

Fall 2013



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



Animal Care Office Professional

Train to work at a Veterinary office front desk, shelter front desk, groomer front desk or any animal related office position or improve your current skills if already employed in such a position. The course covers administrative responsibility, care and maintenance of the veterinary facility, admissions, discharge, record keeping, patient confidentiality, patient billing. Improve your people skills and become comfortable greeting and handling difficult situations. (Textbook included in material fee).

Class Limit: 25

Total: \$319 Sr. Total: \$305

PET 019 D Th 5:00PM-8:00PM 10/3/13-11/21/13

L Sweeney Career Programs Building 213

Veterinary Training Principles II

Pre-requisite is Veterinary Assistant Part I. This course offers more advanced topics for students able to complete basic veterinary 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)

Class Limit: 25

Total: \$457 Sr. Total: \$337

PET 037 C M 5:30PM-8:30PM 9/23/13-12/09/13

K Tracey Valley Mall 8

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 materials fee) Class Limit: 8

Total: \$570

PET 011 C T 5:00PM-8:30PM 9/17/13-11/19/13

L Sweeney Career Programs Building 213



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

www.ed2go.com/hagerstown

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.

Amy Weaver is the instructor for all of these courses. All courses are held on Saturdays from 9:00AM – 12:00PM located in the Career Programs Building. The fee for each course is \$25.

Observation and Assessment, Birth – 12

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

PLC-821-C 9/14/13 CPB 232

Age and Developmentally Appropriate Supervision

Topics include child care regulations and best practices, supervisory strategies for indoor and outdoor environments, and active monitoring.

PLC-822-C 9/21/13 CPB 214

Positive Child Guidance and Discipline Theory

Topics include positive child guidance, discipline, appropriate techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance.

PLC-823-C 9/28/13 CPB 214

Developmentally Appropriate Practice

Topics include national standards, essential components of developmentally appropriate practice, and behavioral strategies to support children's learning and development.

PLC-824-D 10/5/13 CPB 214

Taking Learning Outside

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

PLC-825-D 10/12/13 CPB 230

Nutrition and Active Living

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

PLC-826-D 10/19/13 CPB 230

Playground Safety

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

PLC-827-D 10/26/13 CPB 214

Including All Children and the ADA

Topics include the requirements of Americans with Disabilities Act (ADA); inclusionary practices based on national standards and best practices; and local state and national resources.

PLC-828-E 11/2/13 CPB 230

Supporting Children with Disabilities

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

PLC-829-E 11/9/13 CPB 123

Conflict Resolution Strategies

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

PLC-830-E 11/16/13 CPB 214

The Child Care Provider as a Professional

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

PLC-831-E 11/23/13 CPB 214

Cultural Competencies and Awareness

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

PLC-832-F 12/7/13 CPB 214

Family and Community Partnerships

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

PLC-833-F 12/14/13 CPB 214

These are hybrid courses with the majority of the work completed online. Please note there are mandatory meeting dates that must be attended for each course.

School Age Child Care: Curriculum

This course is designed to prepare students for positions in school age child care programs. This certification course satisfies half of the MSDE requirement of 90 hours of training for child care teachers, directors and coordinators working with school age children, and also satisfies the 9-hour Communication Skills requirement. Topics include: curriculum planning, materials, and teaching methods appropriate for children ages 6-13 and communication skills to use with parents, co-workers and the public. Mandatory meeting on 9/11/13, 10/9/13, and 11/13/13 in Career Programs Building 214 from 6:30pm-9:00pm
Total: \$230 Sr Fee: \$170

PLC 873 C 9/11/13-12/10/13 A Weaver

Child Growth and Development

This course is designed to prepare students for positions in child care centers; the course satisfies the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include: an overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. Mandatory meeting on 9/3/13, 10/1/13, and 11/5/13 in Career Programs Building 214 from 6:30pm-9:00pm
Total: \$230 Sr Fee: \$170

PLC 874 C 9/3/13-11/05/13 A Weaver

Infant and Toddler Care

This course is designed to provide an overview of infant and toddler care and curriculum planning based on child development theory and best practices for children birth through two years of age. It is approved by the Maryland State Department of Education (MSDE) for infant toddler teacher certification training. Topics include: curriculum planning, goal setting, and selection of age appropriate materials and methods. Mandatory meeting on 9/5/13, 10/10/13, and 11/7/13 in Career Programs Building 214 from 6:30pm-9:00pm
Total: \$230 Sr Fee: \$170

PLC 875 C 9/5/13-11/07/13 A Weaver

Sudden Infant Death Syndrome (SIDS)— Online Class.

This class is held in conjunction with Howard Community College. This course satisfies the MSDE requirement for child care providers: 2 clock-hours of SIDS training. Learn about SIDS, which can affect apparently healthy infants under one year of age. This is an online course that you complete at your own pace, with instructor guidance, and takes approximately 2 hours to complete (completion times may vary.) Include your email address on your registration to receive log in instructions. You may register and begin this course anytime between the first and last class date. Once you have completed the course work, your instructor will be notified to review it and notify you of your results, and will issue you a certificate of completion. You will need access to a computer, the internet and email to take this course. All materials are provided in class. Fees are not refundable after the first class date.
Total: \$36

Course # PLC 846 9/1/13-12/15/13

You may register for and begin this class anytime between Sept 1 and Dec 15. There are no classroom meeting days or times. This is an online course that you complete at your own pace, with instructor guidance, and takes approximately two hours to complete [completion times may vary]. Include your email address on your registration to receive log-in instructions. Once you have completed the course work, your instructor will be notified to review it and notify you of your results, and will issue a certificate of completion. You will need access to a computer, the internet and email to take this course.

AMERICAN MANAGEMENT ASSOCIATION



American Management Association®

HCC Continuing Education and Business Services, in partnership with the American Management Association (AMA) offers two certificates, one in General Management, and one in Human Resources Management.

AMA Certificate in General Management

Complete any five of the following courses.

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

AMA Certificate in Human Resources Management

Complete the General Management Certificate AND

- Fundamentals of Human Resources Management



New this fall—AMA Boot Camp

- Earn Your AMA Certificate in General Management in just 6 weeks!
- Courses are held Tuesday and Thursday evenings October 1 thru November 7.

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

AMA Management Certification

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 the five strategies for managing conflict.

Total: \$239 Sr. Total: \$202

PRD 429 C Th 8:30AM-4:30PM 9/12/13 A Kostreski
Valley Mall 6

PRD 429 D TTh 5:00PM-8:30PM 10/08/13-10/10/13
A Kostreski Valley Mall 6

First Line Supervision

This course walks student through the transition from staff to supervisor and is the ideal resource for the new supervisors. Learn to get more done by, and 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 deliver positive and instructional feedback.

Total: \$239 Sr. Total: \$202

PRD 646 D TTh 5:00PM-8:30PM 10/15/13-10/17/13
A Kostreski Valley Mall 6

PRD 646 N 10/17/13-10/24/13

10/17/13 8:30am-4:30pm VM 6

10/24/13 8:30am – 12:30pm 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 other succeed.

Total: \$239 Sr. Total: \$202

PRD 675 D TTh 5:00PM-8:30PM 10/01/13-10/03/13
M Waltemire Valley Mall 6

PRD 675 E Th 8:30AM-4:30PM 11/14/13 A Kostreski
Valley Mall 6

Fundamentals of Human Resources

The nature and role of human resources (HR) have 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 Sr. Total: \$202

PRD 700 D TTh 5:00PM-8:30PM 10/29/13-10/31/13
D Hartman Valley Mall 6

Coaching for Top Performance

Workplace coaching has become an essential business skill that every manager needs in today's change-filled business environment. While the traditional manager was characterized as the one having the bulk of authority and holding most of the key business information, the coach in the emerging high-involvement organization helps people succeed by enabling them to manage and lead themselves. Coaching gives you the ability to bring out the best in your employees, creates productive partnerships between you and your employees, and makes teamwork happen. You will learn to:

- * Identify Coaching Skills/Competencies
- * Discover and Use Coaching Tools
- * Practice Communication Skills for Coaches
- * Understand How to Deal with Coaching Challenges
- * Apply Principles to Real Life Situations

Total: \$239 Sr. Total: \$202

PRD 390 D TTh 5:00PM-8:30PM 10/22/13-10/24/13
M Waltemire Valley Mall 6

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? Can you defend your actions—or those of your employees if you end up in court? Staying out of trouble is a matter of being prepared and that’s exactly what you’ll learn in Fair, Square, and Legal—complex legal concepts that are translated into easy-to-learn guidelines for managing people. The course examines how the laws governing equal opportunity and employee rights protect not only employees, but managers as well—and shows that understanding and adhering to employment law is simply good business. Participants will learn to:

- * Identify potential employment law violations
- * Investigate a harassment complaint
- * Write safe job advertisements and job descriptions
- * Conduct safe hiring interviews and performance appraisals
- * Recognize a “hostile work environment” and develop an effective sexual harassment policy
- * Take court-approved progressive disciplinary action prior to dismissing an employee

Total: \$239 Sr. Total: \$202

PRD 506 E TTh 5:00PM-8:30PM 11/05/13-11/07/13
 D Hartman Valley Mall 6

Attention, CEOs, Supervisors, Managers!

Business Solutions Start Here.

We offer 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 Stephanie Powers at 240-500-2490.





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SCORE Hagerstown Seminars

- In partnership with Hagerstown Community College, the Hagerstown SCORE Chapter presents a seminar series for new and aspiring entrepreneurs. For more information, please call Hagerstown SCORE at 301-766-2043..



How to

Really Start Your Own Business

Whether you plan to start a 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 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. Participants can register for the full seminar or individual sessions.

Fee: \$65

PRD 435 D Th 6:30PM-8:30PM 10/3/13-10/24/13 Tech Innovation Ctr 323

Online Courses For Teachers

Ready, Set, Read!

Learning specialist shows you how to develop successful readers and writers.

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Creating K-12 Learning Materials

Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

Working Successfully with Learning Disabled

Students successfully meet the diverse needs of the learning disabled students in your classroom.

Integrating Technology in the K-5 Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real world examples from elementary, middle, and high school classrooms.

Teaching Math Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Teaching Science Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Enroll Now!

Visit Our Online Instruction Center Today!

www.ed2go.com/hagerstown

or call: 240-500-2236

Courses start as low as: \$99

Hospitality

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. Class Limit: 12

Total: \$410 Sr. Total: \$316

PLC 696 C W 6:00PM-9:00PM 9/11/13-10/30/13

SRhodes/T Smith Valley Mall 4

Personal Trainer

Personal Trainer Certification

Get all the information you need to become a CERTIFIED PERSONAL TRAINER. The course includes 15 hours of “hands-on” practical training preparing you to actually work with clients one-on-one. The course also includes 15 hours of lectures covering anatomy, health screening, exercise physiology, nutrition, muscle and skeletal injuries, etc. Students must pass a written 100 question exam on theoretical issues and pass a one-on-one practical skills exam. The National Exam is held on the 6th and final day of class. Students are required to complete a 30-hour internship within 12 months of passing the final examination. Students need to provide proof of CPR/AED Certification and internship hours before certification will be granted. This course helps you prepare for the National Boards (www.nbfe.org for details). Students should order their books for an additional fee ASAP in order to begin studying prior to class. To order your books call 1-888-330-9487. Age Limit: 18 years and older. Saturday mornings will be held at the HCC Main Campus. Saturday afternoon classes will be held at a local gym to be announced. Students may learn more about World Instructor Training School-WITS (the course provider) at www.witseducation.com. Class Limit: 20

Total: \$640 Sr. Total: \$593

PLC 781 C TTh 6:30PM-9:30PM 9/17/13-10/24/13

WITS Career Programs Building 212

PLC 781 D S 9:00AM-4:00PM 10/26/13-12/07/13

WITS Career Programs Building 124

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 attend 60 hours of class time and receive a 70% 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) Class Limit: 40

Total: \$298

PLC 364 C TTh 6:00PM-9:00PM 9/24/13-12/05/13

Career Programs Building 230

MD Agency—Commercial

This course meets the Maryland Real Estate Commissions requirements for agency training in commercial transactions. This course reviews when agency must be disclosed in a commercial transaction, how to properly disclose agency and how to document disclosures. Class Limit: 35

Total: \$35

PLC 644 B T 1:00PM-4:00PM 8/27/13 Valley Mall 4

Agency Residential

Approved for 2 hours of MD Real Estate CEC. Review Maryland Agency Laws and Disclosures. Class Limit: 30

Total: \$35

PLC 667 B T 1:00PM-4:00PM 8/20/13 Valley Mall 4

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 home. Agents will be able to represent and guide the senior buyers. DLLR# 279-0694 Class Limit: 50

Total: \$35

PLC 877 D T 9:00AM-12:00PM 10/22/13 Valley Mall 6

MD Real Estate Legal Update

This course meets the Maryland Real Estate Commission requirements for 3 hours of continuing education in category "A" (pending). Topics will include the most recent licensing law updates and local code enforcement updates. Class Limit: 35

Total: \$35

PLC 294 E T 1:00PM-4:00PM 11/05/13 Staff
Valley Mall 4

Agency Residential

Approved for 2 hours of MD Real Estate CEC. Review Maryland Agency Laws and Disclosures. Class Limit: 30

Fee Total: \$35

PLC 667 B T 1:00PM-4:00PM 8/20/13 Staff
Valley Mall 4

PLC 667 E W 1:00PM-4:00PM 11/06/13 Staff
Valley Mall 4

General Module Pennsylvania Post-Licensing

This module is required of any standard Pennsylvania salesperson licensee taking Pennsylvania Real Estate Continuing Education for the first time. Any Pennsylvania real estate salesperson initially licensed after December 1, 2007 is required to take this commission developed course. Topics include PA licensing laws. Closing cost, HUD 1 sheets, agreement of sale, general

real estate principles and agency relationships. This course is approved for 7 hours of Pennsylvania Post-Licensing Continuing Education or regular PA Continuing Education. Class Limit: 50

Fee Total: \$70 Sr. Fee Total: \$61

PLC 711 D W 9:00AM-5:00PM 10/16/13 Staff
Valley Mall 4

Residential Module Pennsylvania Post-Licensing

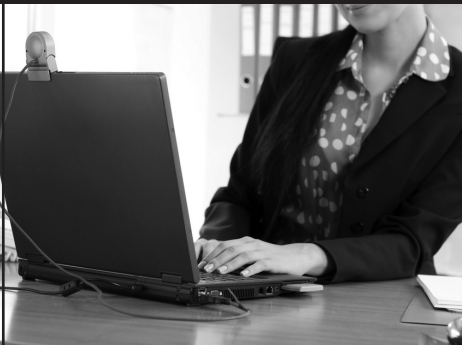
This module alone with the General Module meets the Pennsylvania post-licensing continuing education requirement for newly licensed salespersons. Any Pennsylvania real estate salesperson initially licensed after December 1, 2007 is required to take commission approved post-licensing courses. Topics include Uniform Construction code, environmental issues, types of construction, land development, home inspections or warranties, mortgage information and fair housing. This course is approved for 7 hours of Pennsylvania Post-Licensing Continuing Education or regular PA Continuing Education. Class Limit: 50

Fee Total: \$70 Sr. Fee Total: \$61

PLC 712 E T 9:00AM-5:00PM 11/12/13 Staff
Valley Mall 3

Insurance Courses

offered via Skype by HCC in partnership with Allegany College of Maryland



Life and Health Insurance Pre-Licensing (PLC 819 C)

Mondays 9/23/13 - 11/25/13 6:00pm - 10:00pm
Cost: \$333

The cost of this course does not include the book. Order the "Exam Cram - Life and Health Insurance Exam" study guide. Course materials should be purchased from www.informit.com. For more information, Please contact Kathy Condor at 301-784-5121 or kcondor@allegany.edu.

Maryland Property and Casualty Insurance Licensing (PLC 818 C)

Thursdays 9/12/13 - 12/19/13 6:00pm - 10:00pm
Cost: \$413

The cost of this course does not include the book. Order the "BISYS Property and Casualty Exam Cram" book with CD at www.informit.com/index.asp. No class on November 28th. For more information, Please contact Kathy Condor at 301-784-5121 or mail to: kcondor@allegany.edu

Insurance Fraud Statistics Update (PLC 820 D)

Tuesday 10/29/13 6:00pm - 10:00pm Cost: \$48

Good Ethics vs. Bad Ethics (PLC 840 D)

Wednesday 10/16/13 6:00pm - 10:00pm Cost: \$38

Credit Affect on Personal Insurance - P&C and L&H (PLC 839 D)

Tuesday 10/1/13 6:00pm - 10:00pm Cost: \$48

MD Ethics and Predatory Lending

PLC 282 C T 9/17/13 9am-12pm \$35
Valley Mall Room 4

New Construction RE Sales Basics

PLC 879 C T 9/24/13 1pm-4pm \$35
Kathleen Rylander Valley Mall Room 4

Risk Reduction

PLC 878 C W 9/26/13 1pm-4pm \$35
Valley Mall Room 4

Fair Housing Review

PLC 466 C T 10/8/13 10am-12pm \$30
Valley Mall Room 6

PA Post Licensing-General

PLC 711 D W 10/16/13 9am-5pm \$70
Valley Mall Room 4

MD Legal and Legislative Updates

PLC 294 E T 11/5/13 1pm-4pm \$35
Valley Mall Room 4

Post Licensing – Residential

PLC 712 E T 11/12/13 9am-5pm \$70
Valley Mall Room 4

Tourism

Certified Tourism Ambassador

This course will to train those who interact with visitors to our National Parks, Civil War battlefields, charming Main Street communities, and historic sites to become a member of the large network of Certified Tourism Ambassadors. This interactive program was designed to provide you essential details and easy-access to resources to help you better serve your guests and transform a good visitor experience into an exceptional one. It offers a continuous and fun-learning experience to keep you “in the know” about attractions in the Journey Through Hallowed Ground National Heritage Area. After your open-book CTA exam, you will join a cadre of fellow Ambassadors from Gettysburg to Monticello.

For registration, please go to this site: <https://www.ctanetwork.com/app/index.cfm>

PLC 868 EP S 8:30AM-12:30PM 11/02/13
Career Programs Building 232

Hagerstown Community College is partnering with the Maryland Public Purchasing Association, Inc. Chapter of NIGP to offer:

Introduction to Public Procurement

Course Number: PLC-872-DT

Date and time: October 7-9, 2013 8AM - 5PM

Seminar Location: Center for Continuing Education, Valley Mall Training Center, 17301 Valley Mall Rd., Hagerstown MD 21740. The entrance is on the back on the Mall between JCPenney and The Bon-Ton.

Hosted By: Maryland Public Purchasing Association, Inc. Chapter of NIGP

Presented by: C. Jen Johnson, CPPB

Contact hours: 24

UPPCC recertification points: 3

The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

3 day courses:

Standard pricing:

NIGP Members - \$660 **

Non-Members - \$860 **

** Receive a \$25 early registration discount by registering 60 or more days in advance of the course. A late fee of \$50 will be assessed for those registrations received within 30 days of the course.

Not a national member?

Visit NIGP.org for membership information

Register online with credit card by going to www.hagerstowncc.edu/coned/areas/licensing/nigp



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Maryland Real Estate Continuing Education Online Courses

You can start anytime. Call 240-500-2564 to find out how!

Homes for All: Serving People with Disabilities

4 hours of Maryland CE credit in the professional enhancement category (F). DLLR 252-0694 PLC 802 Fee: \$50

The Truth About Mold

3 hours of Maryland CE credit in the professional enhancement category (F). DLLR 253-0694 PLC 803 Fee: \$50

Reverse Mortgages for Senior Home Owners

4 hours of Maryland CE credit in the professional enhancement category (F). DLLR 251-0694 PLC 799 Fee: \$50

Environmental Issues in Your Real Estate Practice

4 hours of Maryland CE credit in the professional enhancement category (F). DLLR 208-0694 PLC 377 Fee: \$50

Tax Free Exchange

4 hours of Maryland CE credits in the required category (A) Legal and Legislative updates. DLLR 206-0694 PLC 378 Fee: \$50

Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). DLLR 224-0694 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. No Pennsylvania CE. DLLR 233-0694 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 235-0694 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 234-0694 PLC 661 Fee: \$26

Real Estate Finance Today

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 231-0694 PLC 594 Fee: \$50

Risk Management

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 209-0694 PLC 687 Fee: \$50

Red Flags Property Inspections

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 230-0694 PLC 595 Fee: \$50

Understanding Credit and Improving Credit Scores for RE Agents

3 hours of Maryland CE in category (F) Professional Enhancement. DLLR 232-0694 PLC 596 Fee: \$50

Foreclosures, Short Sales, and REO's

6 hours of Maryland CE credit in the category (f). DLLR 262-0694 PLC 851 Fee: \$60

Homes For All: Serving People with Disabilities

6 hours of Maryland CE credit in category (f) DLLR 263-0694 PLC 848 Fee: \$60

Reverse Mortgages for Seniors

2 hours of Maryland CE credit in category (f) DLLR 268-0694 PLC 849 Fee: \$60

MREC Agency – Commercial

3 hours of Maryland CE credit in category (h) DLLR 258-0694 PLC 854 Fee: \$60

MREC Agency – Residential

3 hours of Maryland CE credit in category (h) DLLR 260-0694 PLC 847 Fee: \$60

Property Management and Managing Risk

4 hours of Maryland CE credit in category (f) DLLR 250-0694 PLC 855 Fee: \$70

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

To register for online courses call Sharon Rhodes directly at 240-500-2564.

Senior Adult Computer Classes

Instructor Bio—Carvel Wright

Carvel Wright has over 30 years of experience teaching computer classes. Enjoy a relaxed atmosphere that brings back the fun in learning.

Computer Basics



This is the computer course you have been asking for! Join experienced HCC instructor Carvel Wright in this fun and interesting class! This course was designed to introduce the basics of computers to complete beginners. We will begin introducing the pieces of the computer, how to buy a personal computer, what a computer can do for you, and an introduction to the Internet and Windows XP plus much more. Textbook included in course fee; please pick up in the first class session. Class Limit: 14

Fee: \$125 Materials Fee: \$47 Reg. Fee: \$8 Total: \$180

Sr. Fee: \$75 Materials Fee: \$47 Reg. Fee: \$8 Total: \$130

CMP 112 C TTh 9:00AM-11:00AM 9/17/13-10/17/13

C Wright Valley Mall 2

CMP 112 D TTh 9:00AM-11:00AM 10/29/13-12/03/13

C Wright Valley Mall 2

Introduction to Microsoft Windows 7



Whether you have recently purchased a new computer with Windows or simply wish to keep up with this new Windows operating system, Carvel Wright will guide you through it all! This new course is designed to develop a basic working knowledge of Windows 7, focusing on new applications and advantages. This course is designed for participants that have basic keyboard knowledge. Textbook included in course fee; please pick up in first class session. Class Limit: 10

Fee: \$125 Materials Fee: \$47 Reg. Fee: \$8 Total: \$180

Sr. Fee: \$75 Materials Fee: \$47 Reg. Fee: \$8 Total: \$130

CMP 030 C TTh 1:00PM-3:00PM 9/17/13-10/17/13

C Wright Valley Mall 2

CMP 030 D TTh 1:00PM-3:00PM 10/29/13-12/03/13

C Wright Valley Mall 2

Computers – General

Intro to Personal Computing

If you are tired of waiting at the technology on-ramp, then head for this class that teaches you more than just how to use a computer. Become confident with the components and terminology that define today's personal computing experience. Discover how you can use a computer at home to send an e-mail or instant message or at work to write a memo or create a spreadsheet. Make the Windows desktop a friendly place to visit and the Internet a safe place to surf Web sites or make purchases online. (Textbook Required) Class Limit: 14

Total: \$178 Sr. Total: \$128

CMP 680 C W 6:00PM-9:00PM 9/18/13-12/11/13

Valley Mall 2

Keyboarding on the PC

Mastering the personal computer starts with mastering the keyboard. "Keyboarding for the PC" allows you to do this at your own pace through easy-to-follow step-by-step instructions and computer-led tutorials. Individual progress on the alpha and numeric keys is charted as you work toward the ten-week goal of twenty words-per-minute. More advanced students will have the opportunity to work with the numeric keypad as well as build their typing speed. (Textbook Included) Class Limit: 10

Total: \$193 Sr. Total: \$168

CMP 751 C M 6:00PM-8:00PM 9/16/13-11/18/13

M Clipp Valley Mall 5

Beginning QuickBooks

An effective bookkeeping system can make the difference between success and failure in your business. You can quickly and easily master basic bookkeeping tasks using QuickBooks and the help of your instructor. Learn how to set up a QuickBooks company including income accounts, payables and receivables, invoice reports, expense tracking, and payroll. Windows experience required and basic bookkeeping experience helpful. (Textbook Required) Class Limit: 14

Total: \$158 Sr. Total: \$108

CMP 675 D Th 6:00PM-9:00PM 10/03/13-11/07/13

J Jamison Valley Mall 2

Computers – How To

How to Take Great Pictures With a Digital Camera

Digital cameras can free you from trips to the local photo store while at the same time giving you more options for your prints. Investigate different lighting techniques, review options for setting up a shot, and experiment with digital editing tools that could brighten up your photos. You must be familiar with Windows and a mouse, and bring your digital camera to class. (Textbook Required) Class Limit: 14
Total: \$103 Sr. Total: \$53

CMP 896 C T 6:00PM-9:00PM 9/24/13-10/22/13
M Wertman Valley Mall 2

How to Edit Digital Pictures Like a Pro

Move your blah picture to a masterpiece that will impress your family or friends with easy-to-use techniques. Repair those little imperfections or get the red eye out of your photography subjects. Clean up that old photo that means so much to you. Your instructor will help you with these and more using the inexpensive Photoshop Elements software. Basic Windows, mouse, and keyboard skills required. Class Limit: 12

Total: \$123 Sr. Total: \$83

CMP 809 D T 6:00PM-8:30PM 10/29/13-11/19/13
M Wertman Valley Mall 2

How to Sell on eBay

Imagine earning extra money while your attic and garage “clutter” disappear! Learn more about the eBay selling environment, from researching and listing an item to customer service, profit margins, what sells and what does not, as well as shipping and handling tips to get those items safe and sound to the customer. Knowledge of Windows and good Internet skills are needed as well as something to sell. (Materials fee includes textbook) Class Limit: 10

Total: \$123 Sr. Total: \$78

CMP 573 D T 6:00PM-8:30PM 10/01/13-11/05/13
Valley Mall 5

Configuring Android Phones and Tablets

If you are struggling with the “smart” in your Android smartphone or Android tablet, join us for some tips on how to make your device user friendly. From the home screen to the apps store, become more confident with your Android and start enjoying the productivity benefits available with this new platform. Class Limit: 10

Total: \$58

CMP 972 D W 6:00PM-8:30PM 10/02/13-10/16/13
L Aguilera Valley Mall 5

Multimedia Authoring

This is a survey course with introduction to concepts needed for career opportunities in interactive design. This course teaches the fundamentals of producing audio and video. Both studio and field production will be emphasized as students learn the basic equipment, process, terminology, and creative options for producing audio and video, as well as the unique characteristics and restrictions associated with delivering these forms of multimedia. Prerequisite: Familiarity with graphic editing software such as Adobe Photoshop. Class Limit: 18

Fee Total: \$374

Sr. Fee Total: \$73

CMT 102 B Th 1:00PM-2:15PM 8/29/13-12/17/13
D Maruszewski Advanced Technology Center 202

Multimedia Animation Algorithm

Create and incorporate two-dimensional animation into multimedia presentations using scripting language. Learn the fundamentals of producing audio and video from initial stages such as storyboards, through designing of content into a final stage of a fully functioning animation. Class Limit: 18

Fee Total: \$374 Sr. Total: \$239

CMT 201 B Th 6:30PM-9:15PM 8/29/13-12/12/13
D Maruszewski Advanced Technology Center 202

Security

Ethical Hacking Fundamentals

Become familiar with offensive network security, ethical hacking and responsibility and network defense and counter measures. You will study testing, scanning and securing information systems using Certified Ethical Hacking training tools. Topics include hacker methodology and tools, how they operate and how to set up strong countermeasures and defensive systems to protect an organization's critical infrastructure and information. Required: Network industry background. (Textbook required) Class Limit: 15

Fee Total: \$439 Sr. Total: \$304

CMT 240 B MW 5:00PM-7:45PM 8/28/13-10/21/13
Science/Technology/Engineering/Math 110

Intro to Penetration Testing

Penetration testing and security analysis highlight some of the cyber defense skills for network administrators. Topics include penetration testing methodologies and responsibilities, customer and legal agreements, testing checklists, internal and external test-

ing, and vulnerability analysis. Prerequisite: CMT-240 Ethical Hacking Fundamentals. (Textbook required) Class Limit: 15
 Fee Total: \$439 Sr. Fee Total: \$304
 CMT 245 D M W 5:00PM-7:45PM 10/23/13-12/16/13
Science/Technology/Engineering/Math 110

Computer – 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 Web sites, 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. Class Limit: 20
 Fee Total: \$337 Sr. Total: \$63
 CMW 101 C M W 6:30PM-7:45PM 9/02/13-12/11/13
S Maher Adv. Tech. Center 116

Computers – 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) Class Limit: 20
 Total: \$376 Sr. Total: \$237
 CMT 252 C T 6:00PM-9:00PM 9/03/13-12/17/13
Advanced Technology Center 116

Computers—Repair and 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) Class Limit: 18
 Total: \$421 Sr. Total: \$282
 CMT 150 C M 6:30PM-9:15PM 9/02/13-12/16/13
K Weil-Yates Advanced Tech. Center 200

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) Class Limit: 20
 Total: \$421 Sr. Total: \$282
 CMT 151 B W 6:30PM-9:15PM 8/28/13-12/11/13
K Weil-Yates Advanced Technology Center 200

CCNA: Networking 1

Participants are introduced to the architecture, structure, functions, components, and models of the Internet and other computer networks. The OSI and TCP layered models are used to examine the nature and roles of protocols and services and layers in conjunction with the Cisco Networking Academy. The principles and structure of IPv4 and v6 addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Introductory router/switch device configuration skills are also included. Prerequisites: A+ certification or equivalent work experience. NOTE: orientation meeting on Saturday, 9/7/12 at Hagerstown Community College. Must have a personal computer and Internet access (broadband is recommended) to complete online assignments and exams. Class Limit: 15
 Total: \$515 Sr. Total: \$323
 CMT 355 C S 10:00AM-2:00PM 10/26/13 J Droeger
Science/Technology/Engineering/Math 110

CCNA: Networking 2

Examine the architecture, components, and operation of routers, and apply the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols of EIGRP and OSPF using IPv4 and v6. By the end of this course, students will be able to recognize and correct common routing issues and problems.

This is offered in conjunction with the Cisco Networking Academy. Required: CCNA Networking 1. Must have a personal computer and Internet access (broadband is recommended) to complete online assignments and exams. Class Limit: 15

Total: \$515 Sr. Total: \$323

CMT 356 D S 10:00AM-2:00PM 12/14/13 J Drooger
Science/Technology/Engineering/Math 110



Want to get the most out of your iPhone or iPad?

Apple's innovative products can do much more than most people recognize. Stop struggling to have a great user experience and join HCC for insights on how to use these platforms more fully.

- Create and navigate your Home screen
- Apps you can't live without
- Tips and tricks you need to know

CMP-844-D Oct. 9-23 Online
CMP-844-N Sat., Oct. 26 9AM-Noon

Register at www.hagerstowncc.edu
or call 240-500-2236

Get Your Kindle On

Looking for a new book at 1AM? Get a new book in less than a minute right in your bed! Stop building bookshelves and build an electronic library instead. Download free books from both Amazon and the library.

Fee: \$45 Registration Fee: \$8 Total: \$53

CMR 001 C1 Monday 6:00PM-9:00PM 9/30/13-10/14/13
D Drooger Valley Mall Room 2



Business Computer Seminars

Microsoft Word

Microsoft Word Level I

Overview of 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 and 2010. (Textbook included) Pre-requisite: General computer skills Class Limit: 12

Total: \$127 Sr. Total: \$87

*CMP 837 C W 9:00AM-4:30PM 9/25/13 N Demarkis
Valley Mall 2*

*CMP 837 D M 9:00AM-4:30PM 10/28/13 N Demarkis
Valley Mall 2*

*CMP 837 F M 9:00AM-4:30PM 12/16/13 N Demarkis
Valley Mall 2*

Microsoft Word Level II

Move your documents from bland to brilliant as you enhance your basic skills using Word. Focus on creating your own style with templates; insert and arrange graphics; format tables; manage document revisions; use mail merge, print labels and envelopes. Pre-requisite: Word Level I. Most topics apply to Word 2007 and 2010. (Textbook included) Class Limit: 12

Total: \$127 Sr. Total: \$87

*CMP 838 D W 9:00AM-4:30PM 10/09/13 N Demarkis
Valley Mall 2*

*CMP 838 E M 9:00AM-4:30PM 11/18/13 N Demarkis
Valley Mall 2*

Microsoft Excel

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 and 2010. (Textbook included) Pre-requisite: Windows PC skills Class Limit: 12

Total: \$127 Sr. Total: \$87

*CMP 835 C M 9:00AM-4:30PM 9/23/13 N Demarkis
Valley Mall 2*

*CMP 835 D W 9:00AM-4:30PM 10/16/13 N Demarkis
Valley Mall 2*

*CMP 835 E M 9:00AM-4:30PM 11/25/13 N Demarkis
Valley Mall 2*

Microsoft Excel Level II

Improve your Excel workbook by adding visual appeal and increasing usability. Organize data with sorts and filters; use multiple worksheets and workbooks efficiently; use range names to quickly select data or update a formula; save workbooks as Web pages or a PDF/XPS file; and insert and edit hyperlinks. Pre-requisite: Excel Level I. Most topics apply to Excel 2007 and 2010. (Textbook included) Class Limit: 12

Total: \$127 Sr. Total: \$87

*CMP 836 D M 9:00AM-4:30PM 10/07/13 N Demarkis
Valley Mall 2*

Microsoft Excel Level III

Add on to your Level II knowledge and work with advanced concepts/customization. Import and export data; create custom ranges and use VLOOKUP; and work with PivotTables and PivotCharts. Use the analytical features of Excel (such as Goal Seek and Solver), run and record macros, and share Excel workbooks collaboratively. Pre-requisite: Excel Level II. Most topics apply to Excel 2007 and 2010. (Textbook included) Class Limit: 12

Total: \$127 Sr. Total: \$87

*CMP 693 E W 9:00AM-4:30PM 11/13/13 N Demarkis
Valley Mall 2*

*CMP 693 F M 9:00AM-4:30PM 12/09/13 N Demarkis
Valley Mall 2*

Business Computer Seminars

Microsoft Access

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 and 2010. (Textbook included) Class Limit: 12

Total: \$127 Sr. Total: \$87

CMP 846 C M 9:00AM-4:30PM 9/30/13 N Demarkis
Valley Mall 2

CMP 846 E W 9:00AM-4:30PM 11/20/13 N Demarkis
Valley Mall 2

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 and 2010. (Textbook included) Class Limit: 12

Total: \$127 Sr. Total: \$87

CMP 847 D M 9:00AM-4:30PM 10/21/13 N Demarkis
Valley Mall 2

CMP 847 F W 9:00AM-4:30PM 12/04/13 N Demarkis
Valley Mall 2

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 and 2010. Pre-requisite: Access Level I & II (Textbook included) Class Limit: 12

Total: \$127 Sr. Total: \$87

CMP 848 E M 9:00AM-4:30PM 11/04/13 N Demarkis
Valley Mall 2

CMP 848 F W 9:00AM-4:30PM 12/11/13 N Demarkis
Valley Mall 2

Microsoft PowerPoint

Microsoft PowerPoint Level I

Create your own professional presentations including text, graphics, WordArt, tables, charts, and diagrams. Insert bulleted and numbered lists; add SmartArt graphics; edit and format slide content; and understand how to manage and deliver a presentation. Most topics apply to PowerPoint 2007 and 2010. Class Limit: 12

Total: \$127 Sr. Total: \$87

CMP 851 D W 9:00AM-4:30PM 10/23/13 N Demarkis
Valley Mall 2

Microsoft PowerPoint Level II

In Level II, customize the PowerPoint environment and design templates; edit your Master; add hyperlinks and audio and special effects; perform document recovery; customize slide shows, and finalize a presentation. Pre-requisite: PowerPoint Level I. Most topics apply to PowerPoint 2007 and 2010. Class Limit: 12

Total: \$127 Sr. Total: \$87

CMP 852 E W 9:00AM-4:30PM 11/06/13 N Demarkis
Valley Mall 2

Computers—Online

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

Questions? Call 240-500-2413, or e-mail online@hagerstowncc.edu

Section B	8/21/2013 – 10/11/2013
Section C	9/18/2013 – 11/08/2013
Section D	10/16/2013 – 12/06/2013
Section E	11/13/2013 – 1/03/2014
Section F	12/11/2013 – 1/31/2014

Register online at
www.ed2go.com/hagerstown.

Creating Web Pages (Online class)

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

Fee: \$99 (includes tuition, fee, & registration)

Introduction to Dreamweaver (Online class)

Master the best and most widely used Web design tool available. You'll find out how to create and format text, images, hyperlinks, tables, and various other media types. You'll also examine page design – with an emphasis on avoiding common layout errors.

Fee: \$99 (includes tuition, fee, & registration)

Introduction to Microsoft Excel (Online class)

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

Fee: \$99 (includes tuition, fee, & registration)

Secrets of Better Photography (Online class)

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on taking excellent photos in all types of situations.

Fee: \$99 (includes tuition, fee, & registration)

Introduction to Photoshop (Online class)

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. This hands on, project-oriented course is filled with detailed step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing.

Fee: \$99 (includes tuition, fee, & registration)

Introduction to PC Troubleshooting (Online class)

Don't be afraid to open that pesky box called a computer. Walk step by step through the typical hardware and operating system problems that happen to PC's. Once you've mastered the basics, launch into some of the more advanced and nasty problems that sometimes crop up in a PC and fix them!

Fee: \$99 (includes tuition, fee, & registration)

Basic A+ Certification Prep (Online class)

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

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

Introduction to Java Programming (Online class)

No geek background but you'd still like to learn about writing computer code? No prior programming knowledge is required in this Java class that has easy-to-understand examples and plenty of skill-building exercises.

Fee: \$99 (includes tuition, fee, & registration)

Introduction to SQL (Online class)

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Fee: \$99 (includes tuition, fee, & registration)

Scan from your phone to see more ed2go classes online.



Other online computer classes you can take from home

See
www.ed2go.com/hagerstown
for more details.



ACCOUNTING SOFTWARE

- Introduction to Crystal Reports 10
- Introduction to Peachtree Accounting
- Introduction to QuickBooks
- Performing Payroll in QuickBooks
- QuickBooks for Contractors

COMPUTER APPLICATIONS – ADOBE

- Introduction and Intermediate Dreamweaver
- Introduction to Illustrator
- 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 to Microsoft Publisher
- Introduction and Intermediate Microsoft Word

DIGITAL PHOTOGRAPHY

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

WEB DESIGN

- Creating WordPress Websites I and II
- Creating Web Pages
- Introduction and Intermediate CSS and XHTML

CLASSROOM COMPUTING

- Creating a Classroom Website
- Integrating Technology in the Classroom
- PowerPoint in the Classroom
- Introduction to Microsoft Word in the K-12 Classroom
- The Classroom Computer
- Using the Internet in the Classroom
- Web 2.0: Blogs, Wikis, and Podcasts

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 Linux
- Introduction to PC Troubleshooting
- Introduction to Windows XP
- Keyboarding
- Navigating the Internet

COMPUTER PROGRAMMING

- Introduction to ASP.NET
- Introduction to Java Programming
- Introduction to Perl Programming
- Introduction to PHP and MySQL
- Introduction to Python 2.5 Programming
- Introduction to Ruby 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 10
- Introduction to Oracle
- Intermediate Oracle
- Introduction to SQL

NETWORKING AND COMMUNICATIONS

- Introduction to Networking
- Intermediate Networking
- Wireless Networking

SECURITY

- Hack Your Way to Security
- Introduction to PC Security

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 6 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. Class Limit: 20

Total: \$288 Sr. Total: \$168

DRV 001 B MW 6:00PM-9:00PM 8/19/13-9/25/13

F Vincent Career Programs Building 210

DRV 001 C S 9:00AM-12:00PM 9/21/13-12/07/13

D Mitchell Valley Mall 7

DRV 001 D MW 6:00PM-9:00PM 10/07/13-11/11/13

F Vincent Career Programs Building 210

DRV 001 E MTW 6:00PM-9:00PM 11/25/13-12/17/13

F Vincent Career Programs Building 210

CDL Learner's Permit Prep

Take the guess work out of sitting for your CDL Learner's Permit and let our professional truck driving instructors guide you through the testing process. This short course will cover the topics you need 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.) Class Limit: 20

Total: \$28

TDV 051 B W 5:00PM-9:00PM 8/21/13 VOLVO 1

TDV 051 D W 5:00PM-9:00PM 10/09/13 VOLVO 1

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) Class Limit: 2

Total: \$1758 Sr. Total: \$1158

TDV 008 C S 8:00AM-4:00PM 9/28/13-11/2/13 VOLVO 1

Professional Truck Driver Training

CDL Learner's Permit

- Prep course for anyone interested in obtaining a CDL Class A or B license

CDL Driver Refresher

- Skills testing and updates for CDL license holders without recent road experience

CDL Class B

- Classroom and range preparation for career driving dump trucks, box trucks, or other qualified Class B vehicles

CDL Class A

- Commercial vehicle transportation certificate program for individuals planning a career in professional truck driving



For more information, contact Jack Drooger at 240-500-2453 or e-mail

jackdrooger@hagerstowncc.edu
www.hagerstowncc.edu/GoDrive

Driver Education at HCC



- Quality classroom facilities
- Late model cars with dual controls
- MVA certified instructors
- Classes every 8 weeks
- Courses to fit your needs!

For more information,
contact registration at
240-500-2236

Learn to drive at
Hagerstown Community College

Behind the Wheel Refresher

August 16, 2013
through December 19, 2013

DRV 003

Need to polish up your road skills?

Not ready for your MVA Skills Test?

*Parallel parking and three-point turns
terrify you?*

Our experienced driving instructors can help build confidence and overcome weak areas in your behind-the-wheel skills. Two-hour driving refreshers are scheduled on an as-needed basis by contacting the Transportation Safety office at 240-500-2508.

Business Solutions Start Here.

We offer 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 Stephanie Powers at
240-500-2490.

Attention, CEOs, Supervisors, Managers!





MOTORCYCLE SAFETY AND LICENSING

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

Basic Rider MST 614

\$271

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.

Section Name	Start Date	End Date	Classroom	Range
MST-614-Q	8/7/2013	8/11/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-R	8/21/2013	8/25/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-S	9/4/2013	9/8/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-T	9/11/2013	9/15/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-TT	9/11/2013	9/15/2013	W/TH 5:45p-9p	S/S PM 12:15p-6p
MST-614-U	9/18/2013	9/22/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-V	10/2/2013	10/6/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-W	10/9/2013	10/13/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-X	10/16/2013	10/20/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-Z	10/30/2013	11/3/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-614-AB	11/6/2013	11/10/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p

Basic Rider for Women MST 448

\$291

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

Section Name	Start Date	End Date	Classroom	Range
MST-448-HW	7/17/2013	7/21/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p
MST-448-JW	9/25/2013	9/29/2013	W/TH 5:45p-9p	S/S AM 7:30a-12:30p

Alternate Basic Rider MST 615

\$271

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

Section Name	Start Date	End Date	Classroom	Range
MST-615-H	8/30/2013	8/30/2013	none none	Fri 1p-7p

Wear the correct safety gear for class. See the requirements at www.hagerstowncc.edu/GoDrive
HCC is an MVA state-approved training center

www.hagerstowncc.edu/GoDrive

Preparing for the Home Improvement Exam

Contractors or subcontractors providing alteration, remodeling, repair or replacement work on homes in Maryland must be MHIC licensed. You can prepare for the Maryland Home Improvement Contractor examination in this intensive and accelerated course. Expert instructor guidance and course materials help you understand the requirements for the MHIC. (Textbook included) Class Limit: 20
Fee Total: \$252 Sr. Total: \$162

TRD 029 D W 6:00PM-9:00PM 10/09/13-10/30/13

R Harbaugh Valley Mall 3

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). Class Limit: 12

Total: \$352 Sr. Total: \$212

CNT 105 B F 6:30PM-9:15PM 8/30/13-12/13/13

R Calhoun Career Programs Building 142

Introduction to Welding

Start learning to weld in a practical, hands-on class. No previous welding experience is necessary. Oxyacetylene (welding and cutting), arc welding, soldering and brazing are explored with equipment provided at our welding stations. Work on class competencies, at your own pace, beginning with safety practices and set-up in each welding area. (Textbook required) Class Limit: 10

Total: \$361 Sr. Total: \$212

CNT 106 C M 6:30PM-9:30PM 9/09/13-12/16/13

S Staley Career Programs Building 142

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 Class Limit: 10
Fee Total: \$408 Sr. Total: \$288

CNT 306 C S 1:00PM-5:30PM 9/21/13-11/09/13

S Staley Career Programs Building 142

Intermediate Gas Metal Arc Welding-MIG

Focus on expanding your knowledge and skills using MIG equipment to create a variety of welds required for Structural Weld Code tests. Participants will work on fillet and groove welds in various positions and work with vertical sheet metal welds. Prerequisite:

Intro to Welding Class Limit: 10

Fee Total: \$408 Sr. Total: \$288

CNT 307 C S 1:00PM-5:30PM 9/21/13-11/19/13

S Staley Career Programs Building 142

Intermediate Stick Tungsten Arc-Welding

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 Class Limit: 10

Fee Total: \$408 Sr. Total: \$288

CNT 308 C S 1:00PM-5:30PM 9/21/13-11/09/13

S Staley Career Programs Building 142

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) Class Limit: 12

Total: \$361 Sr. Total: \$212

CNT 107 B S 9:00AM-11:45AM 8/31/13-12/14/13

R Fox Career Programs Building 142

CNT 107 C T 4:00PM-6:45PM 9/03/13-12/17/13

D Fulk Career Programs Building 142

EPA Refrigerant Tech Cert

For individuals working in the HVAC field, you can become certified in proper refrigerant-handling techniques as required by the EPA. Class review will prepare you for the EPA Technician Certification Exam per section 608 of the Federal Clean Air Act. A proctored EPA exam will be given on the final night of class that covers Types I, II, III, and the Universal (core) certification. (Textbook and Test Included) Class Limit: 20

Fee Total: \$138 Sr. Total: \$102

TRD 120 F M 6:00PM-9:00PM 12/02/13-12/16/13

J Wachter Career Programs Building 232

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) Class Limit: 18

Total: \$430 Sr. Total: \$248

CNT 110 C M 6:00PM-9:35PM 9/02/13-12/16/13

W Bailey Adv. Tech. Center 213A

Electricity: Master Exam Prep

Prepare for the Master Electrician exam offered by the Maryland Board of Master Electricians. The course will cover layout of the National Electrical Code and understanding code terminology. Students must bring a 2011 National Electrical code book. (Textbook required). Class Limit: 3
Fee Total: \$240

TRD 052 C Th 6:00PM-9:00PM 9/12/13-10/14/13 Staff
Frederick Community College

MD Stationary Engineer Exam Prep

Prepare for the Maryland Stationary Engineer Exam and review operations related to low pressure boilers and plant heating equipment. Topics include basic boiler construction, boiler care and operation, water chemistry and treatment, hydraulic heating systems, basic electrical, refrigeration and HVAC systems, fire prevention and safety and ASME code requirements. (Textbook required) Class Limit: 3
Fee Total: \$350 Sr. Total: \$323

TRD 099 D T 6:00PM-9:00PM 10/22/13-12/03/13 Staff
Frederick Community College

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) Class Limit: 14
Fee Total: \$337 Sr. Total: \$63

CNT 150 B F 5:00PM-9:00PM 8/30/13-12/13/13
K Stoops Advanced Technology Center 202

Analog/Digital Electronics

Build integrated microcomputer systems including sensors and controls in this class that covers the principles of analog and digital circuits. Topics include various electronic components and logic gates, counting circuits, registers, A/D and D/A converters, and digital troubleshooting. Pre-requisite: CNT 110 Fundamentals of Electricity (Textbook required) Class Limit: 20

Fee Total: \$379 Sr. Total: \$244

CNT 203 B W 6:30PM-9:15PM 8/28/13-12/11/13
R Fergesen Science/Technology/Engineering/Math 313

Motorcycle Repair

You can master the fundamental concepts and skills to keep a metric bike running smoothly. In this course, learn how to setup a safe motorcycle shop and select the right tools, from

simple to specialized, to perform inspections, troubleshooting, and maintenance. Hands-on lab projects will include tune-ups, fastener servicing, fuel systems, basic electronics, batteries and charging systems, and engine condition diagnosing without teardown. Information also relates to servicing ATV's and scooters. (Textbook required) Class Limit: 10
Total: \$283 Sr. Total: \$158

MST 002 C TTh 6:00PM-9:00PM 9/24/13-11/12/13
C Banks Career Programs Building 211

Motorcycle Technician—Part I

For owners interested in advance repairs or students training to become Motorcycle Technicians, this course will cover more in-depth topics related to bike repair. Shop activities will include working with lubrication and cooling systems, replacing exhaust systems, and servicing power transmission systems. Participants will also work with lacing and truing wheels, replacing tires, servicing brakes, and front/rear suspensions. Part 1 and Part 2 must be completed to receive the Motorcycle Technician certificate. Course also meets on four Saturdays for shop work. Required: must have taken "Motorcycle Repair—Part I" or have similar bike repair experience. (Textbook required) Class Limit: 12

Total: \$398 Sr. Total: \$243

MST 003 C TTh 6:00PM-9:00PM 9/24/13-11/12/13
C Banks Career Programs Building 211

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 needed tools will be distributed at the first class and appropriate safety clothing is required for shop activities. (Textbook required). Class Limit: 10

Total: \$198 Sr. Total: \$132

TRD 124 C M 6:00PM-9:00PM 9/23/13-11/25/13
T Kroon Career Programs Building 230

Forklift Operator Training

Pick, travel, and place loads with confidence after completing this hands-on class for forklift operators. Walk through procedures for forklift inspection, maintaining lift stability and tip-over prevention, loading and unloading trailers, and identifying forklift types and operations. Classroom and practical training

meet the requirements of OSHA 1910.178(l). (Textbook included) Class Limit: 6

Total: \$158

TRD 030 B S 9:00AM-1:00PM 8/17/13- /24/13
D Donovan Advanced Technology Center 213A

TRD 030 C S 9:00AM-1:00PM 9/21/13-9/28/13
D Donovan Advanced Technology Center 213A

TRD 030 D S 9:00AM-1:00PM 10/12/13-10/19/13
D Donovan Advanced Technology Center 213A

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) Class Limit: 24

Total: \$336

CNT 202 C T 6:30PM-9:15PM 9/03/13-12/17/13
A Valente Science/Technology/Engineering/Math 208

Solar Thermal Hot Water Systems

Hot water heating is one of the major energy consumptions for residents and businesses. Explore how you can reduce that expense and install a renewable energy source for years to come. Expert instruction will help you understand the available technology to capture thermal heat, create an efficient transfer, and store potential energy with an emphasis on customer requirements and site planning. Class Limit: 20

Total: \$168 Sr. Total: \$108

TRD 098 C M 6:00PM-9:00PM 9/23/13-10/28/13
D Newell Career Programs Building 214

Solar PV Installer Certificate of Competency

More and more, solar photovoltaic (PV) systems are being used to produce electricity for homes and businesses. The industry is expected to grow dramatically over the coming years. This course covers all the basics needed to be 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 Saturday's included for field activities. Textbook required. Class Limit: 10

Total: \$546 Sr. Total: \$343

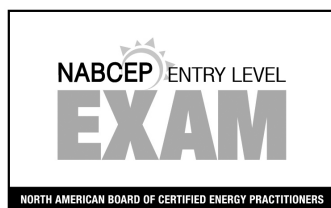
TRD 023 C T 6:00PM-9:00PM 9/24/13-11/26/13
P Kelly Advanced Technology Center 213A

NABCEP Entry Level PV Exam

Review for the NABCEP Entry Level exam and demonstrate your knowledge of the fundamental principles of the application, design, installation and operation of Solar PV and Solar Heating systems. Class includes a proctored NABCEP Entry Level exam following review session. Note: Candidates must have completed an approved NABCEP 40-hour course such as TRD-023, Solar PV Installer, to qualify for the exam. Class Limit: 20

Total: \$208

TRD 113 F S 9:00AM-4:00PM 12/14/13 P Kelly



Lead Paint Certifications

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). Class Limit: 25

Total: \$203

TRD 040 D ThF 8:30AM-4:30PM 10/03/13-10/04/13
Staff Valley Mall 4

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. Class Limit: 25

Fee Total: \$228 Sr. Total: \$208
PLC 016 D ThF 8:30AM-4:30PM 10/24/13-10/25/13
Valley Mall 4

Lead Paint Supervisor Refresher

This course meets the training requirements to renew a Maryland Department of Environment (MDE) Certification as a Lead Paint Abatement Supervisor. This course is approved for MDE Maintenance and Repainting Supervisors as well as MDE Demolition Supervisors. Emphasis is on new abatement technologies and products. The course is taught by Chris Gunther of ECTC. (WCLPOA members receive a \$10 discount) Class Limit: 25

Total: \$132

TRD 039 E F 8:30AM- 4:30PM 11/08/13 Valley Mall 4

EPA Certified Lead Paint Renovator - RPR

EPA1465 Renovation, Repair and Painting Final Rule (40 CFR 745)—RRP—requires that renovations conducted for compensation, must be performed by certified firms using certified renovators. Renovation firms that wish to work in pre-1978 homes and child-occupied facilities must apply to EPA and pay a fee in order to become certified. Renovators seeking to become certified renovators must successfully complete this EPA-accredited renovator course. This course is an approved EPA course for certified renovators and as such meets all requirements in 40 CFR 745.90. This course instructs you how to comply with the EPA Renovation, Repair and Painting Rule and the HUD Lead Safe Housing Rule, and how to perform lead-safe work practices effectively. Course provider- ECTC- Chris Gunter provides EPA certification Class Limit: 15

Total: \$207

TRD 042 B F 8:30AM-4:30PM 8/23/13 C Gunther Valley Mall 4

TRD 042 F F 8:30AM-4:30PM 12/13/13 C Gunther Valley Mall 4

Lead Paint Visual Inspector Refresher

This course meets the training requirements to maintain Maryland accreditation as a Lead Paint Visual Inspector. Emphasis is on new regulations, technologies, and products. This course is taught by Chris Gunther of ECTC. Class Limit: 20

Total: \$198

TRD 043 E Th 8:30AM-4:30PM 11/07/13 C Gunther Valley Mall 4

ONLINE TRADES CLASSES



Electrical Apprenticeship Program Online

Important news for your electrical company! Online apprenticeship is now available that meets the same Department of Labor requirements as the traditional live classes.

- State approved in Maryland for apprenticeship
- Theory component taught in flexible online environment
- Lab days provide hands-on and build on-the-job skills
- Open to all companies, membership not required



For more information on how to start the online courses, contact Jack Drooger at jadrooger@hagerstowncc.edu or 240-500-2453.

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 8-hour course (6 hours of lecture and 2 hours of testing) and score a minimum of 80% 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 2 years immediately preceding admission to the CMA Clinical Update.
2. Practiced as a GNA for 8 hours in a licensed nursing home in the 2 years immediately preceding admission to the Clinical Update class.
3. Practiced as a CMA for 100 hours in the 2 years immediately preceding admission to the CMA Clinical Update.

A copy of the CMA Clinical Update Verification form can be found on <http://www.hagerstowncc.edu/coned/nursing/CMA>. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class. Class Limit: 20

Total: \$83 Sr. Total: \$43

NRS 742 B S 9:00AM-6:00PM 8/31/13 S Mills
Career Programs Building 152

NRS 742 C S 9:00AM-6:00PM 9/28/13 S Mills
Career Programs Building 152

NRS 742 D S 9:00AM-6:00PM 10/19/13 S Mills
Career Programs Building 152

NRS 742 E S 9:00AM-6:00PM 11/16/13 S Mills
Career Programs Building 152

NRS 742 F S 9:00AM-6:00PM 12/14/13 S Mills
Career Programs Building 152

BLS Healthcare Provider

BLS for Health Care Providers is a program provided by the American Heart Association designed to prepare a variety of healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. This course includes adult, child, and infant skills in both the non-hospital and hospital settings. A textbook is not required but is recommended. This can be purchased at Channing_Bete.com, Item #90-1038 for \$12.00. Class Limit: 20

Total: \$63

NRS 848 N Th 4:00PM-9:00PM 8/29/13

Career Programs Building 214

NRS 848 C Th 4:00PM-9:00PM 9/12/13

Career Programs Building 214

NRS 848 CC Th 4:00PM-9:00PM 9/26/13

Career Programs Building 214

NRS 848 D Th 4:00PM-9:00PM 10/03/13

Career Programs Building 214

NRS 848 DD Th 4:00PM-9:00PM 10/31/13

Career Programs Building 214

NRS 848 E Th 4:00PM-9:00PM 11/07/13

Career Programs Building 214

NRS 848 EE T 4:00PM-9:00PM 11/19/13

Career Programs Building 214

NRS 848 F Th 4:00PM-9:00PM 12/05/13

Career Programs Building 214

NRS 848 FF W 4:00PM-9:00PM 12/18/13

Career Programs Building 214

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. Class Limit: 20

Total: \$283

NRS 563 C FS 8:00AM-5:00PM 9/13/13-9/14/13

L Smigelski Career Programs Building 230

NRS 563 F FS 8:00AM-5:00PM 12/13/13-12/14/13

L Smigelski Career Programs Building 213

Drug Calculations Preparation

A course designed for students who desire instructor guided direction in preparing for the required dosage calculation exam for the nursing programs (LPN and RN). Review of fractions, decimals, percent's, and the metric system. Demonstration and practice in using various formulas for calculating oral and parenteral medication dosages. Class Limit: 20

Total: \$53 Sr. Total: \$43

NRS 733 D S 9:00AM-12:00PM 10/19/13-11/16/13

L Hess Valley Mall 6

Phlebotomy Skills for Health Professionals

This course is designed for medical professionals (nurses, EMS, and other personnel) who, as part of their job functions, have to perform venipuncture and collect blood specimens. Topics include: blood collection and venipuncture procedures; documentation and special handling procedures; pre-analytical complications; and a practice component. Class Limit: 12

Total: \$106

NRS 764 D F 8:00AM-4:00PM 10/18/13 D Nally

Career Programs Building 175

Nurse Refresher Course

The Nurse Refresher course is a three step process designed for the Registered Nurse, or Licensed Practical Nurse, for the reinstatement of an inactive Maryland nursing license. Step 1 of the Nurse Refresher course consists of 80 hours of theory; Step II is 8 hours of hand-on skills training, and Step III is 60 hours of clinical experience.

Prior to beginning the Clinical Practice component, students must:

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

The Nurse Refresher Course consists of three steps.

- Step 1 is 10 weeks of theory; two 4 hour lectures per week.
- Step 2 consists of two 4 hour skills labs
- Step 3 consists of 60 hours of clinical hours with a preceptor

Step 1: Nurse Refresher I Classroom Theory (NRS 539 C)

9/9/13-11/13/13 Fee: \$635 Sr. Fee \$391 Reg. Fee \$8 CPB 125

- ✓ Classes held on Monday and Wednesday evenings from 6 PM to 10 PM.
- ✓ Consists of 80 hours of classroom theory 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
- ✓ Successful completion requires an 80% or higher on the average of four exams

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

9/24/13, 10/15/13, 11/12/13 (Students must attend two of the three classes)

Fee: \$341 Sr. Fee \$245 Reg. Fee \$8 CPB 151

- ✓ Classes held on Tuesday evenings from 6PM to 10 PM
- ✓ Students will review the basic nursing skills needed to provide nursing care in a state-of-art simulation lab

Step 3: Nurse Refresher Clinical Practice (NRS 743 E)

11/18/13-2/14/14 Fee: \$235 Sr. Fee \$131 Reg. Fee: \$8

- ✓ Step 1 and Step 2 are prerequisites.
- ✓ Students must complete 60 clinical hours in a clinic setting

After successful completion of all three steps, HCC will notify the MBON. The student is required to apply for a change in licensure from inactive to active, pay the fee, and submit a copy of each of the three certificates of completion.

Upcoming Events

Child Abuse Seminar

October 4th in the
Kepler Performing Arts Center
8:00 a.m. – 4:00 p.m.

Forensic Radiology and Radiography

aturday, November 2nd in the Behavioral Sciences and Humanities Building Room 114. Speaker is: B. G. Brogdon, M.D., F.A.C.R., Radiologist, Distinguished Professor Emeritus, University of South Alabama; author of the ground-breaking book “Forensic Radiology.”

Ethically Mastering and Utilizing the DSM-5 in Mental Health Practice

Speaker: Carlton E. Munson, PhD, LCSW-C, Professor University of Maryland-Baltimore, School of Social Work

NOTE: This course meets the Maryland Board of Social Work Examiners 3-hour requirement for ethics training.

Course Number: NRS-775-D

Cost: \$75*

Date: Friday, October 18, 2013

Time: 9:00 a.m. – 4:15 p.m.
(check-in & breakfast at 8:30 a.m.)

Location: Career Programs Building,
Rooms 210, 212, 214

Contact Hours: 6

**Cost includes registration fee, continental breakfast, and lunch*

Dr. Munson participated in field trials for the DSM-5. The presentation covers changes in the dimensionally-oriented 20 categories of disorders. Topics to be covered include what practitioners need to know (and do) to successfully transition to the new DSM system:

- Review of changes in how diagnoses are recorded
- Changes in the organization of the manual
- Criteria changes for specific DSM disorders
- Coverage of the “Other Conditions That May Be a Focus of Clinical Attention” section
- Ethical guideposts for using the manual

Cardiac Updates 9

Course Number:

Tri-State Echo Members and Meritus
Employees—NRS-739 EM
Other Attendees—NRS-739 D

Cost*:

Tri-State Echo Members and Meritus Employees:
Register by 9/12: \$45
Register 9/13 or after: \$55

Other Attendees:

Register by 9/12: \$82
Register 9/13 or after: \$87

Date: Saturday, October 12, 2013

Time: 8:00 a.m. – 3:30 p.m.
(check-in & breakfast at 7:30 a.m.)

Location: Career Programs Building,
Rooms 210, 212, 214

Contact Hours: 6

**Cost includes registration fee and continental breakfast*

Topics:

- Diagnoses and pathologies frequently encountered by echosonographers
- Updates to echosonography practice techniques
- Best practice implementation for echosonography procedures

The Alzheimer Association's Training for Direct Care Staff

A Course in Caring for People with Cognitive Impairment and Related Mental Health Issues

This 5-hour training meets the State of Maryland's regulations for Assisted Living providers.

Course Number: NRS-907-E

Cost: \$53 (cost includes reg. fee)

Date: Tuesday, November 5, 2013

Time: 9:30 a.m. – 3:30 p.m.

Location: Hagerstown Community
College's Valley Mall Room 6

Topics:

- An overview of Alzheimer's Disease
- Communication methods that are beneficial in handling dementia patients
- Activities for dementia patients
- Common behavior problems associated with dementia
- Identification of actions by dementia patients requiring emergency intervention

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

HIPPA Compliance

If you're a health care professional, it's mandatory that you know HIPPA compliance and with this course, you can feel confident in your ability to bring your organization into compliance with HIPPA'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

Massage

Massage Tech for Parkinson's

This palliative care course will familiarize the massage therapist with the medical condition of Parkinson's which is becoming more common as the baby-boomers have become the largest segment of the American population. Both lecture and lab will be included in this course experience.

Total: \$118 Sr. Total: \$93

PLC 869C S 9:00AM-5:00PM 10/05/13

Career Programs Building 213

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New—Holistic and Integrative Health*

Medical Terminology

HIPAA Compliance

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

Intra-Oral Imaging Facts, Conebeam Truths, & Future Imaging Modalities

Speaker: W. Bruce Howerton, Jr. DDS, MS, Carolina OMF Imaging, Diplomate of the American Academy of Oral and Maxillofacial Radiology

Course Number: NRS-774-E

Cost: \$135*

Date: Friday, November 15, 2013

Time: 8:30 a.m. – 4:00 p.m.
(check-in & breakfast at 8:00 a.m.)

Location: Career Programs Building, Rooms 210, 212, 214

Contact Hours: 6

** Cost includes registration fee, continental breakfast, and lunch*

Topics include:

- Radiation Biology and Physics of Intraoral Imaging & Cone Beam Computer Tomography (CBCT)
- Comparison of Three-Dimensional Imaging in Medicine and Dentistry
- Anatomical Features in the Oral and Maxillo Facial Complex
- DICOM Data and Integration into Viewing Software
- Common Findings/Pathology in the Oral & Maxillofacial Field of View
- Proper Use of DICOM Data in Third-Party Computer Implant Guided Software
- Future Imaging Modalities to be Used in Dentistry

Dental Professional Training – OSHA and Infection Control/Prevention & P.A.N.D.A. Training

Speaker: Debra Mellott, C.D.H., OSHA & P.A.N.D.A. Certified Trainer, Henry Schein Dental

NOTE: This course meets the Maryland Board of Dental Examiners requirements for OSHA 2-hours of infection control and 2-hours of abuse and neglect training.

Course Number: NRS-773-C

Cost: \$62*

Date: Saturday, September 28, 2013

Time: 8:00 a.m. – 12:30 p.m.
(check-in & breakfast at 7:30 a.m.)

Location: Career Programs Building, Room 211

Contact Hours: 4

** Cost includes registration fee and continental breakfast*

Topics include:

- OSHA requirements
- Methods of preventing infection
- Identifying child abuse or neglect
- Maryland regulations for reporting suspected abuse or neglect



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kakoons@hagerstowncc.edu
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- Changes our focus**
- Connects us with new people and places**
- Leading us to reconnect with ourselves.**

The Art Studio

Instructor Bio—Jo Lum

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

and paper to class. Class Limit: 15

Fee: \$83 Reg. Fee: \$8 Total: \$91

Sr.Fee: \$50 Reg. Fee: \$8 Total: \$58

SEN 090 C1 M 6:00PM-8:30PM 9/16/13-11/04/13
G Lum Valley Mall 6

SEN 090 N1 Th 12:00PM-2:30PM 9/19/13-11/07/13
G Lum Little Antietam Community Center Hall

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

Jewelry

Instructor Bio—Candace Stribling

Join Candace Stribling, a passionate jewelry maker for the past four years and owner of Beadnicity Designs, for our innovative and fun jewelry making classes. Candace draws her inspiration for her unique hand-crafted work from other countries following along the ancient Silk Road trading route. She is fascinated by taking raw materials like metal (copper, brass, or sterling silver) or paper, making necklace cords using an ancient Japanese braiding called Kumihimo and transforming all the pieces into beautiful jewelry.

Paper Bead Jewelry

Discover this popular new jewelry making method and learn how to turn newspaper, scrapbook 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 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; seal and finish the paper beads; and string them into a necklace. At the end of the class, participants will have a completed necklace (and a pair of earrings if time permits) and the know-how to do your own projects. Supplies: Materials include Paper Bead Girl patented paper bead roller, templates, pre-cut paper strips, clasps, crimp beads, beading wire to make a necklace or bracelet. Materials fee \$15 paid to instructor at the time of the class. Class Limit: 10

Fee: \$20 Reg. Fee: \$8 Total: \$28

ANE 287 C1 S 9:00AM-12:00PM 9/14/13 C Stribling
Valley Mall 3

ANE 287 E1 S 9:00AM-2:00PM 11/16/13 C Stribling
Valley Mall 3

Kumihimo—Japanese Braid Making

Do you have a beautiful pendant that you want to wear but don't have the right necklace to show it off? Come to this fun class to learn the ancient art of Kumihimo, a form of Japanese braid-making, to make elegant necklaces. Participants will make an 8-strand satin spiral bracelet or necklace and learn techniques for finishing the braid ends as well as attaching end caps. Materials kit includes braiding loom, 8 bobbins, thread/cord, clasp, end caps, and crimp beads. Materials fee of \$20 paid to instructor on day of class. Students should bring tape measure, scissors. Class Limit: 10

Fee: \$15 Reg. Fee: \$8 Total: \$23

ANE 288 C1 S 9:00AM-12:00PM 9/28/13 C Stribling
Valley Mall 3

ANE 288 E1 S 9:00AM-12:00PM 11/09/13 C Stribling
Valley Mall 3

Kumihimo II: Have Fun Learning to Make Beaded Kumihimo Jewelry

Now that you have successfully completed the basic Kumihimo class or know the basics of Kumihimo braiding, adding beads to your work will further open up the variety of combinations you can use to create beautiful Kumihimo jewelry. You will learn what beads you can use and how to incorporate them into your braid. We will discuss various combinations of

beads/fibers and the different techniques that you can use. You will leave with a completed bracelet. Materials: \$22.00 for full kit (loom, bobbins, cord, end caps, clasp, seed beads) or \$15 kit (cord, seed beads, end caps, clasp) * (For students who took basic course or already have the loom and bobbins) Materials fee paid to instructor in class. Students should bring a tape measure and scissors. Class Limit: 10

Fee: \$15 Reg. Fee: \$8 Total: \$23

ANE 296 D S 9:00AM-12:30PM 10/12/13 C Stribling
Valley Mall 4

Stained Glass

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Instructor Bio—Mary Lemen

Mary Lemen has 18 years of experience as a stained glass artist and is the owner of the Glass Loft.

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Introduction to Stained Glass Beginners

Join Mary Lemen a stained glass artist and owner of The Glass Loft for this introductory course in the art of stained glass the copper foil method. The sessions will cover cutting glass, foiling, pattern assembly, soldering and framing your sun catcher. This class will be the basis for future advanced classes. Course fee includes the use of tools and all materials needed to complete your project. Please bring safety glasses, a dust mask and latex gloves to the first class session. These items may be purchased at any hardware store and will be necessary for participation in this class. Mary has been working with stained glass for 18 years and looks forward to sharing her knowledge with you! (Students must be 18 years or older. Due to exposure to lead, pregnant women are advised not to participate in this class). Class Limit: 10

Fee: \$85 Materials Fee: \$48 Reg. Fee: \$8 Total: \$141

ANE 196 C1 S 9:00AM-12:00PM 9/07/13-10/12/13
M Lemen The Glass Loft

Special note regarding stained glass materials and safety

Please bring safety glasses, dust mask, and latex gloves to the first class session. These items may be purchased at any hardware store and will be necessary for participation in this class. Please wear old clothing or bring a smock to cover yourself and your clothing. (Students must be 18 years or older. Due to exposure to lead, pregnant women are advised not to participate in this class)

Cake Decorating

Cake Decorating I

Part I of this fun new course focusing on frosting, borders, stars, shells, drop flowers, leaves, and writing. The course fee includes a kit of tubes, bags and other supplies. Please bring a sheet cake to the third class session and apply all of your cake decorating skills! Class Limit: 10
Fee: \$45 Materials Fee: \$19 Reg. Fee: \$8 Total: \$72
Sr.Fee: \$35 Materials Fee: \$19 Reg. Fee: \$8 Total: \$62
ANE 230 C F 6:00PM-8:00PM 9/13/13-9/27/13
M Lemen Advanced Technology Center 211

Cake Decorating II

Part II will feature sweet peas, rose buds, ruffles, figure piping and the basket weave. The course fee includes a kit of tubes and other supplies. Please bring a sheet cake to the third class session and apply all of your cake decorating skills! Attendance in Cake Decorating Part II will help you to apply the decorating skills taught in Part I. Class Limit: 10
Fee: \$45 Materials Fee: \$10 Reg. Fee: \$8 Total: \$63
Sr.Fee: \$35 Materials Fee: \$10 Reg. Fee: \$8 Total: \$53
ANE 231 D F 6:00PM-8:00PM 10/04/13-10/18/13
M Lemen Advanced Technology Center 211

Cake Decorating III

This course will feature how to stack, support, and add a center filling to a cake. The flowers featured in this section are Daffodil, Chrysanthemum, Lily of the Valley, Bachelor Button, Ribbon Rose as well as a review of the flowers in levels 1 & 2. The fourth class session will focus on decorating a cake using the skills taught in the all three decorating class levels. Core materials provided for this class. Class Limit: 10
Fee: \$45 Materials Fee: \$18 Reg. Fee: \$8 Total: \$71
Sr.Fee: \$35 Materials Fee: \$18 Reg. Fee: \$8 Total: \$61
ANE 144 D F 6:00PM-8:00PM 10/25/13-11/15/13
M Lemen Adv. Tech. Center 211

Calligraphy

.....
Jordenne Ferrington
Jordenne Ferrington has been a calligrapher for over 20 years. She has taught classes at the Smithsonian Postal Museum and the National Capitol Children's Museum, Washington, DC.
.....

Calligraphy

Learn this very graceful alphabet script in this course for beginners. The name copperplate comes from the 18th century copperplate engravings. These letters are done with a pres-

sure sensitive pointed nib pen. Once you have mastered these pen strokes, it becomes easier to put them together to form letters and words. With practice this script can be a great source of pleasure and creativity. A materials kit with all copperplate supplies may be purchased in the first class session from the instructor for a \$20 fee. Class Limit: 10
Fee: \$50 Reg. Fee: \$8 Total: \$58
ANE 095 D1 M 6:30PM-8:30PM 10/14/13-11/04/13
J Ferrington Valley Mall 4

Cards

Creative Cards

Start a tradition of making cards for special people! Hand-made greeting cards offer you an opportunity to be creative. A personalized card can be used to mark any occasion (Birthday, Halloween, Thanksgiving, Hanukah, Christmas, New Year, Valentine, Passover, Easter etc.). Materials: If you have any of the following supplies bring them with you: Ruler, pencil (.07 or 0.5 mm). Stylus, eraser, x-acto knife or disposable utility knife, scissors. Instructor will have paper and additional supplies to make cards. Purchase a materials kit from the instructor for \$15.00. Class Limit: 10
Fee: \$20 Reg. Fee: \$8 Total: \$28
ANE 146 C1 S 9:00AM - 12:00PM 10/19/13
J Ferrington Valley Mall 4

Photography

.....
Instructor Bio—Don Cooper
Don Cooper is a retired National Geographic Society photographer who has spent 30 years photographing birds and wildlife in the Appalachian System.
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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. Color photographs will be projected at each session to explain the specific topic. Equipment necessary for class: single-lens reflex helpful but not necessary. Class Limit: 15
Fee: \$65 Reg. Fee: \$8 Total: \$73
Sr.Fee: \$35 Reg. Fee: \$8 Total: \$43
ANE 103 C T 6:30PM-8:30PM 9/10/13-10/08/13
D Cooper Valley Mall 3
ANE 103 D Th 6:30PM-8:30PM 10/03/13-10/31/13
D Cooper Valley Mall 3

Level II Photography

Join Don Cooper as you 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. Class Limit: 15

Fee: \$65 Reg. Fee: \$8 Total: \$73
 Sr. Fee: \$35 Reg. Fee: \$8 Total: \$43
 ANE281 D T 6:30PM-8:30PM 10/15/13-11/12/13
 D Cooper Valley Mall 3

Portrait Photography

This is the photography class you have been waiting for! If you enjoy taking pictures of your family and friends and would like to improve your skills, as well as explore the possibilities of taking professional and casual portraits, this is the class for you! Instructor Don Cooper will discuss the importance of equipment, lighting, film, and composition. After gaining the essential knowledge you need to focus in on great portraits, you gain additional knowledge by taking portraits of subjects in class and in a local studio. Equipment necessary for class: camera with single-lens reflex. Class Limit: 15

Fee: \$55 Reg. Fee: \$8 Total: \$63
 Sr. Fee: \$35 Reg. Fee: \$8 Total: \$43
 ANE282 D M 6:30PM-8:30PM 10/21/13-11/11/13
 D Cooper Valley Mall 3

Black & White Photography

Taking black and white photographs is an intriguing form of photography. There are many subjects that just have to be photographed in black and white. This course will introduce you to this fascinating form of photography. You will be introduced to film, lens, techniques and how to look for those black and white photos. Prerequisite: Basic photography knowledge or equivalent. Equipment necessary for class: camera with SLR (single lens reflex). Class Limit: 15

Fee: \$55 Reg. Fee: \$8 Total: \$63
 Sr. Fee: \$35 Reg. Fee: \$8 Total: \$43
 ANE283 E Th 6:30PM-8:30PM 11/07/13-12/05/13
 D Cooper Valley Mall 3

Low Light Photography

Join Don Cooper for this field study of low light photography and taking photographs after dark. The course will cover time exposures, multiple imaging, flash painting, and other low light techniques. Equipment to bring to each class: SLR (single-lens reflex) or

digital camera, wide-angle lenses, medium telephoto lenses, tripod, and a cable release or equivalent. Prerequisite: Basic photography or equivalent. Class Limit: 15

Fee: \$55 Reg. Fee: \$8 Total: \$63
 Sr. Fee: \$35 Reg. Fee: \$8 Total: \$43
 ANE284 C Th 6:30PM-8:30PM 9/05/13-9/26/13
 D Cooper Valley Mall 3

Nature and Wildlife Photography

Are you interested in capturing the moment of a beautiful sunset, delicate flower, or wildlife in their natural habitat? Join photographer Don Cooper for this new course focusing on nature and wildlife photography. Class sessions will cover bird, macro, and outdoor photography as well as equipment including use of lenses, tri-pods, blinds, feeders, and bait to set up those great wildlife shots. Don Cooper, professional photographer, has been teaching for over 30 years. Equipment necessary for class: Camera with a single-reflex lens. Class Limit: 15

Fee: \$55 Reg. Fee: \$8 Total: \$63
 Sr. Fee: \$35 Reg. Fee: \$8 Total: \$43
 ANE090 C M 6:30PM-8:30PM 9/09/13-9/30/13
 D Cooper Valley Mall 3

Drawing

.....
Jennie Avila

Jennie Avila is a Visionary Artist. She studied at Moore College of Art; Hussian School of Art; Fleischer Art Memorial and The Thomas Eakins House in Philadelphia, PA. She is a featured artist in the book, "Creative Spirituality, The Way of The Artist", by Princeton University Sociology Professor, Robert Wuthnow.

Creative Drawing

Study and practice techniques for drawing realistically in a fun, cooperative atmosphere. Using pencil and charcoal, explore portraiture, landscape, and still life. This course is open to all levels of experience from beginning to advanced. (Advanced participants may bring other mediums of their choice.) All participants are asked to bring their own sketchbook. Course includes all basic materials needed for the class. Please contact instructor Jennie Avila at Jennie@JennieAvila.com if you have additional questions. Class Limit: 12

Fee: \$100 Materials Fee: \$11 Reg. Fee: \$8 Total: \$119
 Sr. Fee: \$60 Materials Fee: \$11 Reg. Fee: \$8 Total: \$79
 ANE274 C W 6:00PM-8:00PM 9/18/13-10/16/13
 J Avila Kepler Arts-Performing Center 211

Home and Garden

Floral Design

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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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 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. In October, attention will be given to bringing the lively colors of the floral harvest indoors, with a focus on dried flowers, gourds and pumpkins. The closing sessions will focus on the wonderful holidays ahead, creating lasting arrangements that will surely please your guests and family. Bring your friends and give yourself a treat! You deserve it! Supplies to be discussed during the first session and may be purchased from instructor. Cost dependent upon your choice of materials. Class Limit: 15

Fee: \$85 Reg. Fee: \$8 Total: \$93
 Sr.Fee: \$51 Reg. Fee: \$8 Total: \$59
 PDV 795 C1 M 6:30PM-8:30PM 9/16/13-11/11/13
 Warrenfeltz Advanced Technology Center 211

Clear the Clutter: Master Bedroom, Family, Living Room & Kitchen

.....
Instructor Bio—Jolene Spickler

Jolene Spickler is a graduate of the Western School of Feng Shui in San Diego California and is an Accredited Staging Professional (ASP)™, and a member of the International Association of Home Staging Professionals (IAHSP).

.....
 Join Jodi Spickler, Feng Shui Practitioner and Accredited Staging Professional for this great class based on the author Peter Walsh's book "It's All Too Much." Focus will be on the Master Bedroom, Family and Living Rooms, and Kitchen. Class Limit: 20

Fee: \$15 Reg. Fee: \$8 Total: \$23
 ANE 269 C1 W 6:00PM-8:00PM 9/25/13 J Spickler
 Valley Mall 3

.....
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.

.....
Long Lasting Color in the Garden Annuals & Perennials

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: what is nice to do, what is necessary to do, and how to keep your perennial landscape beautiful. Class Limit: 20

Fee: \$20 Reg. Fee: \$8 Total: \$28
 HOM 016 C1 M 6:30PM-8:30PM 9/30/13
 D Smith-Fiola Valley Mall 4

You and Your Lawn

This course is a sensible guide to the practice of lawn care. Fall is the best time of year for installing or maintaining cool season turf grasses. This course will concentrate on demystifying lawn maintenance tasks. Learn how, when, and how much fertilizer to apply. Learn the proper steps and timing to create a new cool season lawn in the fall, how to deal with weeds, fertilizing, aerating and dethatching. Low maintenance lawn care will be highlighted, along with lawn care timing calendars. Class Limit: 20

Fee: \$20 Reg. Fee: \$8 Total: \$28
 HOM 056 B W 6:30PM-8:30PM 8/28/13
 D Smith-Fiola Valley Mall 8

Designing With Style



Designing With Style

This new series of interior design workshops focuses on window treatments, bathroom and kitchen remodeling and developing your own designing style. (Series units may be purchased individually—see courses below.)

Fee: \$55 Registration Fee: \$8 Total: \$63

HOM 047 C1 M 6:30PM-8:30PM 9/23/13-10/14/13

V Hrabal Oak Hill Interior Design SHOW

What Is Your Style?

Let Vickie Hrabal walk you through the world of interior design! What is your style? How do you tell someone what you are looking for? This class will help you define your own unique design style. You will be able to shop or speak to a designer with confidence. Information in this course applies to any room in the house. Topics to be discussed are: formal or casual, high maintenance or low, French Country or Louis XVI, Modern, Arts & Crafts, Retro, Vintage and others.

Fee: \$15 Registration Fee: \$8 Total: \$23

HOM 048 C1 M 6:30PM-8:30PM 9/23/13

V Hrabal Oak Hill Interior Design SHOW

What Do I Do With These Windows?

This course will explore the options for dressing your windows relating to function and appearance. Topics discussed: blinds versus shades, controlling the weather from the inside, fabric treatments, hardware, problem windows, how to measure, and building your look on a budget.

Fee: \$15 Registration Fee: \$8 Total: \$23

HOM 049 C1 M 6:30PM-8:30PM 9/30/13

V Hrabal Oak Hill Interior Design SHOW

Bathroom and Kitchen Remodeling Basics

What is involved in remodeling a bathroom and kitchen? Are you ready for a quick change or thinking of a full room remodeling? Whether doing it yourself or talking with a professional, this class will help you to start your plans off right! Topics include: cabinetry, plumbing, lighting, tile, color schemes, countertops and timetables.

Fee: \$30 Registration Fee: \$8 Total: \$38

HOM 050 D1 M 6:30PM-8:30PM 10/7/13-10/14/13

V Hrabal Oak Hill Interior Design SHOW

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Instructor Bio—Vickie Hrabal

Vickie Hrabal, owner of “Oak Hill Interior Design” graduated from the University of North Texas with a Bachelor’s degree in Interior Design. She has studied design, architecture & art in Chicago, New York and Paris, France.

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Genealogy

Instructor Bio—Dorothy Reed

Dorothy Reed has been teaching Genealogy for 14 years. A frequent speaker for area organizations she shares the genealogy secret: “You learn to know yourself when you learn about your past.”

Tracing Your Family Roots—Introduction To Genealogy

Making a personal connection with history and discovering previously unknown 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. Learn where to find the source documents and the best ways to research in order to save valuable time. You will use the most current tools, including two of the software mainstays of Genealogy research: Family Tree Maker and Legacy Family Tree; an online introduction to Ancestry.com, Heritage Quest, Family Search, Fold3, GenealogyBank.com, Mocavo.com and WorldVitalRecords. This class is held in a computer lab at the HCC Valley Mall. Class Limit: 14
 Fee: \$60 Materials Fee: \$10 Reg. Fee: \$8 Total: \$78
 Sr.Fee: \$35 Materials Fee: \$10 Reg. Fee: \$8 Total: \$53
 SEN 377 D1 F 9:30AM-12:00PM 10/18/13-11/08/13
 D Reed Valley Mall 2
 SEN 377 N1 M 6:00PM-8:30PM 10/21/13-11/11/13
 D Reed Valley Mall 2

Genealogy Plus

Get on the inside GenealogyTrack! This course will guide you through new and innovative computer generated research techniques, using Family Tree Maker, and Legacy Family Tree software and their direct Internet connections. Sort out and organize all the wonderful information you have found, and then learn to put your family information on paper, CD, flash drive, or PDF file to share with others. Discover the most recent details of DNA research. This hands-on computer class is designed for Genealogy enthusiasts who are researching their family history and would like to explore additional resources. Class Limit: 14
 Fee: \$60 Materials Fee: \$10 Reg. Fee: \$8 Total: \$78
 Sr.Fee: \$35 Materials Fee: \$10 Reg. Fee: \$8 Total: \$53
 SEN 097 D1 F 1:30PM-4:00PM 10/18/13-11/08/13
 D Reed Valley Mall 2

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. Instructor Dorothy Reed 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. A complete itinerary will be sent to you one week prior to the tour date. There is an additional admissions fee of \$6 to the DAR Library. Class Limit: 15

Fee: \$40 Reg. Fee: \$8 Total: \$48
 SEN 144 D1 T 7:00AM-5:30PM 10/29/13 D Reed

2nd Annual HCC Genealogy Seminar

Saturday, November 2, 2013



Seminar Presenters and Lecture Titles

Jim Bartlett, Genealogist

- DNA the Newest Tool for Genealogists: Y-DNA, mtDNA and Family Finder Tests
- Intermediate DNA for Genealogists

Rebecca Whitman Koford, Professional Genealogist

- Researching Your War of 1812 Ancestors

Sabrina Petersen, Global Imaging Director at Ancestry.com

- The latest from Ancestry.Com

Registration and Course information:

HCC Main Campus

Merle S. Elliott Continuing Education and Conference Center

Saturday, November 2, 2013

8:30AM-4:00PM

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

Fee includes:

Lectures, materials, beverages and lunch
 DIS 755 E1

Register online at www.hagerstowncc.edu/coned/webadvisor or call 240-500-2236

Music

Instructor Bio—Ernie Bradley

Ernie Bradley began playing the banjo at age five. His father and grandfather both played the banjo and were the beginning influences in his musical career as well as others such as Don Reno, Raymond Fairchild, Earl Scruggs and Jay Barte. Ernie has given award winning performances at the Maryland, Pennsylvania, Virginia and West Virginia state banjo championships and touring with the great Charlie Daniels' Band; as well as the Grand Ole Opry on Tour, Renfro Valley, Turner Music Theater and many other venues up and down the east coast. The banjo is his first instrument, but he is an expert at the guitar, bass, dobro, mandolin, fiddle, autoharp and vocals. Ernie developed his own style of picking at an early age and is now recognized as one of the finest bluegrass and country banjo pickers in the business and has been teaching young and old to pick and sing for twenty years.

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, other instruments by permission. If you have always wanted to try a joining a jam session then now is your chance. The course is taught by Ernie Bradley, well known band leader and instructor Class Limit: 50

Fee: \$36 Reg. Fee: \$8 Total: \$44

BLU 015 C1 M 7:00PM-9:00PM 9/16/13-11/11/13
E Bradley Career Programs Building 213/211

Beginning Bluegrass Banjo

This course is for beginner 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. Class Limit: 15

Fee: \$34 Reg. Fee: \$8 Total: \$42

BLU 013 C1 M 5:45PM-6:45PM 9/16/13-10/21/13
E Bradley Career Programs Building 211/213

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Dr. Candice Mowbray
Dr. Candice Mowbray enjoys a busy career as a solo performer, chamber musician and college instructor. For videos and more information, visit www.candicemowbray.com.
.....

Beginning Guitar

It's fun to learn as a group! You can sign up with a friend or your son or daughter. Learn to strum chords, read music, finger pick, and more. So if the guitar your family generously bought for you as a gift has been gathering dust join the group and start your new hobby. This class is for absolute beginners with no previous experience. Ages teen through adult. Participants should bring their own guitar. Textbook included in course fee. Book will be delivered in the first class session. Please contact instructor Candice Mowbray, cemowbray@hagerstowncc.edu if you have any questions. Class will not meet on 10/15/13. Class Limit: 15

Fee: \$85 Materials Fee: \$10 Reg. Fee: \$8 Total: \$103

ANE 248 E1 T 6:00PM-7:00PM 9/17/13-11/21/13
C Mowbray Kepler Arts-Performing Center 204

Beginning Classical Guitar

Do you enjoy the captivating sound of the classical or Spanish guitar? You can learn the basic skills and techniques needed to perform this beautiful instrument. No prior music training is required. In addition to learning to play, this class will nurture participant's appreciation for the classical guitar through listening and discussion. Ages teen through adult. Required materials include a classical guitar and footstool. The textbook is included in the materials fee and will be provided in the first class session. Class will not meet on 10/15/13. Class Limit: 15

Fee: \$82 Materials Fee: \$14 Reg. Fee: \$8 Total: \$104

ANE 295 C T 7:00PM-8:00PM 9/17/13-11/21/13
C Mowbray Kepler Arts-Performing Center 204



The History of Opera
with the
Hub Opera Ensemble



Il Barbiere di Siviglia (The Barber of Seville)

Love, money, and you know that tune from somewhere ... that's right, we're back with just another night at the opera! Watch the clever Count Almaviva win the affections of the beautiful Rosina, much to the dismay of the scheming Dr. Bartolo! From the first notes of the overture to the final strains of the finale, you'll smile and maybe even catch yourself humming along to Rossini's great work.

Join your fellow opera friends for another great Hub Opera Company performance and introductory lectures featuring Rossini's, famous Bel Canto opera, The Barber of Seville.

This course features:

Pre-Opera Lecture—

Saturday, 9/21 and 9/28 from 10:00am-12:00pm in the Kepler Theater, HCC Main Campus

Opera Performance—

Tickets to the fully staged Hub Opera Company performance of The Barbara of Seville in the Kepler Theater

Participants may choose from the following performance dates and times:

September 28, 7:30pm, September 29, 3:00pm, October 5, 7:30 pm. October 6, 7:30pm. Performance ticket information will be discussed in the first class session.

Course: ANE 292 C

Lectures: Saturday, 9/21/13 and 9/28/13 10:00AM-12:00PM

Kepler Performing & Visual Arts Education Center

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

Register online at

www.hagerstowncc.edu/coned/webadvisor or call 240-500-2236

Writing Workshops

.....
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.

.....

Fiction Writing Workshop

So you've always dreamed of writing a novel? Or have you already published a few pieces and you're looking to take your writing further? In this hands-on workshop, you'll learn all the elements of great fiction: from character, motivation, and conflict to structure, setting, and scene-writing. Practice your hand at crafting dialogue, writing gorgeous sentences, showing instead of telling, and revising your work to commercial writing standards. We'll also discuss the business of writing with a step-by-step guide to getting published! This course is taught by a professional writer, editor, and writing consultant with 15 years' experience in the publishing industry.

Fee: \$80 Reg. Fee: \$8 Total: \$88

Sr.Fee: \$45 Reg. Fee: \$8 Total: \$53

ANE 508 D Th 6:00PM-9:00PM 10/17/13-11/14/13

J Castillo Career Programs Building 210

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, 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!

Fee: \$20 Reg. Fee: \$8 Total: \$28

ANE 454 D1 Th 6:00PM-9:00PM 10/03/13

J Castillo Career Programs Building 210

Novel Writer's Boot Camp – Online and Face to Face

Here it is, by popular request! You asked for a class that would help you through the snags and pitfalls of writing that first draft. This 15-week hybrid class features both an online component and face-to-face meetings. The online site provides discussion forums, feedback sessions, and support materials. The four face-to-face meetings offer mini-lectures on writing and editing topics, plus goal-setting assistance, troubleshooting, and group critique opportunities. Plus, you can repeat the class as needed. You don't have to go it alone! Face-to-Face Meetings from 7:00PM-8:30PM will be held on Tuesdays 9/17, 10/22, 11/19, & 12/17 in on the main campus in the Advanced Technology Center Room 202.

Fee: \$96 Registration Fee: \$8 Total: \$104

Senior Adult: \$56 Registration Fee: \$8 Total: \$64

ANE 286 C 9/17/13-12/17/13 J Castillo

Advanced Technology Center Room 202

LLI Information

Look for the LLI (Lifelong Learning Institute) classes in partnership with the Elderhostel Institute Network. These classes are open to all ages with special pricing for seniors 60 and older in the Tri-State Area.



History and Culture

.....
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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The Girtys and McKee: Frontier Loyalists

This program focuses upon the Girty brothers and Alexander McKee on the frontiers during the American Revolution. We will first discuss overall British and Patriot strategy on the western frontiers. Next, we will focus on these Loyalists, their background, and why they joined the British. We will then discuss their exploits during this war; and briefly follow their lives after the war. Class Limit: 30

Fee: \$60 Reg. Fee: \$8 Total: \$68

Sr.Fee: \$35 Reg. Fee: \$8 Total: \$43

DIS 401 C M 9:30AM-12:00PM 9/16/13-9/30/13

R Swartz Valley Mall 4

The First North and South War: The Maryland-Pennsylvania Border War



In this program, we will discuss the causes of the boundary line controversy between the proprietors of Maryland and Pennsylvania. Next, we will cover the major events of the ensuing colonial border war of the 1730s, including the activities of Maryland's Thomas Cresap. We will learn about Great Britain's effort to stop the war. Finally we will cover the Mason and Dixon line of 1767. Class Limit: 30
 Fee: \$50 Reg. Fee: \$8 Total: \$58

Sr.Fee: \$35 Reg. Fee: \$8 Total: \$43
 DIS 402 D F 9:00AM-12:00PM 10/04/13-10/11/13
 R Swartz Valley Mall 6

Witchcraft in Colonial New England



The main focus of the program is the Salem Witch Trials in 1692—its causes, events, and results. We will also examine the social factors and religious beliefs that contributed not only to these trials but others prior to 1692. Class Limit: 30

Fee: \$50 Reg. Fee: \$8 Total: \$58
 Sr.Fee: \$35 Reg. Fee: \$8 Total: \$43
 DIS 403 D M 9:00AM-12:00PM 10/21/13-10/28/13
 R Swartz Valley Mall 6

The Convention Army: Burgoyne's 1777 Offensive



Major topics in this program include: Great Britain's strategy for winning the American Revolution in 1777; the conditions and commanders in the United States' Northern Department, including Benedict Arnold; the battles of the Siege of Fort Stanwix, Ticonderoga, Bennington, and Saratoga; Burgoyne's terms of surrender to Gates that created the term, "convention army" and the impact of Saratoga. Class Limit: 30

Fee: \$60 Reg. Fee: \$8 Total: \$68
 Sr.Fee: \$35 Reg. Fee: \$8 Total: \$43
 DIS 404 E T 9:00AM-12:00PM 11/12/13-11/26/13
 R Swartz Valley Mall 6

Life Enrichment

Being Human: A Cross Cultural View



Join anthropology instructor Julie Castillo for a thought-provoking cross-cultural discussion of personality, consciousness, and self. Of what is human identity made? Where does our sense of self come from: culture? Upbringing? External circumstances? The opinions of others? If you had grown up in a different culture-or as the opposite gender-or in a different century-would you still be you? Are you the same

person now as you were twenty years ago? The concepts of self and existence vary greatly from culture to culture; even the manner in which we think and interact with the world is culturally prescribed. Join anthropology instructor Julie Mooney for a thought-provoking cross-cultural discussion of personality, consciousness, and self. Class Limit: 20

Fee: \$60 Reg. Fee: \$8 Total: \$68
 Sr.Fee: \$40 Reg. Fee: \$8 Total: \$48
 DIS 406 D Th 10:00AM-12:00PM 10/31/13-11/21/13
 J Castillo Valley Mall 3

Being Human: The Origins of Us



What sets human beings apart from other creatures? Is it merely our big brains and dependence on culture? Or is it our unique sense of ourselves, or our relentless quest to find meaning in the universe? Where in the evolutionary process did we become, not merely homosapiens, but human? In this thought-provoking class we'll take a journey back into the paleontological and archeological records to search for clues to the origins of human consciousness. We'll discuss the development of language, culture, personality, science, and religion-and weigh these factors against our own assumptions. Join us for a series of lively discussions! Class Limit: 20

Fee: \$60 Reg. Fee: \$8 Total: \$68
 Sr.Fee: \$40 Reg. Fee: \$8 Total: \$48
 DIS 407 D Th 10:00AM-12:00PM 10/03/13-10/24/13
 J Castillo Valley Mall 3

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 2 decades.

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. Class Limit: 15

Fee: \$65 Reg. Fee: \$8 Total: \$73
 MBP 027 C1 Th 7:00PM-8:30PM 9/12/13-10/17/13
 M Allan Valley Mall 4

The Constitution and the Freedom of Beliefs



.....
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.

The Constitution and the Freedom of Beliefs

The place of religion and belief systems in our society, including our laws, institutions, and cultural values has always been a critical part of the American experience. In these lectures Dr. Karen Gray seeks to broaden understanding of the diverse views at the heart of current public debate on church-state issues, especially as they are circumscribed by the First Amendment. Each PowerPoint-illustrated lecture ends with half an hour for questions and discussion. This lecture from 9:30-11:30AM will be followed by a half-hour discussion period. Series units, 9/28, 10/26, 11/23 may be purchased individually. See course descriptions below.

DIS 392 Saturday 9:30AM-12:00PM 9/28, 10/26, 11/23

Karen Gray

Fee: \$75 Registration Fee: \$8 Total: \$83

Senior Fee: \$45 Registration Fee: \$8 Total: \$53

First Amendment

To present an overview of not just church-state issues but also those arising from secular belief systems, Dr. Gray considers the views of some of the founding fathers relative to the first amendment and its interpretation. In addition, the influence of judicial philosophies such as textualism and activism on the application of the first amendment to contemporary issues is discussed with special attention to Supreme Court jurists on opposite sides of this spectrum.

DIS 393 C1 Saturday 9:30AM-12:00PM 9/28

Karen Gray

Fee: \$15 Registration Fee: \$8 Total: \$23

A Case Study: Creationism and Evolution

Creationism and intelligent design on the one hand, and scientific empiricism and evolution on the other, are considered in this lecture. The differences and the nature of the tensions between them are discussed by Karen Gray, along with several key court rulings relative to their place in public education.

DIS 394 D1 Saturday 9:30AM-12:00PM 10/26

Karen Gray

Fee: \$15 Registration Fee: \$8 Total: \$23

The Role of World Views in First Amendment Controversies

In this lecture Dr. Gray surveys the way religious beliefs about time and law in both eastern and western religions influence national and global politics and commitments. Highlighted are such concepts as yuga and dharma in Hinduism and Buddhism, as well as apocalypse and theonomy in the Levantine monotheisms of Judaism, Christianity and Islam. The Perspectives of secularists are included.

DIS 395 E1 Saturday 9:30AM-12:00PM 11/23

Karen Gray

Fee: \$15 Registration Fee: \$8 Total: \$23

Literature and Myths of the Ancient Near East

.....
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.
.....

Literature and Myths of the Ancient Near East

Writing was invented in southern Mesopotamia around 3500 BCE. With the development of writing comes the ability to preserve what people think and do and the special verbal forms they develop to express their world view, spirituality, and experiences. In this series of PowerPoint-illustrated lectures, Dr. Karen Gray surveys the rich treasury of ancient literature from the Sumerians, Akkadians, Babylonians, Canaanites, and Hebrews. Each lecture includes extensive readings from the ancient texts and ends with half an hour for questions and discussions. This lecture from 9:30-11:30AM will be followed by a half-hour discussion period. Series units 9/25, 10/23, 11/20, 12/4 may be purchased individually. See course descriptions below.

DIS 396 C Wednesday 9:30AM-12:00PM 9/25, 10/23, 11/30, 12/4 Karen Gray

Fee: \$80 Registration Fee: \$8 Total: \$88
Senior Fee: \$50 Registration Fee: \$8 Total: \$58

Introduction to the History and Languages of the Ancient Near East

This lecture surveys the development of writing and the languages of the ancient Near East, as well as the key kingdoms, historic figures, and critical events of the 3500 years from which the literature considered in the later lectures come. In this lecture, Dr. Gray focuses especially on the archaeology from which so much of our knowledge about the ancient Near East comes. This lecture is highly recommended as background for any of the other three.

DIS 397 C1 Wednesday 9:30AM-12:00PM 9/25 Karen Gray

Fee: \$15 Registration Fee: \$8 Total: \$23

Summerian and Akkadian Poetry

In the treasure trove of poetry from the ancient Near East are poems to and about the deities, brief stories, and royal love songs, as well as poems about human interactions, and about nature and the activities that filled people's lives. This lecture by Dr. Gray will explore not just the power and beauty of these verbal creations, but also consider what they tell us about the usually-anonymous people who wrote them.

DIS 398 D1 Wednesday 9:30AM-12:00PM 10/23 Karen Gray

Fee: \$15 Registration Fee: \$8 Total: \$23

Major Epics, Legends, and Myths

Poetry and stories of significant length and complex content comprise a major part of the extensive literature that has been recovered from the Ancient Near East. Most famous among the epics is Gilgamesh, but there are others, such as that of Lugalband and the Thunderbird; as well as considerable literature about mythological figures such as the goddess Innana. In this lecture Dr. Gray focuses on these more extensive narratives in which much of the region's rich mythology and some of the history of its kings and kingdoms is to be found.

DIS 399 E1 Wednesday 9:30AM-12:00PM 11/20 Karen Gray

Fee: \$15 Registration Fee: \$8 Total: \$23

Hebrew Poetry, Myths and the Regional Connections

The myths and stories of the Hebrew people, including those in the Biblical writings, grew from the same rich cultural milieu as the other ancient Near Eastern literature. It is not surprising, therefore, that there are many parallels, and Dr. Gray explores some them in this lecture. The Hebrew creation and flood myths as well as prophet and king stories are among the topics discussed and for which readings are selected that illustrate the similarities.

DIS 399 E1 Wednesday 9:30AM-12:00PM 12/4 Karen Gray

Fee: \$15 Registration Fee: \$8 Total: \$23

NORA ROBERTS

Writing Institute

at Hagerstown Community College



“I’m delighted to lend my name to the Nora Roberts Writing Institute at Hagerstown Community College. As a longtime resident of Washington County, I know from personal family experience every program presented by the college offers a quality learning experience that comes from extensive preparation and knowledge.

Writing is a solitary craft, so I know the value of finding the company of other writers. The give and take of other perspectives brings on a renewed sense of excitement and enthusiasm about the craft.

I encourage you to take part fully in this brand new program, and to open yourself to finding your individual path to your best writing.”—Nora Roberts

August 2 – August 3, 2013

For the beginning and aspiring writer, here is the chance to learn more about the craft and techniques of fiction writing.

Named after local resident and international best-selling author Nora Roberts, HCC presents a weekend retreat filled to the brim with all the information you need to create a solid foundation for your writing.

The Writing Institute will feature keynote speakers:

- *New York Times* Best Selling Author—Sylvia Day
- Critically Acclaimed Author—Erica Bauermeister

Learn the fundamentals from professionals in over 15 breakout sessions.

Whether you want to write a fictionalized memoir, or a mystery series, there’s something for everyone at the HCC Nora Roberts Writing Institute.

For information and registration,

Visit: <http://nrwi.hagerstowncc.edu> or email: nrwi@hagerstowncc.edu

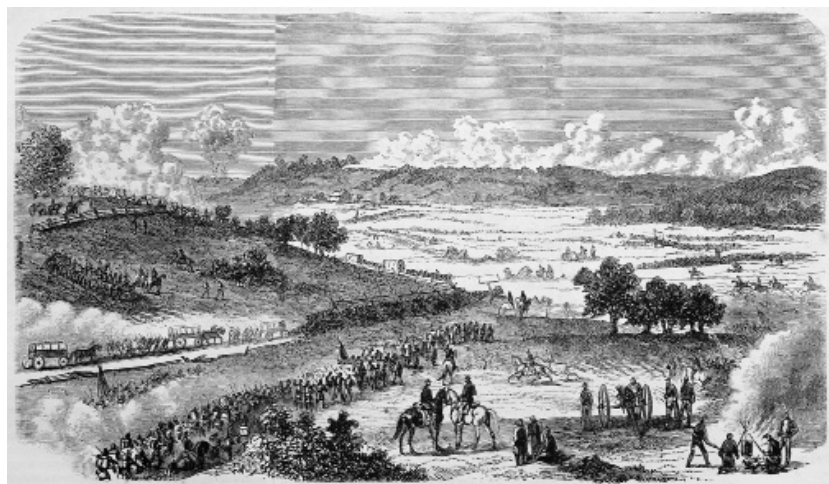
**HCC NORA ROBERTS YOUNG WRITER’S INSTITUTE
AND WRITING CONTEST**

*See page 12 for all the exciting information about the
HCC Nora Roberts Young Writer’s Institute and Writing Contest!*

150th Commemoration of the American Civil War
Civil War Tour

Retreat from Gettysburg and Wagon Train of the Wounded with Eric Wittenberg

October 12 & 13, 2013



Join award winning Civil War historian and author Eric J. Wittenberg on this two day exploration of the “Retreat From Gettysburg” and “Wagon Train of the Wounded”. Tour fee includes one full and ½ day of en-route historical interpretation by Eric Wittenberg, aboard a fully equipped motor coach with an all-inclusive lunch Saturday.

Retreat from Gettysburg

Saturday, October 12th

8:30AM-5:30PM

Wagon Train of the Wounded

Sunday, October 13th

8:30AM-11:45AM

Course #: DIS 405 D1 Fee: \$126 Registration Fee: \$8

Sign up today by registering online
www.hagerstowncc.edu/coned/webadvisor
or call 240-500-2565 to register over the phone.

Historical and Cultural Day Trips

.....
Important Trip Info:

Itineraries for all trips will be sent to participants one week prior to the trip date

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. Instructor Dorothy Reed 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. A complete itinerary will be sent to you one week prior to the tour date. There is an additional admissions fee of \$6 to the DAR Library. Departure from the Valley Mall. A complete departure point map and itinerary will be sent to you one week prior to the course date Class Limit: 15

Fee: \$40 Registration Fee: \$8 Total: \$48
 SEN 144 D1 Tuesday 7:00AM-5:30PM 10/29/13

Washington D.C. Escape

Join your friends as you travel to Washington for a day of nothing but lots of time to relax and explore all your favorite museums on the Mall in complete leisure. Our 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/gratuity. Departure is from the Valley Mall. A complete departure point map and itinerary will be sent to you one week prior to the course date. Class Limit: 35

Fee: \$40 Registration Fee: \$8 Total: \$48
 SEN 196 D1 Tuesday 7:00AM-5:30PM 10/29/13

Washington DC National Book Festival

Calling all book lovers! Come to the 13th annual Library of Congress National Book Festival on the National Mall in Washington, D.C. This year's festival will feature authors, poets and illustrators in several pavilions. Festival-goers can meet and hear firsthand from their favorite poets and authors, get books signed, hear special entertainment, and participate in a variety of activities. We will spend a fantastic day on the Mall surrounded by our favorite things - books! Go to <http://www.loc.gov/bookfest/> to find out more. Fee includes: Transportation

by HCC Motor Coach Departure from the Main Campus. A complete departure point map and itinerary will be sent to you one week prior to the course date Course limit 24

Fee: \$27 Registration Fee: \$8 Total: \$35
 DIS 173 C1 Saturday 8:00AM-6:00PM 9/21/13

Colonial Lancaster County: Historic Lititz and the Ephrata Cloister

Join Colonial and Revolutionary War historian and author Roger Swartz for this fascinating tour of Colonial Lancaster County focusing on the Moravian Church history in the beautiful town of Lititz where we will visit the Lititz Museum and Johannes Mueller House on the Moravian Church Square, and the communal society at the Ephrata Cloister in the historic town of Ephrata. One of America's earliest religious communities, the Ephrata Cloister was founded in 1732 by German settlers seeking spiritual goals rather than earthly rewards. Gathered in unique European style buildings, the community consisted of celibate Brothers and Sisters, and a married congregation of families. Both Lititz and its Moravian buildings as well as the Cloisters in Ephrata were used as hospitals for Washington's Continental Army during the American Revolution. Lititz is also the home of the historic Moravian girl's school, Linden Hall, established in 1746. En-route, our guide, Roger Swartz, will provide background as to the beliefs held by these spiritual sects and the history of these sects during America's fight for freedom. Trip Fee includes: fully equipped motor coach, all inclusive lunch at the charming Brickerville House, entrance fees and tours in Lititz and the Ephrata Cloister, lecture en-route by Roger Swartz. Departure from the Valley Mall. A complete departure point map and itinerary will be sent to you one week prior to the course date Course limit: 42

Fee: \$107 Registration Fee: \$8 Total: \$115
 SEN 509 C1 Friday 7:00AM-7:00PM 9/20/13

Dupont Estate and Longwood Gardens Yuletide Tour with Debby Smith-Fiola

This is the holiday trip that you have been waiting for! Join horticulturalist and columnist Debby Smith-Fiola on this wonderful holiday experience at Longwood Gardens and the Dupont Estate of "Winterthur". This lovely tour features two of the Mid-Atlantic Yuletide favorites. We will begin with a docent led tour of the Dupont Family estate of "Winterthur", featuring access to the beautiful rooms transformed by exquisite decorations for the Yuletide season. Next we will enter the bedazzling

display of outdoor holiday lights and indoor decorative vistas in the Longwood Gardens Conservatory. Moeller Organ is music with a sing along are a delightful added feature to this event. Before departing this wonderland, we will take a moment to view the outdoor fountain and light display dancing to your favorite holiday music. Tour fee includes: fully equipped motor coach transportation/gratuity, and all entrance/tour fees. . Meals may be purchased in the Winterthur and Longwood Garden dining areas. Departure will take place from the Valley Mall. A complete departure point map and itinerary will be sent to you one week prior to the course date Course Limit: 50
 Fee: \$97 Registration Fee: \$8 Total: \$105
 DIS 328 F1 Wednesday 10:00AM-8:00PM 12/4/13

Washington D.C. Halloween Tour of Discovery!

Join retired Air Force intelligence officer and professional tour guide Carol Bessette for a tour of strange, mysterious, and intriguing events which have taken place in the city along the Potomac over its two hundred year history. Solve the mystery of the man who attempted to defend Abraham Lincoln at Ford's Theater, why did he come to a "no good end"? Tour the Ford's Theater Museum. What was the "OJ Trial" of the last century? Why does the U. S. Army keep replacing a windowpane that overlooks a tennis court? She was called "Voltaire in petticoats." Was her death suicide or murder? And why is the unmarked grave so famous? Tour the sites of some of the most unusual and little-known occurrences of Washington, D.C., all politics aside! Fee includes: transportation on the HCC Motor Coach, all inclusive lunch, entrance fees and en-route lectures by Carol Bessette. Departure from the Main Campus. A complete departure point map and itinerary will be sent to you one week prior to the course date. Course limit 24
 Fee: \$72 Registration Fee: \$8 Total: \$80
 SEN 336 D1 Friday 7:30AM-5:30PM 10/25/13

National Cathedral Tour and Tea

Our National Cathedral tour and tea will begin with a visit with an organ demonstration on the Cathedral's famous pipe organ featuring 10,650 pipes. We will then join a National Cathedral docent who will guide us on the beautiful Cathedral Highlights tour. As we tour this sacred spot, breathe in the serenity and calm of the soaring stained glass windows and intricate stonework. Our tour will be followed by a lovely 3:00PM tea served in the

St. Paul Room of the Pilgrim's Observation Gallery. This is a beautiful wood paneled room with magnificent views of the city. Tea fare includes a delicious array of scones with clotted cream and an assortment of sweets and finger sandwiches. Following our tea we will have an opportunity to do some shopping at the Cathedral Museum & Book Store and Herb Cottage gift shop. Fee includes: transportation on the HCC Motor Coach, all entrance fees, and the Tour and Tea. Departure from the Main Campus. A complete departure point map and itinerary will be sent to you one week prior to the course date. Course limit: 24
 Fee: \$65 Registration Fee: \$8 Total: \$73
 DIS 217 E1 Wednesday 10:00AM-6:30PM 11/6/2013

European Medieval Manuscripts Tour – The Walters Art Museum – “Living by the Book: Monks, Nuns and Their Manuscripts

This exhibition at the Walters Art Museum in Baltimore provides a rare opportunity to view and learn about approximately 20 of the museum's precious medieval manuscripts. Designed to illustrate, among other things, how these now-invaluable books were originally made for regular use in the everyday life of monks and nuns, the exhibition opens a window on the vibrant monastic culture that created them. Visitors see what were once new and innovative devotional texts and images, as well as the amazing craftsmanship and artistry that went equally into books on subjects as diverse as music, history, science, grammar, and classical literature. Led by Dr. Karen Gray, the tour is preceded by a lecture on the making of medieval manuscripts and includes a discussion on the bus en route to Baltimore that provides an overview of the manuscripts and highlights particularly interesting details and the central ideas developed by the exhibition. As participants tour the exhibition independently, Dr. Gray is available to answer questions or discuss anything that particularly interests them. Lecture date: Wednesday, 9/11/13, 9:30AM-12:00PM at the HCC Valley Mall. Tour date: Wednesday, 9/18/13, 8:30AM-5:00PM. Fee includes: lecture, entrance fee, en-route lecture and HCC motor coach transportation. Departure from the Main Campus. A complete itinerary and departure point map will be sent to you one week prior to the lecture date.
 Fee: \$62 Registration Fee: \$8 Total: \$70
 DIS 408 C1 Wednesdays 9/11/13 & 9/18/13

The Heart of Wales and England

May 16th - May 26th, 2014



Tour Highlights:

- Stunning scenery of Wales
- Cardiff, Caernarfon & Windsor Castles
- Tours of London, Stonehenge & Bath
- Walking tour of Oxford
- Llangollen & Brecon Beacons
- Stratford-upon-Avon & the Cotswold's
- Train ride on a narrow-gauge railway in Snowdonia
- Optional Day at the Chelsea Flower Show

Fee: \$3,350 includes round trip transfers from HCC main campus, airfare from Dulles/London, 8 day tour England and Wales with a two day extension in London, all full breakfasts, 6 dinners and more!

HCC Valley Mall Center – 6:30-7:30PM
 Arrangements through Richards World Travel,
 please contact Karen Moulton, 301-791-1010, ext 129,
karen@richardsworldtravel.com

or Anne Myers, HCC Program Manager,
 240-500-2582, acmyers@hagerstownc.edu

Join the Hagerstown Community College
Alumni Association
for a 10-day adventure as we set sail for

The Caribbean

on the

“Fifth Annual HCC Alumni & Friends Cruise”

January 11–21, 2014

Sailing on Royal Caribbean Cruise Line’s
“Grandeur of the Sea.”

Ports of call include: Cozumel, Mexico;
Georgetown, Grand Cayman; Falmouth,
Jamaica; & Labadee, Haiti

Trip includes: Roundtrip transfers from HCC to &
from the port, 10-night accommodations aboard
the Grandeur of the Seas, all meals aboard ship,
great entertainment, government taxes and fees.

Rates from \$1,123.25 per person

Arrangements through Richard’s World Travel,
for information call Lisa Stewart at: 240-500-2346

A portion of the proceeds benefit the HCC Alumni
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Hagerstown Community College

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- Introduction to Algebra
- Music Made Easy
- Mystery Writing
- Ready, Set, Read
- Research Methods for Writers
- Understanding Adolescents
- Advanced Fiction Writing
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- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6

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Dance

Instructor Bios

Irv and Betty Easterday have been teaching ballroom dancing for more than 51 years. Jean Goodnight has been teaching ballroom dancing for over 12 years. Ted and Janice Reeder have been dancing and teaching for more than 40 years. They all look forward to sharing their knowledge of dancing with you.

Ballroom Dancing—Beginning

Why are those folks out on the dance floor having such a good time? Because ballroom dancing is fun! This class is designed for those who are interested in learning the basic dance figures of the most popular rhythms: Cha-Cha, Swing, Foxtrot, Waltz, Rumba and more. Registration is based upon each member of your Ballroom Dancing Team—so grab a partner and register today! *Class will not meet on 10/9 and 10/16.* Class Limit: 28



Fee: \$85 Registration: \$8 Total: \$93

Senior Fee: \$50 Registration: \$8 Total: \$58

FIT 010 C1 Tuesdays 7:00PM-8:15PM 9/10/13 – 12/3/13

1 Easterday/B Easterday TBA

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 dance skills. 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. *Class will not meet on 9/27 and 10/25.* Class Limit: 28

Fee: \$85 Registration: \$8 Total: \$93

Senior Fee: \$50 Registration: \$8 Total: \$58

FIT 017 C1 Tuesdays 8:15PM-9:30PM 9/10/13 – 12/3/13

1 Easterday/B Easterday TBA

FIT 007 C1 Thursdays 7:30PM-9:00PM 9/5/13 – 12/19/13

1 Goodnight Athletic & Rec. Bldg. 201

Dancing Like Stars!

Have you been watching the dancing programs on TV? Have you marveled at the accomplishments of the non-professionals? You too can join in the fun of exciting Ballroom Choreography! Pre-determined sequences for specific musical arrangements will be offered in many rhythms (i.e. Foxtrot, Waltz, Tango, Quickstep, Cha Cha, Jive, Rumba, Bolero, Samba, Salsa, and Mambo). These exciting choreographies are borrowed from "Sequence Dance" that is popular in Europe and "Round Dance" that is very popular in the US. It is an easy method of learning and leading interesting choreography on the ballroom floor. This course is available to those who have experienced intermediate dance training. Please contact the instructors at roundarama@aol.com if you have any questions. Irv and Betty have been teaching ballroom dancing for more than 51 years. They continue to study dance technique with top world dance professionals. Class Limit: 40

Fee: \$120 Reg. Fee: \$8 Total: \$128

Sr. Fee: \$70 Reg. Fee: \$8 Total: \$78

FIT 006 C1 W 7:00PM-9:30PM 9/11/13-12/04/13

1 Easterday/B Easterday TBA

Gotta Dance?

Class Reunion, wedding, want to look great at the prom? Try our crash course for survival on the dance floor. Learn how to Waltz, Fox Trot, Rumba, and Cha Cha. You'll need a partner, so if you're without a significant other, recruit a parent, child, sibling, pal, neighbor, or co-worker—anyone who wants or needs to dance. You and your partner need to register TODAY! This course is designed for beginners. You'll have fun! (Note: sneakers are not recommended). Class Limit: 30

Fee: \$45 Reg. Fee: \$8 Total: \$53

PDV 140 C1 T 7:30PM-9:00PM 9/10/13-10/01/13

1 Reeder/T Reeder Athletic & Recreation Building 220

Swing Dancing—Beginning

It was called "Swing" in the forties and "Jitterbug" in the fifties. In England it's called "Jive." Whatever you call it, it's big again—REALLY BIG. Whether your scene is ballroom, country & western, or high school gym, you'll be glad you took this class! You and your partner need to register individually TODAY! You won't want to miss this opportunity! Class Limit: 30

Fee: \$45 Reg. Fee: \$8 Total: \$53

PDV 152 D1 T 7:30PM-9:00PM 10/08/13-10/29/13

1 Reeder/T Reeder Athletic & Recreation Building 220

Ballet

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Instructor Bio—Karen Carpenter

Karen Carpenter has been a professional ballet teacher and choreographer for more than 35 years. She was a former member of the City Center Joffrey Ballet Company where she served as a personal assistant to Robert Joffrey. 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 kbninos@aol.com to discuss class attire. Class Limit: 15

Fee: \$79 Reg. Fee: \$8 Total: \$87
 FIT 013 C M 7:00PM - 8:15PM 9/16/13 - 11/18/13
K Carpenter Kepler Arts-Performing Center 101

Middle Eastern Dancing

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. Class Limit: 25

Fee: \$65 Reg. Fee: \$8 Total: \$73
 MBP 068 C1 T 7:30PM - 8:30PM 9/17/13 - 11/05/13
M Hobbs Kepler Arts-Performing Center 101

Exercise

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Instructor Biography – 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. Some relaxation techniques are also included. Light hand weights and resistance bands are used but are not required. Class Limit: 20

Fee: \$60 Reg. Fee: \$8 Total: \$68
 Sr. Fee: \$35 Reg. Fee: \$8 Total: \$43
 FIT 005 C TTh 9:30AM - 10:30AM 9/17/13 - 10/31/13
S Rodgers Hag Seventh-Day Adventist Church Hall
 FIT 005 E TTh 9:30AM - 10:30AM 11/05/13 - 12/19/13
S Rodgers Hag Seventh-Day Adventist Church Hall

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 yourself 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. Class Limit: 15

Fee: \$99 Reg. Fee: \$8 Total: \$107
 MBP 119 C1 W 6:00PM - 7:30PM 9/18/13 - 11/06/13
S Heurich Kepler Arts-Performing Center 101

Mind, Body, and Spirit

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. Class Limit: 24

Fee: \$79 Reg. Fee: \$8 Total: \$87

MBP 072 C1 Th 6:30PM-7:30PM 9/26/13-12/05/13

P Cote Kepler Arts-Performing Center 101

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. Class Limit: 16

Fee: \$79 Reg. Fee: \$8 Total: \$87

MBP 073 C1 Th 7:30PM-8:30PM 9/26/13-12/05/13

P Cote Kepler Arts-Performing Center 101



Thinking of a better life?

Come to an Adult Education
Orientation Session
2013



Adult Education Orientation

**Please call Adult Education at 240-500-2313
to schedule an appointment**

**No orientations in October 2013
or March and June 2014**



Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742

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

Office Hours/Registration Hours

Monday thru Thursday	8:30 a.m.—6:00 p.m.
Friday	8:30 a.m.—4:30 p.m.

Online Registration

24-hour availability at:

www.hagerstowncc.edu/coned/webadvisor

Valley Mall Center

Monday thru Thursday	8:30 a.m.—9:00 p.m.
Friday	8:30 a.m.—4:30 p.m.
Saturday	Selected hours

You may register for Continuing Education classes now! Registrations will be accepted through the first day of class if space is available. However, we encourage you to SIGN UP EARLY.

For Additional Information

CONTACT:

Continuing Education and Business Services
Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742-6514

Phone Number

240-500-2236 **Valley Mall**

17301 Valley Mall Road, Suite 455
Hagerstown, MD 21740
240-500-2565

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

1-866-422-2468

HCC Valley Mall Fax Number

301-582-4001

Our E-Mail Address

ceregister@hagerstowncc.edu

Our Web Address

www.hagerstowncc.edu

IT Schedule

www.certifyhere.com

Use of Cell Phones and Pagers During Class

Cell phones and pagers should be turned off or set to vibrate 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.

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 2 lessons posted each week.

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

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

College Holidays

- September 2, 2013—Labor Day
- November 27-29, 2013—Thanksgiving Break
- December 20, 2013–January 2, 2015—Winter Break

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.

Tuition and Fees

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

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.

Refund Policy

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

- Withdrawal prior to the second class—100% of fee will be refunded.
- Seminars or one-day classes must be cancelled at least 1 day 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.

Course Cancellations

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

Admission

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

Registration Confirmation

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

Children’s Learning Center

Hours: Monday–Friday, 7:00 a.m.–6:00 p.m.
HCC’s Children’s Learning Center is now open. Full and part-time child care is offered for children ages 2 to 6 years. Call 240-500-2322

College Bookstore

Normal Hours
 8:30 a.m.–6:00 p.m. Monday thru Thursday
 8:30 a.m.–4:00 p.m. Friday

Call for Special Evening Hours.

The Bookstore is located in the Student Center. Textbooks may be purchased in the HCC Bookstore. Disks will be issued the first night of class by the instructor for computer classes. The cost of the disk is included in the material fee.

Books and materials may be returned for a cash refund or exchange when accompanied by the original cash register receipt. Books must be returned in the original condition by the second class. The Bookstore Refund Policy is posted in the Bookstore.

Bookstore: 240-500-2271

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 available in student lots.

Emergency Closing

In case of severe weather or other emergency conditions, you should listen to local radio or television announcements of closings.

Listen for specific mention of the College, since 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 cancelled due to inclement weather or emergencies will be made up.

Radio Stations

WARK.....	1490 AM
WWEG.....	106.9 FM
WAYZ.....	104.7 FM
WCHA.....	800 AM
WCRH.....	90.5 FM
WDLD.....	96.7 FM
WEPM.....	1340 AM
WFMD.....	930 AM
WFRE.....	99.9 FM
WHAG.....	1410 AM
WIKZ.....	95.1 FM
WINC.....	92.5 FM/1400 AM
WJEJ.....	1240 AM
WICL.....	95.9 FM
WLTF.....	97.5 FM
WQCM.....	94.3 FM
WPPT.....	92.1 FM
WBHB.....	101.5 FM

Non-Credit/Credit Shared Courses

Selected courses may be taken for either academic credit or on 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 Continuing Education Office or the Student Government Office.

Smoking Policy

The State law prohibits smoking on the premises of any Washington County Public School. Smoking is also prohibited in the buildings on the HCC campus and the Valley Mall Center.

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, educational programs and activities, scholarship and loan 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 ten (10) days prior to the meeting or course.

Disclaimer

The College, of necessity, reserves the freedom to change without notice any programs, policies, requirements, or regulations published herein. The College regrets any discrepancies or typographical errors. This publication is not to be regarded as an irrevocable contract between the student and the College.

Jeanne Cleary Act

In accordance with the "Jeanne Cleary Disclosure of Campus Security and Campus Crime Statistics Act" the Campus Police prepares an annual Security Report. The report states the College's security and crime reporting policies; crime prevention programs; policies regarding alcoholic beverages; policies regarding illegal drugs; policies regarding sex offenses; the police authority of the Campus Police and the cooperation with other law enforcement agencies. The report also contains the crime statistics for the past three years for enumerated crimes occurring on College property. As of October 1, 2000, this report can be accessed via the College's web page. However, if you would like a copy of the report sent to you, please write to the Campus Police Office, Hagerstown Community College, 11400 Robinwood Drive, Hagerstown, Maryland 21742-6514 or call 240-500-2312.

Birthdate and Social Security Number

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

Off-Campus Locations

Hagerstown Seventh Day Adventist Church
11507 Robinwood Drive
Hagerstown, MD 21742

Little Antietam Community Center
40 Mount Vernon Drive
Keedysville, MD 21756

Robinwood Medical Center
11100 Medical Campus Road
Hagerstown, MD 21742

Washington Co. Technical High School
50 West Oak Ridge Drive
Hagerstown, MD 21740

Western Maryland Hospital Center
1500 Pennsylvania Avenue
Hagerstown, MD 21740

Oak Hill Interior Design
114-116 N. Potomac St.
Hagerstown, MD 21740

The Glass Loft
16825 Fairview Road
Hagerstown, MD 21740