

Fall 2015

# HCC CONTINUING EDUCATION



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



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

## Professional Pet Groomer Training August 2015 – December 2015

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 Tuesday and Thursday 5 p.m. - 8:30 p.m.

8/18/15- 9/17/15 Main Campus-Career Programs Building - Room 213

### 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 Tuesday and Thursday 5 p.m. - 8:30 p.m.

9/22/15-10/27/15 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 J Tuesday and Thursday 5 p.m. - 8:30 p.m.

10/29/15-12/15/15 No Class Week of 11/24/15 Central Dawgma

Total cost to take all three courses: approximately \$2800

Please visit [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned) for upcoming Spring classes.

## Animal Care / Veterinary Office

### Pet Care

#### Veterinary Training Principles II

Pre-requisite Veterinary Assistant Training Principles Part I. This course offers more advanced topics for students able to complete basic veteri-

nary assistant material. Topics include: animal nutrition and disease, medication for veterinary assistants, fluid therapy, clinical procedures, anesthesia, surgery, emergency care, and pet CPR. (Textbook included in the materials fee)

Total: \$457 — Senior Total: \$337

PET-037-C M 5:30PM-8:30PM  
K. Tracey

Sep 21 – Dec 07  
VM 8

# 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 2015

### 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).

Evening schedules available. See next page for details.

For more information please visit [www.hagerstowncc.edu/ama](http://www.hagerstowncc.edu/ama)

# Business and Professional Development

## 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-C	TuTh 5:00PM–8:30PM	Sep 08 – Oct 22
	<i>M. Waltemire, A. Kostreski, D. Hartman</i>	VM 6

### Leadership Skills for Managers

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

Total: \$239 — Senior Total: \$213

PRD-675-C	TuTh 5:00PM–8:30PM	Sep 08 – Sep 10
	<i>M. Waltemire</i>	VM 6

### Successful Project Management

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

Total: \$239 — Senior Total: \$213

PRD-457-C	TuTh 5:00PM–8:30PM	Sep 15 – Sep 17
	<i>J. Mieczkowski</i>	VM 6

### Communication Skills for Managers

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

Total: \$239 — Senior Total: \$213

PRD-429-C	TuTh 5:00PM–8:30PM	Sep 22 – Sep 24
	<i>A. Kostreski</i>	VM 6

### First Line Supervision

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

Total: \$239 — Senior Total: \$213

PRD-555-C	TuTh 5:00PM–8:30PM	Sep 29 – Oct 01
	<i>A. Kostreski</i>	VM 6

### Coaching for Top Performance

Workplace coaching is an essential skill for all managers in today’s workplace. Ineffective managers gain their power from position and organizational hierarchy, while highly effective managers gain their power from motivating, encouraging, and coaching employees to perform at their highest levels. This course uses the American Management Association’s Coaching for Top Performance manual and will help you practice highly effective workplace coaching skills.

Total: \$239 — Senior Total: \$213

PRD-554-D	TuTh 5:00PM–8:30PM	Oct 06 – Oct 08
	<i>M. Waltemire</i>	VM 6

## Fundamentals of Human Resources

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

Total: \$239 — Senior Total: \$213

PRD-700-D	TuTh 5:00PM–8:30PM <i>D. Hartman</i>	Oct 13 – Oct 15 <i>VM 6</i>
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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-D	TuTh 5:00PM–8:30PM <i>D. Hartman</i>	Oct 20 – Oct 22 <i>VM 6</i>
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## Business Seminars

### Customer Service

This course is for support personnel, service representatives, small business owners, billing specialists, managers, or anyone who works with customers of any kind. Increase your company's credibility and reduce stress by utilizing effective customer service techniques. Learn effective ways to solve your customers' problems, and practice dealing with difficult customers.

Total: \$125 — Senior Total: \$82

PRD-549-C	W 8:30AM–4:30PM <i>D. Hartman</i>	Oct 21 <i>VM 4</i>
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## Entrepreneurship

### How to Really Start Your Own Business

Whether you plan to start a new small business or improve your existing business, this SCORE Millennium small business seminar brings to you experts on the topic. Presented by local in-business SCORE counselors and associates, you will learn how to create a business plan, organize and finance your business, manage it efficiently, and select the best marketing strategies. A workbook is provided at no extra charge. For more details, call SCORE at 301-739-2015, ext. 103.

Total: \$65

PRD-565-D	Th 6:30PM–8:30PM	Oct 01 – Oct 22 <i>TIC 323</i>
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## **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., Sept. 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](http://www.hagerstowncc.edu/coned). For further details and to register for the preview session, call 301-991-3126.

Fee: \$65

PRD 565 D Th 6:30 p.m.-8:30 p.m. 10/1/15-10/22/15 Tech Innovation Ctr 323



## Certification and Licensure

### 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. Special pricing is offered for all 13 EXCEL courses listed below.

PLC-901 \$325

#### 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 \$38

#### 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](http://www.hagerstowncc.edu/coned/areas/licensing).

## Child Care

HCC is offering 90 hours of Child care 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 complete two 45-hour courses (1 course in Curriculum and 1 course in Child Development) from the following four courses:

- School Age Child Care: Curriculum
- Infant and Toddler Care
- Child Care II – Activities for Young Children
- Child Growth and Development

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—[www.applesforchildren.org/getcredential.php](http://www.applesforchildren.org/getcredential.php)

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

## Child Care

### 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-D – Oct 21 – Dec 09  
ONLINE

### Communication Skills for Child Care Professionals

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

Total: \$113

PLC-652-E – Nov 06 – Nov 20  
ONLINE

### 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-D Sa 9:00AM–3:30PM Oct 17  
F. Galeski CPB 124

### Preschool Child Care I

This is the first of three courses needed to complete the requirements of the Maryland Office of Child Care to become senior staff in a Maryland pre-school for ages 2-6. This course covers early childhood education theories and child development. Students will also need Pre-School Child Care II and the nine-hour Child Care Communications courses to become senior staff. (Textbook included in materials fee)

Total: \$265

PLC-279-C – Sep 09 – Oct 21  
ONLINE

## Hospitality

### Food Defense

This course is the highest-level training course and certification designed for managers, supervisors, and leaders and a prerequisite. Topics will include: knowing the food defense role as it applies to daily activities; understand and implement the SHARE principle to operation; analyze the flow of food and how food defense is essential; and prioritize food defense activities. Food defense is critical to the safety of our world. The best way to provide food defense is to SHARE the responsibility throughout your organization. Our mission is to provide a comprehensive food defense solution that protects our global food supply from acts of intentional contamination, ultimately protecting public health, and the world's economy. Included in this manual is a SURE' answer sheet that will be used by the participant when taking the examination to become SURE' Food Defense certified. Once they receive a passing score, the SURE' Food Defense certification is proof of demonstration of knowledge. Each successful participant will be awarded a SURE' Certificate and wallet card.

Total: \$199

PLC-941-D M 8:30AM–4:00PM Oct 19 – Oct 26  
VM 3

### 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-C M 8:30AM–4:00PM Sep 21 – Sep 28  
VM 3

### Introduction to Bartending

This introduction to the bartending profession covers bar setup, glassware, measuring, tools, identification of liquors, beers, wines, recipes and mixing techniques. The class includes the State of Maryland TAM certification. The materials fee includes a bartending kit, textbooks, and supplies. Students must be 18 years old to



serve in Washington County, Maryland and be TAM certified. Students must be 21 years of age to participate in class activities - photo proof of age is required.

Total: \$410 — Senior Total: \$316

PLC-696-C	W 5:30PM–8:30PM <i>T. Smith</i>	Sep 16 – Nov 04 <i>VM 4</i>
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## Notary

### Notary Public Principles and Practices

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

Total: \$87

PLC-954-E	MTu 5:00PM–8:00PM <i>J. Cunningham</i>	Nov 09 – Nov 10 <i>CPB 214</i>
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## Personal Trainer

### Personal Trainer - Six Weeks

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

Total: \$657

PLC-940-D	Sa 9:00AM–4:00PM	Oct 10 – Nov 14 <i>CPB 122</i>
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**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](http://www.witseducation.com)).

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

To see course descriptions and to register, visit [www.hagerstowncc.edu/coned/areas/licensing](http://www.hagerstowncc.edu/coned/areas/licensing).

Business Success for Fitness Professional

Exercise Program Design for Special Populations

Pregnancy Fitness

Running Well

Nutritional Concepts

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

## Pesticide Safety

HCC offers online pesticide courses that meet the requirements for certification in Pesticide Applicator and Business Licensing Requirements.

Visit [www.hagerstowncc.edu/coned/areas/licensing/pesticide](http://www.hagerstowncc.edu/coned/areas/licensing/pesticide) for more information and to register.

## 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-C	TuTh 6:00PM–9:00PM <i>R. Beckwith, R. Fennel</i>	Sep 22 – Dec 03 <i>CPB 211</i>
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### 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-E	Tu 9:00AM–11:00AM <i>R. Fairbourn</i>	Nov 17 <i>VM 6</i>
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### MD Real Estate Legal and Legislative Update

This course meets the Maryland Real Estate Commission requirements for three hours of continuing education in category (A). Topics will include the most recent licensing law updates and local code enforcement updates. DLLR 302-0694

Total: \$38

PLC-294-B	W 9:00AM–12:00PM	Aug 26 <i>VM 4</i>
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PLC-294-D	Tu 1:00PM–4:00PM <i>R. Fairbourn</i>	Oct 20 <i>VM 4</i>
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### MD Real Estate Supervisor

This course is required by all Maryland real estate brokers, managers or team leaders after Jan 1, 2012, in order to renew their real estate license. The course reviews the Maryland Licensing Law requirements of supervision of agents. DLLR 282-0694

Total: \$38

PLC-542-C	W 9:00AM–12:00PM <i>R. Fairbourn</i>	Sep 09 <i>VM 6</i>
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### MREC Agency - Residential

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

Total: \$38

PLC-957-B	Tu 9:00AM–12:00PM	Aug 25 <i>VM 4</i>
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### PA Real Estate 14 Hr Mandatory 1st Renewal Course

This course meets the requirements of PA Real Estate Commission for Continuing Education credits to renew a PA Real Estate License for first time renewals. The course includes seven hours of general education and seven hours of residential specific content. The topics include: duties of licensees, closing costs, contracts, agency representation agreements, financing the real estate transaction, fair housing, and agreements for the purchase of real estate.

Total: \$111

PLC-888-C	TuW 9:00AM–5:00PM <i>D. Martin</i>	Sep 15 – Sep 16 <i>VM 6</i>
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### Real Estate Ethics

This course is approved for three hours of Maryland Real Estate Commission Ethics Continuing Education Credits. DLLR 272-0694

Total: \$38

PLC-282-D	Tu 9:00AM–12:00PM <i>R. Fairbourn</i>	Oct 20 <i>VM 4</i>
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### Residential Investment for RE Professional

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

Total: \$38

PLC-866-C	W 9:00AM–12:00PM <i>J. Maravelis</i>	Sep 02 <i>VM 4</i>
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### Reverse Mortgages

This course meets the requirements of the MD Real Estate Commission for Continuing Education credits to renew a MD Real Estate License. The course is designed to educate real estate professionals on the FHA HECM program so that they will be better equipped to represent their senior clients in all real estate transactions. Knowledge of the government insured program will help them explain to the buyer the benefits of the program and how to use the program in a particular buy or sell situation. Many baby boomers will be using this loan program to purchase their retirement homes. Agents will be able to represent and guide the senior buyers. DLLR 279-0694

Total: \$38

PLC-877-C	W 9:00AM–12:00PM	Sep 16 <i>VM 4</i>
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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.



## 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

4 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 290-0694 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 289-0694 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 286-0694 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 275-0694 PLC 596 Fee: \$50*

### Foreclosures, Short Sales, and REO's

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*

### 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) Professional Enhancement.  
*DLLR 293-0694 PLC 924 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, REO's and Auctions

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

### 14 Hr First Renewal

14 Hours may be used for PA CE  
*PLC 859 RECE 002317 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.

# Computers

## Senior Adult

### Computer Basics

This course was designed to introduce the basics of computers to complete beginners. It will begin with an introduction the pieces of the computer, how to buy a personal computer, what a computer can do for you, and an introduction to the Internet, Windows 8, and much more. Textbook included in course fee. Please pick up in the first class session.

Total: \$180 — Senior Total: \$130

CMR-022-C	TuTh 9:00AM–11:00AM <i>C. Wright</i>	Sep 15 – Oct 15 <i>VM 2</i>
CMR-022-D	TuTh 9:00AM–11:00AM <i>C. Wright</i>	Oct 27 – Dec 01 <i>VM 2</i>

## Web Design

### Web Design I

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

Total: \$352 — Senior Total: \$63

CMW-101-B	M 5:30PM–8:15PM <i>S. Maher</i>	Aug 24 – Dec 07 <i>ATC 116</i>
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## CAD

### Computer-Aided Design (CAD) I

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

Total: \$382 — Senior Total: \$237

CMT-252-B	M 6:00PM–9:30PM <i>E. Cunningham</i>	Aug 24 – Dec 07 <i>STEM 103</i>
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### Solid Modeling: Autodesk Inventor

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

Total: \$367 — Senior Total: \$78

CMT-228-B	W 6:00PM–9:30PM <i>A. Briendolph</i>	Aug 26 – Dec 09 <i>ATC 116</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-C	W 9:00AM–4:30PM <i>I. Staff</i>	Sep 16 <i>VM 5</i>
CMP-835-D	W 9:00AM–4:30PM <i>I. Staff</i>	Oct 28 <i>VM 5</i>

### Microsoft Excel Level II

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

Total: \$127 — Senior Total: \$87

CMP-836-C	W 9:00AM–4:30PM <i>I. Staff</i>	Sep 23 <i>VM 5</i>
CMP-836-E	W 9:00AM–4:30PM <i>I. Staff</i>	Nov 04 <i>VM 5</i>

### Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-C	W 9:00AM–4:30PM <i>I. Staff</i>	Sep 30 <i>VM 5</i>
CMP-693-E	W 9:00AM–4:30PM <i>I. Staff</i>	Nov 11 <i>VM 5</i>

### Microsoft Word Level I

Overview the Word screen and ribbon. Craft letters and documents with ease using the introductory topics in this class. Enter and edit

text; create tables; spell and grammar check; insert headers and footers; insert graphics; proof and print documents; save and browse documents. Most topics apply to Word 2007, 2010, and 2013. (Textbook included) Pre-requisite: General computer skills

Total: \$127 — Senior Total: \$87

CMP-837-D	M 9:00AM–4:30PM <i>I. Staff</i>	Oct 05 <i>VM 5</i>
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### Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-D	W 9:00AM–4:30PM <i>I. Staff</i>	Oct 07 <i>VM 5</i>
CMP-846-E	W 9:00AM–4:30PM <i>I. Staff</i>	Nov 18 <i>VM 5</i>

### Microsoft Access Level II

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

Total: \$127 — Senior Total: \$87

CMP-847-D	W 9:00AM–4:30PM <i>I. Staff</i>	Oct 14 <i>VM 5</i>
CMP-847-E	M 9:00AM–4:30PM <i>I. Staff</i>	Nov 23 <i>VM 5</i>

### Microsoft Access Level III

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

Total: \$127 — Senior Total: \$87

CMP-848-F	W 9:00AM–4:30PM <i>I. Staff</i>	Dec 02 <i>VM 5</i>
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## Phone/Tablet

### iPhone, iPad, iFrustration

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

Total: \$53 — Senior Total: \$48

CMP-844-C	M 5:30PM–8:30PM C. Kerr	Sep 21 VM 4
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### Configuring Android Phones and Tablets

If you are struggling with the smart in your Android smartphone or Android tablet, learn tips on how to make your device user friendly. From the 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-C	W 6:00PM–8:30PM G. Shingler	Sep 23 – Oct 07 VM 5
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## Repair/Networking

### PC Tech: Repair and Troubleshooting

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

Total: \$427 — Senior Total: \$282

CMT-150-B	M 6:00PM–8:45PM K. Weil-Yates	Aug 24 – Dec 07 ATC 200
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### PC Tech: Operating Systems

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

Total: \$427 — Senior Total: \$282

CMT-151-B	W 6:00PM–8:45PM K. Weil-Yates	Aug 26 – Dec 06 ATC 200
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Learn More

HCC offers online, career training programs in partnership with Ed2Go. Start the class at any time and go at your own pace.

Top Gatlin courses:

- Certified Bookkeeper
- Certified Wedding Planner
- Certified National Pharmaceutical Representative
- Professional Interpreter

Visit <http://careertraining.ed2go.com/hagerstowncc/> to see the full course list and to get more information.

### More Online Learning Options

Continuing Education has partnered with Ed4Online to provide additional, flexible learning experiences. Over 800 courses are now available including the categories below with no waiting on start dates.

- Career Training
- Personal Enrichment
- Professional Development

See the details and request a class demo at [hagerstowncc.ed4online.com](http://hagerstowncc.ed4online.com).

CISCO SYSTEMS



Networking  
Academy

## Cisco Certified Network Associate

Hagerstown Community College offers CCNA certification preparation through a four-course series in partnership with the Cisco Networking Academy. Courses 1 through 4 are offered in a blended learning format to provide flexibility in earning your CCNA Routing and Switching certification.

### CCNA: Networking 1

Identify the architecture, structure, functions, components, and models of the Internet and other computer networks as part of the Cisco Networking Academy. Configure routers and switches as you learn the principles and structure of IPv4 and v6 addressing and the fundamentals of Ethernet technologies.

Prerequisite: A+ certification or equivalent work experience.

NOTE: Orientation meeting on Saturday, 9/12/15, from 9 a.m. to 3 p.m. at HCC.

CMT-355-C

9/8/15 - 10/25/15

Tuition: \$545      Grant reduced to \$245 for qualified applicants\*

### CCNA: Networking 2

Configure LAN technologies on routers and switches including EIGRP and OSPF routing protocols, NAT, DHCP, and device/traffic security. By the end of this course, you will be able to recognize and correct common routing and switching problems as well as preparing for your first Cisco professional exam.

Prerequisite: CCNA: Networking 1.

CMT-356-E

11/10/15 - 12/19/15

Tuition: \$545      Grant reduced to \$245 for qualified applicants\*

\* To apply for grant-reduced tuition, please contact Jack Drooger at [jadrooger@hagerstowncc.edu](mailto:jadrooger@hagerstowncc.edu) for more details and a grant application.

Cisco, Cisco Systems, the Cisco Systems logo and the Cisco System Networking Academy mark are trademarks of Cisco Systems, Inc.

This workforce product was funded by grant #TC-26466-14-60-A-24, awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



### Online computer classes— choosing your class is easy

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

Questions? Call 240-500-2553, or email [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu)



#### 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



## Transportation and Driver Education

### 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. The DOT physical card is not required for class but the MVA does require it for testing. (Test review materials are provided.)

Total: \$28

TDV-051-D	W 5:00PM–9:00PM <i>L. Zach</i>	Oct 07 <i>Trucking Range</i>
TDV-051-F	W 5:00PM–9:00PM <i>L. Zach</i>	Dec 16 <i>Trucking Range</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-C	Sa 8:00AM–4:00PM <i>I. Staff</i>	Sep 19 – Oct 31 <i>VM 3</i>
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## Become a Forklift Operator or Commercial Truck Driver

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

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

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

To apply for grant funding and for more information on pathway schedules, complete the online application at [www.hagerstowncc.edu/earn](http://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."*

## Driver Ed

### 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** bring your learner's permit to the orientation.

Total: \$298

DRV-001-B	MW 6:00PM–9:00PM <i>F. Vincent</i>	Aug 17 – Sep 23 <i>CPB 210</i>
DRV-001-C	Sa 9:00AM–12:00PM <i>D. Mitchell</i>	Sep 19 – Dec 05 <i>VM 6</i>
DRV-001-D	MW 6:00PM–9:00PM <i>F. Vincent</i>	Oct 05 – Nov 09 <i>CPB 210</i>
DRV-001-E	MTuW 6:00PM–9:00PM <i>F. Vincent</i>	Nov 23 – Dec 16 <i>CPB 210</i>

## Motorcycle

### Basic Rider Course

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 (per MVA regulations) and receive a certificate for the Maryland Class M license. Online eCourse completion also required.

Total: \$272 — Senior Total: \$228

MST-614-R	WTh 5:45PM–9:00PM	Aug 26 – Aug 37
	SaSu 7:30AM–12:30PM <i>S. McClain</i>	Aug 29 - Aug 30 <i>CPB 232</i>
MST-614-S	WTh 5:45PM–9:00PM	Sep 09 – Sep 10
	SaSu 7:30AM–12:30PM <i>S. McClain</i>	Sep 12 - Sep 13 <i>CPB 232</i>
MST-614-T	WTh 5:45PM–9:00PM	Sep 30 – Oct 01
	SaSu 7:30AM–12:30PM	Oct 03 - Oct 04 <i>CPB 232</i>
MST-614-U	WTh 5:45PM–9:00PM	Oct 14 – Oct 15
	SaSu 7:30AM–12:30PM <i>S. McClain</i>	Oct 17 - Oct 18 <i>CPB 232</i>

## Transportation - Other

### Drones and Other Things That Go Bump in the Sky



Unmanned Aerial Vehicles (UAV) are a growing trend both for home hobbyists and businesses. Before you invest in a fixed-wing or vertical takeoff drone, investigate the different types of UAV's, their uses and limitations, and laws related to flight restrictions. Includes live demos of different aerial platforms.

Total: \$33

CMR-064-C	W 5:30PM–8:30PM <i>I. Staff</i>	Sep 30 <i>VM 6</i>
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## Forklift Operator

### Forklift Operator Training

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

Total: \$178 — Senior Total: \$130

TRD-030-D	Sa 9:00AM–5:00PM <i>I. Staff</i>	Oct 24 <i>ATC 202</i>
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# Industrial Technology and Trades

## Alternative Energy

### Introduction to Alternative Energy

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

Total: \$336 — Senior Total: \$187

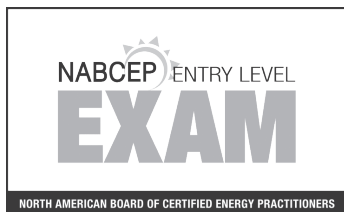
CNT-202-B	Th 6:00PM–8:45PM <i>A. Valente</i>	Aug 27 – Dec 10 <i>STEM 208</i>
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### Solar PV Installer Certificate

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

Total: \$546 — Senior Total: \$343

TRD-023-D	M 6:00PM–9:00PM <i>C. Giannoumis</i>	Oct 12 – Dec 14 <i>CPB 232</i>
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## Lead Paint

### 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-D	ThF 8:30AM–4:30PM <i>C. Gunther</i>	Oct 01 – Oct 02 <i>VM 4</i>
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### 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-D	ThF 8:30AM–5:30PM <i>C. Gunther</i>	Oct 15 – Oct 16 <i>VM 4</i>
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### 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-E	F 8:30AM–4:30PM <i>C. Gunther</i>	Nov 13 <i>VM 4</i>
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### 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-E	F 8:30AM–6:30PM <i>C. Gunther</i>	Nov 06 <i>VM 4</i>
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## EPA Certified Lead Paint Renovator - RRP

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

Total: \$207

TRD-042-E	F 8:30AM–5:00PM <i>C. Gunther</i>	Nov 20 <i>VM 4</i>
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## HVAC

### Introduction to HVAC/R

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

Total: \$367 — Senior Total: \$212

CNT-107-B	Tu 6:00PM–8:45PM <i>D. Fulk</i>	Aug 25 – Dec 08 <i>CPB 142/142A</i>
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## Industrial Technology

### Intro to CNC Programming

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

Total: \$352 — Senior Total: \$63

CNT-150-B	Th 5:00PM–9:00PM <i>K. Stoops</i>	Aug 27 – Dec 10 <i>ATC 202</i>
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## Small Engine

### Small Engine Repair

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

Total: \$198 — Senior Total: \$132

TRD-124-C	M 6:00PM–9:00PM <i>T. Kroon</i>	Sep 14 – Nov 16 <i>CPB 230</i>
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## Plumbing

### Plumbing and Pipefitting

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

Total: \$352 — Senior Total: \$212

CNT-105-B	W 6:00PM–8:45PM <i>R. Calhoun</i>	Aug 26 – Dec 09 <i>CPB 142/142A</i>
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## Welding

### Intro to Welding

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

Total: \$408 — Senior Total: \$301

CNT-106-C	Sa 8:30AM–12:15PM <i>B. Staley, S. Staley</i>	Sep 12 – Nov 21 <i>CPB 142/142A</i>
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## Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-C	Sa 8:30AM–12:30PM	Sep 12 – Nov 21
	<i>B. Staley, S. Staley</i>	<i>CPB 142/142A</i>

## Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-C	Sa 8:30AM–12:30PM	Sep 12 – Nov 21
	<i>B. Staley, S. Staley</i>	<i>CPB 142/142A</i>

## Fundamentals of Electricity

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

Total: \$450 — Senior Total: \$258

CNT-110-B	M 6:00PM–9:30PM	Aug 24 – Dec 07
	<i>W. Bailey</i>	<i>STEM 208</i>

## Electrical



# Electrical Apprenticeship Training

Work toward becoming a licensed Maryland Journeyman Electrician while mastering the industry theory and working hands-on in the electrical field. HCC has partnered with the Independent Electrical Contractors to bring quality training and job opportunities in the construction field. Work full-time for an electrical contractor while attending your apprenticeship classes in-person or online.

Applications are being accepted for fall classes.

Contact Jack Drooger at [jadrooger@hagerstowncc.edu](mailto:jadrooger@hagerstowncc.edu) or 240-500-2453.



*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 22-29, 2015**

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

## Online Technical Training



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

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

## Allied Health

### Community Life Saving

#### 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-B	Tu 5:00PM–9:00PM	Aug 11 CPB 214
NRS-923-BN	Tu 5:00PM–9:00PM	Aug 25 CPB 214
NRS-923-C	W 5:00PM–9:00PM	Sep 09 CPB 214
NRS-923-D	Tu 5:00PM–9:00PM	Oct 06 CPB 214
NRS-923-E	Th 5:00PM–9:00PM	Nov 12 CPB 214
NRS-923-F	Tu 5:00PM–9:00PM	Dec 01 CPB 214

#### Transition from ICD 9 to ICD 10

The coding system will transition from ICD-9 to ICD-10-CM/PCS. The structure of the new code sets is radically different from the current codes in use today. ICD-10 implementation will impact virtually all processes, technology and people within a health care enterprise. Be ready for the transition to the ICD-10-CM with this ICD 10 Transition course. This 16-hour course will provide an introduction to ICD-10-CM coding and 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 make the transition to ICD 10. All books are included.

Total: \$595

HCE-017-E	Tu Th 6:00PM–10:00PM	Nov 3–Nov 12 CPB 232
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#### 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 not 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-B	Th 6:00PM–8:00PM	Aug 13 CPB 212
NRS-924-BN	Th 6:00PM–8:00PM	Aug 27 CPB 212
NRS-924-C	Th 6:00PM–8:00PM	Sep 17 CPB 214
NRS-924-D	Tu 6:00PM–8:00PM	Oct 27 CPB 214
NRS-924-E	Tu 6:00PM–8:00PM	Nov 17 CPB 214
NRS-924-F	Th 6:00PM–8:00PM	Dec 03 CPB 214

### Maryland Required Courses

#### 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-C	F Sa 8:00AM–5:00PM L. Smigelski	Jul 24 – Jul 25 CPB 124
NRS-563-C	F Sa 8:00AM–5:00PM L. Smigelski	Sep 25 – Sep 26 CPB 124
NRS-563-E	F Sa 8:00AM–5:00PM L. Smigelski	Nov 20 – Nov 21 CPB 214



## 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](http://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.

Total: \$83 — Senior Total: \$43

NRS-742-B	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Aug 29 <i>CPB 152</i>
NRS-742-C	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Sep 26 <i>CPB 152</i>
NRS-742-D	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Oct 24 <i>CPB 152</i>
NRS-742-E	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Nov 21 <i>CPB 152</i>
NRS-742-F	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Dec 12 <i>CPB 152</i>

## 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, percents, and the metric system. Demonstration and practice in using various formulas for calculating oral and parenteral medication dosages.

Total: \$53 — Senior Total: \$43

NRS-733-D	Sa 9:00AM–12:00PM <i>D. Drooger</i>	Oct 03 – Oct 31 <i>VM 4</i>
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## 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-C	MW 6:00PM–9:00PM <i>G. Haywood</i>	Sep 14 – Oct 28 <i>CPB 214</i>
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## Health Seminars

### Caring for People With Cognitive Impairment and Related Mental Health Issues

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

Total: \$53 — Senior Total: \$43

NRS-907-E	Th 9:30AM–3:30PM	Nov 19 <i>VM 4</i>
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### EKG Technician Course

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices.

Total: \$1007

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NRS-952-D	TuTh 6:00PM–9:30PM	Oct 20 – Dec 10 CPB 212
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### Advanced Cardiac Life Support

Advanced Cardiac Life Support (ACLS) is an advanced, instructor-led classroom course that highlights the importance of team management of a cardiac arrest, team dynamics and communication, systems of care and immediate post-cardiac-arrest care. Specific skills in airway management and related pharmacology are also featured. Skills are taught through discussion and group learning, while testing stations offer case-based scenarios using simulators. ACLS is designed for health-care professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies. This includes personnel in emergency response, emergency medicine, intensive-care and critical-care units. The prerequisite for ACLS is a current HSF BLS for Healthcare Provider (C) card as well as the ability to read and interpret common ECG dysrhythmias. Textbook cost is included in the ACLS full course fee. Student is responsible for textbook for ACLS 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 to receive an AHA ACLS Provider Course Completion Card.

Total: \$289 — Senior Total: \$188

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NRS-594-F	Th F 8:00AM–4:30PM	Dec 17 – Dec 18 CPB 212/214
NRS-594-FS	Th F 8:30AM–4:30PM	Dec 17 – Dec 18 CPB 212

## Save the Date

Optometry Seminar  
Sunday, Oct. 18  
Career Programs Building

Visit  
[www.hagerstowncc.edu/coned/seminars](http://www.hagerstowncc.edu/coned/seminars)  
for more information.

## Cardiac Updates #13

Saturday, Oct. 3  
7:30 a.m. to 3 p.m.  
Career Programs Building  
Conference Center

NRS 583 D  
Total: \$70

NRS 583 DM  
(Tri-State Echo members and  
Meritus employees)  
Total: \$56



## 2015 Safe Place CAC Krimes Against Kids Summit

Fri., Nov 6 from 8 a.m. to 4:30 p.m. in the Kepler Theater  
Course number: NRS 779 E  
Total: \$29

### Partnering with SafePlace

Keynote speaker: Dominic Carter has been a fixture in the TV News industry for the last 25 years. He is currently working as a Political Commentator at a regional News Channel out of New York, Verizon Fios News/RNN-TV.

Dominic also released a book on his life, "No Momma's Boy," in which he chronicles his triumphant struggle to overcome his mother's severe mental illness—and his years of shocking childhood abuse. Dominic spent time in the foster care system, and throughout his life, Dominic hid his painful childhood secret of being a victim of severe child abuse and childhood sexual abuse while growing up in a South Bronx Housing Project. As a victim of childhood sexual abuse, Dominic's life story has been told in Oprah Winfrey's Magazine and on the television show of Nancy Grace.

Visit [www.hagerstowncc.edu/coned/seminars](http://www.hagerstowncc.edu/coned/seminars) for more information.

# Dental Seminar

Friday, Nov. 13, from 8 a.m. to 4:30 p.m.  
Career Programs Building, rooms 210, 212, and 214

## Topics:

- **Oral Cancer** by Dr. Brad Neville
- **Odontogenic Cysts** by Dr. Brad Neville
- **Nifty Shades of Grey (Radiographic Lesions)** by Dr. Brad Neville
- **Proper Pharmacologic Prescribing and Drug Disposal for Dental Practitioners** by Dr. Richard Wynn

## Full-day seminar - includes all four presentations

HCE 013 E  
8 a.m. – 4:30 p.m.  
Total: \$240 Senior Total: \$100

## Dr. Nevilles' presentations only

HCE 014 E  
8 a.m. – 2:30 p.m.  
Total: \$219 Senior Total: \$98

## Dr. Wynn's presentation only

HCE 015 E  
2:30 p.m. – 4:30 p.m.  
Total: \$199 Senior Total: \$78

## Speaker Bios:

**Dr. Brad Neville** - A native of West Virginia, Dr. Brad Neville is a 1977 graduate of the West Virginia University School of Dentistry. He did his residency in Oral and Maxillofacial Pathology at Emory University and joined the faculty of the Medical University of South Carolina in 1980, where he is currently Director of the Division of Oral Pathology and Director of the Oral Pathology Biopsy Laboratory. In 2006, MUSC awarded Dr. Neville with the title of Distinguished University Professor.

**Richard L. Wynn, PhD** - Professor of Pharmacology at the Dental School, University of Maryland, Baltimore. He was awarded the BS in Pharmacy, MS and PhD degrees all from the University of Maryland. He was a practicing pharmacist for 10 years.

Visit [www.hagerstowncc.edu/coned/seminars](http://www.hagerstowncc.edu/coned/seminars) for more information.

## Dental Seminar

### Dental Professional Training: OSHA and Infection Control/Prevention

This course is designed for dental professionals. It will provide information on OSHA regulations and infection control processes and how to identify and report abuse and neglect. These courses fulfill mandatory education requirements set forth by the Maryland Board of Dental Examiners for Dental Hygienists and Dentists.

Topics include: OSHA requirements, methods of preventing infection, identifying child abuse or neglect, and Maryland regulations for reporting suspected abuse or neglect.

Total: \$65

NRS-773-C Sa 8:00PM–9:30PM

Sept 19  
CPB 212/214

# ALLIED HEALTH CONTINUING EDUCATION COURSES

## Advanced Patient Care Skills

This course prepares RNs, LPNs, paramedics, EMTs and certified nursing assistants to work in hospitals and other health care settings as part of a multidisciplinary team caring for patients who require acute care as well as chronic care. The student will expand and deepen their skills in complex health care procedures including phlebotomy, electrocardiogram, glucose monitoring,



intravenous therapy, wound care, stoma care, and urinary catheterization. This course can be taken as a whole NRS 946 C, in sections, or in individual units. Class meets in CPB 210.

NRS 946 C	6 p.m.-10 p.m. Tues/Thurs	Sept. 15 – Nov. 19	Total Fee: \$658	Certificate Course
NRS 947 C	6 p.m.-10 p.m. Tues/Thurs	Sept. 15 – Oct. 1	Total Fee: \$243	EKG & Phlebotomy Section Only
NRS 950 C	6 p.m.-10 p.m. Tues/Thurs	Sept. 15 – Sept. 17	Total Fee: \$71	Phlebotomy Only
NRS 951 C	6 p.m.-10 p.m. Tues/Thurs	Sept. 22 – Oct. 1	Total Fee: \$99	EKG Only
NRS 948 D	6 p.m.-10 p.m. Tues/Thurs	Oct. 6-20	Total Fee: \$243	Diabetes & Fluids Electrolytes Section Only
NRS 953 D	6 p.m.-10 p.m. Tues/Thurs	Oct. 6-8	Total Fee: \$71	Diabetes Only
NRS 954 D	6 p.m.-10 p.m. Tues/Thurs	Oct. 13-22	Total Fee: \$99	Fluids & Electrolytes Only
NRS 949 D	6 p.m.-10 p.m. Tues/Thurs	Oct. 22 – Nov. 19	Total Fee: \$243	Wound, Stoma, Urinary Care Section Only
NRS 955 D	6 p.m.-10 p.m. Tues/Thurs	Oct. 27-29	Total Fee: \$71	Wound Care Only
NRS 956 D	6 p.m.-10 p.m. Tues/Thurs	Nov. 3-12	Total Fee: \$71	Stoma Care Only
NRS 957 E	6 p.m.-10 p.m. Tues/Thurs	Nov. 17-19	Total Fee: \$71	Urinary Care Only

## Physiological Monitoring Course

The Physiological Monitoring and Interpreting Technician provides 24/7 continuous surveillance, analysis and interpretation of patient's heart rhythm patterns and physiological parameters (including multi-lead ECG waveforms, invasive and non-invasive blood pressure, ETCO2 and continuous pulse oximetry (SpO2), for both in-patients and out-patients. The Technician collaborates with nurses and physicians when patient parameters and waveforms are abnormal or critical. This course will provide the learner with the knowledge and skills to be able to assist the professional healthcare staff with patient physiologic data to support ongoing assessments.

NRS 965 D	Mon/Wed	6 p.m. – 10 p.m.	Oct. 5 – Nov. 9	CPB 122	Total Fee: \$325 Certificate Course
NRS 966 D	Mon/Wed	6 p.m. – 10 p.m.	Oct. 5 – Oct. 19	CPB 122	Total Fee: \$133 EKG Section
NRS 967 D	Mon/Wed	6 p.m. – 10 p.m.	Oct. 21 – Nov. 2	CPB 122	Total Fee: \$125 Hemodynamics Section
NRS 968 E	Mon/Wed	6 p.m. – 10 p.m.	Nov. 4 – Nov. 9	CPB 122	Total Fee: \$65 Respiratory Section

# 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. Classes are held Monday evenings from 6 -10 p.m. 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 C)**

Mon 6 p.m. – 10 p.m. Sept. 14 – Nov. 16 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 D)**

Fri. Oct. 16 6 p.m. – 10 p.m., and Sat. Oct. 17 10 a.m. – 6 p.m. CPB 154

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 Clinicals (NRS 743 E)**

Nov. 12 – Jan. 15

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.

# 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**

## 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.

## Administrative Medical Assistant Career

265 Hours/12 Months/Online/Self-Paced

Administrative Medical Assisting 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.

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

## Online learning anytime, anywhere... just a click away

Holistic and Integrative Health\*

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Medical Math

Legal and Ethical Issues in Nursing\*

Gerontology\*

Pain Assessment and Management\*

End of Life Care\*

National Pharmaceutical Representative\*

Medical Billing and Coding\*

Physical Therapy Aide\*

Medical Transcription\*

*\*Certificate Course/Program*

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

### Ed2go Courses

#### Human Anatomy and Physiology

This course focuses on the anatomical structure of the human body, including all biological systems and how they function. NRS 536

#### Legal Nurse Consulting

This course will give you a solid foundation in several different areas of law to help you understand exactly what someone with a medical background can do to assist attorneys in all phases of civil and criminal litigation. NRS 641

#### HIPAA Compliance

If you are a health care professional, it's mandatory that you know HIPAA compliance and with this course, you can feel confident in your ability to bring your organization into compliance with HIPAA's requirement. NRS 832

#### Certificate in Pain Assessment and Management

By providing an education experience that examines key issues related to pain assessment and management, this certificate program will give you the relevant and practical information you'll need to improve your practice and provide the most effective care to your patients. NRS 639

#### Certificate in Complementary and Alternative Medicine

Enhance your professional marketability by gaining a broad understanding of alternative health care options. NRS 586

#### ICD-10 Medical Coding

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

#### 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. NRS 884

#### 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. NRS 866

#### Certificate in Gerontology

Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population. NRS 566

#### 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.



## Personal Enrichment

### 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.

### 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 courses help 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. **Jump, Play, and Learn** takes Preschool education a step further allowing children ages 3 – 5 to take a class without a caregiver. Preschoolers will love the opportunity to test out their new-found independence in a safe, musical environment. Let them learn; let them play!



Hagerstown Community College now offers Child, Youth, and Family Programming! Check out our Fall 2015 schedule for the full list of course offerings and details.

Courses for the whole family! Trips, Parent/Child classes, preschool-age classes, and Saturday classes for school-age and teens!

### Family courses

Designed for parent/caregiver and child:

- Mother/Daughter Self Defense (ages 13 and up)
- Music and Movement (ages 1-3 years)

### Family trips

- New York City Christmas Spectacular
- Scenic Western MD Train Trip
- Hershey Gardens

### Youth and Teens

- Harry Potter (ages 9-12)
- Paper Beading (ages 10+)
- Exploring Fantasy Fiction (Teen)

### Youth and Teens

When WCPS is closed, head to HCC!

- Kids for Peace (4th and 5th grade)
- Create a Fictional World (Teen)
- Minecraft for iGeneration (4th and 5th grade)
- Musical Theater (4th - 8th grade)
- Make of Worlds Mastering Mindcraft (6th - 8th grades)



### Toddler and Preschool classes

- Music and Movement (Adult/Child ages 1-3)
- Jump, Play, and Learn (ages 3-5)

## Crafting

Take one course or the whole series! Professional crafter and instructor, Randi Collins, will take you step-by-step through the processes to create beautiful works of art. Please see course descriptions for lists of materials. Make something for yourself or a gift for a loved one.

Our new crochet series, loom knitting series, and papercrafting series are sure to rekindle your love for craft making!

## Art

### Papercrafting Series

Join crafter and designer Randi Collins for a three-session venture into the world of paper crafting. In this series, you will attend three courses (one class per month) to learn how to complete simple but amazing scrapbook layouts, the basics for making wonderful everyday cards and envelopes to give and share, and learn basic stamping techniques for making beautiful holiday cards. You will need to supply on your own and bring to class: Scrapbook layouts (9/17): 5-6 sheets of coordinating patterned and solid colored 12x12 cardstock, 4-6 pictures you want to use, paper trimmer, scissors and adhesive. Cards (10/22): 5-6 sheets of coordinating patterned and solid colored 8 1/2x11 inch cardstock, coordinating embellishments to finish your cards, paper trimmer, scissors and adhesive. Stamping holiday card (12/3): 6-8 sheets white 8 1/2x11 in cardstock, one moment to tuxedo black ink pad, one holiday stamp of your choice (if you have some, if not some will be available), coordinating embellishments to finish your cards, paper trimmer, scissors, and adhesive.

Total: \$70 — Senior Total: \$50

ANE-319-C	Th 11:30AM-1:30PM <i>R. Collins</i>	Sep 17 - Dec 03 VM 4
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### Papercrafting - Scrapbooking 101

Learn how to complete simple but amazing scrapbook layouts in this two-hour class. You will need to bring your own supplies and bring to class: 5-6 sheets of coordinating patterned and solid colored 12x12 cardstock, 4-6 pictures you want to use, paper trimmer, scissors, and adhesive.

Total: \$25

ANE-320-C	Th 11:30AM-1:30PM <i>R. Collins</i>	Sep 17 VM 4
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### Papercrafting - Cardmaking 101

Learn the basics for making wonderful everyday cards and envelopes to give and share. You will need to bring your own supplies to class: 5-6 sheets of coordinating patterned and solid colored 8 1/2 x11 inch cardstock, coordinating embellishments to finish your cards, paper trimmer, scissors, and adhesive.

Total: \$25

ANE-321-D	Th 11:30AM-1:30PM <i>R. Collins</i>	Oct 22 VM 4
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### Papercrafting - Stamping 101 (Holiday Card)

Learn some basic stamping techniques for making wonderful holiday cards to give and share. You will need to bring your own supplies to class: 6-8 sheets white 8 1/2 x11 in cardstock, one moment to tuxedo black ink pad, one holiday stamp of your choice (if you have some, if not some will be available), coordinating embellishments to finish your cards, paper trimmer, scissors, and adhesive.

Total: \$25

ANE-322-F	Th 11:30AM-1:30PM <i>R. Collins</i>	Dec 03 VM 4
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### 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-E	Th 11:30AM-1:30PM <i>R. Collins</i>	Nov 12 - Nov 19 VM 3
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## 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-F	Th 11:30AM-1:30PM <i>R. Collins</i>	Dec 10 – Dec 17 VM 3
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## Beginning Crochet Series



Join local crafter and designer Randi Collins for this introduction to crochet series. You will learn basic stitch techniques necessary to complete a scarf, a hat for adults or children, an infinity scarf, and complete, as well as attach, several granny squares. Each piece will take two weeks to complete. You will need to supply on your own and bring to class: Scarf (9/3-9/10): one skein #4 yarn (approx. 140 yds.), one size k crochet hook, a tape measure, yarn needle, scissors, stick markers and row counter. Hat (9/24-10/1): one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter. Infinity scarf (10/8-10/15): one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter. Granny squares (10/29-11/5): three skeins of Red Heart super saver yarn in three different colors of your choice, one size I or J crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$108 — Senior Total: \$73

ANE-325-C	Th 11:30AM-1:30PM <i>R. Collins</i>	Sep 03 – Nov 05 VM 3
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## Beginning Crochet Scarf



You will learn basic stitch techniques to complete a scarf in this two-part class. You will need to supply on your own and bring to class: one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-326-C	Th 11:30AM-1:30PM <i>R. Collins</i>	Sep 03 & Sep 10 VM 3
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## Beginning Crochet Hat



You will learn basic stitch techniques to complete a basic hat in this two-part class. You will need to supply on your own and bring to class:

one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-327-C	Th 11:30AM-1:30PM <i>R. Collins</i>	Sep 24 & Oct 01 VM 3
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## Beginning Crochet Infinity Scarf



You will learn basic stitch techniques to complete a scarf in this two-part class. You will need to supply on your own and bring to class: one skein #4 yarn (approx. 140 yds.), one size K crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-329-D	Th 11:30AM-1:30PM <i>R. Collins</i>	Oct 08 – Oct 15 VM 3
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## Beginning Crochet "Granny Square"



You will learn basic stitch techniques to complete and attach several granny squares in this two-part class. You will need to supply on your own and bring to class: three skeins of Red Heart super saver yarn in three different colors of your choice, one size I or J crochet hook, a tape measure, yarn needle, scissors, stick markers, and row counter.

Total: \$38

ANE-328-D	Th 11:30AM-1:30PM <i>R. Collins</i>	Oct 29 & Nov 05 VM 3
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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-C1	M 6:00PM-8:30PM <i>G. Lum</i>	Sep 14 – Nov 02 VM 6
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SEN-090-N1	Th 12:00PM-2:30PM <i>G. Lum</i>	Sep 17 – Nov 05 LACH HALL
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# Day Trips



Offering a full lineup of new trips as well as some old favorites, jump on the bus and join HCC on a trip this fall. We will be headed to Washington D.C. for the National Cathedral, the White House all decked out for the holidays, a new Walk and Learn Series on the C&O, and Hershey Gardens for a fall garden tour. Bring the whole family on an old fashioned steam engine through scenic Western MD, and don't forget

about the World Famous Rockettes Christmas Spectacular in New York City. Take some alone time, bring a friend, or bring the whole family – we have a trip for you!

## Cultural Trips

### Hershey Gardens Tour



The Hershey Gardens visit includes 23 acres of themed gardens, a professionally guided Hershey's Signature Tree Tour, and the seasonal Butterfly House. This trip falls during Hershey's ArtCycle Exhibit, where ordinary materials are transformed into extraordinary art by local artists. The Butterfly House features 350 to 400 butterflies that represent nearly 25 North American varieties, nectar plants for food, and host plants for egg-laying and caterpillar feeding. Bring your own brown bag lunch to enjoy. Families with children can enjoy the Signature Tree Tour or explore the garden and butterfly house on your own. Fees include admission, Signature Tree Tour, and fully equipped motor coach. Departure from the Valley Mall.

Total: \$75

DIS-479-C W 8:30AM-4:30PM Sep 02

Frostburg's historic Main Street. Included in the tuition is the first class ticket, lunch, admission to carriage museum, and bus fee. Departure from the Valley Mall.

Total: \$121 (Adult) \$105 (Children)

DIS-478-D F 9:00AM-4:15PM – Oct 16  
Adult Section

DIS-478-DC F 9:00AM-4:15PM Oct 16  
Child Section

### 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-D1 Tu 7:00AM-5:30PM Oct 27

### Scenic Western Maryland



Enjoy a stop at Sideling Hill on the way to the train in Cumberland. Your railway adventure begins at the historic Western Maryland Railway Station in the Queen City of Cumberland. Enjoy the sights, smells, and sounds of your First Class journey behind one of their vintage steam engines from the comfort of one of the restored coaches. As you glide past scenic ridges, valleys, and small towns, you'll ascend 1,300 feet in elevation to the mountain city of Frostburg. A narrator will be your guide to the views and history along the way. The train trip is a three-and-a-half-hour round trip to Frostburg including a 90-minute layover in Frostburg where you can watch the crew turn the engine on the turntable, visit the Thrasher Carriage Museum, and explore

### C&O Canal Walking Tour



Enjoy a leisurely canal walk and learn about the reason for the dams, slack water navigation areas, and design of locks, as well as the social history and lifestyle of those who were lock tenders or boat people, or residents in the canal communities along the way. At Dam 5, Karen Gray explains why it was the most dangerous place on the canal for boatmen and discusses the structures and their history, including the Confederate effort to breach the dam and the tragedy when Captain Keim's boat went over the dam. A half-mile walk up Little Slack water alongside the river brings the walkers to Locks 45 and 46, once the site of a small community. Continuing along the towpath the walkers pass by the site of the Charles Mill and its community at Camp Spring Run and the once-significant community of Four Locks where structures, homes, and stores once there, as well as those

still present, are discussed before a leisurely walk back to the parking lot at Dam 5. Total round-trip walk is 5.22 miles. Meet onsite at Dam 5 at 10 a.m., walk on the C&O Canal towpath with rest-stop midway that includes a stop for a picnic lunch, followed by a return walk to the parking lot at Dam 5 by 2:30 p.m. PARTICIPANTS NEED TO BRING WATER OR OTHER BEVERAGE AND WHATEVER FOOD OR SNACKS THEY WILL WANT AT THE LUNCHTIME BREAK AT FOUR LOCKS. Wear good walking shoes and clothing appropriate to the weather, including a poncho or waterproof jacket with hood or umbrella in the event of showers. Parking/Meet at Dam 5 at 10 a.m. Return by 2:30 p.m. Rain date (in the event of heavy rain) Saturday, 11/14/15.

Total: \$47

DIS-492-E W 10:00AM-2:30PM Nov 11  
K. Gray

### Rockettes NY Christmas Trip



Continue a cherished family tradition or create a new one. The Radio City Music Hall's Christmas Spectacular featuring Rockettes is one of the most iconic and magical shows in the country. Every year, the Rockettes put on a show more dynamic and magical than the last. This trip includes tickets to the show and deluxe motor coach transportation. Lunch before and dinner after the 2 p.m. show will be on your own in NYC. (Deaf and hearing families welcome: this show will be interpreted in ASL.) Deaf family please call 240-500-2565 to be seated near the interpreter. Departs Valley Mall at 6 a.m. and returns at 11 p.m. Registration deadline is October 12th.

Total: \$149

DIS-481-E Sa 6:00AM-11:00PM Nov 21



## White House Holiday Tour

Cross your fingers and hope we get a tour of the White House decorated for the holidays this December! This is a first-come, first-served waitlist – we will request a tour and the White House will respond with a date and time in December, if we are approved. Please call to sign up for the waitlist. We will contact you with the date and time of the tour and for your payment, if we are able to visit the White House this season. In order to request a tour, the White House requires us to have the following information: full name with middle initial (as listed on your photo ID), date of birth, social security number, residence, and if you are a US citizen. There is a security check; bring photo ID. This trip requires a lot of walking and standing, both inside and outdoors. Register ASAP; these spots fill quickly. Tour request will be made on September 1; please register by 8/31/15. Drop off and pick up at the Valley Mall.

Total: \$63 (\$55, reg fee \$8)

Date and Time TBD

## History

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**Instructor Bio - Karen Gray**

*Karen Gray holds a Ph.D. from the University of Edinburgh in theology and religious philosophy, and retired as the developer of Smithsonian Institution educational study tours for adults.*  
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### Ancient Greek Democracy From Solon to Aristotle



The course will consider the evolution of democratic thinking in ancient Greece and changes in politics and society reflecting it. In the process, it will evaluate the ancient Greek understanding of liberty, equality, power, and the Greek limits to their democratic ideals. Cognizant that 2015 is the 800th Anniversary of Magna Carta—a foundation document for our own Constitutional democracy—the course will conclude by noting some of the similarities and differences between the Great Charter and ancient Greek democracy.

Total: \$83 — Senior Total: \$56

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DIS-474-C	W 9:30AM–12:00PM	Sep 30 – Dec 09
	K. Gray	VM 3

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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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### Builders and Heretics of Massachusetts Bay Colony: John Winthrop, Anne Hutchinson and Roger Williams



We discover the differences between Massachusetts Bay and Rhode Island as we follow the lives and discuss the political and religious philosophies of John Winthrop and Roger Williams. The tensions between these two colonies and men are still embedded in the dissension currently in America. Topics include: why these Puritan Separatists left England, how Winthrop

helped found a religious theocracy in Massachusetts Bay, why Roger Williams dissented from both the political and religious structure of Massachusetts Bay, and how Williams helped form Rhode Island and receive a charter from England protecting his colony from Massachusetts and Connecticut's acquisition.

Total: \$68 — Senior Total: \$44

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DIS-475-E	Tu 9:00AM–12:00PM	Nov 17 – Dec 01
	R. Swartz	VM 3

### Colonel Henry Bouquet and the Conococheague



In this program, we'll follow Bouquet in four successful military expeditions against the French and Indians in two colonial wars, 1758 - 1764. We'll discover why he was so successful by delving into his professional and personal traits. We'll also discuss Bouquet's relationship to the Conococheague District and the Hagerstown area. Finally, we'll discover why the British North American headquarters in 1763 instituted a policy of germ warfare against the Native Americans, and discuss Bouquet's role in this policy.

Total: \$68 — Senior Total: \$44

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DIS-476-D	M 9:00AM–12:00PM	Oct 12 – Oct 26
	R. Swartz	VM 6

### Frontiersmen of Maryland & Pennsylvania: Cresap, Croghan, Et. Al.



We'll first follow the exploits of Thomas Cresap of Maryland and his son, Michael Cresap. Topics include Thomas Cresap's border war with Pennsylvania, his relationship to Hagerstown, and his involvement in the French & Indian War. We'll answer the question, did Michael Cresap murder Logan's family at Yellow Creek to start Lord Dunmore's War in Virginia? Next, we'll discuss the famous Pennsylvania fur trader and British Assistant Indian Superintendent, George Croghan. We'll discover how he instigated the Black Boys 1765 - 1766 uprising against British authority on the frontiers of Pennsylvania. Other men discussed in this program are: Hugh Mercer, John and George Gibson, and William Linn. We'll discover their significance to both the French & Indian War and the American Revolution.

Total: \$68 — Senior Total: \$44

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DIS-491-E	Tu 9:00AM–12:00PM	Nov 17 – Dec 01
	R. Swartz	VM 4

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**Instructor Bio—Deborah Smith-Fiola**

Deborah Smith Fiola is the President, Senior Consultant, at Landscape IPM Enterprises, LLC. She studied at the University of Maryland, where she earned her BS in Horticulture/Ornamentals and her MS in Entomology/Landscape Integrated Pest Management. Debby is a columnist for Hagerstown magazine and Mid-Atlantic Grower. She is the author of Pest Resistant Key Trees and Shrubs, New Jersey Landscape IPM Manual, a chapter in Integrated Pest Management, and 'Tick Alert' cards

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**Home & Garden**

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**Fall Planting for Spring Blooms**

Join professional horticultural specialist Deborah Smith-Fiola for this course. The fall month of October is a great time to dream of your garden in bloom next season. Perennial flower plants and bulbs planted in October will develop a strong root system to provide an abundant floral display for next years' garden. In order to create a colorful garden with perennials you'll need to plant perennials with varying bloom times so that something will always be in bloom. This session will also cover various methods of dividing, seeding, propagating, and planting the best perennials and bulbs for our area.

Total: \$37

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HOM-016-D1	W 1:30PM–3:03PM	Sep 23
	<i>D. Smith-Fiola</i>	VM 4

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**Instructor Bio - Denny Warrenfeltz**

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

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**Floral Design**

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

Total: \$93 — Senior Total: \$59

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PDV-795-C1	M 6:30PM–8:30PM	Sep 14 – Nov 09
	<i>D. Warrenfeltz</i>	ATC 211

**Music**

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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

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BLU-013-C	M 5:45PM–6:45PM	Sep 14 – Nov 09
	<i>F. Maietta</i>	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

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BLU-015-C	M 7:00PM–9:00PM	Sep 14 – Nov 09
	<i>F. Maietta</i>	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.

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### 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-C	M 6:30PM–8:30PM S. Schaefer	Sep 14 – Oct 12 VM 3
ANE-318-D	M 6:30PM–8:30PM S. Schaefer	Oct 19 – Nov 16 VM 3

### Advanced Photography

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

Total: \$73 — Senior Total: \$43

ANE-281-E	M 6:30PM–8:30PM S. Schaefer	Nov 23 – Dec 21 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-D	W 6:30PM–8:30PM S. Schaefer	Oct 14 – Nov 04 VM 3
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### Instructor Bio - Brian McEntire

Brian McEntire, commercial photographer and owner of B Scott Photography, has been a professional photographer for 8 years and enjoys building onto a lifetime attraction to the art. In his previous career, Brian was a Senior Systems Architect for the National Weather Service and leveraged formal training in photography and an entrepreneurial spirit to become a Founding Photographer at Stockys United.

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### They Only Make That Shot Once! Capturing Great Action Portraits



Join professional photographer and owner of B. Scott Photography for a morning of high-quality instruction. Basically, cameras in auto modes make average images. We want to teach people to become comfortable with exposure settings so they can make more creative images and give them some rules of thumb to improve. We will cover the essentials of good exposure — shutter speed, ISO, and aperture — as the foundations to making great photographs. We will also discuss metering choices (spot, center weighted, matrix) photographers use to create images with maximum impact. Finally we will look at lighting (back vs. direct) and shade, and discuss anticipating impactful moments, as ways to take your photography to the next level. Students should have a basic understanding of their camera equipment including being able to put it into manual mode and adjust shutter speed, ISO, and aperture.

Total: \$123

ANE-346-E	Sa 9:00AM–1:00PM B. McEntire	Nov 07 CPB 213
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*“Cameras in auto modes make average images. We want to teach people to become comfortable with exposure settings so they can make more creative images and give them some rules of thumb to improve.” ~ Brian McEntire, owner of B. Scott Photography*

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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.

**Writing**

**Basics of Book Promotion**



Want your book to be a success? It's up to you, the author, to get the word out. Whether you're writing fiction or nonfiction, whether you're self-publishing or working with a traditional publisher, you'll need to have a plan for making the public aware of your work. Learn the basics of blurb acquisition, reviews, social media promotion, book fairs, author appearances, book trailers, and more. Know the timeline for each major phase of promotion. Develop a budget for promoting your book that will bring you the optimal return for your investment. Harness the power of a multifaceted marketing approach to get your book noticed.

Total: \$35

DIS-477-F	W 6:00PM–9:00PM J. Castillo	Dec 09 CPB 214
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**How to Publish Your Book**



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

Total: \$28

ANE-454-D	Th 6:00PM–9:00PM J. Castillo	Oct 08 CPB 230
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**Genealogy**

**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 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-D1	F 9:30AM–12:00PM C. Miller-Schultz	Oct 16 – Nov 06 VM 2
SEN-377-N1	M 6:00PM–8:30PM C. Miller-Schultz	Oct 19 – Nov 09 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-D1	F 1:30PM–4:00PM C. Miller-Schultz	Oct 16 – Nov 06 VM 2
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**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-D1	Tu 7:00AM–5:30PM C. Miller-Schultz	Oct 27
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## Writing Classes Online

Choosing your class is easy. Visit HCC's online classroom at [www.ed2go.com/Hagerstown](http://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](mailto:online@hagerstowncc.edu).

Section B	8/12/15 – 9/18/15
Section C	9/16/15 – 10/23/15
Section D	10/14/15 – 11/20/15
Section E	11/11/15 – 12/18/15
Section F	12/9/15 – 1/15/16
Section G	1/13/16 – 2/19/16

### 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.

### Beginners 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.

### Writeriffic 2: Advanced Creativity Training for Writers

Increase writing confidence, beat writer's block, manage time, negotiate writing fees, and live your dreams.

### 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.

# LAST CHANCE



## TEEN WRITERS:

Do You Love To Write Stories?

Do You Dream of Becoming a Published Author?

Attend the

**Hub City Teen Writers Institute at Hagerstown Community College**

August 7-9, 2015

Work with Professional Writers and College Professors

Go from **INSPIRATION** to **PUBLICATION** in One High-Speed Weekend

[www.mafwi.org/teens](http://www.mafwi.org/teens)

## Summer Conference for Fiction Writers

August 7-9, 2015

Featuring  
Keynote Speaker  
Tess Gerritsen

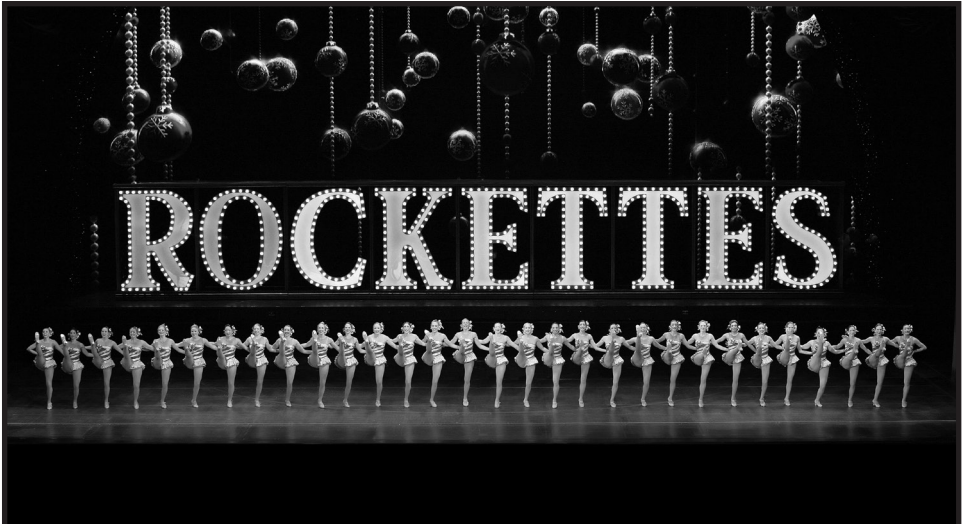
Join other fiction writers at the Mid-Atlantic Fiction Writers Institute (formerly the Nora Roberts Writing Institute) on August 7-9, 2015.

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](http://www.mafwi.org)



Mid-Atlantic  
*Fiction Writers Institute*  
at Hagerstown Community College



## NYC Rockettes Christmas Spectacular

Sat., Nov. 21, 6 a.m. to 11 p.m.

DIS 481 F

Fee: \$149

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

The History of Opera  
with the  
Hub Opera Ensemble



*Turn Of The Screw*

Written in 1954, *The Turn of the Screw* is the last of Benjamin Britten's chamber operas, based on the gothic horror novella of the same title. A sheltered young governess is sent to care for two children in a country house called Bly. At first, her new post seems perfect--the children, Miles and Flora, are positively angelic, and the estate is beautiful. Soon, however, the governess becomes suspicious as apparitions of a man and a woman begin to appear around the house and the grounds. The housekeeper informs her that they are the ghosts of Quint, the manservant, and Miss Jessel, the former governess. As the governess feels an increasing sense of evil surrounding the house, the ghosts appear more often and ever closer to the children, intending to possess them as the governess tries desperately to protect her young charges. A tale of the struggle of good and evil, the corruption of innocence, and the supernatural, *The Turn of the Screw* is a terrifying and brilliantly composed thriller that has been called one of the most dramatically compelling British operas of all time.

**This course features two Saturday Lectures prior to the performance**

Fee: \$35    Registration Fee: \$8    Total: \$43

Opera Performance – Tickets to the fully-staged Hub Opera Company performance in the Kepler Theater. Dates and times to be determined.

Course Number DIS 292

Register online at  
[www.hagerstowncc.edu/coned/web-advisor](http://www.hagerstowncc.edu/coned/web-advisor) or call 240-500-2236

# Youth and Family

## 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 courses help 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. **Jump, Play, and Learn** takes Preschool education a step further allowing children ages 3 – 5 to take a class without a caregiver. Preschoolers will love the opportunity to test out their new-found independence in a safe, musical environment. Let them learn; let them play!



### Ages 1 - 3

#### 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 with Adult.

Total: \$30

ANE-344-C	Th 10:00AM–10:30AM R. Collins	Sep 03 – Oct 01 LRC 148
ANE-344-D	Th 10:00AM–10:30AM R. Collins	Oct 08 – Nov 05 LRC 148
ANE-344-E	Th 10:00AM–10:30AM R. Collins	Nov 12 – Dec 17 LRC 148

### Ages 3 - 5

#### Jump, Play, and Learn



This 45-min class is an introduction to a class without the caregiver. Boys and girls, ages 3 to 5, will play games to music while being introducing to some light tumbling and mat work to help improve their fine and gross motor skills as well as eye hand and eye foot coordination. This class helps to introduce early socialization skills such as listening, following directions, line making, and taking turns.

Total: \$42

ANE-343-C	Th 10:30AM–11:15AM R. Collins	Sep 03 – Oct 01 LRC 148
ANE-343-D	Th 10:30AM–11:15AM R. Collins	Oct 08 – Nov 05 LRC 148
ANE-343-E	Th 10:30AM–11:15AM R. Collins	Nov 12 – Dec 17 LRC 148

#### Instructor Bio - Randi Collins

Randi Collins is a former business owner and for the past 20 years has been blessed to be a wife and mother to her husband and 3 wonderful children who love to dance, act, sing and do gymnastics. She started teaching pre-school movement classes for the mom's club of West Frederick MD when her kids were little so there was a program they and their friends could learn from. Once her kids started school she took her program to Style Gymnastics where she picked up additional training and was teaching school aged kids and boys gymnastics classes. 6 years ago she moved her pre-school program music & movement classes and school aged gymnastics classes to 24/7 Dance Studio. She is excited to be bringing these wonderful programs to HCC this fall.

## Ages 13 - 18 - No School

### Create a Fictional World



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: \$66

DIS-483-D	F 8:45AM-4:15PM	Oct 16
	<i>J. Castillo</i>	<i>CPB 214</i>

## Grades 3-5 - No School

### Minecraft for iGeneration



Mine your way to the top. Whether a newbie or a Minecraft addict, share game experiences and use critical thinking skills to overcome game obstacles. Use team work and collaboration to solve Minecraft challenges. Student must have a paid Minecraft account before starting this class

Total: \$54

DIS-493-E	Tu 9:00AM-4:00PM	Nov 03
	<i>G. Shingler</i>	<i>STEM 103</i>

## Grades 4 - No School

### Kids for Peace



Guided by the mission of the Kids for Peace organization, this one-day enrichment class emphasizes youth leadership, cross-cultural experiences, arts, service, and caring for our earth. Kids will spend the day creating earth-inspired art, enjoying music and dance, and will participate in a fun Kindness Matters challenge.

Total: \$55

DIS-485-D	F 8:45AM-4:15PM	Oct 16
	<i>T. Biddinger</i>	

## Grades 4 -8 - No School

### Musical Theater



Calling all Performing Artists. Join us for a day off school as you embark on a theatrical journey including dancing, singing, comedy, and other elements of theater. Professional Actress, Mal-lory Rome will get you moving and singing in this one day course.

Total: \$54

DIS-494-E	M 9:00AM-4:00PM	Nov 02
	<i>M. Rome</i>	<i>BSH-114</i>

## 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. Students will need to have a pre-paid Minecraft account before starting the class.

Total: \$182

DIS-496-E	Tu 9:00AM-4:00PM	Nov 03
	<i>C. Kerr</i>	<i>STEM 103</i>



## Grades 4 -6

### 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 bachelor's degree in mathematics with minors in biology and psychology as well as 2 master's- one in Deaf education and the other in reading specialization. Liz is fluent in American Sign Language.

### 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-D	Sa 9:00AM-12:00PM E. Hill	Oct 24 CPB 123
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### Harry Potter - the World of Harry Potter



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!

Total: \$133

DIS-486-D	Sa 9:00AM-12:00PM E. Hill	Oct 10 - Oct 31 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-D	Sa 9:00AM-12:00PM E. Hill	Oct 31 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-D	Sa 9:00AM-12:00PM E. Hill	Oct 10 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-D	Sa 9:00AM-12:00PM E. Hill	Oct 17 CPB 123
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## Ages 7 and up

### Exploring Fantasy Fiction



Join us for a celebration of the fantasy novel. Take a tour of some of the great classics and bestsellers in fantasy. Discover the secrets behind the construction of fantastic realms, magical creatures, enchanted objects, and mystical forces. See what happens when Hollywood adapts fantasy stories for the big screen. Best of all, go home with an awe-inspiring fantasy recommended reading list.

Total: \$40

DIS-484-D	Sa 9:00AM–12:00PM <i>J. Castillo</i>	Oct 31 <i>CPB 214</i>
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## Ages 10 -18

### Paper Bead Jewelry



Discover this popular eco-friendly jewelry making method and learn how to turn newspaper, scrap book paper, or gift wrap into lovely jewelry to wear or give as gifts. Jewelry made from paper beads is becoming very popular because it reuses discarded paper. This basic level class, for girls 10 and up, will teach you how to make beads from paper and turn them into necklaces, bracelets, or earrings. In this class, you will learn how to: make paper strips using templates; roll a paper bead using the patented Paper Girl

Bead roller (included in the cost of the course to take home with you); seal and finish the paper beads; and string them into a necklace. At the end of the class, participants will have a completed bracelet and the know-how to do your own projects. Supplies: Materials include Paper Bead Girl patented paper bead roller, templates, precut paper strips, and memory wire to a bracelet.

Total: \$47

DIS-482-D	Sa 9:00AM–12:00PM <i>C. Stribling</i>	Oct 03 <i>CPB 232</i>
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## Self Defense

### Mother/Daughter Self Defense



This course is designed for you and the young girl in your life—daughters, nieces, granddaughters, etc. are welcome. This course is a great way for you to bond, share something important, and learn together. Flo Combs will help you open the lines of communication with your daughter, work out together, and learn about awareness and defense. Course fee is for adult/minor pair, minors must be accompanied by an adult, call to register both names per registrations. Ages 13 and up.

Total: \$32 (\$24, reg \$8)

MBP-086-C	Sa 11:00AM–12:30AM <i>F. Combs</i>	Sep 19
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## They Only Make That Shot Once!



Capturing Great Action Portraits  
Sat., Nov. 7 from 9 a.m. – 1 p.m.  
ANE-346-E

Join highly sought after photographer, Brian McEntire, in this one-day event! This course is designed for anyone who has ever wished they could take amazing photographs during sporting events or high-action activities. Basic knowledge of photography required to get the most from this course. (New or

beginning photographers are encouraged to take the Basic Photography course beginning 9/14/15 before taking this course.)

# Healthy Living

## Dance

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**Instructor Bio - Jean Goodnight**

*Jean Goodnight has been teaching ballroom dancing for over 12 years. She looks forward to sharing her knowledge of dancing with you!*

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### Ballroom Dancing - Intermediate

Join in the excitement of ballroom dancing. This class is designed for those who have had previous ballroom dancing experience and are ready to gain more dance knowledge and improve your danceskills. This popular intermediate class will take you to the next level. Find your comfort zone with many rhythms: Waltz, Foxtrot, Cha Cha, Rumba, Swing, Tango, and more.

Total: \$93 Senior Total: \$58

FIT-007-C1	Th 7:30PM-9:00PM <i>J. Goodnight</i>	Sep 03 - Dec 10 ARCC 220
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**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!*

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### Ballroom Dance - Salsa/Cha Cha



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

Total: \$50 Senior Total: \$43

FIT-018-C	W 5:45PM-6:45PM <i>J. White</i>	Sep 29 - Oct 21 KEP 101
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### Ballroom Dance - Swing/Foxtrot



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

Total: \$50 Senior Total: \$40

FIT-014-C	W 5:45PM-6:45PM <i>J. White</i>	Sep 02 - Sep 23 KEP 101
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**Instructor Bio - Karen Carpenter**

*Karen has been a professional ballet teacher and choreographer for more than 35 years. She was a former member of the City Center Jeoffrey Ballet Company where she served as a personal assitant to Robert Jeoffrey. She founded the Alfred Ballet Company in Alfred, New York where she trained many professional dancers.*

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### Beginning Classical Ballet

There is no better way to appreciate the art of classical ballet than to try it yourself. This beginner's level class will strengthen your body, increase your flexibility, and give you a much richer appreciation of ballet as a viewer. Please contact instructor Karen Carpenter at kbnninos@aol.com to discuss class attire.

Total: \$87 Senior Total: \$48

FIT-013-C	M 6:15PM-7:30PM <i>K. Carpenter</i>	Sep 14 - Nov 16 KEP 101
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## Instructor Bio - Monica Hobbs

Monica has been teaching Middle Eastern Dancing for HCC for over 7 years.

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## Middle Eastern Dancing

Discover your inner beauty and strength through an exciting and ancient art form of dance. This introduction to belly dancing is a wonderful recreational activity and art form that can be enjoyed at any fitness level. Participants will learn what is common in all belly dance styles and work on exercises that can help them improve posture, strength, and flexibility. Dancing is a great way to relieve tension and stress. This class embraces all body types and ages.

Total: \$73

MBP-068-C1	M 7:30PM-8:30PM	Sep 14 - Nov 02
	M. Hobbs	KEP 101

## Fitness

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## Instructor Bio - Sylvia Rogers

Sylvia Rogers has been teaching arthritis exercise programs for 7 years.

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## Simply Fit

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

Total: \$68 Senior Total: \$43

FIT-005-C	TuTh 9:30AM-10:30AM	Sep 15 - Oct 22
	S. Rodgers	
	Hagerstown Seven Day Adventist HALL	

FIT-005-E	TuTh 9:30AM-10:30AM	Nov 03 - Dec 15
	S. Rodgers	
	Hagerstown Seven Day Adventist HALL	

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## Instructor Bio - Flo Combs

Flo Combs has over a quarter century of martial arts training. She holds a self-defense certification on an international scale.

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## Women's Self Defense Intensive



Join veteran self-defense trainer Flo Combs for a workout you won't want to miss. An introduction to basics of self defense offers students the opportunity to learn physical defense techniques which include impact training. Additionally, students will explore issues that surround violence against women and children through a brief discussion about resources available concerning violence prevention, victim abuse, and community services that are currently available.

The course is physical and appropriate workout attire should be worn to class. Basic fitness principles which include strength, flexibility, and cardiovascular fitness will be discussed briefly in terms of the student's ability to practice and perform self defense skills.

Total: \$23

MBP-079-C	Sa 9:00AM-10:30AM	Sep 19
	F. Combs	LRC 148

## Mother/Daughter Self Defense



This course is designed for you and the young girl in your life-daughters, nieces, granddaughters, etc. are welcome. This course is a great way for you to bond, share something important, and learn together. Flo Combs will help you open the lines of communication with your daughter, work out together, and learn about awareness and defense. Course fee is for adult/minor pair, minors must be accompanied by an adult, call to register both names per registrations. Ages 13 and up.

Total: \$32

MBP-086-C	Sa 11:00AM-12:30AM	Sep 19
	F. Combs	

## 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

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MBP-072-C	Th 6:00PM–7:00PM P. Cote	Sep 17 – Nov 19 CPB 213
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### Intermediate T'ai Chi (Authentic Northern Wu Style)

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

Total: \$87

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MBP-073-C	Th 7:00PM–8:00PM P. Cote	Sep 17 – Nov 19 CPB 213
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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-D	Tu 7:00PM–8:30PM M. Allan	Oct 06 – Nov 10 VM 4
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**Qi Gong**



Qi Gong is the centuries-old movement practice of the ancient Chinese, and fills the same role as yoga. Later developed into the martial art of T'ai Chi by the Shaolin monks, Qi Gong was originally used as a healing practice to balance the mind, body, and spirit. This Qi Gong class, will focus on learning a daily practice geared towards building inner peace and organ health. The practice is made up of three phases: relaxation and release; nourishing the organ systems; and visualization and focus.

Total: \$70 Senior Total: \$46

MBP-032-C	Tu 2:30PM–3:30PM A. Houck	Sep 08 – Oct 27 LRC 148
MBP-032-E	Tu 2:30PM–3:30PM A. Houck	Nov 03 – Dec 22 LRC 148

**Yoga**

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

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

Total: \$107

MBP-119-C1	W 7:00PM–8:30PM S. Heurich	Sep 09 – Nov 11 KEP 101
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Learn  
from the  
comfort of  
home!

## > Instructor-Facilitated Online Courses

HCC's instructor-facilitated online courses are informative, fun, convenient, and highly interactive. HCC instructors are known for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- Six Weeks of Instruction

**New course sessions begin monthly.**  
**Please visit the Online Instruction Center to see exact start dates for the courses that interest you.**

**Enroll Now**

**Courses as Low as:**

**\$109**

### Hagerstown Community College

#### GED Prep and General Education Online:

- GED Prep
- GED Language/Writing Prep
- GED Math Test Prep
- Introduction to Algebra
- Introduction to Statistics
- Everyday Math

#### Courses for Teaching Professionals:

- Creating K-12 Learning Materials
- Creative Classroom
- 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

**MORE COURSES AVAILABLE  
AT OUR ONLINE INSTRUCTION CENTER**

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

# Join the HCC Alumni & Friends for a Caribbean Cruise February 20 – 28, 2016



Travel with us on February 20 - 28, 2016 on the 7th Annual HCC Alumni & Friends Cruise on the Carnival ship, "Pride," leaving from Baltimore, MD.

Ports of call include: Grand Turk; Half Moon Cay, Bahamas; and Nassau, Bahamas. The trip includes: roundtrip transportation to the cruise ship from HCC, a 9-day/8-night Caribbean Cruise, lodging, entertainment, unlimited delicious food, all port fees and taxes.

**Everyone is invited and welcome to join the fun!**

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

**Rates begin at: \$957.19 per person**

*All Proceeds Benefit the HCC Alumni Scholarship Fund.*

Travel arrangement through Richards World Travel, and Karen Moulton.

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



# 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**

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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:**

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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 thru Thursday 8:30 a.m. – 6:30 p.m.
- 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. – 9:00 p.m.
- Friday - 8:30 a.m. – 4:30 p.m.
- Saturday - Selected Hours

### **To register by phone:**

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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:**

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- [www.hagerstowncc.edu/coned/web-advisor](http://www.hagerstowncc.edu/coned/web-advisor)
- Register online for your courses. Follow the step-by-step tutorials on the WebAdvisor page.

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

## **For Additional Information**

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

1-866-422-2468

### **HCC Valley Mall Fax Number**

301-582-4001

### **CE E-Mail Address**

[ceregister@hagerstowncc.edu](mailto:ceregister@hagerstowncc.edu)

### **HCC Campus Store**

240-500-2271

*Call for Special Evening Hours*

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

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

## **Birthdate and Social Security Number**

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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**

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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**

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

## **Registration Confirmation**

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

## **Course Cancellations**

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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**

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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](mailto:online@hagerstowncc.edu).

**College Holidays**

- September 7, 2015 - Labor Day
- November 25, 2015 - College officially closes at noon
- November 26-27, 2015 - Thanksgiving Holiday
- December 23, 2015 - January 4, 2016 Winter Break

**Parking**

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

**Use of Cell Phones During Class**

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

**Emergency Closing**

In case of severe weather or other emergency conditions, you should 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 cancelled.

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](http://www.hagerstowncc.edu/tobaccofree)

**Equal Opportunity College**

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

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

# 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](http://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.