/or After Care location. Please register for the Before Care and/or After Care course in addition to the CFK course.

Student's Grade level - Grades listed refer to the grade your child will be entering in the Fall school year of 2016.

Required Forms

- All Health and Student forms will be collected by CampDocs. Please make sure you provide a valid email address when registering for a CFK course. Check your inbox for an email from register@campdoc.com (be sure to check your spam folder). All forms must be completed two weeks prior to camp. Students may be dropped without a refund if documents aren't completed.
- For questions, call 240-500-2236 or email cfk@hagerstowncc.edu.

Lunch - Students will be escorted to and from their classroom and supervised during lunch. If students are packing lunch, please send a lunch box that does not require refrigeration. Lunch may also be purchased on campus. HCC "Go Green" debit cards will be available for purchase.

Snacks -You may send a snack and drink with your child.

Security and Safety - Hagerstown Community College is committed to providing a safe learning environment for its students.

- Parents or Guardians must sign their child in and out of class each day.
- Students are escorted to and from all activities.
- Staff will escort students who are not picked up 15 minutes after camp ends to Continuing Education Suite, room 221.

Questions -If you need additional information, call 240-500-2236, visit www.hagerstowncc.edu/kids, or email cfk@hagerstowncc.edu.



College for Kids Checklist

Registration Process

- Confirm your child meets the grade or age requirements for the class section selection. (Grade listed refers to the grade your child will be entering the Fall 2016 school year.)

Register online! Visit www.hagerstowncc.edu/kids for more information.

- Registration is also available by phone at 240-500-2236, in person, or by mail. See registration form and information on the inside cover of this schedule.

Required Forms

- All Health and Student forms will be collected by CampDocs. Please make sure you provide a valid email address when registering for a CFK course. Check your inbox for an email from register@campdoc.com (be sure to check your spam folder). All forms must be completed two weeks prior to camp. Students may be dropped without a refund if documents aren't completed.
- For questions, call 240-500-2236 or email cfk@hagerstowncc.edu.

Confirmations

- Confirmation of your child's registration will be sent by mail.
- Please check the confirmation to ensure your child is enrolled in the proper camp and week.

Final Step

- You will receive an email containing a map with the location of Monday morning check-in and location of your class.

Students With Disabilities

If your child has a documented disability (learning, physical, medical, or emotional) you must contact the Disability Support Services (DSS) Office at 240-500-2273 to discuss your child's needs and potential accommodation.

- You must contact the DSS Office at least 30 days prior to the start of class to allow time for necessary arrangements.
- Inadequate notice may result in your child not being able to attend class.
- You must contact the DSS Office each time your child enrolls in a class, as his or her needs may vary based upon the nature of each class.

Veterinary Assistant Training 2016

February 29, 2016 - October 10, 2016

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

What is the job outlook for veterinary assistants?

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

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

This course introduces and reviews veterinary terminology and vocabulary.

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

Fee: \$335

Feb. 29, 2016 – Apr. 25, 2016

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.

Fee: \$895

May 2, 2016 – Oct. 10, 2016

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.

Fee: \$211

May 2, 2016 – Sept. 26, 2016

Presentation of Projects, Career Portfolios, and Certificate Completion Presentations

Oct. 10, 2016

Registration requirements

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

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

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

See course descriptions on next page.

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

All courses are held at our Valley Mall location.

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

Professional Pet Groomer Training August 2016 – December 2016

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

Principles of Professional Pet Grooming



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

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

Class Limit: 10.

Fee: \$570

Course #: PET 011 B

Tuesdays and Thursdays 5pm-8:30pm • 8/16/16-9/15/16

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part I

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

Class Limit: 10

Fee: \$951

Course #: PET 014 C

Tuesdays and Thursdays 5pm-8:30pm • 9/20/16-10/25/16

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part II

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

Class Limit: 10

Fee: \$1201

Course #: PET 015 D

Tuesdays and Thursdays 5pm-8:30pm • 10/27/16-12/13/16 • No class week of 11/22/16

Main Campus–Career Programs Building/ Central Dawgma



**Want to start a business?
GET THE HELP YOU NEED. JOIN US.
Simple Steps for Starting
Your Business Workshops**

Simple Steps for Starting Your Business is a four-part series of two-hour workshops designed to give you the tools, information, and advice you need to succeed. You'll learn the essentials of business startup, get action steps, and receive one-on-one mentoring. Test the feasibility of your business idea, learn the elements of small business success, receive the help of business experts in navigating the expected and unexpected, and enjoy networking with other new small business owners like you.

Don't miss these four Thursday sessions, complete with free workbook:

- Startup Basics
- Finding the Money for Startup
- Organize & Manage for Success
- Client-Centered Marketing

Attend a free preview session. Sessions will be held on Thurs., March 17, at 2:30 p.m. and 6:30 p.m. on the HCC campus. Come and hear more about how Simple Steps might be right for you! If it is, you can register at the preview session, by calling 240-500-2236, or by visiting www.hagerstowncc.edu/coned. For further details and to register for the preview session, call 301-991-3126.

Fee: \$65

PRD 565 J Th 6:30 p.m.-8:30 p.m. 4/7/16-4/28/16 Tech Innovation Ctr 323



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.

NEW Certificate for 2016

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.

Complete the following courses.

- Leadership Skills for Managers
- Communication Skills for Managers
- First Line Supervision
- Coaching for Top Performance
- Successful Project Management
- Fundamentals of Human Resources Management
- Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices

Courses may be taken individually, or sign up for PRD 570 to get all seven courses for one lower price (\$378 in savings).

Day and evening schedules available. See next page for details.

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

AMA Training

AMA General and Human Resources Management Certificate

This 49-hour program gives managers the skills to lead and supervise a team, as well as the basic principles of human resources management required for all supervisors to stay compliant with current HR laws and best practices. This section includes the following seven courses at one low price (\$378 savings).

Total: \$1295 — Senior Total: \$1005

PRD-570-J	TuTh 5:00PM–8:30PM <i>M. Waltemire, A. Kostreski, D. Hartman, J. Mieczkowski</i>	Apr 07 – May 26 VM 4
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Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices

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

Total: \$239 — Senior Total: \$213

PRD-506-J	Th 8:30AM–4:30PM <i>D. Hartman</i>	Apr 07 VM 6
PRD-506-K	TuTh 5:00PM–8:30PM <i>D. Hartman</i>	May 24 – May 26 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: \$239 — Senior Total: \$213

PRD-675-J	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	Apr 12 – Apr 14 VM 4
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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: \$239 — Senior Total: \$213

PRD-429-J	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Apr 19 – Apr 21 VM 4
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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: \$239 — Senior Total: \$213

PRD-555-J	TuTh 5:00PM–8:30PM <i>A. Kostreski</i>	Apr 26 – Apr 28 VM 4
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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: \$239 — Senior Total: \$213

PRD-554-K	TuTh 5:00PM–8:30PM <i>M. Waltemire</i>	May 03 – May 05 VM 4
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Successful Project Management

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

Total: \$239 — Senior Total: \$213

PRD-611-K	TuTh 5:00PM–8:30PM <i>J. Mieczkowski</i>	May 10 – May 12 VM 4
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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: \$239 — Senior Total: \$213

PRD-700-K	TuTh 5:00PM–8:30PM <i>D. Hartman</i>	May 17 – May 19 VM 4
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Business Seminars

Innovation: Thinking Outside of the Box

Innovation is the process of generating new and useful ideas. Innovation thinking requires looking inside and outside of an organization for examples of what is working right and determining strategies to repurpose the best ideas. Participants will learn how to apply innovation thinking in a variety of problem solving scenarios. They will learn to recognize innovation as a structured process, understand the innovation continuum, leverage different ways to spark creativity, use multiple strategies to generate the best ideas, and channel thinking to focus on solutions.

Total: \$95 — Senior Total: \$67

PRD-576-L	W 8:00AM–12:00PM <i>M. Waltemire</i>	Jun 01 VM 6
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Making Meetings Work

Meetings can be a positive part of organizational life or a drain on the productivity and morale of everyone involved. Making the most of meetings requires skill and focus. Well-managed meetings can enhance the flow of information, build commitment within a team, and lead to improved results. In this class, participants will identify the elements of effective meetings, prepare an agenda and plan for meeting logistics, practice handling meeting disruptions effectively, and learn how to stay on time and on task.

Total: \$95 — Senior Total: \$67

PRD-578-J	F 8:00AM–12:00PM <i>D. Hartman</i>	Apr 01 VM 4
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Doing More With Less: Time Management for the Overwhelmed

In today's economy we're all asked to do more with less. We have less time, less money, less staff, yet the demands of our jobs keep growing. Have you ever felt that despite all of your hard work, you get to the end of the day feeling like there's nothing to show for your efforts? This course teaches you to consciously control the amount of time spent on specific activities in order to get the most out of your day. Participants will learn to recognize factors that determine the return on time, improve their effectiveness by choosing to focus on what matters, use basic planning processes to translate goals into outcomes, and improve outcomes by eliminating activities that distract them from their goals.

Total: \$185 — Senior Total: \$125

PRD-580-K	F 8:00AM–12:00PM <i>D. Hartman</i>	May 13 – May 20 VM 6
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Funding Source for Your Business

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

Total: \$25

PRD-604-K	Th 11:00AM–3:00PM	May 05 CPB 210/212/214
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Attention: CEOs, Supervisors, Managers!

Business Solutions Start Here.

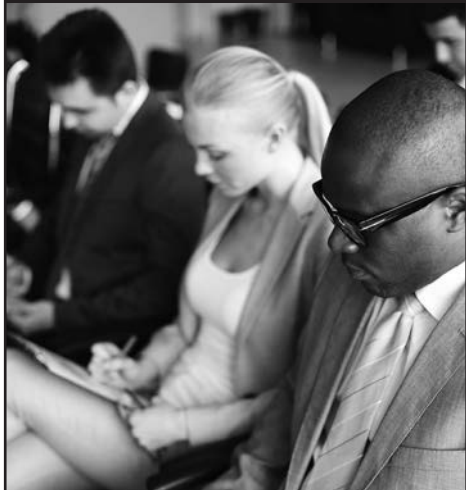
HCC offers customized training at your convenience and location.

- Courses tailored exclusively to meet your needs
- Leadership, management, people skills
- Information technology, professional, vocational
- Foreign language and sign language
- Flexibility to train staffs of all sizes, at your site or ours

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



Development Dimensions International Corporate Training



HCC is a proud member of Development Dimensions International (DDI) Education Partners' Network. Through this network, HCC gives local employers access to the same DDI employee development content used by Fortune 500 and large, multinational companies.

DDI's development tools include:

- Needs Analysis
- Skill Gap Assessment
- Individual Performer Soft Skill Development
- Front Line Leader Development
- Mid-Level Leader Development

Contact Michael Boyd at 240-500-2490 or mboyd@hagerstowncc.edu for a FREE needs analysis and one-on-one consultation about training and employee development in your company.



Child Care

HCC is offering 90 hours of Childcare training in partnership with Howard Community College through continuing education. To meet the current educational requirements for certification as a child care teacher, you must have a high school diploma or an approved certificate of high school equivalency, and have successfully completed two 45-hour courses (1 course in Curriculum and 1 course in Child Development) from the following five courses:

- School Age Child Care: Curriculum PLC 798
- Infant and Toddler Care PLC 875
- Child Growth and Development PLC 874
- Preschool Curriculum & Activities PLC 998

Upon registering an email will be sent from Kristin Navarro at Howard Community College with login and textbook information.

For additional information or questions, please contact 240-500-2355.

Reimbursement Dollars for Child Care

The MD Child Care Credential has increased the Training Voucher/ Reimbursements from \$200 to \$400 per year (effective October 1, 2013). These funds allow you to participate in training to improve your skills and knowledge. If you don't have your MD Credential yet, it's a simple 2 - page application. You can learn how to apply by attending a workshop or check out APPLES website for step-by-step instructions—<http://applesforchildren.org/providers/maryland-child-care-credential/>

The Excels classes qualify for reimbursement through the MD Child Care Credential process.

Maryland EXCELS

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

MD Excel Series

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

Observation and Assessment, Birth – 12

PLC-821 \$48

Age and Developmentally Appropriate Supervision

PLC-822 \$48

Positive Child Guidance and Discipline Theory

PLC-823 \$48

Developmentally Appropriate Practice

PLC-824 \$48

Taking Learning Outside

PLC-825 \$48

Nutrition and Active Living

PLC-826 \$48

Playground Safety

PLC-827 \$48

Including All Children and the ADA

PLC-828 \$48

Supporting Children with Disabilities

PLC-829 \$48

Conflict Resolution Strategies

PLC-830 \$48

The Child Care Provider as a Professional

PLC-831 \$48

Cultural Competencies and Awareness

PLC-832 \$48

Family and Community Partnerships

PLC-833 \$48

Sudden Infant Death Syndrome

PLC-846 \$43

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

Child Care

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-B	Sa 9:00AM–3:30PM <i>F. Galeski</i>	Aug 13 <i>CPB 232</i>
PLC-457-J	Sa 9:00AM–3:30PM <i>F. Galeski</i>	Apr 23 <i>CPB 232</i>
PLC-457-K	Sa 9:00AM–3:30PM <i>F. Galeski</i>	May 21 <i>CPB 232</i>
PLC-457-L	Sa 9:00AM–3:30PM <i>F. Galeski</i>	Jun 11 <i>CPB 232</i>

Emergency Prep in Child Care

This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires a written emergency plan for center room, program, family child care program, or informal program. This training will build upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. Funding for this project was received by Chesapeake College, Wye Mills, MD from the Maryland State Department of Education. The grant activities are managed by the Chesapeake Child Care Resource Center. This course provides 3 hours of continuing education in professionalism and 3 hours in health and safety categories.

Total: \$16

PLC-689-J	Sa 9:00AM–4:30PM	Apr 16 <i>CPB 214</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: \$265

PLC-592-L	–	Jun 29 – Aug 10 <i>ONLINE</i>
PLC-592-A	–	Jul 01 – Aug 31 <i>ONLINE</i>

Communication Skills for Child Care Professionals

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

Total: \$113

PLC-652-J	–	Apr 15 – Apr 29 <i>ONLINE</i>
PLC-652-L	–	Jun 27 – Jul 11 <i>ONLINE</i>

School Age Child Care: Curriculum

This online course is designed to prepare students for positions in school age child care programs. This certification course satisfies half of the MSDE requirement of 90 hours of training for child care teachers, directors and coordinators working with school age children, and also satisfies the nine hour communication skills requirement. Topics include: curriculum planning, materials, and teaching methods appropriate for children ages 6-13 and communication skills to use with parents, co-workers and the public.

Total: \$289

PLC-873-J	–	Apr 04 – Jun 17 <i>ONLINE</i>
PLC-873-L	–	Jun 27 – Aug 15 <i>ONLINE</i>

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.

Total: \$265

PLC-874-J	–	Apr 29 – Jun 10 <i>ONLINE</i>
PLC-874-A	–	Jul 15 – Sep 02 <i>ONLINE</i>

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.

Total: \$265

PLC-875-K	–	May 18 – Jun 22 ONLINE
PLC-875-A	–	Jul 20 – Aug 15 ONLINE

Asthma Medication Training for Child Care Providers

This course will educate child care providers in providing a healthy asthma-friendly child care environment. Topics include identifying the signs and symptoms of asthma and anaphylaxis, identifying the environmental triggers of asthma and allergies, identifying the importance of an emergency Allergy/Asthma Action Plan and demonstrating accurate administration of asthma and anaphylaxis medication.

Total: \$63

PLC-967-K	Sa 9:00AM–3:30PM <i>F. Galeski</i>	May 07 <i>CPB 232</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.

Total: \$265

PLC-998-J	–	Apr 13 – May 25 ONLINE
PLC-998-L	–	Jun 29 – Aug 10 ONLINE

Supporting Breastfeeding in Child Care

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

Total: \$48

PRC-001-A	–	Jul 01 – Aug 31 ONLINE
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Pesticide Safety

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

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

Horticulture

Pesticide Use and Safety

This course prepares the student for the Maryland and Virginia Pesticide Use and Safety application certification exam through a thorough understanding of the principles of pest control, including pesticide labeling, regulations, and proper handling. This course is equivalent to six months as a registered technician in the state of Maryland.

Total: \$350

PLC-921-J – Apr 01 – Aug 31
ONLINE

Ornamental Exterior - Landscape IPM

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 3A, 3B. The student will learn principles of Integrated Pest Management in ornamental landscapes, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-931-J – Apr 01 – Aug 31
ONLINE

Greenhouse/ Interior Ornamental Plant IPM

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 3B. The student will learn principles of Integrated Pest Management in greenhouses and interior ornamental plants, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-932-J – Apr 01 – Aug 31
ONLINE

Turfgrass IPM

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 3C. The student will learn

principles of Integrated Pest Management as they relate to turfgrass. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-933-J – Apr 01 – Aug 31
ONLINE

General/Structural Pest Management

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 7A. The student will learn principles of Integrated Pest Management of pests that infest buildings, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-934-J – Apr 01 – Aug 31
ONLINE

Aquatic Pest (Weed) Management

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 5. The student will learn principles of aquatic vegetation management, including identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$350

PLC-935-J – Apr 01 – Aug 31
ONLINE

Public Health/ Mosquito Control

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 8. The student will learn principles of Public Health/ Mosquito Control Pest Management, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$325

PLC-936-J – Apr 01 – Aug 31
ONLINE

Right of Way Pest Control

This course is for students working on their Pesticide Regulation Certification. This course will satisfy the requirement for category 2 and 6. The student will learn principles of Right-Of-Way Pest Management, including pest identification and management methods. This course is pending approval by the Maryland Department of Agriculture.

Total: \$325

PLC-937-J — Apr 01 – Aug 31
ONLINE

Hospitality

Food Safety Managers Certification

This course provides food service facility owners, managers, and food handlers with comprehensive knowledge of food safety agency regulations. Students learn about proper methods of food handling and preparation, the Hazard Analysis Critical Control Point (HACCP) concept of food safety, personal hygiene, proper cleaning and sanitizing of equipment and facilities, and guidelines for working with regulatory agencies. Certified Professional Food Manager from the

National Environmental Health Association is awarded upon completion of the course and passing a final examination. This course meets the requirements in those jurisdictions where food manager certification is mandated. Fee includes materials, exam, and certification.

Total: \$278 — Senior Total: \$250

PLC-743-L Tu 8:30AM–4:00PM Jun 07 – Jun 14
VM 4

AllerTrain - Handling Food Allergies And Sensitivities

This course will train the food service and hospitality staff on food allergens, gluten, and other food sensitivities. This is part of the AllerTrain curriculum and topics include: how to handle/safely prepare for food allergens and gluten in food service; laws and regulations on food allergens; what to do and not to do with a food allergic guest; information on certification and continuing education credits; and next steps to being an AllerFriendly facility.

Total: \$149

PLC-942-L M 8:30AM–11:00AM Jun 20
VM 4

Pool Operator



Certified Pool Operator

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

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

Fee: \$130

PLC-809-M 3/18/16 – 3/20/16 Friday – Sunday
Fri 6-9 p.m., Sat 9 a.m.-4 p.m., Sun 1-6 p.m. CPB 212
PLC-809-K 5/20/16 – 5/22/16 Friday – Sunday
Fri 6-9 p.m., Sat 9 a.m.-4 p.m., Sun 1-6 p.m. CPB 212
PLC-809-L 6/10/16 – 6/12/16 Friday – Sunday
Fri 6-9 p.m., Sat 9 a.m.-4 p.m., Sun 1-6 p.m. CPB 212

Certified Pool Operator Update

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

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

Fee: \$48

PLC-810-J 4/20/16 Wednesday 5:30-9:30 p.m.
CPB 212
PLC-810-K 5/17/16 Tuesday 5:30-9:30 p.m.
CPB 212
PLC-810-L 6/11/16 Saturday 9 a.m.-1 p.m.
CPB 212

Personal Trainer

Personal Trainer - Six Weeks

Become a Certified Personal Trainer with W.I.T.S. (www.witseducation.com). Take on a career that you can be proud of while earning a great living as certified personal trainer. The course includes 15 hours of lectures covering anatomy, health screening, exercise physiology, nutrition, muscle and skeletal injuries, etc. Students must pass a written exam and a one-on-one practical skills exam. The National Exam is held on the sixth and final day of class. Students are required to complete a 30-hour internship within 12 months of passing the final exam. Students

need to provide proof of CPR/AED certification and internship hours prior to being awarded certificate. Students should order their books by calling 1-888-330-9487. Age Limit: 18 years and older. No refunds are given for this course.

Total: \$657

PLC-940-A Sa 9:00AM-4:00PM

Jul 09 – Aug 13
CPB 232

Personal Trainer

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

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

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

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

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

Business Success for Fitness Professional

Exercise Program Design for Special Populations

Pregnancy Fitness

Running Well

Nutritional Concepts

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

Real Estate

Principles and Practices of Real Estate For Maryland

This course provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. Students must receive a 70 percent or better on the final in order to receive a certificate to take the MD real estate state examination. Students must arrive to class on time. (Textbooks are not included in the materials fee).

Total: \$325

PLC-364-L TuTh 6:00PM–9:00PM Jun 02 – Aug 09
R. Beckwith, R. Fennel, R. Fairbourn CPB 213

Real Estate Ethics

This course is approved for three hours of Maryland Real Estate Commission Ethics Continuing Education Credits. DLLR 320-0694

Total: \$38

PLC-282-L W 6:00PM–9:00PM Jun 15
R. Fairbourn VM 6

Fair Housing Review & Updates

This 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. DLLR 314-0694

Total: \$28

PLC-466-L W 6:00PM–8:00PM Jun 29
R. Fairbourn VM 6

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. DLLR 329-0694

Total: \$38

PLC-542-A W 6:00PM–9:00PM Jul 13
R. Fairbourn VM 6

Residential Investment for RE Professional

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

Total: \$38

PLC-866-B W 6:00PM–9:00PM Aug 03
J. Maravelis VM 6

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). DLLR 296-0694 PLC 802 Fee: \$50

The Truth About Mold

3 hours of Maryland CE credit in the professional enhancement category (F). DLLR 294-0694 PLC 803 Fee: \$50

Reverse Mortgages for Senior Home Owners

4 hours of Maryland CE credit in the professional enhancement category (F). DLLR 297-0694 PLC 799 Fee: \$60

Environmental Issues in Your Real Estate Practice

5 hours of Maryland CE credit in the professional enhancement category (F). DLLR 292-0694 PLC 377 Fee: \$50

Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). DLLR 328-0694 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.
DLLR 299-0694 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.
DLLR 331-0694 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. DLLR 330-0694 PLC 661 Fee: \$26

Real Estate Finance Today

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 308-0694 PLC 594 Fee: \$50

Risk Management

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 295-0694 PLC 687 Fee: \$50

Red Flags Property Inspections

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 307-0694 PLC 595 Fee: \$50

Understanding Credit and Improving Credit Scores for RE Agents

3 hours of Maryland CE in category (F) Professional Enhancement. DLLR 319-0694 PLC 596 Fee: \$50

Foreclosures, Short Sales, and REOs

6 hours of Maryland CE credit in the category (F)
DLLR 311-0694 PLC 851 Fee: \$60

Homes For All: Serving People with Disabilities

6 hours of Maryland CE credit in category (F)
DLLR 312-0694 PLC 848 Fee: \$60

Reverse Mortgages for Seniors

2 hours of Maryland CE credit in category (F)
DLLR 310-0694 PLC 849 Fee: \$50

MREC Agency – Commercial

3 hours of Maryland CE credit in category (H)
DLLR 304-0694 PLC 854 Fee: \$60

MREC Agency – Residential

3 hours of Maryland CE credit in category (H)
DLLR 305-0694 PLC 847 Fee: \$60

Property Management and Managing Risk

4 hours of Maryland CE credit in category (F)
DLLR 298-0694 PLC 855 Fee: \$70

Understanding 1031 Tax Free Exchanges

6 hours of Maryland CE credits in category (F)
DLLR 293-0694 PLC 924 Fee: \$50

Real Estate Market Pulse

4 hours of Maryland credits in category (F)
DLLR 303-0694 PRC 004 Fee: \$50

PA ONLINE CLASSES

Homes for All: Serving People with Disabilities

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

Investment Property Practice and Management

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

Foreclosures, Short Sales, REOs and Auctions

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

14 Hr First Renewal

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

Intro to Commercial RE Sales

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

Intro to Reverse Mortgages for Seniors

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

PSI PREP

Maryland Real Estate PSI Exam Prep QBank

PLC 929 Fee: \$109

The Pennsylvania Guide to Passing the PSI Exam QBank

PLC 930 Fee: \$109

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

Tablet/Phone

Configuring Android Phones and Tablets

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

Total: \$58

CMP-972-J	W 6:00PM–8:30PM <i>G. Shingler</i>	Apr 27 – May 11 <i>VM 5</i>
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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-K	Tu 5:30PM–8:30PM <i>C. Kerr</i>	May 03 – May 10 <i>VM 4</i>
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iPad, iFrustration

Does your so called “smart” tablet sometimes seem smarter than you? Stop worrying and join us for an overview of the iPad and how you can use the device more effectively at home or at work. From basic tips and tricks to keeping your information safe, the class will help you access and customize your iPad's features and find the apps that work for your needs.

Total: \$75 — Senior Total: \$48

CMR-070-J	Tu 5:30PM–8:30PM <i>S. Martz</i>	Apr 19 – Apr 29 <i>VM 3</i>
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MS Office

Microsoft Excel Level I

Bigger and better spreadsheets are even easier with the new Excel. Overview the Excel interface, create workbooks, and navigate within worksheets. Enter and edit text and numbers; create basic formulas and insert functions; move and copy data; format text, cells, and worksheets; work with ranges, rows, and columns. Most topics apply to both Excel 2007, 2010, and 2013. (Textbook included.) Pre-requisite: Windows PC skills.

Total: \$127 — Senior Total: \$87

CMP-835-J	W 9:00AM–4:30PM <i>R. Koziel</i>	Apr 06 <i>VM 5</i>
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CMP-835-L	W 9:00AM–4:30PM <i>R. Koziel</i>	Jun 29 <i>VM 5</i>
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Microsoft Excel Level II

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

Total: \$127 — Senior Total: \$87

CMP-836-J	W 9:00AM–4:30PM <i>R. Koziel</i>	Apr 20 <i>VM 5</i>
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CMP-836-A	W 9:00AM–4:30PM <i>R. Koziel</i>	Jul 06 <i>VM 5</i>
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Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-K	W 9:00AM–4:30PM <i>R. Koziel</i>	May 04 <i>VM 5</i>
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CMP-693-A	W 9:00AM–4:30PM <i>R. Koziel</i>	Jul 20 <i>VM 5</i>
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Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-L	W 9:00AM–4:30PM	Jun 15
	<i>R. Koziel</i>	VM 5

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-K	W 9:00AM–4:30PM	May 18
	<i>R. Koziel</i>	VM 5

Microsoft Access Level II

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

Total: \$127 — Senior Total: \$87

CMP-847-L	W 9:00AM–4:30PM	Jun 01
	<i>R. Koziel</i>	VM 5

Online computer classes— choosing your class is easy

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

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



ACCOUNTING SOFTWARE

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

COMPUTER APPLICATIONS – ADOBE

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

COMPUTER APPLICATIONS – MICROSOFT

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

DIGITAL PHOTOGRAPHY

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

WEB DESIGN

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

CLASSROOM COMPUTING

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

CERTIFICATE PREP

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

COMPUTER FUNDAMENTALS

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

COMPUTER PROGRAMMING

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

DATABASE DEVELOPMENT

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

NETWORKING AND COMMUNICATIONS

Introduction to Networking
Intermediate Networking
Wireless Networking

SECURITY

Hack Your Way to Security
Introduction to PC Security



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: \$298

DRV-001-K	MW 6:00PM–9:00PM <i>F. Vincent</i>	May 02 – Jun 08 <i>CPB 210</i>
DRV-001-L	MTuWThF 9:00AM–12:15PM <i>D. Mitchell</i>	Jun 13 – Jun 24 <i>VM 6</i>
DRV-001-O	MW 6:00PM–9:00PM <i>F. Vincent</i>	Aug 15 – Sep 21 <i>CPB 210</i>
DRV-001-A	MTuWThF 9:00AM–12:15PM <i>D. Mitchell</i>	Jul 11 – Jul 22 <i>VM 6</i>
DRV-001-B	MTuWThF 9:00AM–12:15PM <i>D. Mitchell</i>	Aug 01 – Aug 12 <i>VM 6</i>

CDL - Commercial Driver

CDL Learner's Permit Prep

Take the guesswork out of sitting for your CDL Learner's Permit and let the professional truck driving instructors guide you through the testing process. This short course will cover the topics you need including areas of general knowledge, air brakes, combinations, tankers, and double and triples. Please bring your state of residency CDL manual to the class.

Total: \$28

TDV-051-J	W 5:00PM–9:00PM <i>L. Zach</i>	Apr 20 <i>IND 100</i>
TDV-051-L	W 5:00PM–9:00PM <i>L. Zach</i>	Jun 22 <i>IND 100</i>

CDL Class B Training

Prepare for your Class B CDL license and develop the skills to drive a dump truck, commercial delivery truck, or other two-axle vehicle weighing over 26,000 pounds. Defensive driving, road safety, pre-trip inspections, plus vehicle control and maneuvering are all part of the course taught by professional truck driving instructors. Behind-the-wheel training will include range work on maneuvering skills plus exposure to a variety of on-the-road situations. Applicants must complete a screening process and have a current DOT physical card and a CDL Class B Learner's Permit with air brake endorsement. (No textbook required)

Total: \$1758 — Senior Total: \$1158

TDV-008-J	Sa 8:00AM–4:00PM <i>I. Staff</i>	Apr 02 – May 14 <i>IND 100</i>
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Senior Driver Safety

Senior Adult Safety

The AARP Driver Safety Program is a defensive driver improvement class designed especially for motorist age 50 and older. The class teaches preventive measures to use when driving that saves lives and reviews normal changes in vision, hearing, and reaction time associated with aging. This course is provided in conjunction with the Washington County Commission on Aging and the AARP. To register, call Judy Brewer at 301-790-0275, ext 220. Cost \$12 for AARP members, \$14 for non-members, payable in person.

Total: \$0

DRV-050-KP	W 9:00AM–1:00PM	May 18 <i>VM 3</i>
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Forklift Operator Training

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

Total: \$178 — Senior Total: \$130

TRD-030-K Sa 9:00AM–1:00PM
I. Staff

May 14 – May 21
ATC 202



Become a Forklift Operator or Commercial Truck Driver

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

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

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

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

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



MOTORCYCLE SAFETY AND LICENSING

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

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

Basic Rider—MST 614

\$272

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

Section Name	Start Date	End Date	Classroom	Range	
MST-614-M	3/30/16	4/3/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-J	4/6/16	4/10/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-N	4/20/16	4/24/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-K	5/6/16	5/8/16	F	5:30p-8:30p	S/S AM 7:30a-3:30p
MST-614-O	5/18/16	5/22/16	W/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-L	6/1/16	6/5/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-P	6/15/16	6/19/16	W/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-A	7/6/16	7/10/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-Q	7/20/16	7/24/16	W/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-B	8/3/16	8/7/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-R	8/17/16	8/21/16	W/Th	5:45p-9p	S/S PM 7:30a-12:30p
MST-614-C	9/7/16	9/11/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p
MST-614-S	9/21/16	9/25/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p

Alternate Basic Rider—MST 615

\$272

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

Section Name	Start Date	End Date	Classroom	Range	
MST-615-K	5/14/16	5/14/16	none	S	8a-4p

Basic Rider for Women—MST 448

\$292

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

Section Name	Start Date	End Date	Classroom	Range	
MST-448-J	4/27/16	5/1/16	W/Th	5:45p-9p	S/S AM 7:30a-12:30p

Home Inspector

Home Inspector Training

This course is presented by AHIT (American Home Inspectors Training Institute) for Hagerstown Community College. The course meets required Maryland Real Estate Appraisal and Home Inspection Commission to apply to be a licensed home inspector in Maryland. Textbook included in materials fee.

Total: \$2012 — Senior Total: \$1906

TRD-045-B MTuWThFSaSu 8:00AM-5:00PM Aug 13 –
Aug 20

VM 6

Become a

Home Inspector!



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

TRD-045-B — August 13-20, 2016

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



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

Lead Paint

Lead Paint Visual Inspector

This course is for those who want to be certified by the Maryland Department of the Environment to become Maryland certified lead paint visual inspectors. The emphasis will be on conducting visual inspections on residential properties as required by the Maryland Lead Poisoning Prevention Program. Students are required to pass an examination at the end of the course. There is an additional fee to MDE to apply for certification.

Total: \$228 — Senior Total: \$208

PLC-016-L	ThF 8:30AM–5:30PM	Jun 09 – Jun 10
	<i>C. Gunther</i>	VM 4

Lead Paint Supervisor Refresher

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

Total: \$132

TRD-039-K	Tu 8:30AM–4:30PM	May 24
	<i>C. Gunther</i>	VM 4

Lead Paint M & R Supervisor Training For Maryland

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

Total: \$203

TRD-040-K	MTu 8:30AM–4:30PM	May 23 – May 24
	<i>C. Gunther</i>	VM 4

EPA Certified Lead Paint Renovator - RRP

The EPA 1465 Renovation, Repair and Painting Final Rule (40 CFR 745) requires that renovations conducted for compensation must be performed by certified firms using certified renovators. If your company works on pre-1978 homes and child-occupied facilities you must become certified. Our EPA approved course

instructs you how to comply with the EPA RRP rule and the HUD Lead Safe Housing Rule and how to perform lead-safe work practices effectively. EPA certification provided by course provider ECTC.

Total: \$207

TRD-042-L	Th 8:30AM–5:00PM	Jun 23
		VM 4

Lead Paint Visual Inspector Refresher

This course meets the training requirements to maintain Maryland accreditation as a lead paint visual inspector. Emphasis is on new regulations, technologies, and products. This course is taught by Chris Gunther of ECTC.

Total: \$132

TRD-043-L	F 8:30AM–4:30PM	Jun 10
		VM 6

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-K	Tu 5:00PM–9:10PM <i>S. Staley, B. Staley</i>	May 24 – Jul 26 <i>CPB 142/142A</i>
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Intermediate Shielded Metal Arc Welding - Stick

Advance your skills in Shielded Metal Arc Welding (SMAW) with a focus on fillet and groove

welds required for Structural Weld Code tests. Participants learn how to adjust machines, prepare materials, and apply stick welds on carbon steel in various positions (horizontal and vertical). Prerequisite: Intro to Welding

Total: \$408 — Senior Total: \$288

CNT-306-K	Tu 5:00PM–9:10PM <i>B. Staley, S. Staley</i>	May 24 – Jul 26 <i>CPB 142/142A</i>
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Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-K	Tu 5:00PM–9:10PM <i>S. Staley, B. Staley</i>	May 24 – Jul 26 <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.

BLS

BLS Initial 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.

Total: \$67 — Senior Total: \$52

NRS-923-J	Th 5:00PM–9:00PM	Apr 07 CPB 214
NRS-923-K	Th 5:00PM–9:00PM	May 19 CPB 214
NRS-923-L	Th 5:00PM–9:00PM	Jun 16 CPB 214
NRS-923-A	Th 5:00PM–9:00PM	Jul 14 CPB 214
NRS-923-B	Th 5:00PM–9:00PM	Aug 04 CPB 214

BLS Recertification

BLS Recertification for Healthcare Providers is a class provided by the American Heart Association to refresh healthcare professionals previously certified in recognizing several life-threatening emergencies and providing CPR, using an AED and bag-mask, and relieving choking in a safe, timely, and effective manner. This class includes a review adult, child, and infant skills in both the non-hospital and hospital settings. A textbook is required. (Please note: If the current BLS card has expired, the student should enroll in a BLS Initial Certification course.)

Total: \$47 — Senior Total: \$37

NRS-924-J	Th 5:00PM–9:00PM	Apr 21 CPB 214
NRS-924-K	Th 5:00PM–9:00PM	May 05 CPB 214
NRS-924-L	Th 5:00PM–9:00PM	Jun 23 CPB 214
NRS-924-A	Th 5:00PM–9:00PM	Jul 21 CPB 214
NRS-924-B	Th 5:00PM–9:00PM	Aug 11 CPB 214

Delegating Nurse

Delegating Nurse

This course is designed to provide application tools, resources, and guidance for 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: \$283 — Senior Total: \$223

NRS-563-L	FSa 8:00AM–5:00PM L. Smigelski	Jun 17 – Jun 18 CPB 214
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Dental Seminar

Dental Seminar

This course provides information related to conditions and procedures encountered in dental practices. Knowledge gained from this class will be relevant to dentist, dental hygienist, and dental assistants. Topics include: pathophysiology of disorders, diagnostic mechanisms, treatments, and dental therapies.

Total: \$144

NRS-774-K	F 8:00AM–4:00PM	May 06 CPB 211/213
NRS-774-KS	F 8:00AM–4:00PM	May 06 CPB 211/213

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 metrics system. Demonstration and practice in using various formulas for calculating oral and parenteral medication dosages.

Total: \$53 — Senior Total: \$43

NRS-733-K	Sa 9:00AM–12:00PM <i>D. Drooger</i>	May 07 – Jun 04 ONLINE /VM4
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Health Seminar

PCCN Review Course

This is a two-day PCCN Certification Review course utilizing AACN approved materials from Carol Rauen. Course is lead by Cathy Ware, a local RN with current CCRN certification. Course includes a PCCN Certification review course booklet, and a 120 question practice PCCN exam with answers. Students who attend both days are eligible to receive 13 contact hours through AACN.

Total: \$198

HCE-018-K	TuW 8:00AM–4:00PM <i>C. Ware</i>	May 17 – May 18 CPB 212/214
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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 www.hagerstowncc.edu/coned/nursing/cma. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

edu/coned/nursing/cma. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$83 — Senior Total: \$43

NRS-742-J	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Apr 30 CPB 152
NRS-742-K	Sa 9:00AM–6:00PM <i>G. Haywood</i>	May 21 CPB 152
NRS-742-L	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Jun 25 CPB 152
NRS-742-A	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Jul 30 CPB 152

Nursing

Gerontological Care Certificate

This course is designed to provide the long term care nursing staff with up-to-date information on care of the aging resident. Current treatment of diseases, care implications and recognition of changes due to aging vs. disease condition will be stressed. Modules will also explore making the nursing home a home, preventing falls, recognizing infections, and care of the dying resident.

Total: \$263 — Senior Total: \$165

HCE-010-J	MW 6:00PM–9:00PM <i>G. Haywood</i>	Apr 11 – May 18 CPB 214
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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: \$407

NRS-854-K	MTuWTh 9:00AM–4:00PM	May 09 – May 12 CPB 210/212/214
NRS-854-KS	MTuWTh 9:00AM–4:00PM	May 09 – May 12 CPB 210/212/214

Cardiac Updates #14

Saturday, April 2, 2016
7:30 a.m. to 3 p.m.
Career Programs Building

NRS 583 J
Total: \$70

NRS 583 JE
Total: \$56

(Tristate Echo
members and
Meritus Employees)



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



Ed2Go Career Training Programs

Train for a new career from the comfort of your home and at your own pace. Visit <http://careertraining.ed2go.com/hagerstowncc/> to see the class selection and course outlines. You don't have to be online at a specific time.

- ICD-10 Medical Coding
- Certified National Pharmaceutical Representative
- Physical Therapy Aide
- Medical Billing and Coding
- Advanced Hospital Coding and CCS Prep
- Clinical Dental Assistant
- Medical Transcription + Medical Terminology
- Optician Certification Training
- Nutrition for Optimal Health, Wellness, and Sports



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

Nurse Refresher Course

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

Prior to beginning the Clinical Practice component, students must:

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

The Nurse Refresher Course will take 16 weeks to complete.

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

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

Mon 6 p.m. – 10 p.m. April 4 – June 13 CPB 125

Total: \$643 Sr. Total: \$399

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

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

Fri. May 6 6 p.m. – 10 p.m., and Sat. May 7 10 a.m. – 6 p.m. CPB 151

Total: \$349 Sr. Total: \$253

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

Step 3: Nurse Refresher Clinical (NRS 743 L)

June 14 – August 16

Total: \$243 Sr. Total: \$139

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



Ed2Go Six-Week Online Courses

HCC offers hundreds of online six-week classes. Each course has 12 lessons, with two lessons released each week. Visit www.ed2go.com/hagerstown to see the class selection. Register online and attend orientation online.

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.



HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.

Certificate in Pain Assessment and Management

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

Certificate in Complementary and Integrative Health

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



Certificate in Healthy Aging

Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Certificate in Gerontology

Earn a certificate proving you with the skills required to meet the health care needs of a rapidly aging population.



Explore a Career in Nursing

Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

Spanish for Medical Professionals I and II

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Online Programs with PROTRAIN World Class Training for Education to Employment

Pharmacy Technician Certification

330 Hours/12 Months/Online/Self-Paced

This course will provide you with the necessary skills to become a pharmacy tech in a hospital or retail setting. The lessons in this course will provide a comprehensive overview of the complexities of community and institutional pharmacies. You will learn the fundamentals of the pharmacy, as well as the role of a pharmacy technician. You will learn how to process a prescription, create non-sterile compounds, and ensure proper medication safety and management. Upon completion of this course, you will gain the skills and knowledge to qualify for entry level positions in pharmacies. This course prepares a student to take the NHA Pharmacy Technician (CPHT) certification exam.

CVS PROTRAIN Pharmacy Externship –
Call for Details 800-762-9881

Administrative Medical Assistant Career



265 Hours/12
Months/Online/
Self-Paced
Administrative
Medical Assis-
ting is one of the
fastest growing

careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day support. In the Administrative Medical Assistant course you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel.

Certified Electronic Health Records Specialist Career Prep



145 Hours/12
Months/Online/
Self-Paced

This course will provide a comprehensive education in all aspects of electronic health records, including implementing electronic systems, managing systems, troubleshooting, entering and retrieving patient information, maintaining patient confidentiality, and other topics associated with electronic health records and computer-based health information systems. Through a variety of learning activities, including practice in a simulated electronic records system, students will learn the skills necessary to become an Electronic Health Records Specialist. This course prepares the student to take the National Healthcareer Association Electronic Health Record Specialist (CEHRS) certification exam.

Preparing for ICD-10 Coding

265 Hours/12 Months/Online/Self-Paced

On October 1, 2015, the coding system will move from ICD-9 to ICD-10-CM/PCS. The structure of the new code sets is radically different from the codes in use today. ICD-10 implementation will impact virtually all processes, technology and people within a health care enterprise. This course will provide an introduction to ICD-10-CM coding to help you translate your knowledge of ICD-9-CM coding to the new code set. Through the use of expert developed learning modules, in-course activities, and case studies, you will learn everything you need to know to easily move to ICD 10 coding.

Visit <http://hagerstowncc.theknowledgebase.org> for more information.

LLI TUITION WAIVERS:

You asked, we listened. Any student age 60 years or older is eligible for our senior pricing. Welcome back, Lifelong Learners! Look for the senior total in Personal Enrichment and Healthy Living and apply the senior rate for these courses. Please check the course description for applicable courses.

Art

Beginning Loom Knitting Basic Hat

Learn how to make a hat for children and adults using a circle loom in this two part class. You will need to supply on your own and bring to class: 1 skein of # 5 or #6 yarn, one medium 9 1/2 in or large 11 1/2 in circle loom and loom hook (with the set of four you can make hats for the whole family), a tape measure, yarn needle, scissors, stick markers and row counter.

Total: \$38

ANE-323-J Th 11:30AM-1:30PM Apr 07 – Apr 14
A. Berendt CPB 230

Beginner Loom Knitting Brimmed Hat

Learn how to make a two-color hat for children and adults using a circle loom in this two-part class. You will need to supply on your own and bring to class: two skeins of #5 or #6 yarn, one medium 9 1/2 in or large 11 1/2 in circle loom and loom hook (with the set of four you can make hats for the whole family), a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-324-J Th 11:30AM-1:30PM Apr 21 – Apr 28
A. Berendt CPB 230

Sock It to Me: Advanced Loom Knitting **NEW**

Over the course of this two-session class, participants will successfully knit a pair of socks. This class is intended for those who have previous knowledge of loom knitting, and/or who have taken Beginning Loom Knitting.

Total: \$40

ANE-356-K Th 11:30AM-1:30PM May 05 – May 12
A. Berendt CPB 213

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Instructor Bio—Jo Lum

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

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Learn the Heritage Craft of Chair Caning



Learn to repair your rocking chairs, foot stools, and dining room chairs. This course will teach you how to restore these wonderful pieces 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. You will also have the opportunity to 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. Materials may be purchased from the instructor. Bring a bucket, scissors, towel, measuring tape, pencil, one dozen clothes pins, and paper to class.

Total: \$91 — Senior Total: \$58

SEN-090-J Tu 6:00PM-8:30PM Apr 05 – May 24
G. Lum VM 6

Day Trips



Join us this summer as we venture into the nation's capital for history, culture, sightseeing, and great food! We are excited to offer our ever-popular Washington, DC Escape trip and Washington, DC Genealogy Research Trip. If you are interested in the Smithsonian, Newseum, Spy Museum, or anything and everything Washington, join us this summer for these fantastic opportunities. Departure is from the Valley Mall.

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. HCC's motor coach will drop you off and pick you up at the Smithsonian Castle, allowing for plenty of exploration time in one or more of the historic museums on the Mall or shopping. Fee includes: fully-equipped motor coach transportation and gratuity. Departure is from the Valley Mall.

Total: \$48

SEN-196-L1 Tu 7:00AM-5:30PM Jun 07

resources such as Ancestry.com, Family Search, Fold3, Genealogy Bank, and USGenWeb will be utilized. The hands-on class is held in a computer lab at the Valley Mall Center.

Total: \$78 — Senior Total: \$53

SEN-377-J1	F 6:00PM-8:30PM C. Miller-Schultz	Apr 22 – May 13 VM 2
SEN-377-N1	M 9:30AM-12:00PM C. Miller-Schultz	Apr 25 – May 16 VM 2

Genealogy Plus



This course will guide you through computer-generated research strategies. You will have the opportunity to learn more about Family Tree Maker, RootsMagic 6 and Legacy 8.0 Family Tree software. Additionally, exploration of the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research will be included. A variety of methods for organizing your data will be examined. This hands-on class is designed for genealogy enthusiasts who are researching their family history and would like to investigate additional resources.

Total: \$78 — Senior Total: \$53

SEN-097-J1	F 1:30PM-4:00PM C. Miller-Schultz	Apr 25 – May 16 VM 5
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Genealogy

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

Tracing Your Family Roots - Introduction To Genealogy



Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. This introductory course will cover the fundamental building blocks of genealogy research. You will learn where to find source documents and the best strategies to enhance your exploration. The most current genealogy tools will be used including: Family Tree Maker, RootsMagic 6 and Legacy 8 Family Tree. In addition, online

Washington, D.C. Genealogy Research Trip

Research time is built into this day and may be used either at the DAR Library or the National Archives. The instructor will contact participants one week prior to the trip for a discussion of research options. Lunch is on your own but may be purchased within walking distance of all facilities. Tour fee includes: motor coach transportation/gratuity.

Total: \$48

SEN-144-L1	Tu 7:00AM-5:30PM C. Miller-Schultz	Jun 07
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History

Instructor Bio - Karen Gray

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

Re-Writing the Past: Thomas Chatterton To Iolo Morganwg NEW

Poets and forgers of traditional materials, Thomas Chatterton and Welsh antiquarian Edward Williams-better known by his bardic name of Iolo Morganwg-are the focus of this presentation. Dr. Gray discusses their powerful influence on the romantic movement in Chatterton's case; and on the resurgence of interest in all things Celtic (in Morang's case). Selections from their works guide her discussion of how such work is to be valued in a literary sense.

Total: \$28

DIS-505-J1	W 9:30AM-12:00PM K. Gray	Apr 20 VM 6
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Romancing the Scottish Lowlands: From Robert Burns to Walter Scott NEW

Two great Scottish writers, Robert Burns and Sir Walter Scott, are focused on in this lecture that will explore their very different lives and works. Special attention is given to the dramatic ways in which each man reveals, transmits, and then himself contributed to the colorful culture and traditions of Scotland. Dr. Gray also explores their place in the wider romantic and Celtic literary spirit of the time and discusses the distinction between "lowland" and "highland" Scotland.

Total: \$28

DIS-506-K1	W 9:30AM-12:00PM K. Gray	May 25 VM 6
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Exploring Viking History and Lore NEW SERIES

Among the old Icelandic sagas are two that have come to be called the Vinland Sagas. They contain the oldest European descriptions of North America and the stories of the vikings' experiences sailing to and from it, and briefly living there. In these lectures Dr. Karen Gray provides an overview of the Viking culture and period, the building and sailing of Viking ships, and the two sagas of their journeys to America, 500 years before Columbus.

Total: \$93

DIS-519-A	W 9:30AM-12:00PM K. Gray	Jul 06 - Jul 27 VM 4
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The Early Viking Movement NEW

For a three hundred year period, from about 780 to 1070, Viking people from Denmark, Sweden, and Norway engaged in what is called the "Viking Movement." It took them as far as Greenland and North America to the north and west, the Mediterranean in the South, and deep into Russia to the east. In this lecture Dr. Gray discusses the history of this movement as well as the difficulties with the Christian annals and chronicles that are our primary source of information on this movement.

Total: \$28

DIS-520-A	W 9:30AM-12:00PM K. Gray	Jul 06 VM 4
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Viking Voyages NEW

Much has been learned in recent years about the way the Vikings built their ships and sailed them. In this lecture Dr. Gray surveys the most recent understandings, some of it gained from building and sailing contemporary replicas such as the Sea Stallion. Sections of the sagas that shed light on the Viking's sailing experience are read as part of the lecture.

Total: \$28

DIS-521-A	W 9:30AM-12:00PM K. Gray	Jul 13 VM 4
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The Greenlander's Saga: Erik the Red And Leif Eriksson NEW

Containing the stories of men such as Erik the Red and Leif Eriksson, the Greenlander's saga is rich in Viking lore as well as seeds of historic fact. Dr. Gray discusses the source of the saga and brings in information from archaeology and other fields as she discusses the stories, people, and culture of the saga.

Total: \$28

DIS-522-A	W 9:30AM-12:00PM K. Gray	Jul 20 VM 4
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Gudrid's Saga NEW

The second saga might well be called Gudrid's saga, as the story of this Viking woman is a strong thread running through it. Dr. Gray will focus particularly upon Gudrid in this lecture as well as make comparisons between this saga and that of the Greenlanders where they overlap.

Total: \$28

DIS-523-A	W 9:30AM-12:00PM K. Gray	Jul 27 VM 4
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C & O Canal NEW

This one-day seminar examines the efforts to provide water transportation up the Potomac Valley. It begins with colonial times, and culminates with the establishment of the C & O Canal National Historical Park.

Total: \$75

DIS-525-K	Sa 9:00AM–4:30PM <i>K. Gray</i>	May 07 VM 3
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C & O Canal Walk NEW

Explore the rich history of the C & O Canal Towpath with Dr. Karen Gray. We'll spend an afternoon learning about the history of the canal, specifically around Dams 4 & 5, and McMahon's Mill. Plan to meet at the Park & Ride on I-70 just below the SW quadrant of the interchange with 622/Downsville Pike. Transportation will be provided to parts of the walk by bus.

Total: \$47

DIS-526-K	Su 1:00PM–5:00PM <i>K. Gray</i>	May 15
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Cicero: a Man for All Seasons

Marcus Tullius Cicero was a philosopher and Linguist, as well as a powerful lawyer, orator, and statesman. But in addition, he was a political theorist and a Roman Constitutionalist who championed the Roman Republican government in the face of civil war and the dictatorship of Gaius Julius Caesar. In this lecture, Dr. Karen Gray provides a richly-illustrated PowerPoint presentation on his life and thought, including selections from his writings that reveal much about his time as well as speak, with surprising relevance, to our own time in particular and the human situation in general. Time is allowed for discussion at the conclusion of the lecture.

Total: \$28

DIS-752-L	W 9:30AM–12:00PM <i>K. Gray</i>	Jun 22 VM 4
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Instructor Bio—Roger Swartz

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

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Thomas Jefferson and the Louisiana Purchase, 1803-1812 NEW LLI

Explore Jefferson's political philosophy, and why he abandoned it in the purchase and governance of the Louisiana Territory. Also under discussion are the expedition of Lewis & Clark and its multiple facets, and the treason and trial of Aaron Burr, overseen by Jefferson.

Total: \$75 — Senior Total: \$50

DIS-515-J	Tu 9:00AM–12:00PM <i>R. Swartz</i>	Apr 12 – May 03 VM 4
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The First Three French and Indian Wars, 1688-1744 NEW LLI

The "WAG Wars" established the causes for the last French & Indian War, which set the stage for the American Revolution. This course will cover the background causes, events in France's and Great Britain's colonies, and results of each war. Roles played by colonies of the region will also be discussed.

Total: \$75 — Senior Total: \$50

DIS-516-K	Tu 9:00AM–12:00PM <i>R. Swartz</i>	May 24 – Jun 14 VM 3
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An Introduction to the U.S. Constitution NEW

This course will discover how the federal government was formed by the adoption, by the Continental Congress, of the Articles of Confederation. Students will explore the shortcomings and defects of the Articles, and how those led to the development of the Constitutional Congress' call for a Constitutional Convention. The proceedings of the convention, and the debates that ensued after the new Constitution was offered for ratification, will also be discussed. The Bill of Rights' origin and passage will be visited briefly, and the various sections of the Constitution and their interpretations by court systems, will also be addressed.

Total: \$88 — Senior Total: \$56

DIS-518-J	M 6:00PM–8:00PM <i>J. Warner</i>	Apr 04 – May 23 VM 6
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Personal Enrichment

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Instructor Bio—Julie Castillo

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

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Eating Local for Less

“Organic,” “All Natural,” “Cage Free”: What’s it all mean? We’ve heard the news about obesity epidemics, ecoli outbreaks, pesticide scares, and nutritionally bankrupt processed foods, but are these expensive new boutique products really the answer? In this class, you’ll explore alternatives to the industrial food system: CSAs, farmer’s markets, food co-ops, and more, where the focus is on delicious, healthy food grown by environmentally responsible methods. When was the

last time you bit into a tomato that exploded on your tongue the way they did when you were a kid? Taste industrial foods alongside local, organic, permaculture alternatives. Discover how to find sources of great local food and how to make it cost less than what you buy at the grocery store!

Total: \$71 — Senior Total: \$48

DIS-423-K	Sa 10:00AM–12:00PM	May 28 – Jun 18
	J. Castillo	CPB 230

Repurposed and Reclaimed Treasures for Your Garden and Table

Creativity and entertaining in the lovely months of summer are a highlight for all who love summer gardens and the opportunities they offer. The warm weather lifts our senses as we walk through our yards and gardens, creating a retreat of flowering shrubs, warm, beckoning perennials, and glorious annuals! Join floral designer Denny Warrenfeltz for this new class that focuses on using repurposed and vintage items in new and unique ways.

First Session—Monday, May 16th -

Learn how to select the best items and materials that can turn a reclaimed object into a work of art. Heirloom plants and herbs that you can grow in your garden can be used in your own floral arrangements, both in and out of your home. This innovative evening will take place at Trayers Farm and Greenhouse, 11452 Welsh Run Road, Mercersburg, PA. Denny will focus on the repurposing of vintage and antique items that make show-stopping centerpieces, floral arrangements, and conversation pieces. Denny will conclude this session with plant material arrangement demonstration and refreshments. Please bring a folding chair to this session.

A letter with directions to Trayers Farm and Greenhouse and the Bowman House will be sent to you one week prior to the first class session in May.

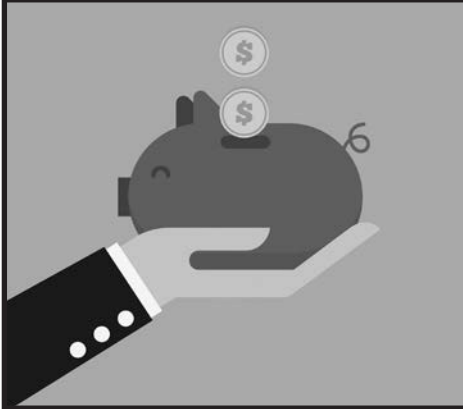
Total: \$67 ANE 084 K1 M 6-8 p.m. 5/16/16 and 6/20/16



Second Session—Monday, June 20th-

We will join Denny and his wife, Shawen, for a special visit to the historic Bowman House in downtown Boonsboro, Maryland. This will be an evening of decorating dreams come true! We invite you and your friends to join us as we explore decorating possibilities! Refreshments will be served at the conclusion of this evening’s entertaining session. Historic Bowman House is located at 323 N. Main Street, Boonsboro, MD, 21713.

FINANCIAL GPS SERIES



In this new HCC continuing education series, money matters and personal finance are brought to the forefront. You'll learn strategies and information surrounding understanding your credit score, managing debt and credit, planning short-term and long-term financial goals, and paving the road to financial security. Join us for this brand new opportunity in Personal Enrichment! (Classes may be taken as an entire series or as individual sessions.)

Money Matters

Financial GPS Series



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

Total: \$77 — Senior Total: \$51

DIS-510-J	Tu 7:00PM–8:30PM <i>M. McLean</i>	Apr 19 – May 10 <i>CPB 214</i>
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Finding Yourself Financially: Net Worth And Credit Score

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

Total: \$28

DIS-511-J	Tu 7:00PM–8:30PM <i>M. McLean</i>	Apr 19 <i>CPB 214</i>
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Your Money on the Move

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

Total: \$28

DIS-512-J	Tu 7:00PM–8:30PM <i>M. McLean</i>	Apr 26 <i>CPB 214</i>
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Overcoming Financial Roadblocks: Discarding Debt & Consumer Savvy

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

Total: \$28

DIS-514-K	Tu 7:00PM–8:30PM <i>M. McLean</i>	May 03 <i>CPB 214</i>
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The Road to Financial Security: Saving And Investing

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

Total: \$28

DIS-513-K	Tu 7:00PM–8:30PM <i>M. McLean</i>	May 10 <i>CPB 214</i>
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Being Human: Religion & Spirituality

Religion is a cultural universal, occurring in some form in every society. In this course, we'll explore the nature of religion and spirituality from an anthropological perspective. We'll address the big questions: How does a person come to believe something? Is belief compatible with science? What do people of various faiths actually believe and how do their spiritual traditions shape their lives? Does religion structure society, or vice versa? Join us for an exploration of human spirituality, a grand tour of world faiths, and a series of lively discussions.

Total: \$75 — Senior Total: \$55

DIS-462-J	W 2:00PM-4:00PM J. Castillo	Apr 06 – Apr 27 CPB 230
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Instructor Bio—Mary Ann Allan

Mary Ann Allan is a lifelong seeker in the field of Ancient Arts; an Astarian of the Eighth Degree. She has been practicing meditation for over 40 years; teaching in the community for two decades.

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Principles of Meditation-A Joyous Peaceful Way of Life

The practice of this ancient art will enrich your life experiences and expand your horizon. It is an excellent support to prevent, slow, or control cardiovascular disease, improve the ability to sustain concentration, restore balance for depression, develop constructive use of thought patterns, and ease pain associated with chronic diseases. If the practice of meditation is a new concept you would like to experience, or if you wish to renew your meditation practice, this course will help you establish a firm foundation.

Total: \$73

MBP-027-J	Tu 6:30PM-8:00PM M. Allan	Apr 12 – May 17 VM 8
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Music

Pop and Rock of the 1950's and 1960's NEW

This group of lectures will discuss the evolution of rock and popular music in America. Topics will include: popular music in the first half of the twentieth century, the development of rock and roll during the 1950s, its emergence into mainstream American culture in the 1960s, and the transformation of rock as a tool for social protest and psychedelic exploration. Music presented will include the work of favorite artists such as Benny Goodman, Bing Crosby, Frank Sinatra, Little Richard, Chuck Berry, Bill Haley, Elvis Presley, Frankie Avalon, Motown and Southern Soul artists, The Beatles, The Beach Boys, and many more.

Total: \$75

ANE-355-J	Tu 6:00PM-8:00PM D. Webber	Apr 05 – May 17 CPB 213
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Beginning Bluegrass Banjo

This course is for beginning banjo players, no prior experience or very little experience needed. Students are taught to play by ear, no music or tablatures are used. Students learn traditional bluegrass tunes.

Total: \$58

BLU-013-J	M 5:45PM-6:45PM F. Maietta	Apr 04 – Jun 06 CPB 211/213
BLU-013-L	M 5:45PM-6:45PM F. Maietta	Jun 27 – Aug 29 CPB 211/213

Bluegrass Jamming

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

Total: \$53

BLU-015-J	M 7:00PM-9:00PM F. Maietta	Apr 04 – Jun 06 CPB 211/213
BLU-015-L	M 7:00PM-9:00PM F. Maietta	Jun 27 – Aug 29 CPB 211/213

Photography

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Instructor Bio - Steve Schaefer

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

Basic Photography

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

Total: \$73 — Senior Total: \$43

ANE-318-J	M 6:30PM–8:30PM S. Schaefer	Apr 04 – May 02 VM 3
ANE-318-K	M 6:30PM–8:30PM S. Schaefer	May 09 – Jun 06 VM 3

Advanced Photography

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

Total: \$73 — Senior Total: \$43

ANE-281-K	W 6:30PM–8:30PM S. Schaefer	May 11 – Jun 08 VM 3
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Nature and Wildlife Photography

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

Total: \$63 — Senior Total: \$43

ANE-090-K	Tu 6:30PM–8:30PM S. Schaefer	May 03 – May 24 VM 3
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TEEN WRITERS:

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Summer Conference for Fiction Writers

August 12-13, 2016

Join other fiction writers at the Mid-Atlantic Fiction Writers Institute (formerly the Nora Roberts Writing Institute), on August 12-13, 2016.

The annual MAFWI summer conference offers workshops and breakout sessions by bestselling authors, college faculty, and experienced public relations professionals. From story fundamentals like plot and point of view to seasoned advice on how to market your work, there is something for writers of every genre at MAFWI.

Register or learn more at www.mafwi.org



Mid-Atlantic Fiction Writers Institute
at Hagerstown Community College

Writing Classes Online

Choosing your class is easy. Visit HCC's online classroom at www.ed2go.com/Hagerstown. Browse through the class schedule and select the topic and month that are right for you. Register online and attend orientation online. See the online outline for course requirements. Questions? Email online@hagerstowncc.edu.

Section M	3/16/16 – 4/22/16
Section J	4/13/16 – 5/20/16
Section K	5/18/16 – 6/24/16
Section L	6/15/16 – 7/22/16
Section A	7/13/16 – 8/19/16
Section B	8/17/16 – 9/23/16

Advanced Fiction Writing

Explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published.

Beginner's Guide to Getting Published

This course will help you properly format manuscripts, write irresistible query letters, and submit your work to the publishers who want it.

Beginning Writer's Workshop

Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles.

The Craft of Magazine Writing

With this fun, interactive class you can learn the ropes from a pro and turn your dream of becoming a freelancer into a bright future as a magazine writer.

Introduction to Journaling

Learn to use powerful journaling techniques to develop a deeper and more spiritual understanding of yourself and explore your thoughts, feelings, beliefs, and values.

Introduction to Screenwriting

This course will teach you everything you need to know to create a script that can sell.

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful mystery author.

Research Methods for Writers

Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business . . . even term papers and dissertations. This six-week online course teaches the best methods for mounting a search on any subject.

Travel Writing

If you have a desire to write and a yen to travel, you're a perfect candidate to become a travel writer. Topics include popular styles and types of travel writing that are the friendliest to new writers.

Write and Publish Your Nonfiction Book

This fun and information-packed course will teach you how to plan, research, write, edit, and publish your masterpiece.

Write Fiction Like a Pro

In this course, you'll develop your own original story, beginning with your passion and theme. From these you'll discover your characters, their flaws, and the inner struggles that will bring them to life.

Write Your Life Story

Learn what it takes to write essays, a legacy letter (sometimes called an ethical will), a memoir, an autobiography, or the story of a loved one's life in simple, easy steps.

Writeriffic: Creativity Training for Writers

This class will ignite your creative energies in simple, fun and easy steps. In just six weeks, you'll be a liberated, imaginative, and versatile writer ready to tackle or finish that book that is inside you.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Writing for Children

Join a published children's author and discover how you can touch the hearts of children by creating books for them.



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- Differentiated Instruction in the Classroom
- Guided Reading: Strategies for the Differentiated Classroom
- Introduction to Teaching ESL/EFL
- Solving Classroom Discipline Problems
- Survival Kit for New Teachers
- Teaching ESL/EFL Vocabulary
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Students with ADHD
- Teaching Students with Autism: Strategies for Success
- Understanding Adolescents
- Creating Classroom Centers
- Teaching High School Students

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Youth and Family Programming

In this age of full-day kindergarten and high-speed learning, don't forget to teach your children the old fashioned way – through play. Our play-centered course helps get your child or grandchild ready to learn. Child-focused group classes offer your child the opportunity to explore, make friends, and start to learn the social skills needed for success in school environments.



Music and Movement helps Toddlers ages 1 – 3 bond with their caregiver while taking advantage of their growing curiosity and physical development.

Youth and Family

Music and Movement

Making music is a creative experience which involves expression of feelings. Children often do not have the words to express themselves and need positive ways to release their emotions. Parents and children learn together in a stress-free, playful environment. Simple rhythm instruments are played while we develop musical concepts such as high/low, fast/slow, and loud/quiet. Movement is part of this class to allow children to feel the beat of music and learn about spatial awareness while enhancing their gross motor skills and coordination. This course is for children ages 1 to 3.

Total: \$30

ANE-344-J	Th 10:00AM–10:30AM <i>T. Kitchen</i>	Apr 07 – May 05 <i>CPB 214</i>
ANE-344-K	Th 10:00AM–10:30AM <i>T. Kitchen</i>	May 19 – Jun 16 <i>CPB 214</i>

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Instructor Bio - Elizabeth Hill

Liz is currently a teacher at Maryland School for the Deaf. She has taught grades K-8 and worked for 5 years as a reading specialist. Liz's education background includes a bachelors degree in mathematics with minors in biology and psychology as well as two masters - one in Deaf education and the other in reading specialization. Liz is fluent in American Sign Language.

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Harry Potter - the World of Harry Potter

SERIES

J.K.Rowling created Harry Potter's magical world to appeal to all ages. In this series, students will explore the magical world of witchcraft and wizardry in new and exciting ways. Harry Potter stories are rich with drama, math, science, and creativity - come join us for the magic! Series dates are 4/9, 4/16, 4/23, and 4/30.

Total: \$133

DIS-486-J	Sa 9:00AM-12:00PM E. Hill	Apr 09 - Apr 30 CPB 123
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Harry Potter - the Dramatic World of Harry Potter

In this class, students will turn scenes from various Harry Potter books into scripts to be acted out. Students will learn about elements of reading and writing drama scripts as well as enjoy acting out their creations.

Total: \$40

DIS-487-J	Sa 9:00AM-12:00PM E. Hill	Apr 09 CPB 123
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Harry Potter - the Mathematical World of Harry Potter

Math is everywhere - even in Harry Potter! Come explore Potter probability, magical money, and more. Students will have fun with a variety of math concepts and how they appear in the Harry Potter books.

Total: \$40

DIS-488-J	Sa 9:00AM-12:00PM E. Hill	Apr 16 CPB 123
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Harry Potter - the Scientific World of Harry Potter

Potions, herbology, and magical creatures, oh my! We will explore the science behind some of your favorite parts of Harry Potter. Students will explore science through potion making, plant studying, and a little creativity with making magical creatures of their own.

Total: \$40

DIS-489-J	Sa 9:00AM-12:00PM E. Hill	Apr 23 CPB 123
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Harry Potter - the Creative World of Harry Potter

Harry Potter and his friends live, learn, and play in one of the most creative worlds we know. Students will explore activities that you might find in Transfiguration, Defense Against the Dark Arts, and History of Magic. We will make our imaginations come alive using art and the written word.

Total: \$40

DIS-490-J	Sa 9:00AM-12:00PM E. Hill	Apr 30 CPB 123
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Dystopia

Are you a fan of books like Hunger Games, Divergent, and Uglies? Want to know how authors create dystopian worlds like these? Join us for a hands-on exploration of dystopian fiction, then create a fictional world, plot, and characters of your own!

Total: \$39

DIS-517-J	Sa 9:00AM-12:00PM J. Castillo	Apr 16 CPB 230
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Dance

Instructor Bio - Jodi 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!

Wedding and Party Dance Prep NEW

This course is intended to introduce the social dancer to basic tips for navigating the dance floor at a wedding reception, a formal dance, a holiday party, or a cruise. No partner or prior experience is required. Learn the joys of partnered dancing!

Total: \$50 (\$42, reg \$8)

FIT-023-J	W 5:45PM-6:45PM J. White	Apr 06 – Apr 27 KEP 101
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Beginning Tango/Rumba NEW

In this four week class, participants will learn the basics of the flirty rumba and the passionate tango. No partner is needed and no prior experience is necessary.

Total: \$50 (\$42, reg \$8)

FIT-024-K	W 6:45PM-7:45PM J. White	May 04 – May 25 KEP 101
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Fitness

Instructor Bio – Sylvia Rogers

Sylvia Rogers has been teaching arthritis exercise programs for 13 years.

Simply Fit LI

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 (\$60, reg \$8)

Senior Total: \$43 (\$35, reg \$8)

FIT-005-J	TuTh 9:30AM-10:30AM S. Rodgers Day Adventist HALL	Apr 19 – May 26 Hagerstown Seven
FIT-005-L	TuTh 9:30AM-10:30AM S. Rodgers Day Adventist HALL	Jun 07 – Jul 14 Hagerstown Seven

Mind Body

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Instructor Bio - Paul Cote, MS, PhD.

Paul J. Cote, MS, PhD. Paul is trained academically in the life sciences including physiology and infectious diseases and is a recently retired research professor from Georgetown University Medical Center. He is a 6th dan black belt in Okinawan karate and is a master level instructor of the Chinese internal arts, including xing-yi quan, bagua zhang, and taiji quan (tai chi). He has been teaching tai chi classes for HCC Healthy Living since 2007.

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

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

Total: \$87 (\$79, reg \$8)

MBP-072-J	Th 6:00PM-7:00PM	Apr 07 - Jun 09
	<i>P. Cote</i>	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 experience a more challenging method of T'ai Chi Ch'uan practice. Step-by-step detailed instruction will be given in the movements and principles of the 37-posture Wu style T'ai Chi form. No previous experience with T'ai Chi is required if you are in good health and feel you are ready to begin your T'ai Chi experience at an intermediate level. Those who have taken one or more semesters of the beginner's T'ai

Chi course, and those who have practiced other T'ai Chi styles, are welcome. Wear comfortable clothing and flat-soled shoes. Exclusions apply for pregnant women and those with moderate to severe osteoarthritis in the knees.

Total: \$87 (\$79, reg \$8)

MBP-073-J	Th 7:00PM-8:00PM	Apr 07 - Jun 09
	<i>P. Cote</i>	CPB 211

Yoga/Pilates

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Instructor Bio - Simone Heurich

For over 40 years, Simone Heurich has been passionate about creating optimal health through yoga and holistic health practices. Simone has taught yoga to people of all ages, from 3 - 93. She is committed to having people get the physical, mental, emotional and spiritual benefits of the yoga practice, no matter what their age or where they're starting from.

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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 (\$99, reg \$8)

MBP-119-L	W 7:00PM-8:30PM	Jun 08 - Jul 27
	<i>S. Heurich</i>	KEP 101

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

Registration is Easy

Registration is Easy

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

To register in-person:

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

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

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

Visit HCC's satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

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

To register by phone:

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

To register through WebAdvisor:

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

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

For Additional Information

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

1-866-422-2468

HCC Valley Mall Fax Number

301-582-4001

CE E-Mail Address

ceregister@hagerstowncc.edu

HCC Campus Store

240-500-2271

Call for Special Evening Hours

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

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

Birthdate and Social Security Number

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

Tuition and Fees

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

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

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

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

Admissions

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

Registration Confirmation

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

Course Cancellations

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

Refund Policy

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

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

Employer's Tuition Assistance

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

ed2go Online Course Registration Information

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

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

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

College Holidays

- March 11, 2016 - Spring Break
- May 30, 2016 - Memorial Day
- July 4, 2016 - Fourth of July

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 listen to local radio or television announcements of closings.

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

Classes canceled due to inclement weather or emergencies will be made up. Closings are also posted on the HCC website.

Non-Credit/Credit Shared Courses

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

Certificate/CEU Information

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

Code of Student Conduct

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

Smoking Policy

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

Equal Opportunity College

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

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

5 Ways to Register



1. WebAdvisor

Register online for your courses. See the "Registration is Easy" on the inside cover or visit www.hagerstowncc.edu/web-advisor.

2. Phone

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



3. Mail

Just fill in the registration form provided in this schedule and mail it along with your tuition to:
Continuing Education and Business Services
Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742

4. In Person

Visit the HCC's registration office in the Administration and Student Affairs Building.



5. Fax

Registrations may be faxed along with your credit card number to 301-582-4001.