



Workforce Solutions & Continuing Education

Spring/Summer 2020 Non-Credit Schedule



Construction Equipment Operator



College for Kids



Allied Health

**Jump start
your career!
Scholarships
available!**

Visit www.hagerstowncc.edu/CEFunding
or call 240-500-2236 for more information



Business Essentials



Diesel Mechanic

Workforce Solutions • Personal Enrichment • Career Development

SPRING/SUMMER 2020

HCC CONTINUING EDUCATION



2 COLLEGE FOR KIDS

**19 ANIMAL CARE/
VETERINARY OFFICE**

Veterinary Assistant Training
Professional Pet Grooming

**21 BUSINESS AND
PROFESSIONAL TRAINING**

AMA Training
Business Seminars
Entrepreneurship
Management
Marketing
Workkeys Preparation

27 CERTIFICATION AND LICENSURE

Child Care
Personal Trainer
Pool
Real Estate

34 COMPUTERS

MS Office
Online Classes

**38 TRANSPORTATION AND
DRIVER EDUCATION**

CDL – Commercial Driver
Diesel Mechanic
Driver Education
Forklift Operator
Motorcycle Safety
Small Engine

**42 INDUSTRIAL TECHNOLOGY
AND TRADES**

Home Inspector
Construction Trades
Welding

46 ALLIED HEALTH

Basic Life Support (BLS)
Dental Seminar
Drug Calculation
Medicine Aide
Nursing
Nurse Refresher
Online Courses

52 HEALTH AND WELLNESS

Fitness
Mind Body
Yoga/Pilates

57 PERSONAL ENRICHMENT

Culinary
Dance and Recreation
Cultural Trips
Genealogy, Family Care, Parenting
History
Home and Garden
Language
Money Matters
Music
Photography

64 CLASSROOM LOCATIONS

65 REGISTRATION IS EASY

67 CAMPUS MAPS

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



www.hagerstowncc.edu/coned



Are you ready for camp?

REGISTER

1. Confirm your child meets the grade or age requirements for the class section selection. The grade listed refers to the grade your child will be entering the next school year.
2. Register
 - Online at hagerstowncc.edu/kids
 - By phone at 240-500-2236, extension 1
 - By mail or in person (see registration form at back of schedule)
3. *Use your child's name and birth date when registering, not your own.

REQUIRED FORMS

All health and student information will be collected by CampDoc. You must provide a valid email address when registering for a CFK course. Within a week of registering, look for an email from register@campdoc.com. All forms must be completed two weeks prior to camp. Students may be dropped without a refund if documents aren't completed.

- Returning campers must update and resubmit forms each year.
- Questions? Call 240-500-2480 or email cfk@hagerstowncc.edu.

CONFIRMATIONS

- Confirmation of registrations will be sent by mail.
- Check that your child is enrolled in the correct camp and week.

FINAL STEP

- One week prior to camp, you will receive an email containing a map with the location of your camp and where to check in on Monday morning.
- Note: Classroom locations can and often do change. Check the website before coming to campus for the most accurate location information.

SPECIAL ACCOMMODATIONS

If your child has a documented disability (learning, physical, psychiatric, medical, or behavioral) this must be disclosed on the health form. Someone from HCC's Disabilities Support Services (DSS) office will contact you prior to the start of class to discuss your child's needs and potential accommodations that may be necessary. If you have questions or need to contact the DSS Office, call 240-500-2273.

HCC College for Kids 2020



HCC
COLLEGE
FOR
Kids

Highlighting indicates
new classes

Register online starting Feb. 10 at www.hagerstowncc.edu/kids
\$15 early bird discount through Mar. 31

Questions? Email cfk@hagerstowncc.edu

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

Week 1—June 15-19

Grade	Course #	Course Title
2-3	CFK-237-A	We Do Robotics, Do You?
2-3	CFK-006-A	Kitchen Chemistry
2-3	CFK-248-A	Creatures of the Deep
4-5	CFK-407-A	Digital Storytelling
4-5	CFK-013-A	Computer Games: Digital Designers
4-5	CFK-153-A	Pet Academy
4-5	CFK-378-A	Ancient Empires of Greece, Rome, and Egypt
6-8	CFK-240-A	LEGO My Robot
6-8	CFK-406-A	Design and Build: Coasters and Contraptions
6-8	CFK-246-A	Vet Academy
6-8	CFK-417-A	Culinary Camp for Sous Chefs
6-8	CFK-403-A	Art Exploration: Mixed Medium Art
8-12	CFK-418-A	Hamilton Camp

Week 2—June 22-26

Grade	Course #	Course Title
2-3	CFK-349-B	Computer Games: Beta Testers
2-3	CFK-006-B	Kitchen Chemistry
2-3	CFK-320-B	Mad Scientist Training Academy
4-5	CFK-350-B	Computer Games: Programming Pros
4-5	CFK-354-B	Around the World
4-5	CFK-411-B	No Bake Desserts
4-5	CFK-412-B	Percy Jackson's Camp Half-Blood
6-8	CFK-314-B	LEGO Cup Robot Wars
6-8	CFK-353-B	3D Design & Printing
6-8	CFK-408-B	Drone Pilots Proving Ground
6-8	CFK-356-B	Cinematography
6-8	CFK-306-B	Music Theatre: Act, Sing, and Dance
8-12	CFK-401-B	Creative Photography

HCC College for Kids 2020

Week 3—July 6-10

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-374-C	We Do Robotics Two
2-3	CFK-303-C	American Girls and Me
2-3	CFK-388-C	Hogwarts Academy
4-5	CFK-249-C	My LEGO Robot is Better
4-5	CFK-330-C	Minecraft for Maniacs
4-5	CFK-338-C	Junkyard Art
4-5	CFK-344-C	Home Makeover, Math Edition
6-8	CFK-092-C	Design Your Own Computer Game
6-8	CFK-281-C	Academy STEM
6-8	CFK-369-C	Flying Physics
6-8	CFK-397-C	Wicked: Beyond the Yellow Brick Road
8-12	CFK-376-C	VEX Robotic Engineering

Week 4—July 13-17

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-414-D	Rolling Robots
2-3	CFK-226-D	Space Adventure
2-3	CFK-304-D	Super Heroes, Super Villains, and Super You
4-5	CFK-013-D	Computer Games: Digital Designers
4-5	CFK-120-D	The World of Harry Potter
4-5	CFK-383-D	Crafty Kids
4-5	CFK-141-D	Mad Scientist
6-8	CFK-278-D	Creative Photography
6-8	CFK-340-D	Hunger Games
6-8	CFK-399-D	Comics Collide
6-8	CFK-224-D	Rocketry and Space Flight
6-8	CFK-359-D	DNA Detectives: Who Dunit?
8-12	CFK-194-D	Creating Digital Animations
8-12	CFK-405-D	Culinary Camp for Head Chefs



Where's my camp?

Room locations change sometimes.

For the most accurate room information, check the CFK website at

hagerstowncc.edu/kids

HCC College for Kids 2020

Week 5—July 20-24

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-416-E	Digital Tales
2-3	CFK-237-E	We Do Robotics, Do You?
2-3	CFK-410-E	Magic of the Amazon Rainforest
4-5	CFK-350-E	Computer Games: Programming Pros
4-5	CFK-338-E	Junkyard Art
4-5	CFK-387-E	History Detectives
4-5	CFK-295-E	Fossils and the Sands of Time
6-8	CFK-413-E	Programming with Python
6-8	CFK-420-E	Engineering Our Future
6-8	CFK-363-E	The Bigger World of Harry Potter
6-8	CFK-373-E	Star Wars: A Course About the Force
6-8	CFK-409-E	Healthy Cooking Camp
8-12	CFK-426-E	Creating Digital Animations II

Week 6—July 27-31

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-349-F	Computer Games: Beta Testers
2-3	CFK-372-F	Nifty Thrifty Crafts
2-3	CFK-402-F	A Bug's Life
4-5	CFK-330-F	Minecraft for Maniacs
4-5	CFK-120-F	The World of Harry Potter
4-5	CFK-422-F	Becoming an Olympian
4-5	CFK-424-F	Whacky Weather
6-8	CFK-326-F	Minecraft Modding and More
6-8	CFK-404-C	SPEAK! Chinese
6-8	CFK-421-F	How Stuff is Made
6-8	CFK-419-F	Non Basta Pasta
6-8	CFK-415-F	Train Like an Olympian
8-12	CFK-380-F	Backyard Ballistics

Week 7—August 3-7

<i>Grade</i>	<i>Course #</i>	<i>Course Title</i>
2-3	CFK-374-G	We Do Robotics Two
2-3	CFK-337-G	Chocolate World
4-5	CFK-423-G	Presto Pasta
4-5	CFK-141-G	Mad Scientist
6-8	CFK-425-G	Women in Engineering
6-8	CFK-363-G	The Bigger World of Harry Potter
6-8	CFK-392-G	Passport Around the World
6-8	CFK-278-G	Creative Photography
8-10	CFK-427-G	Young Entrepreneur Academy
8-12	CFK-343-G	SAT Prep

NEW Refund & Transfer Policy!

College for Kids has a new policy for refunds and transferring registrations between camps.

Be sure to read the new policy in the parent handbook at

hagerstowncc.edu/kids



SAVE \$15 OR MORE!

Register **by March 31st**
receive a \$15 discount for each week of camp

Register **on or after April 1st**
pay the rates listed here and on the website

Questions? Email cfk@hagerstowncc.edu

Before/After Care

Before Care for CFK

Before Care will be offered each week of camp. Parents may drop their children off at 7:15 am and HCC staff will deliver them to their camp. Before Care is not included in camp registration; students must be registered for Before Care in addition to their camp.

Total: \$30

CFK-900-A	MTuWThF C. Staff	7:15AM-8:45AM	Jun 15 – Jun 19 CPB 232
CFK-900-B	MTuWThF C. Staff	7:15AM-8:45AM	Jun 22 – Jun 26 CPB 232
CFK-900-C	MTuWThF C. Staff	7:15AM-8:45AM	Jul 06 – Jul 10 CPB 232
CFK-900-D	MTuWThF C. Staff	7:15AM-8:45AM	Jul 13 – Jul 17 CPB 232
CFK-900-E	MTuWThF C. Staff	7:15AM-8:45AM	Jul 20 – Jul 24 CPB 232
CFK-900-F	MTuWThF C. Staff	7:15AM-8:45AM	Jul 27 – Jul 31 CPB 232
CFK-900-G	MTuWThF C. Staff	7:15AM-8:45AM	Aug 03 – Aug 07 CPB 232

College for Kids After Care

After Care will be offered each week of camp. Camp staff will deliver your child to After Care when their camp ends. Students must be picked up by 6 pm. After Care is not included in camp registration; students must be registered for After Care in addition to their camp.

Total: \$30

CFK-901-A	MTuWThF C. Staff	4:30PM-6:00PM	Jun 15 – Jun 19 CPB 232
CFK-901-B	MTuWThF C. Staff	4:30PM-6:00PM	Jun 22 – Jun 26 CPB 232
CFK-901-C	MTuWThF C. Staff	4:30PM-6:00PM	Jul 06 – Jul 10 CPB 232
CFK-901-D	MTuWThF C. Staff	4:30PM-6:00PM	Jul 13 – Jul 17 CPB 232
CFK-901-E	MTuWThF C. Staff	4:30PM-6:00PM	Jul 20 – Jul 24 CPB 232
CFK-901-F	MTuWThF C. Staff	4:30PM-6:00PM	Jul 27 – Jul 31 CPB 232
CFK-901-G	MTuWThF C. Staff	4:30PM-6:00PM	Aug 03 – Aug 07 CPB 232

Grades 2-3

Kitchen Chemistry

You'll be cooking up "chemistry" in this highly motivating and creatively yummy chemistry experience. Investigate through cooking, stories, games, music, and experiments. Experiments and recipes do not involve a stove, oven, or open flame.

Total: \$199

CFK-006-A	MTuWThF	9:00AM–4:00PM	Jun 15 – Jun 19
	<i>L. Taylor</i>		
CFK-006-B	MTuWThF	9:00AM–4:00PM	Jun 22 – Jun 26
	<i>H. Canby</i>		

Space Adventure

Get ready to blast off into fun. Travel with us through the solar system to explore the planets, stars, sun, and moon. We will explore the solar system and learn about the NASA space program. Activities in this exciting adventure include solar system role play, model making, virtual trips through space, and much more.

Total: \$189

CFK-226-D	MTuWThF	9:00AM–4:00PM	Jul 13 – Jul 17
	<i>H. Canby</i>		

We Do Robotics, Do You?

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

Total: \$189

CFK-237-A	MTuWThF	9:00AM–4:00PM	Jun 15 – Jun 19
	<i>T. Shade</i>		
CFK-237-E	MTuWThF	9:00AM–4:00PM	Jul 20 – Jul 24
	<i>K. Longerbeam</i>		

We Do Robotics Two

Grow your LEGO programming skills with more advanced topics on controlling your robot's movement, sensors, lights, motors, and more. Explore and design solutions to real world problems your robot can fix. "We Do Robotics, Do You?" recommended before taking the level two class.

Total: \$189

CFK-374-C	MTuWThF	9:00AM–4:00PM	Jul 06 – Jul 10
	<i>K. Longerbeam</i>		
CFK-374-G	MTuWThF	9:00AM–4:00PM	Aug 03 – Aug 07
	<i>T. Shade</i>		

Creatures of the Deep

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

Total: \$189

CFK-248-A	MTuWThF	9:00AM–4:00PM	Jun 15 – Jun 19
	<i>J. Pfund</i>		

American Girls and Me

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

Total: \$189

CFK-303-C	MTuWThF	9:00AM–4:00PM	Jul 06 – Jul 10
	<i>M. Cullers</i>		

Super Heroes, Super Villains and Super You

Who's your favorite superhero? What bad guy do you secretly root for? If you could have a super power, what would it be? Spend the week exploring the fantastic worlds and abilities of well-known comic book heroes, their sidekicks, and their arch-enemies. Create your own super-hero character, costume, accessories, and world. Through fun and creative hands-on projects, we'll stop evil-doers in their tracks and make the world just a little more super, one hero at a time.

Total: \$189

CFK-304-D	MTuWThF	9:00AM–4:00PM	Jul 13 – Jul 17
	<i>S. Poling</i>		

Mad Scientist Training Academy

Real science in a real lab! Investigations and experiments come alive as students engage in hands-on activities that ignite their curiosity about science. From elephant toothpaste to lemon volcanoes, students will be immersed in the process of science investigation. The week will culminate in a mini-science fair where students will show off their science lab skills as they conduct their favorite experiments and investigations from the week. Your little scientist won't want to miss it!

Total: \$189

CFK-320-B	MTuWThF	9:00AM–4:00PM	Jun 22 – Jun 26
	<i>A. DeJulis</i>		

Chocolate World

Do you like chocolate things? Then this class will be a sweet way to learn about the history of chocolate. We will learn how it started, how to make it, and the many purposes for chocolate. Come and have a sweet time learning about the world of chocolate in this course. We will explore through books, technology, and hands on activities.

Total: \$199

CFK-337-G MTuWThF 9:00AM–4:00PM Aug 03 – Aug 07
H. Canby

Computer Games: Beta Testers

Computer games are fun to play but they are also fun to make! Discover your hidden talents as a programmer, graphic designer, or beta tester and become part of a team that develops and plays a brand new game created from your imagination.

Total: \$189

CFK-349-B MTuWThF 9:00AM–4:00PM Jun 22 – Jun 26
T. Johnson

CFK-349-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
T. Johnson

Nifty Thrifty Crafts

From drink coasters to chandeliers, use your imagination to craft beautiful, economical pieces of art! Weave, paint, cut, wire, and glue CDs, plastic bottles, and other mystery 'trash' items to transform them into colorful upcycled creations that will bring a smile to you, others, and best of all, the environment!

Total: \$189

CFK-372-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
R. Giffus

Hogwarts Academy

Been waiting for your Hogwarts letter? Wait no more! Curious about the world of Harry Potter? Wonder what house you belong to? In Hogwarts Academy you will explore the first book of the Harry Potter series. We will read the book, do potions, play quidditch and much, much, more!

Total: \$199

CFK-388-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
E. Hill

A Bug's Life



The world of bugs is so diverse! Investigate their world and learn about the various aspects of a bug's life cycle. Discover the buzz about bees, unearth the secrets of earthworms, fly to new heights with ladybugs and grasshoppers, make a metamorphosis with caterpillars, and get caught in the spider's web!

Total: \$189

CFK-402-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
Beacon House

The Magic of the Amazon Rainforest



Climb aboard the *Magic School Bus* and into Jack and Annie's *Magic Tree House* for a wild adventure into the Amazon rainforest. From the depths of the forest floor to the heights of the leafy canopy, explore the Amazon's plants, bugs, and animals through experiments, crafts, hands-on activities, and technology. Each camper will be given their own copy of *Afternoon on the Amazon*, by Mary Pope Osborne.

Total: \$189

CFK-410-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
J. Pfund

Sphero I: Rolling Robots



Roll into a new kind of robot experience with the tiny spheres called Sphero robots! From the Mini, SPRK+, and Bolt, you will learn how to control, create, and collaborate to solve problems using these versatile robots. Challenge your classmates to solve puzzles and mazes of your own design.

Total: \$189

CFK-414-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
Beacon House

Digital Tales



Tall tales and small ones, we all like to tell stories. How can you make these stories come alive with the new technology of the 21st century? Take your stories to the next level and be able to share them with more people!

Total: \$199

CFK-416-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
Beacon House

Grades 4-5

Computer Games: Digital Designers

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

Total: \$189

CFK-013-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
T. Johnson

CFK-013-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
T. Johnson

The World of Harry Potter

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

Total: \$199

CFK-120-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
E. Hill

CFK-120-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
E. Hill

Mad Scientist

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

Total: \$199

CFK-141-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
S. Miller

CFK-141-G MTuWThF 9:00AM–4:00PM Aug 03 – Aug 07
S. Miller

Pet Academy



Do you love animals? Are you looking for the perfect pet? Join us in learning about your pet possibilities. We will learn about aquatic pets, dogs, cats, small pets, and exotic pets. You will learn about supplies, food, and special considerations for your dream pet.

Total: \$199

CFK-153-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
Beacon House

My LEGO Robot Is Better Than Yours

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

Total: \$199

CFK-249-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
B. Hurley

Fossils and the Sands of Time

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

Total: \$199

CFK-295-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
S. King

Minecraft for Maniacs

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

Total: \$189

CFK-330-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
S. Poling

CFK-330-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
S. Poling

Junkyard Art

One man's trash is another man's treasure. See how Duct Tape really is the best invention ever from medieval armor projects to wallets, accessories, etc. Other projects include making objects such as bird feeders, musical instruments, and other treasures out of recycled materials!

Total: \$199

CFK-338-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
S. Miller

CFK-338-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
B. Dettmer

Home Makeover, Math Edition

Design and build a model of your dream room! Be your own interior designer and create fabric, furniture, flooring and paint combinations for your room. Learn how to use geometry and other math skills to measure the spaces of your room, budget for materials, and make it all come together in a model you build!

Total: \$189

CFK-344-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
H. Canby

Computer Games: Programming Pros

Pick up from your “Computer Games: Digital Designers” experience and join our game development company where you work as a team to create a super product. No pressure, but other classes will beta test your product so bring your A game this week! This course was formerly titled Computer Games are BEYOND Elementary.

Total: \$189

CFK-350-B MTuWThF 9:00AM–4:00PM Jun 22 – Jun 26
K. Billings

CFK-350-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
A. Ngyuen

Around the World

Adventure to Asia, South America, Africa, Europe, and Australia! Each day we'll visit a new, exotic land across the globe. From kangaroos to Buckingham Palace, to the tulips of Amsterdam and the Andes Mountains and beyond, come explore the people, places, animals, and foods that make up the beautiful world in which we live.

Total: \$189

CFK-354-B MTuWThF 9:00AM–4:00PM Jun 22 – Jun 26
S. Poling

Ancient Empires of Greece, Rome, China, And Egypt

Have you ever wanted to travel back in time? Join us as we discover the ancient worlds of Greece, Rome, China, and Egypt through their great leaders, food, games, history, and languages. Before the week is up learn how to write your own hieroglyphics, build your own Coliseum, navigate the ancient “silk road” of China, and write your own Greek myth!

Total: \$189

CFK-378-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
H. Canby

Crafty Kids

Scrapbooking, stamping, card making, oh my! Make the world a more beautiful place one craft at a time. Create fun and unique scrapbook pages to display your water, school, and birthday pictures, decorate birthday and Christmas cards, and even design your own logos. From board games to tote bags you're sure to have a craft-tastic time!

Total: \$199

CFK-383-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
M. Cullers

History Detectives

Have you ever wondered about who killed King Tut? What about the mysterious treasure of Oak Island, and the disappearance of Amelia Earhart? There are so many mysteries that history detectives still need to uncover! Join us as we grab our detective gear and investigate the theories of these mysteries in order to become the ultimate history detectives!

Total: \$189

CFK-387-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
S. Poling

Digital Storytelling



From the beginning of humanity, storytelling has been essential to the human experience. Bring your stories to life with the tools of the 21st century. Use video and photo editing programs to create interactive and engaging stories, and explore ways of sharing them safely through websites and blogs. Present your story at the end of camp!

Total: \$199

CFK-407-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
Beacon House

No Bake Desserts



Measure and mix, beat and blend, drizzle and dip, pour and puree, sprinkle and spread, toss and — our personal favorite — taste! Get comfortable in the kitchen and whip up scrumptious desserts, without using a stove or oven. Each day you'll learn new techniques and recipes for treats like cheesecakes, truffles, pies, cereal bars, and no bake cookies. Culinary camps are NOT recommended for students with severe food allergies.

Total: \$219

CFK-411-B MTuWThF 9:00AM–4:00PM Jun 22 – Jun 26
M. Tobei

Percy Jackson's Camp Half-Blood



Welcome to Camp Half-Blood, where the demigods are welcome! Olympus has moved to the heart of Hagerstown, and you have been selected to join Percy on his quest to find the three green pearls and escape the minotaur's labyrinth. Along the way you will craft a lyre, forge your own sword, search Greek mythology to find your immortal ancestor, help with Camp Half-Blood's strawberry business, and find what it means to be a true hero.

Total: \$189

CFK-412-B MTuWThF 9:00AM–4:00PM Jun 22 – Jun 26
J. Pfund

Becoming an Olympian



The Olympic games are upon us! Are you a champion? This is your chance to learn about the Olympic games, learn about the Olympic games, their history, and famous athletes. Learn about some of the host countries and feel like you're there with interactive activities. Train and compete in Olympic-styled physical events to see who has what it takes.

Total: \$189

CFK-422-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
S. Miller

Presto Pasta



Learn how to take simple ingredients and turn them into delicious food by making your own pasta from scratch. You'll never want to eat store bought pasta again once you learn how simple it is to make your own, and much tastier too! You will learn how to make pasta of all shapes, sizes and colors. Culinary camps are NOT recommended for students with severe food allergies.

Total: \$219

CFK-423-G MTuWThF 9:00AM–4:00PM Aug 03 – Aug 07
M. Tobei

Whacky Weather



Booming thunder and crackling lightning, crunchy frost and swirling snow, fluffy clouds and gentle breezes! Explore the mystery and beauty of our world's weather through hands-on experiments, activities, and crafts. Create your own weather station, make magical snow, and report on the day's weather like a true meteorologist!

Total: \$199

CFK-424-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
A. DeJulis

Grades 6-8

Design Your Own Computer Game

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

Total: \$199

CFK-092-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
K. Billings

Rocketry and Space Flight

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

Total: \$209

CFK-224-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
M. Collier

LEGO My Robot

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

Total: \$199

CFK-240-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
G. Burger



Vet Academy

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

Total: \$209

CFK-246-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
Beacon House

Creative Photography

Do you like to take pictures? Learn all about the world of photography. Explore composition, light, shadow, computer manipulations, and images. Have fun creating beautiful works of art from your photographs. This is a hands-on class that will help you to get creative with your camera and computer. Campers should bring their own camera. A limited number of cameras may be available for sharing, but cannot be guaranteed.

Total: \$209

CFK-278-D MTuWThF 9:00AM-4:00PM Jul 13 – Jul 17
S. Schaefer

CFK-278-G MTuWThF 9:00AM-4:00PM Aug 03 – Aug 07
S. Schaefer

Academy STEM

Put your imagination to work and let Academy STEM make you a modern day explorer! Have fun with hands-on activities as you spend multiple days discovering science, technology, engineering, and math secrets that are changing our world every day.

Total: \$199

CFK-281-C MTuWThF 9:00AM-4:00PM Jul 06 – Jul 10
M. Collier

Music Theatre: Act, Sing and Dance

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

Total: \$199

CFK-306-B MTuWThF 9:00AM-4:00PM Jun 22 – Jun 26
A. Cade

LEGO Cup Robot Wars

Compete with your teammates and against each other in solving problems using LEGO’s robotic platform. Bring it as you face off and show why your robot is better, faster, smarter, and stronger. A previous LEGO class is recommended before attending.

Total: \$199

CFK-314-B MTuWThF 9:00AM-4:00PM Jun 22 – Jun 26
G. Burger

Hunger Games

Enter the world of Panem as we explore concepts, characters and most of all, the challenges of Suzanne Collins’ *The Hunger Games*. We will experience the drama of these novels as we read, watch, and create our own training ground....will you be the victor?

Total: \$199

CFK-340-D MTuWThF 9:00AM-4:00PM Jul 13 – Jul 17
L. Miller

3D Design & Printing



We live in a 3-dimensional world, so it is time we design and print in one as well! In this week-long course, you’ll learn the basics of 3D design and the technology used to make your design a reality. Discover how a 3D printer works and print your very own 3D design!

Total: \$209

CFK-353-B MTuWThF 9:00AM-4:00PM Jun 22 – Jun 26
Beacon House

Cinematography



Do you love movies? Dream of starring in one or producing them? Ever wanted to create your own? Now’s your chance! Be the producer, filmmaker, writer, and star of your very own movie! You’ll start from a story idea, then create a script, costumes, and set before shooting and editing your movie using iMovie software.

Total: \$209

CFK-356-B MTuWThF 9:00AM-4:00PM Jun 22 – Jun 26
Beacon House

DNA Detectives: Who Dunit?



Are you always watching crime scene T.V. shows or movies, or reading a good who dunit story? Love to figure out how to solve the mystery? In this week-long course, you’ll learn the basics of crime scene investigation, or CSI tactics and solve a fictional crime. You’ll learn how to extract DNA, complete a DNA Gel Electrophoresis, use dissections to solve crimes, and identify other biological materials to lead you to the culprit.

Total: \$199

CFK-359-D MTuWThF 9:00AM-4:00PM Jul 13 – Jul 17
Beacon House

The Bigger World of Harry Potter

More potions, more quidditch, just more! Experience deeper and more advanced aspects of the world of Harry Potter as we spend time with the second half of the series and explore the future of Harry's world. Warning, spoilers!

Total: \$209

CFK-363-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
E. Hill

CFK-363-G MTuWThF 9:00AM–4:00PM Aug 03 – Aug 07
E. Hill

The Flying Physics of Catapults, Cannons, and Sling Shots



Do you like to launch things? Do you want to learn how to increase the accuracy and precision of your projectile devices? Do you like to build and design things? During this week-long course, we will learn the physics behind projectiles to increase accuracy and precision of hitting a specified target. We will design and construct three devices: a catapult, a sling shot, and a cannon.

Total: \$209

CFK-369-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
Beacon House

Star Wars: A Course About the Force

Travel to a time long ago, in a galaxy far, far away and immerse yourself in all things Star Wars! Explore the Star Wars universe and what it teaches us about loyalty, good versus evil, and nature versus technology. You'll create your own Star Wars story featuring your favorite characters and settings, plus planets, droids, and weapons of your own creation. And no Star Wars class would be complete without choreographing your very own light saber duel!

Total: \$199

CFK-373-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
T. Hood

Passport to the World

Have you ever wanted to visit the Eiffel Tower and the Great Wall in China? How about trying South American cuisine or learning how to say hello in Swahili? Grab your passport and join us as we explore the world in five days! Experience the seven continents through food, language, landmarks, and history. Collect all your passport stamps before the week is up!

Total: \$199

CFK-392-G MTuWThF 9:00AM–4:00PM Aug 03 – Aug 07
L. Miller

Wicked: Beyond the Yellow Brick Road

Explore two of the most vibrant musicals of all time: *Wicked the Musical*, and *The Wizard of Oz*. Through character and scene studies, investigate the backstory of the witches of Oz and the evolution of *Wicked*. Create artistic expressions and performance materials for an original adaptation, "After Wicked."

Total: \$199

CFK-397-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
A. Cade

Comics Collide: Marvel vs. DC

Boom! Kapow! Blam! Explore the history, themes, characters, stories, and fan theories of your favorite Marvel and DC comics. Which characters and worlds are better, and why? What makes someone a hero or villain? And what would happen if the two worlds of DC and Marvel collided? Disclaimer: The instructor is a Marvel fan; can you sway him to the dar... ehem, DC side?

Total: \$199

CFK-399-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
T. Hood

Art Exploration: Mixed Media Art



Free your creative mind and expand your imagination as you enter the world of mixed medium art. Each day you'll explore the artistic properties of various mediums, including graphite pencils, ink pens, colored pencils, charcoal, oil pastels, acrylics, and watercolors. At the end of the week, use your new skills to create a shadow box that incorporates each medium.

Total: \$209

CFK-403-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
B. Dettmer

SPEAK! Chinese



Want to build Chinese language spoken skills and connect to an increasingly globalized world? Looking to discover joy in exploring Chinese culture in a playful environment? Through games, animations, and songs you'll learn to greet and introduce others, count numbers, and hold simple conversations in spoken Mandarin Chinese!

Total: \$199

CFK-404-C MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
MD Chinese Academy

Design and Build: Coasters and Contraptions



Come explore the creative design process in this hands-on camp. Invent and create your own Rube Goldberg machine, a complex contraption where one action initiates an exciting chain-reaction series of actions. Design, build, and test marble roller coasters, toothpick bridges, bottle rockets, and more!

Total: \$199

CFK-406-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
T. Biddinger

Drone Pilots Proving Ground



Get behind the controls and take your basic drone flying skills to the next level as you learn how to integrate coding and programming with flight. Prove your new programming skills and flight knowledge by working together to solve problems using drones. Novice drone pilots will go soaring to new heights!

Total: \$209

CFK-408-B MTuWThF 9:00AM–4:00PM Jun 22 – Jun 26
Beacon House

Healthy Cooking Camp



Many times our favorite foods are loaded with sugar and carbs and are deep fried. But you can enjoy healthier snacks and meals that are just as delicious. Healthy does not mean bland and boring! Learn how to replace unhealthy cooking practices with healthier cooking techniques and how to balance a dish to enhance flavor. Culinary camps are NOT recommended for students with severe food allergies.

Total: \$219

CFK-409-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
M. Tobei

Programming With Python



Coding and programming languages are essential to life in the 21st century like traditional language knowledge has been essential for the history of mankind. You know the basics of Scratch, Blockly, or Javascript, now go to the next level. Create websites, analyze data, and develop games using the Python programming language.

Total: \$199

CFK-413-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
Beacon House

Train Like an Olympian



As you watch the Summer 2020 Olympics, don't just admire the athleticism on display; instead, improve your own ability to run faster, jump higher, make sharper cuts, and dominate your competition through basic strength and athletic performance training. Master fundamental movement patterns, basic strength training lifts, acceleration and sprint mechanics, and proper jumping, landing, and change of direction skills. Build your knowledge of how the major muscle groups and large bones of the body work, plus how nutrition, hydration, and sleep fuel your athletic potential. Coach Hood is certified through the U.S. Track & Field and Cross Country Coaches Association.

Total: \$199

CFK-415-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
T. Hood

Culinary Camps for Sous Chefs



Do you have an interest in cooking or are you considering a career with food? Grow your culinary skills and master the art of professional cooking techniques in a commercial kitchen. Whether cooking for a career or for friends and family, you'll learn valuable skills you'll put to use over the years, including: kitchen safety and food handling, knife skills, mise en place, cuts and preparation methods for meats, and cooking vegetables, grains, and starches. Culinary camps are NOT recommended for students with severe food allergies.

Total: \$219

CFK-417-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
M. Tobei

Non Basta Pasta



Can't get enough pasta? Neither can we! You'll roll, cut, and stuff your own homemade pasta, including spaghetti, ravioli, spaetzle, and gnocchi. Drench your pastas in classic red and bechamel sauces you whip up from scratch. You'll never want to eat store bought pasta again once you learn how simple it is to make your own, and much tastier too! Culinary camps are NOT recommended for students with severe food allergies.

Total: \$219

CFK-419-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
M. Tobei



Engineering Our Future

Humans continually create ways to improve their lives and how we survive on this planet. Now in the 21st century and beyond we need YOUR creativity and ingenuity to engineer a future that is sustainable and productive for all. Explore how engineers of all types, from mechanical and civil, to chemical and electrical, design solutions for the problems we face as individuals and as society as a whole.

Total: \$209

CFK-420-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
Beacon House



How Stuff Is Made

Do you ever wonder how stuff is made? Headphones and HydroFlasks, skateboards and spoons, jeans and journals—these and thousands of everyday products you use to add style, function, and fun to your life all have to be designed and made. Explore how technology like robots, lasers, and 3D printing have changed the design and fabrication process. Then design your own product with these technologies in mind!

Total: \$209

CFK-421-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
Beacon House



Women in Engineering

Women have a tremendous capacity to succeed in the engineering fields, but have been under-represented. Now in the 21st century and beyond we need the creativity and ingenuity of more women to engineer a future that is sustainable and productive for all. Explore how engineers of all types, from mechanical and civil, to chemical and electrical, design solutions for the problems we face as individuals and as society as a whole.

Total: \$209

CFK-425-G MTuWThF 9:00AM–4:00PM Aug 03 – Aug 07
Beacon House



Minecraft Modding and More

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

Total: \$219

CFK-419-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
M. Tobei

Grades 8-12

Creating Digital Animations

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

Total: \$199

CFK-194-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
K. Billings

Creating Digital Animations II

Take your animation skills to the next level! Challenge your creativity and imagination, fine tune your drawing, and learn the next level of animation software. Prerequisite: Students must have attended Creating Digital Animations camp previously, or get permission from the instructor before attending.

Total: \$199

CFK-426-E MTuWThF 9:00AM–4:00PM Jul 20 – Jul 24
K. Billings



SAT Prep

The New SAT is here, are you ready? This course is designed to introduce students to the requirements of the new SAT. Students will learn appropriate test taking strategies while reviewing concepts in reading, writing, and math. Two full-length SAT tests will be administered during the course, one at the beginning of the course and one at the end of the course to measure growth.

Total: \$209

CFK-343-G MTuWThF 9:00AM–4:00PM Aug 03 – Aug 07
A. Dejulis



VEX Robotics Engineering

Here's your chance to explore the worlds of robotics engineering with the VEX Robotics system. Work as a team to build your robot's physical structure and then download the programming code to make your robot go! Incorporate wiring, motors and servos, sensors, and wireless controls to pilot your robot through challenges and obstacles.

Total: \$199

CFK-376-C MTuWThF 9:00AM–4:00PM Jul 06 – Jul 10
Beacon House



Backyard Ballistics

You have tinkered around with the small stuff, now it is time to create life-sized catapults, slingshots, cannons, and more as we design, construct, and test these large-scaled devices in our pursuit to a final day playing our own game created around the devices we construct and build.

Total: \$209

CFK-380-F MTuWThF 9:00AM–4:00PM Jul 27 – Jul 31
Beacon House

Creative Photography

Do you like to take pictures? Learn all about the world of photography. Explore composition, light, shadow, computer manipulations, and images. Have fun creating beautiful works of art from your photographs. This is a hands-on class that will help you to get creative with your camera and computer. Campers should bring their own camera. A limited number of cameras may be available for sharing, but cannot be guaranteed.

Total: \$209

CFK-401-B MTuWThF 9:00AM–4:00PM Jun 22 – Jun 26
S. Schaefer

Culinary Camp for Head Chefs



Do you have an interest in cooking or are you considering a career with food? Review and build on foundational culinary skills and get an introduction to restaurant management. As you practice professional cooking techniques, you'll also learn how to understand flavor, develop a menu, calculate food costs, and manage food inventory. Top off the week with a restaurant wars challenge, going head-to-head with your peers to see who can create the best restaurant concept and menu! Culinary camps are NOT recommended for students with severe food allergies.

Total: \$219

CFK-405-D MTuWThF 9:00AM–4:00PM Jul 13 – Jul 17
M. Tobei

Hamilton



Come spend a week immersed in Lin Manuel Miranda's 2015 Broadway smash hit *Hamilton* at our musical theatre camp based on the Tony Award-winning musical. Audition, rehearse, and explore the technical and performance processes of putting on a show. Become a triple-threat as you perform vocal selections, execute choreography, and act in scenes of your own creation. At the end of the week, put on a revue-style *Hamilton* showcase!

Total: \$199

CFK-418-A MTuWThF 9:00AM–4:00PM Jun 15 – Jun 19
P. Torres

Young Entrepreneur Academy



Do you have an idea for a business? Want to be your own boss? Prepare for success and gain a competitive edge at Young Entrepreneur Academy! Through hands-on activities, group projects, and guest speakers, you'll learn business and promotional strategies, essential problem-solving and leadership skills, as well as the basic elements of entrepreneurship and how to create a start-up business. On the last day, pitch your idea in a competition format, Shark Tank style!

Total: \$219

CFK-427-G MTuWThF 9:00AM–4:00PM Aug 03 – Aug 07
I. Staff

Earn SSL Hours at CFK!

Volunteers needed for:

- Classroom Aides
- Monday Morning Check-In
- Before and After Care

Contact Volunteer Services at 240-500-2217 or volunteerservices@hagerstowncc.edu to sign up.



College for Kids is online!

FAQs

Register

New Camps

Parent Handbook

hagerstowncc.edu/kids



Camps for Only \$8!

ENGINEERING OUR FUTURE

July 20-24, M-F, 9 a.m. to 4 p.m., Girls and Boys in Grades 6-8

Humans continually create ways to improve their lives and how we survive on this planet. Now in the 21st century and beyond we need YOUR creativity and ingenuity to engineer a future that is sustainable and productive for all. Explore how engineers of all types, from mechanical and civil to chemical and electrical, design solutions for the problems we face as individuals and as society as a whole.

WOMEN EXPLORING ENGINEERING

August 3-7, M-F, 9 a.m. to 4 p.m., Girls in Grades 6-8

Women have a tremendous capacity to succeed in the engineering fields, but have been underrepresented. Now in the 21st century and beyond we need the creativity and ingenuity of more women to engineer a future that is sustainable and productive for all. Explore how engineers of all types, from mechanical and civil to chemical and electrical, design solutions for the problems we face as individuals and as society as a whole.

Engineering Our Future and Women Exploring Engineering are being offered through the generosity of JLG Industries, Inc.



HOW STUFF IS MADE

July 27-31, M-F, 9 a.m. to 4 p.m., Girls and Boys in Grades 6-8

Do you ever wonder how stuff is made? Headphones and Hydro Flasks, skateboards and spoons, jeans and journals—these and thousands of everyday products you use to add style, function, and fun to your life all have to be designed and made. Explore how technology like robots, lasers, and 3D printing have changed the design and fabrication process. Then design your own product with these technologies in mind!

How Stuff Is Made is being offered through the generosity of the Alice Virginia and David W. Fletcher Foundation.

Limited scholarships for other camps may be available.

Apply online at hagerstowncc.edu/cfkgrant by March 31, 2019!

Know Before You Go!



EXTENDED SERVICES

Before Care and After Care are available for an additional \$30 each per week. Registration is required. Before Care runs from 7:15 to 8:45 a.m. and After Care is from 4:30 to 6:00 p.m. Staff will accompany students to/from their classroom.

STUDENT'S GRADE LEVEL

Grades listed refer to the grade your child will be entering in the next school year.

REQUIRED FORMS

All health and student information will be collected by CampDoc. You must provide a valid email address when registering for a CFK course. Within a week of registering, look for an email from register@campdoc.com. All forms must be completed two weeks prior to camp. Students may be dropped without a refund if documents aren't completed.

- Returning campers must update and resubmit forms each year.
- Questions? Call 240-500-2480 or email cfk@hagerstowncc.edu.

LUNCH & SNACKS

Students will be escorted to and from their classroom and supervised during lunch. If students are packing lunch, please send a lunch box that does not require refrigeration. Lunch may also be purchased on campus. HCC "Go Green" debit cards are available for purchase in the campus store in the Student Center. You may send a nonperishable snack and drink with your child.

SECURITY & SAFETY

Hagerstown Community College is committed to providing a safe learning environment for its students.

- Parents or guardians must sign their child in and out of class each day.
- Students are escorted to and from all activities.
- Staff will escort students who are not picked up 15 minutes after camp ends to the Career Programs Building, Room 232.

QUESTIONS

If you need additional information, view the FAQs and parent handbook found on our website at hagerstowncc.edu/kids, or contact our staff at cfk@hagerstowncc.edu.

Professional Pet Groomer Training August 2020 – December 2020

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

Principles of Professional Pet Grooming



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

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

Class Limit: 10.

Fee: \$570

Course #: PET 011 B

Tuesdays and Thursdays 5pm-8:30pm • 8/6/20-9/3/20

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part I

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

Class Limit: 10

Fee: \$951

Course #: PET 014 C

Tuesdays and Thursdays 5pm-8:30pm • 9/15/20-10/20/20

Main Campus–Career Programs Building/ Central Dawgma

Professional Pet Grooming Practices Part II

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

Class Limit: 10

Fee: \$1201

Course #: PET 015 E

Tuesdays and Thursdays 5pm-8:30pm • 10/29/20-12/3/20

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

Main Campus–Career Programs Building/ Central Dawgma

**Scholarships
Available***

Veterinary Assistant Training 2020

February 24, 2020 - October 5, 2020

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

What is the job outlook for veterinary assistants?

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

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

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

This course introduces and reviews veterinary terminology and vocabulary.

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

PET 043 H

Fee: \$335

Feb. 24, 2020 – Apr. 20, 2020

6-8 PM

Course 2—Veterinary Assistant Training Principles

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

The diagnostic section includes pharmacology and radiology.

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

PET 041 J

Fee: \$895

April 27, 2020 – Sept. 21, 2020

5:30-8:30 PM

Course 3—Veterinary Assistant Training Practices

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



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

PET 042 B

Fee: \$211

Aug 17, 2020 – Oct. 5, 2020

Presentation of Projects, Career Portfolios, and Certificate Completion Presentations

After completion of class

Registration requirements

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

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

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

All courses are held at our Valley Mall location.

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

AMERICAN MANAGEMENT ASSOCIATION



**Scholarships
Available***

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



Certificate for 2020

AMA Certificate in General and Human Resources Management

This 49-hour program gives managers the skills to lead and supervise a team, as well as the basic principles of human resources management required for all supervisors to stay compliant with current HR laws and best practices.

The AMA certification program at HCC is self-directed. Students complete courses as time and funding permit. Courses are offered several times throughout the academic year and can be taken as a series, or individually. Certification is earned when the student completes all seven courses.

See next page for details.

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

AMA Training

AMA General and Human Resources Management Certificate

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

Total: \$1350 — Senior Total: \$1005

PRD-570-L	W 8:30AM–4:30PM	Jun 03 – Jul 15
	<i>D. Hartman, M.E. Waltemire, A. Kostreski J. Marorana VM 3</i>	

Communication Skills for Managers

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

Total: \$249 — Senior Total: \$213

PRD-429-L	W 8:30AM–4:30PM	Jun 03
	<i>A. Kostreski</i>	<i>VM 3</i>

First Line Supervision

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

Total: \$249 — Senior Total: \$213

PRD-555-L	W 8:30AM–4:30PM	Jun 10
	<i>M. Waltemire</i>	<i>VM 3</i>

Coaching for Top Performance

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

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

Total: \$249 — Senior Total: \$213

PRD-554-L	W 8:30AM–4:30PM	Jun 17
	<i>M. Waltemire</i>	<i>VM 3</i>

Leadership Skills for Managers

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

Total: \$249 — Senior Total: \$213

PRD-675-L	W 8:30AM–4:30PM	Jun 24
	<i>M. Waltemire</i>	<i>VM 3</i>

Fundamentals of Human Resources

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

Total: \$249 — Senior Total: \$213

PRD-700-A	W 8:30AM–4:30PM	Jul 01
	<i>D. Hartman</i>	<i>VM 3</i>

A Manager's Guide to Human Resource Law

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

Total: \$249 — Senior Total: \$213

PRD-506-A	W 8:30AM–4:30PM	Jul 08
	<i>D. Hartman</i>	<i>VM 3</i>

Successful Project Management

This course guides managers through every phase of effective project management including setting measurable objectives, developing a plan, controlling project schedules, costs and scope,

meeting goals, developing effective relationships, and working with project stakeholders.

Total: \$249 — Senior Total: \$213

PRD-611-A	W 8:30AM–4:30PM <i>J. Martorana</i>	Jul 15 VM 3
-----------	----------------------------------------	----------------

Business Seminars

Nurturing the Courage Within

Rethink courage! It's not just thinking about challenges differently. It's also about doing things differently. Explore ways to develop and strengthen your courage muscle to more confidently tackle what comes your way. Become more courageous in both your thoughts and actions, and create a plan for your next courageous move through this engaging, experiential session.

Total: \$41

PRD-872-J	Th 8:30AM–12:00PM <i>M. Waltemire</i>	Apr 09 CPB 213
-----------	------------------------------------------	-------------------

Entrepreneurship

How to Start & Operate Your Own Company

This course is designed for entrepreneurs who have recently started or are seeking to start their own business. It provides instruction on all aspects of the start-up process. Topics include small business financing, conducting market research and developing a marketing plan, business and cash flow planning, and small business operations.

Total: \$69

TIC-020-J	Tu 5:00PM–8:00PM <i>C. Staff</i>	Apr 07 – Apr 28 TIC 323
-----------	-------------------------------------	----------------------------

Management

Project Management

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

Total: \$325

PRD-840-A	Tu 8:30AM–4:30PM <i>J. Martorana</i>	Jul 14 – Jul 28 VM 3
-----------	-----------------------------------------	-------------------------

Marketing

Developing Your 30-Second Elevator Pitch

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

Total: \$41

TIC-009-K	Tu 5:30PM–7:00PM <i>C. Staff</i>	May 19 TIC 323
-----------	-------------------------------------	-------------------

Work Keys Preparation

Work Keys Prep

This course prepares the student to earn the National Career Readiness Certificate by achieving a Silver level on the Work Keys assessment. Students will meet in HCC's Learning Support Center to learn about Work Keys and will complete a pre-test assessment. With the scores earned students will be assigned lessons on Applied Math, Graphic Literacy and Workplace Documents. The lessons are delivered via a personalized, mobile-based learning management system. The platform delivers a meaningful learning experience and provides a customized study schedule and detailed instructional content. Students completing of 30 hours of test prep (at level 4 or higher) will receive a 50% discount on the Work Keys assessment taken in the Testing Center.

Total: \$30

PRD-862-J	Th 6:00PM–9:00PM <i>I. Staff</i>	Apr 02 LSC 100
PRD-862-K	Th 6:00PM–9:00PM <i>I. Staff</i>	May 07 LSC 122
PRD-862-L	Th 6:00PM–9:00PM <i>I. Staff</i>	Jun 04 LSC 122
PRD-862-A	Th 6:00PM–9:00PM <i>I. Staff</i>	Jul 02 LSC 122
PRD-862-B	Th 6:00PM–9:00PM <i>I. Staff</i>	Aug 06 LSC 122



ACT WorkKeys National Career Readiness Certificate (ACT® WorkKeys® NCRC®)

The National Career Readiness Certificate (NCRC) is a valuable credential for students and job seekers seeking to verify foundational workplace skills. You can earn the ACT WorkKeys NCRC based on your scores on the core assessments.

NCRC is based on a series of work-based assessments called WorkKeys®. WorkKeys® is a job skills assessment system measuring “real world” skills that employers deem critical to job success. These skills are valuable for any occupation and at any level of education. The test results provide valuable information for individuals, employers, schools, colleges, state and local governments, and training programs.

Based on the data from more than 21,000 job profiles, ACT has identified three foundational skills that are essential to success in most jobs. These are the three core skill assessments that are the basis for earning the ACT WorkKeys NCRC:

- Applied Math– measures the ability to apply mathematic principles to problems
- Graphic Literacy– measures the ability to find, analyze and apply information presented
- Workplace Documents– measures the ability to understand and apply written information presented in the workplace

Want to brush-up on your skills before taking the actual test?

Enroll in one of our walk-in NCRC test prep: PRD 862. Scheduled for the first Thursday of every month at 6:00pm in the Learning Support Center. The classes are internet based, interactive, and self-paced. The test fee can be waived upon completion of 30 hours of test prep (at level 4 or higher). Test prep hours MUST be completed prior to pre-registering for the actual test to qualify for the test fee waiver. Enroll in an NCRC test prep class on campus and you can continue your test prep from home if you have internet access.

Ready to schedule a test date?

Pre-registration is required at least one day prior to the test date. You can register online at <http://www.hagerstowncc.edu/academic-testing-center>



Leadercast 

POSITIVE DISRUPTION

Thursday, May 7, 2020

Register Online
lclive2020.eventbrite.com

Save \$15
Early Bird pricing ends 3/15

Online Learning Anytime, Anywhere...Just a click away!



Management and Leadership Online Courses

Hagerstown Community College

Sharpen your skills, or learn new ones with our instructor-led online courses.

Online Continuing Education courses run for six weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Master the fundamentals of business, supervision, leadership, communication, and more.

Building Teams that Work

Learn the secrets of dynamic team building.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Enroll Today!

Details on any of these courses can be found at:
www.ed2go.com/Hagerstown

You can also reach us by calling

240-500-2553

09/10/11

*“What’s worse than training your workers and losing them?
Not training them and keeping them.” - Zig Ziglar*



A Company’s Greatest Asset is its Workforce

Training reduces turnover and helps your company maintain a topnotch workforce that positions your company above the competition.

Hagerstown Community College offers customized training to increase your productivity, employee retention, efficiency, and business results.

Training areas include:

- Leadership Skills
- Computer Skills
- Individual Skills
- Industry-Specific Skills
- Certifications

Contact Michael Boyd today for a free consultation.
240-500-2490 ● mboyd@hagerstowncc.edu



www.hagerstowncc.edu/customized-training

Are you interested in a career in Child Care?

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

All students must complete:

Child Growth and Development • PLC-874
 Course Cost: \$275

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

Infant and Toddler Care • PLC-875
 Course Cost: \$275

Preschool Curriculum & Activities • PLC-998
 Course Cost: \$275

School Age Child Care: Curriculum • PLC-798
 Course Cost: \$275

Scholarships Available*

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

Communication Skills • PLC-652
 Course Cost \$123

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

Child Care Administration • PLC-592
 Course Cost: \$275





Online Child Care Classes

Align your program with Maryland EXCELS.
Reach higher Maryland Child Care Credential levels.

- Complete courses at your own pace, with instructor guidance.
- Access to a computer, the internet and email are required.
- \$53 Fee does not include the cost of books.
- A list of books will be emailed to you when you receive your user name and password.

Continuing Education Courses

Register and begin a 3 hour Continuing Education class anytime between the start date and end date

Supervising Children in Child Care PLC-822
Conflict Resolution Strategies PLC-830
Cultural Competencies and Awareness PLC-832
Developmentally Appropriate Practice PLC-824
Family & Community Partnerships PRC-012
Including All Children and the ADA PLC-828
Introduction to Environmental Rating Scale PRC-023
Nutrition and Active Living PLC-826
Observation and Assessment Birth – 12 PLC-821

Playground Safety PLC-827
Positive Child Guidance and Discipline Theory PLC-823
Resources That Guide Daily Planning PRC-022
Sudden Infant Death Syndrome (SIDS) PLC-846
Supporting Breastfeeding in Child Care PRC-001
Supporting Children with Learning Disabilities PLC-829
Taking Learning Outside PLC-825
The Child Care Provider as a Professional PLC-831
Pyramid Model for Social and Emotional Competence - Preschool PRC-091

Hospitality

The Art of Mixology

This course is an introduction to bartending and the art of mixology. It is designed for the home entertainer as well as those interested in a career in bartending. Students learn the basic bar set up, proper glassware, measuring tools, identification of various beers, wines, and liquors, as well as recipes for mixed drinks. The materials fee includes a bar tending kit as well as a text book. Students must be 21 years, of age (photo ID required) to enroll and to participate in the classroom activities. This class can be followed by the TAM certification class for those in need of professional certification.

Total: \$289

PRC-029-J	Th 5:00PM–8:00PM <i>C. Passwaters</i>	Apr 23 – May 28 <i>VM 4</i>
-----------	------------------------------------------	--------------------------------

Mixology Certification

This course is designed for those who seek employment in the hospitality industry and are required by law or by employer policy to be TAM certified. Students who attend this class and pass the exam at the end of the session will receive their TAM certification. Attendees must be 18 or older and must present a Government issued ID for admittance to the class.

Total: \$139

PRC-042-L	Th 4:30PM–8:30PM <i>C. Staff</i>	Jun 04 <i>VM 4</i>
-----------	-------------------------------------	-----------------------

Pool

Certified Pool Operator

This course prepares the student to take and pass the State of Maryland Health Department Examination to become a certified swimming pool operator. Upon completion of the course and passing a required examination with a grade of 75 percent or better, the student's records will be submitted to receive certification as a public pool/spa operator. Fee includes text, which is written by the course provider Aquatic Training Services. You must be at least 16 years old to register for this course.

Total: \$130

PLC-809-J	Th 5:00PM–9:00PM <i>C. Staff</i>	Apr 23 – May 14 <i>CPB 212</i>
-----------	-------------------------------------	-----------------------------------

Certified Pool Operator Update

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

Total: \$48

PLC-810-K	T 5:00PM–9:00PM <i>C. Staff</i>	May 12 <i>CPB 212</i>
-----------	------------------------------------	--------------------------



Personal Trainer - I

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

Total: \$308 — Senior Total: \$128

PRC-064-H Sa 9:00AM–12:00PM June 13 – July 25 W.I.T.S. ARCC WC

Personal Trainer II

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

Total: \$365 — Senior Total: \$151

PRC-065-H Sa 1:00PM–4:00PM June 13 – July 25 W.I.T.S. CPB 210

Handbook ISBN: 978-1-4925-2337-6

Cost: \$89 + 9.95 shipping = \$98.95 (from W.I.T.S.)

The book can be ordered from www.witsexducation.com

Real Estate

Principles and Practices of Real Estate- Part I

This course provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. Students must receive a 70 percent or better on the final exam in order to receive a certificate to take the MD real estate state examination. The target audience for this course are those who seek to become a licensed Real Estate agent in the State of MD. Students must take part I and part II to sit for the final exam. The book required for this course is Modern Real Estate Practice, 20th Edition. ISBN 978-1-4754-6372-9.

Total: \$167 — Senior Total: \$103

PRC-062-L	TuTh 6:00PM–9:00PM <i>J. Fritsch</i>	Jun 02 – Jul 07 <i>CPB 125</i>
-----------	-----------------------------------------	-----------------------------------

Principles & Practices II

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

Total: \$158 — Senior Total: \$98

PRC-063-A	TuTh 6:00PM–9:00PM <i>W. Sommerville</i>	Jul 09 – Aug 11 <i>CPB 125</i>
-----------	---------------------------------------------	-----------------------------------

Real Estate Ethics

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

Total: \$38

PLC-282-L	W 5:00PM–8:00PM <i>L. Riggs</i>	Jun 17 <i>VM 6</i>
-----------	------------------------------------	-----------------------

Fair Housing Review & Updates

This two hour course meets the Maryland Real Estate Commission requirements for Maryland fair housing training required every two years to renew a Maryland real estate license. Topics include federal laws, Maryland laws, and local jurisdiction laws.

Total: \$28

PLC-466-A	F 9:00AM–11:00AM <i>L. Riggs</i>	Jul 10 <i>VM 4</i>
-----------	-------------------------------------	-----------------------

Residential Investment for RE Professional

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

Total: \$38

PLC-866-A	W 1:00PM–4:00PM <i>J. Maravelis</i>	Jul 15 <i>VM 4</i>
-----------	----------------------------------------	-----------------------

Real Estate Brokerage Relationships And Disclosures - Residential

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

Total: \$38

PLC-957-K	T 9:00AM–12:00PM <i>R. Fairbourn</i>	May 12 <i>VM 6</i>
PLC-957-B	M 9:00AM–12:00PM <i>R. Fairbourn</i>	Aug 17 <i>VM 4</i>

Common Contract Issues

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

Total: \$38

PLC-973-A	F 11:30AM–1:00PM <i>R. Fairbourn</i>	Jul 10 <i>VM 4</i>
-----------	-----------------------------------------	-----------------------

Maryland Real Estate Continuing Education Online Courses

You can start anytime. Call 240-500-2553 to learn more.

The Truth About Mold

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

Environmental Issues in Your Real Estate Practice

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

Real Estate and Taxes

5 hours of Maryland CE in the professional enhancement category (F). *PLC 309 Fee: \$50*

Maryland 3-hour Legislative Update Online

3 hours of Maryland CE credits in the required category (A) Legal and Legislative updates. *PLC 659 Fee: \$50*

Fair Housing (1 ½ Hours for Maryland)

1 ½ hours of Maryland CE credits in the required category (C) Fair Housing Law. *PLC 661 Fee: \$26*

Real Estate Finance Today

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

Risk Management

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

Red Flags Property Inspections

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

Understanding Credit and Improving Credit Scores for RE Agents

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

Foreclosures, Short Sales, and REOs

6 hours of Maryland CE credit in the category (F) *PLC 851 Fee: \$60*

MREC Agency – Commercial

3 hours of Maryland CE credit in category (H) *PLC 854 Fee: \$60*

R.E. Brokerage Relationship & Disclosure—Residential VI.0

3 hours of Maryland CE credit in category (H) *PLC 847 Fee: \$60*

Property Management and Managing Risk

4 hours of Maryland CE credit in category (F) *PLC 855 Fee: \$70*

Understanding 1031 Tax Free Exchanges

6 hours of Maryland CE credits in category (F) *PLC 924 Fee: \$50*

Real Estate Market Pulse

4 hours of Maryland credits in category (F) *PRC 004 Fee: \$50*

All courses are approved by DLLR

PA ONLINE CLASSES

Investment Property Practice and Management

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

Foreclosures, Short Sales, REOs and Auctions

6 hours of PA CE. *PLC 851 RECE 002312 Fee: \$60*

14 Hr First Renewal

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

Intro to Commercial RE Sales

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

PSI PREP

Maryland Real Estate PSI Exam Prep QBank

PLC 929 Fee: \$109

The Pennsylvania Guide to Passing the PSI Exam QBank

PLC 930 Fee: \$109

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

Workforce Development Scholarships



WORKFORCE DEVELOPMENT SEQUENCE SCHOLARSHIP

HCC has received funding from the Maryland Higher Education Commission (MHEC) for Workforce Development Training Certificate Programs. Programs consist of a series of courses that must be completed to receive the certificate or certification related to the sequence. All MHEC-approved programs are related to an employable skill set.

Applicants for the MHEC WDS scholarship must be either:

- A Maryland resident, attesting to and providing proof of residency,
- or
- A non-Maryland resident who graduated from a Maryland high school, providing proof of graduation

Scholarships Available*

APPROVED PROGRAMS

MS OFFICE ASSOCIATE • PERSONAL TRAINER • VET ASSISTANT
REAL ESTATE • CDL CLASS B • NURSE REFRESHER • CHILD CARE
CONSTRUCTION EQUIPMENT OPERATOR • HOME CARE PROVIDER

HCC Continuing Education and Workforce Development

240-500-2236

www.hagerstowncc.edu/cefunding

MS Office

Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

CMP-835-J	W 9:00AM–4:30PM <i>R. Koziel</i>	Apr 01 <i>VM 2</i>
CMP-835-L	W 9:00AM–4:30PM <i>R. Koziel</i>	Jun 10 <i>VM 2</i>

Microsoft Excel Level II

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

Total: \$127 — Senior Total: \$87

CMP-836-K	W 9:00AM–4:30PM <i>R. Koziel</i>	May 13 <i>VM 2</i>
CMP-836-L	W 9:00AM–4:30PM <i>R. Koziel</i>	Jun 24 <i>VM 2</i>

Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-A	W 9:00AM–4:00PM <i>R. Koziel</i>	Jul 08 <i>VM 2</i>
-----------	-------------------------------------	-----------------------

Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-J	W 9:00AM–4:30PM <i>R. Koziel</i>	Apr 29 <i>VM 2</i>
-----------	-------------------------------------	-----------------------

Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

CMP-846-J	W 9:00AM–4:30PM <i>R. Koziel</i>	Apr 15 <i>VM 2</i>
-----------	-------------------------------------	-----------------------

Microsoft Access Level II

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

Total: \$127 — Senior Total: \$87

CMP-847-K	W 9:00AM–4:00PM <i>R. Koziel</i>	May 27 <i>VM 2</i>
-----------	-------------------------------------	-----------------------

Hagerstown Community College

ONLINE COURSES

Learn from the comfort of home!

anytime, anywhere...
just a click away!



Our online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more.

You can complete any course entirely from your home or office, any time of the day or night.

Courses include:

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Monthly start sessions

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA).

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Human Anatomy and Physiology

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

Intro to Microsoft Excel 2016

Become proficient in Microsoft Excel 2016 and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Intro to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Intro to QuickBooks Online

Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and more.

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

For more information or to enroll visit:

ed2go.com/Hagerstown

0618-05

Hagerstown Community College

Online Learning

anytime, anywhere...
just a click away!



ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Some of our most popular programs include:

Medical Transcription

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Certified Electronic Health Records Specialist

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

Physical Therapy Aide

Master the skills needed to begin a career as a physical therapy aide.

CompTIA™ A+ Certification Training

This course will prepare you for CompTIA A+ certification exams 220-901 and 220-902. It covers the foundational hardware knowledge a PC support technician should know.

Medical Transcription + Medical Terminology

Start a new career as a medical transcriptionist with the training provided in this program, which includes medical terminology training.

Administrative Dental Assistant

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Optician Certification Training

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

Administrative Medical Specialist with Certified Electronic Health Records Specialist + Medical Terminology

This program combines the Administrative Medical Specialist program with training in electronic health records and medical terminology to give you a competitive edge in the healthcare field.

Certified Electronic Health Specialist with Medical Terminology

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

Visit our website for program details!

careertraining.ed2go.com/Hagerstown

ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- 24-Hour Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Some of our most popular courses include:

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a career in this field.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Explore a Career as a Paralegal

Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

Introduction to QuickBooks 2013

Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Java Programming

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

Visit our website to view start dates!

ed2go.com/Hagerstown

Hagerstown Community College



Learn from
the comfort
of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$119**



Web Design Online Courses

Creating Web Pages

Learn how to design, create, and post your very own site on the Internet's World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

Designing Effective Websites

This course will teach you powerful graphic design techniques that will help you build Web sites that are attractive and highly effective. You'll learn what attracts visitors to a site, and how you can create the most satisfying experience for those visitors. You'll learn to use typography, aesthetics, color, graphics, and page layout to create the most compelling user interface possible, and you'll understand how users read on the Web and the characteristics of effective Web writing.

Introduction to Dreamweaver CS3 Intermediate also available!

Learn Adobe Dreamweaver from a Web design pro. Master the techniques for producing fully functioning sites, learning how to insert and format text, images, hyperlinks, tables, and a variety of media formats. Discover the secrets of effective page layout—secrets that ensure your sites reach and impress your audience.

Introduction to PHP and MySQL

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to use the PHP programming language to generate dynamic Web sites that automatically change as your data changes. You'll also learn how to use the popular MySQL database server with PHP to store and retrieve data over the Web.

Introduction to CSS and XHTML Intermediate also available!

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.

Introduction to Microsoft FrontPage 2003

Learn the essentials of Microsoft's Web sitebuilding software. Start with an introduction to basic Web design principles, and explore the interface and features of FrontPage. Then, you'll learn how to manipulate words and images to create a site worthy of publishing to the Internet. By the end of the course, you'll be armed with all the knowledge you need to create an attractive, well-designed, and functional Web site.

www.ed2go.com/Hagerstown

240-500-2553

Over 300 online courses available

ed2go

0412-02



Whether on 2, 4, or 18 wheels,
your road to licensing starts at
Hagerstown Community College

Learn more at
www.hagerstowncc.edu/GoDrive

CDL - Commercial Driver

CDL B Operator Introduction

Prepare for your Class B CDL license and develop the skills to drive a dump truck, commercial delivery truck, passenger bus or other vehicle weighing over 26,000 pounds. Introduction to CDL operations includes vehicle safety, defensive driving techniques, and pre/post-trip inspections. Applicants must complete a screening process and have a current DOT physical and a Class B Learner's Permit with Air Brake/Passenger endorsement. (No textbook required)

Total: \$258 — Senior Total: \$138

TDV-053-J	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Apr 04 – Apr 11 <i>IND 200</i>
-----------	----------------------------------------	-----------------------------------

CDL Learner's Permit Prep

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

Total: \$28

TDV-044-J	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Apr 28 – Apr 29 <i>IND 200</i>
TDV-044-L	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Jun 23 – Jun 24 <i>IND 200</i>
TDV-044-B	TuW 6:00PM–9:00PM <i>B. Neiman</i>	Aug 18 – Aug 19 <i>IND 200</i>

CDL B Operator Skills

Practice operation of a Class B CDL vehicle and prepare for your commercial driver test. Class activities include pre-trip review, vehicle control and maneuvering, successful completion of range exercises, and proper road operation. Class hours include CDL skills/road test in your state of licensing (MD, PA, or WV). Prerequisite: CDL B Operator Introduction. (No textbook required)

Total: \$1500 — Senior Total: \$840

TDV-054-J	Sa 8:00AM–4:30PM <i>D. Mitchell</i>	Apr 18 – May 16 <i>IND 200</i>
-----------	----------------------------------------	-----------------------------------

Driver Education

Driver Education

For adults or teens, prepare for your Maryland Driver's License in this Motor Vehicle Administration (MVA) approved course. The course includes 30 hours of classroom and six hours of behind-the-wheel instruction. The first session is an orientation for student/parent/mentor that acquaints you with the requirements of the HCC driving school and the components of Maryland's graduated driver licensing laws. You MUST have your learner's permit to schedule behind-the-wheel driving sessions.

Total: \$325

DRV-001-C	MW 6:00PM–9:15PM <i>I. Staff</i>	May 04 – Jun 08 <i>CPB 270</i>
DRV-001-D	MTuWThF 9:00AM–12:15PM <i>I. Staff</i>	Jun 18 – Jul 01 <i>VM 6</i>
DRV-001-E	MTuWThF 9:00AM–12:15PM <i>I. Staff</i>	Jul 13 – Jul 24 <i>VM 6</i>
DRV-001-F	MTuWThF 9:00AM–12:15PM <i>I. Staff</i>	Aug 03 – Aug 14 <i>VM 6</i>
DRV-001-G	MW 5:30PM–8:45PM <i>I. Staff</i>	Jul 20 – Aug 19 <i>VM 6</i>

Motorcycle

Motorcycle Repair

You can master the fundamental concepts and skills to keep a motorcycle running smoothly. Setup your own motorcycle garage with the right tools to perform basic inspections, troubleshooting, and maintenance. Hands-on lab projects will include tune-ups, fastener servicing, fuel systems, basic electronics, batteries and charging systems, and engine condition diagnosing without teardown. Information also relates to servicing ATV's and scooters. (Textbook required)

Total: \$283 — Senior Total: \$158

MST-002-J	TuTh 6:00PM–9:00PM <i>D. Goldman</i>	Apr 07 – Jun 11 <i>CPB 230</i>
-----------	-----------------------------------------	-----------------------------------

Basic Rider Course

If you have limited or no motorcycle riding experience, our rider coaches help you develop the skills to operate a motorcycle safely with six hours of informative classroom and eleven hours of hands-on motorcycle instruction. Motorcycles are provided for training on a closed range. Maryland residents can successfully complete MVA authorized written and skills test to receive a certificate for the Maryland Class M license. Online eCourse completion also required prior to range (code and student book must be picked up prior to class).

Total: \$298 — Senior Total: \$208

MST-101-B	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Apr 01 – Apr 02 Apr 04 - April 05 <i>CPB 232</i>
MST-101-C	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Apr 15 – Apr 16 Apr 18 - Apr 19 <i>CPB 232</i>
MST-101-D	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Apr 29 – Apr 30 May 2 - May 03 <i>CPB 232</i>
MST-101-E	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	May 06 – May 07 May 09 - May 10 <i>CPB 232</i>
MST-101-F	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	May 27 – May 28 May 30 - May 31 <i>CPB 232</i>
MST-101-G	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Jun 03 – Jun 04 Jun 06 - Jun 07 <i>CPB 232</i>
MST-101-H	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Jun 17 – Jun 18 Jun 20 - Jun 21 <i>CPB 232</i>
MST-101-J	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Jun 24 – Jun 25 Jun 27 - Jun 28 <i>CPB 232</i>
MST-101-K	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Jul 08 – Jul 09 Jul 11 - Jul 12 <i>CPB 232</i>
MST-101-L	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Jul 22 – Jul 23 Jul 25 - Jul 26 <i>CPB 232</i>
MST-101-M	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Aug 05 – Aug 06 Aug 08 -Aug 09 <i>CPB 232</i>
MST-101-N	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Aug 19 – Aug 20 Aug 22 - Aug 23 <i>CPB 232</i>
MST-101-P	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	Aug 26 – Aug 27 Aug 29 - Aug 30 <i>CPB 232</i>

Basic Rider 2-LW

Designed for individuals who have current riding experience but no motorcycle license, the Basic Rider 2 course meets the requirements to obtain a “Class M” license but in half the class time. The course includes a combination of instruction online, in the classroom, and on a Motorcycle Safety Foundation recognized range, including MVA approved written and riding tests. Online eCourse completion required before range session.

Total: \$298 — Senior Total: \$182

MST-102-J	Th 6:00PM–9:00PM Sa 7:30AM–4:30PM <i>C. Staff</i>	Apr 09 Apr 11 <i>CPB 232</i>
-----------	---------------------------------------------------------	------------------------------------

Basic Rider for Women

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

Total: \$298 — Senior Total: \$208

MST-103-A	WTh 5:45PM–9:00PM SaSu 7:30AM–12:30PM <i>I. Staff</i>	May 13 – May 14 May 16 - May 17 <i>CPB 232</i>
-----------	-------------------------------------------------------------	------------------------------------------------------

Small Engine

Small Engine Repair

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

Total: \$228 — Senior Total: \$132

TRD-124-J	MW 6:00PM–9:00PM <i>T. Kroon</i>	Apr 06 – May 20 <i>CPB 230</i>
-----------	-------------------------------------	-----------------------------------

Forklift Operator

Forklift Operator Training

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

Total: \$178 — Senior Total: \$130

TRD-030-J Sa 9:00AM–5:00PM Apr 11
I. Staff

Diesel Technician Program



Gain the entry level skills required to start a career as a diesel mechanic. Our 200 hour program is delivered through an intensive hands-on lab approach allowing students to concentrate on practical skills and troubleshooting. Become proficient in preventative maintenance and inspections by performing procedures in electrical, brakes, lubrication, hub seals, HVAC, After treatment systems, and diagnostics equipment.

Students who complete this program will be eligible to sit for the Automotive Service Excellence (ASE) Auto Maintenance and Light Repair (G1) exam.

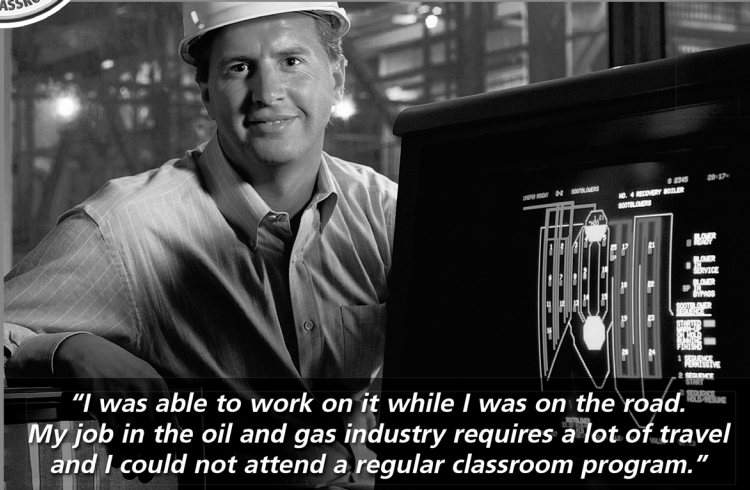
Evening/Weekend – May 12 – Aug 27, Tuesday/Thursday/Saturday

Learn more online at
www.hagerstowncc.edu/GoDrive
or call 240-500-2236



- ROBOTICS • ELECTRONICS
- ELECTROMECHANICAL
- PLC • PLC TECHNICIAN II

ONLINE TECHNICAL TRAINING



"I was able to work on it while I was on the road. My job in the oil and gas industry requires a lot of travel and I could not attend a regular classroom program."

Study online, at your own pace and earn your technical certificate.

Develop your knowledge and technical skills in design, programming, installation operation and troubleshooting of industrial electronics, robots and PLC equipment.

Our Programs Feature: • Pay-as-you-go payment options • Hands-on lab experience through simulation software • Industry recognition • Free and unlimited 1-800 tutorial & technical help • Continuous enrolment so you can start today, next week or any time that is convenient to you



www.hagerstown-gbc.com



Home Inspector

Home Inspector Training

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

Total: \$2045 — Senior Total: \$1939

TRD-045-L	M to Su	8:00AM–6:00PM	Jun 06 – Jun 13
	<i>C. Staff</i>		<i>VM 6</i>

Home Inspector West Virginia Practicum

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

Total: \$58

TRD-213-L	Su	8:00AM–6:00PM	Jun 14
	<i>C. Staff</i>		

Construction Trades

Construction Equipment Operator Introduction

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

Total: \$523 — Senior Total: \$388

TRD-217-J	MW	5:30PM–9:00PM	Apr 13 – Apr 29
	<i>I. Staff</i>		<i>CPB 210/212</i>

Construction Equipment Operator Skills

Practice hands-on use of a variety of construction equipment, while focusing on safe operation and preventive maintenance at the work site. Class activities include proper mounting, startup procedures, and basic movements of the machine and its attachments. Provides hands-on experience with a variety of machines performing work tasks

including skid loaders, excavators and back hoes. Prerequisite: CEO Introduction class. (Textbook and materials included)

Total: \$2975 — Senior Total: \$2255

TRD-218-K	MW	5:30PM–9:00PM	May 04 – Jun 22
	<i>I. Staff</i>		

Construction Trades Core Part 1

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

Total: \$428 — Senior Total: \$356

TRD-237-J	Tu	5:30PM–9:00PM	Apr 21 – Jun 09
	<i>I. Staff</i>		<i>ETTC 101</i>

TRD-237-N	W	5:30PM–9:00PM	Apr 22 – Jun 11
	<i>I. Staff</i>		<i>ETTC 101</i>

TRD-237-P	MW	5:30PM–9:00PM	Jun 01 – Jul 01
	<i>D. Hildebrand</i>		<i>ETTC 101</i>

TRD-237-L	Tu	5:30PM–9:00PM	Jun 16 – Aug 04
	<i>I. Staff</i>		<i>ETTC 101</i>

Construction Core Trades Part 2

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

Total: \$291 — Senior Total: \$243

TRD-238-N	Th	5:30PM–9:00PM	Jun 18 – Aug 06
	<i>I. Staff</i>		<i>ETTC 101</i>

TRD-238-P	MW	5:30PM–9:00PM	Jul 06 – Aug 05
	<i>D. Hildebrand</i>		<i>ETTC 101</i>



Construction Trades Apprenticeships

Construction trades employment is looking better than ever. And thanks to partnerships between HCC, national trades associations, the Maryland Department of Labor, there are more opportunities to enter the skilled trades.

Step 1 – Pre-Apprenticeship Training

HCC offers pre-apprenticeship training based on a nationally recognized core curriculum that prepares you for employment in the industry. Grant assistance is available to cover the cost of the pre-apprenticeship training. More details and a grant application is available online at www.hagerstowncc.edu/construction.

Step 2 – Registered Apprenticeship

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

Independent Electrical Contractors Chesapeake – Offers a four-year electrical apprenticeship in Hagerstown and Frederick.

Cumberland Valley Chapter of the Associated Builders and Contractors – Offers four-year apprenticeships in a variety of construction trades including Electrical, HVAC, Plumbing, and Carpentry.

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



Welding

Intro to Welding

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

Total: \$500 — Senior Total: \$276

CNT-106-K	Tu 5:00PM–9:10PM <i>I. Staff</i>	May 19 – Jul 28 <i>CPB 142/142A</i>
-----------	-------------------------------------	----------------------------------------

Intermediate Shielded Metal Arc Welding - Stick

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

Total: \$408 — Senior Total: \$288

CNT-306-K	Tu 5:00PM–9:10PM <i>I. Staff</i>	May 19 – Jul 28 <i>CPB 142/142A</i>
-----------	-------------------------------------	----------------------------------------

Intermediate Gas Tungsten Arc Welding - TIG

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

Total: \$408 — Senior Total: \$288

CNT-308-K	Tu 5:00PM–9:10PM <i>I. Staff</i>	May 19 – Jul 28 <i>CPB 142/142A</i>
-----------	-------------------------------------	----------------------------------------

Job Training Tuition Assistance Available for Maryland Residents

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

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



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

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

BLS

BLS Certification

The American Heart Association Basic Life Support (BLS) for Healthcare Providers (HCP) (C) is a classroom course that is designed to teach a variety of healthcare professionals how to recognize a number of life-threatening emergencies, how to provide CPR, how to use an AED and how to relieve choking in a safe, timely, and effective manner. This course is for healthcare professionals who must know how to perform CPR, as well as other lifesaving skills, in a range of in-hospital and out-of-hospital settings. Textbook cost is included in the BLS full course fee. Student is responsible for textbook for BLS renewal course. AHA requires each student to have a textbook available before, during and after the course. Students must pass a written exam and skills test in order to receive an AHA/BLS for Healthcare Provider (C) course completion card. American Heart Association guidelines require that classes run within a specified time period. Please be aware that failure to arrive for class on time may result in having to reschedule for a later date.

Total: \$76 — Senior Total: \$52

NRS-923-N	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Apr 16 <i>CPB 214</i>
NRS-923-P	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Apr 30 <i>CPB 214</i>
NRS-923-Q	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	May 14 <i>CPB 214</i>
NRS-923-R	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jun 11 <i>CPB 214</i>
NRS-923-S	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jun 18 <i>CPB 131</i>
NRS-923-A	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jul 09 <i>CPB 131</i>
NRS-923-B	Th 5:00PM–9:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jul 16 <i>CPB 131</i>

BLS Recertification

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

Total: \$49 — Senior Total: \$37

NRS-924-J	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Apr 09 <i>CPB 214</i>
NRS-924-K	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	May 07 <i>CPB 214</i>
NRS-924-L	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jun 25 <i>CPB 131</i>
NRS-924-A	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jul 23 <i>CPB 131</i>
NRS-924-B	Th 6:00PM–8:00PM <i>LIFE-SAVING SOLUTIONS, LLC</i>	Aug 20 <i>CPB 214</i>

Delegating Nurse

Delegating Nurse

This course is designed to provide application tools, resources, and guidance for Maryland registered nurses who delegate nursing functions and teach medication administration to medication technicians in assisted living settings. Topics include: standards for delegating nurses, patient assessment, and supervision responsibilities.

Total: \$309 — Senior Total: \$233

NRS-563-L	FSa 8:00AM–5:00PM <i>L. Smigelski</i>	Jun 05 – Jun 06 <i>CPB 232</i>
-----------	------------------------------------------	-----------------------------------

Drug Calculation

Drug Calculations Preparation

A course designed for students who desire instruction guided direction in preparing for the required dosage calculation exam for the nursing programs LPN and RN. Review of fractions, decimals, percent's, and the metric system. Demonstration and practice in using various formulas for calculating oral and parenteral medication dosages. Textbook sold separately. Calculate with Confidence ISBN 9780323396837.

Total: \$59 — Senior Total: \$43

NRS-733-J	Sa 9:00AM–12:00PM <i>R. D'Ambrisi</i>	Apr 18 – May 16 <i>CPB 230</i>
-----------	------------------------------------------	-----------------------------------

Medicine Aide

CNA Medicine Aide Recertification

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

Total: \$89 — Senior Total: \$43

NRS-742-J	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Apr 25 <i>CPB 152</i>
NRS-742-K	Sa 9:00AM–6:00PM <i>G. Haywood</i>	May 23 <i>CPB 152</i>
NRS-742-L	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Jun 27 <i>CPB 152</i>
NRS-742-A	Sa 9:00AM–6:00PM <i>G. Haywood</i>	Jul 25 <i>CPB 152</i>

Nursing

Phlebotomy Skills for Medical 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, preanalytical complications and a practice component.

Total: \$95

HCE-040-J	Sa 8:00AM–2:00PM <i>K. Weicht</i>	Apr 18 <i>CPB 175</i>
-----------	--------------------------------------	--------------------------

NCLEX Review

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

Total: \$585

NRS-854-K	MTuWTh 9:00AM–4:00PM <i>C. Staff</i>	May 11 – May 14 <i>CPB 131</i>
NRS-854-KS	MTuWTh 9:00AM–4:00PM <i>C. Staff</i>	May 11 – May 14 <i>CPB 131</i>

*** The KS section is for Hagerstown Community College Students only***



Local Anesthesia for Dental Hygienists

HCE-047-A • Cost: \$650

July 8-10 • 8:00 a.m. – 5:00 p.m.

Instructors: Ms. Jen Suminski, Ms. Nancy Stannert

Textbook not included - Textbook: Logotheis, D.(2016). Local Anesthesia for Dental Hygienists, 2nd ed. St Louis: Elsevier.

Seating is limited

To register call: 240-500- 2236 or visit: www.hagerstowncc.edu/anesthesia

SAVE THE DATE

Dental Updates

Friday, May 22, 2020

7:30 am to 4:00 pm

NRS-774K

Fee: \$172 Senior: \$69

This course is designated for 7 CE's



Nurse Refresher Course



Need to reinstate your license? Get back to the nursing world? Or just want to refresh your nursing skills? Then sign-up today for this 16 week course designed for Registered or Licensed Practical Nurses to reinstate inactive Maryland nursing license and get you back into the nursing profession.



**Scholarships
Available***

This 16 week program features:

- 10 weeks theory in a hybrid format totaling 80 hours (40 classroom and 40 online)
 - 12 hours skills lab
 - 60 clinical hours under the supervision and guidance of a preceptor
1. Nurse Refresher I Classroom Theory – NRS 988 Cost \$975 begins April 6
 2. Nurse Refresher Skills Lab – NRS 094 Cost \$479 May 15 and 16
 3. Nurse Refresher Clinical – NRS 743 Cost \$349 begins June 22

Note: Nurse Refresher Clinical Prerequisites encompass completion of

“Nurse Refresher Screening” (HCE-036) which consists of a criminal background check and nursing licensure verification

There is a required textbook, the cost of which is in addition to the class fees. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 10th Edition ISBN:9780323328524

Home Health Provider



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

Dates: Monday-Friday
4/20 - 4/30 HCE-066-H
5/1 HCE-067-H

Time: 9:00 a.m. - 2:00 p.m. Cost: \$477

Cost: \$477 (includes course materials, CPR and First Aid certification) Scholarships are available at no cost to student.

Please contact Tabitha DeShong at 240-500-2355 or tjdeshong@hagerstowncc.edu to complete the application.

Continuing Education Credits Return to HCC For Behavioral Health

Legal and Ethical Issues in Behavioral Health



Presented by
Vicki Sterling, LCSW-C, Director of Behavioral Health at
the Washington County Health Department
Saturday, May 16 8am – 12pm
HCE-084 Cost \$65

Professional Continuing Education Credits

CEU Policy: Partial credit is not permitted for any seminar. To receive any CEUs, attendees must be on time and attend 100% of an HCC sponsored seminar.

Maryland Social Workers: HCC is an approved sponsor of the Maryland Board of Social Work Examiners for Category I continuing education credits for licensed social workers in Maryland.

Maryland Psychologists: The Maryland State Board of Examiners for Psychologists will accept continuing education hours provided by HCC, an approved CE sponsor by the Maryland State Board of Social Worker Examiners.

Counselors/Therapists: HCC has been approved by NBCC as an Approved Continuing Education Provider.

Other Professionals: A certificate of completion noting the number of educational/contact hours will be provided to allow attendees to apply for CE credit as an individual.



Learn from the comfort of home!

Online Courses For Healthcare Professionals

Our instructor-facilitated online

courses are informative, fun, convenient, and highly interactive.

Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end).

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

You can complete any course entirely from your home or office.

Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center: ed2go.com/Hagerstown
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Hagerstown Community College

Medical Terminology:

A Word Association Approach

This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

Human Anatomy and Physiology

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

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs help.

Certificate in Gerontology

(44 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Spanish for Medical Professionals

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

Certificate in Complementary and Alternative Medicine

(28 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

HIPAA Compliance

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

Certificate in Spirituality, Health, and Healing

(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in End of Life Care

(21 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Growth and Development Through the Lifespan

(15 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

Certificate in Legal and Ethical Issues in Nursing

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Medical Math

Master the math skills you need to succeed in the medical field.

Certificate in Issues in Oxygenation

(15 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in Pain Assessment and Management

(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Perinatal Issues

(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

ed2go.com/Hagerstown

Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin

monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

Visit our Online Instruction Center today!

ed2go.com/Hagerstown

or call:

240-500-2553

Courses Start as Low as:

\$119

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

041602

Fitness

Simply Fit



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

Total: \$69 — Senior Total: \$43

FIT-005-K	TuTh 9:30AM–10:30AM	May 12 – Jun 18
	<i>S. Rodgers Hagerstown Seven Day Adventist HALL</i>	
FIT-005-L	TuTh 9:30AM–10:30AM	Jun 22 – Jul 30
	<i>S. Rodgers Hagerstown Seven Day Adventist HALL</i>	
FIT-005-A	TuTh 9:30AM–10:30AM	Aug 04 – Sep 10
	<i>S. Rodgers Hagerstown Seven Day Adventist HALL</i>	

Leading Healthy Lives Through FitMinded Living

New to health and fitness? Not seeing the results you want? Start here! Get the fitness, nutrition, and mindset tools for living your best life through this six-week course. You will discover a deeper understanding of exercise and its importance. Through learning the basics of FitMinded Living's 3-Steps to leading a healthy life, you will understand how to move and fuel your body and mind. This weekly coaching session with moderated group activities will empower you to decide what is really important for you to live your healthiest life!

Total: \$99 — Senior Total: \$69

MBP-137-J	M 6:00PM–7:45PM	Apr 06 – May 04
	<i>C. Fraley ARCC 220</i>	
MBP-137-K	M 6:00PM–7:45PM	Jun 1 – Jun 22
	<i>C. Fraley ARCC 220</i>	

Mind Body

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

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

Total: \$89

MBP-072-J	W 6:00PM–7:00PM	Apr 01 – Jun 03
	<i>P. Cote</i>	<i>CPB 211</i>



Women's Growth Workshops

Grow towards your best life with FitMinded Living.

BODY
CAREER CONNECTION
EMOTIONAL SELF
FINANCIAL SELF
MINDSET

Saturdays, 9-11 a.m., Every Other Month
hagerstowncc.edu/women

Intermediate T'ai Chi (Authentic Northern Wu Style)

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

Total: \$89

MBP-073-J W 7:00PM-8:00PM
P. Cote

Apr 01 – Jun 03
CPB 211

Yoga/Pilates

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

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

Total: \$115

MBP-119-J W 7:00PM-8:30PM
S. Heurich

Apr 01 – Jun 03
BSH 114



EMPOWERED NUTRITION

with Coach Tina Fraley

Discover new ways to keep 'cleaner' eating simple in your kitchen and on the go. Save time and money by creating a drive-thru approach in your kitchen with food prep techniques and menu development.

MBP-140-J • April 4 to May 2, 2020 • Cost \$59 Senior \$35
Saturdays 9am – 11am, first class • 9am – 10am remaining classes



Living a More Peaceful Life

with Cheryl Piper-Snyder

new

This 4 week course is designed to move your life into a more peaceful state of being. Through an exploration of self-worth, self-accountability, self-love and boundaries, you will learn the tools for creating an environment of self-care while navigating the demands of day-to-day life.

April 4 to April 25, 2020
Saturday, 9am to 10:30am
MBP-139-J, Cost \$79, Senior \$35



new



TIME
TO
RELAX

Strategies to Reduce Stress

with Certified Hypnotist, Marie Hawse

Frazzled by life?

Learn alternate ways of dealing with stressors through principles of Hypnosis. Through class participation and practice, you will develop lifelong skills to help manage stress and reactions in order to live the life you want.

May 2 to May 23, 2020

Saturday, 9am to 10:30am 1st class

Classes 2 through 4, 9am to 10am

MBP-141-K, Cost \$69, Senior \$35

Foodie Fridays

A “foodie” is a person who has a refined interest in food, a gourmet. They seek new food experiences as a hobby rather than simply eating out of convenience or hunger. To fully experience food you need to understand the art of making it.

Come join Chef Maria Tobei to learn classic culinary techniques and how to recreate them at home.

Series CLN-010, \$125, Seniors \$99

Individual Classes, \$49

Fridays, 9 a.m.–12 p.m.



Knife Skills | Apr 10 | CLN-011

Sharpen your knife skills and learn to handle a knife like a professional Chef. Learn how to choose a quality knife and how to maintain it so it lasts a lifetime. Practice and understand the importance of classic French culinary cuts, and leave the class with confidence, knowing how to cut almost anything without cutting yourself! Menu: Crudités platter

Mother Sauces I | May 8 | CLN-012

Sauces are often considered one of the greatest tests of a chef’s skill. The successful pairing of a sauce with food demonstrates technical expertise, and an understanding of food. In Part One, you will learn how to make a roux and how to use it as a thickener. You’ll also learn how to make three of the mother sauces, focusing on the most popular bechamel sauce, which can be used to make an array of derivative sauces. Menu: Portabella Mushroom Sauce and Mornay Cheese Sauce, served over penne pasta

Mother Sauces II | Jun 12 | CLN-013

Sauces are often considered one of the greatest tests of a chef’s skill. The successful pairing of a sauce with food demonstrates technical expertise, and an understanding of food. In Part Two, you will learn one of the trickiest to master, Hollandaise sauce. You will learn the ability to judge and evaluate the technique used to add flavor, texture, and color to any dish. Menu: Roasted Asparagus with Hollandaise Sauce, and Garlic Crostini with Marinara Sauce



Cultural Trips

Washington, D.C., Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. The motor coach will drop you off and pick you up at the Smithsonian Castle, allowing for plenty of exploration time in one or more of the historic museums on the Mall or shopping. Fee includes: fully-equipped motor coach transportation and gratuity. Departure is from the Valley Mall.

Total: \$55

SEN-196-L Tu 7:00AM-5:30PM Jun 09

Hillwood Estates, Museum & Gardens



Escape into an oasis of gracious hospitality at Hillwood, the estate of Marjorie Post. Enjoy a morning, docent-led tour of the estate's beautiful formal gardens, learning the gardens' history, design, and plants and flowers. Take time to peruse the special exhibition, *Natural Beauties: Exquisite Works of Minerals and Gems*, and have lunch at your leisure before rejoining the group for a docent-led tour of the mansion and Marjorie's rich collections. Garden tours are rain or shine. Registration includes motor coach transportation and gratuities, admission, and two guided tours.

Total: \$99

TRP-019-K Tu 8:30AM-5:00PM May 12

Maryland State House, Governors Residence, & U. S. Naval Academy



Join us on a guided tour of the Maryland State House, where George Washington resigned as commander in chief of the Continental Army, the Treaty of Paris was ratified, and the Maryland General Assembly still convenes. Next up is an exclusive, guided tour of the Governor's Residence. Then we'll venture to the U.S. Naval Academy for lunch and a guided tour highlighting Naval Academy life, past and present, with sites such as Lejeune Hall, Bancroft Hall, Tecumseh Court, Herndon Monument, Main Chapel, and the Crypt of John Paul Jones. Spend your last hour of the day at the U.S. Naval Academy Museum or shopping and strolling the streets of Annapolis. Registration includes motor coach transportation and gratuities, a boxed lunch, and guided tours.

Total: \$149

TRP-020-J Th 7:45AM-5:00PM Apr 16

Annapolis Escape



Choose your own adventure in Annapolis! Saunter through the shops on Main Street, meander the many museums and historic sites, savor the seafood at award-winning restaurants, admire the art galleries and studios, or sail the Severn on a schooner. Consistently ranked one of the nation's most walkable towns, you can enjoy the historic charm and maritime attractions of Maryland's capital on foot, or you can hop on and off the Circulator, Annapolis' free trolley. Registration includes motor coach transportation and gratuities.

Total: \$79

TRP-021-J Th 7:45AM-5:00PM Apr 16



Leadercast 

POSITIVE DISRUPTION

Thursday, May 7, 2020

Register Online

lclive2020.eventbrite.com

Save \$15

Early Bird pricing ends 3/15

Get Away

For a day... a weekend... or a week!



Maryland State House & Naval Academy

Thu, Apr 16

Tour the Maryland State House, the Governor's Residence, and the U.S. Naval Academy. Lunch included. Limited seats remain!

Annapolis Escape

Thu, Apr 16

Meander a museum, head to a historic site, savor the seafood, admire the art, browse the boutiques, or sail the Severn—the day is yours!

Jamestown and Yorktown*

Fri-Sun, Apr 24-26

Tour the first English settlement in North America, a Powhatan Indian village, and the site of the last major battle of the Revolutionary War.

Hillwood Estate, Museum, and Gardens

Tue, May 12

Escape into an oasis of gracious hospitality at Hillwood, the estate of Marjorie Post, with a docent-led tour of the gardens and mansion.

Mine Wars of West Virginia*

Fri-Sun, May 15-17

Witness the fascinating history and events of the West Virginia Mine Wars at the 100th anniversary re-enactment of the Battle of Matewan.

D.C. Escape

Tue, Jun 9

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure.

Genealogy Research in D.C.

Tue, Jun 9

Spend a full day researching your ancestry at either the Daughters of the American Revolution Library or the National Archives.

Old Quebec*

Sat-Sun, Jun 20-28

Bask in the European culture, cuisine, architecture, and history of Old Quebec City, one of the oldest and safest cities in North America.

*Trips offered through local tour operator, My Heritage Adventures. For full itineraries, pricing, and registration information, call or visit our website.

hagerstowncc.edu/trips or 240-500-2236

Dance and Recreation

Instructor Bio - Jody Schein

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

Intermediate Ballroom Dance - Salsa/ Cha Cha



Get those hips moving with two of the most popular Latin dances! The Cha Cha is a great ballroom dance and the salsa is a spicy club dance. Bring comfortable shoes (no flip flops or sharp/pointed heels) and learn more about how these two great dances are related.

Total: \$99 — Senior Total: \$55

FIT-021-L	M 5:45PM-6:45PM J. Schein	Jun 01 – Jun 29 KEP 101
-----------	------------------------------	----------------------------

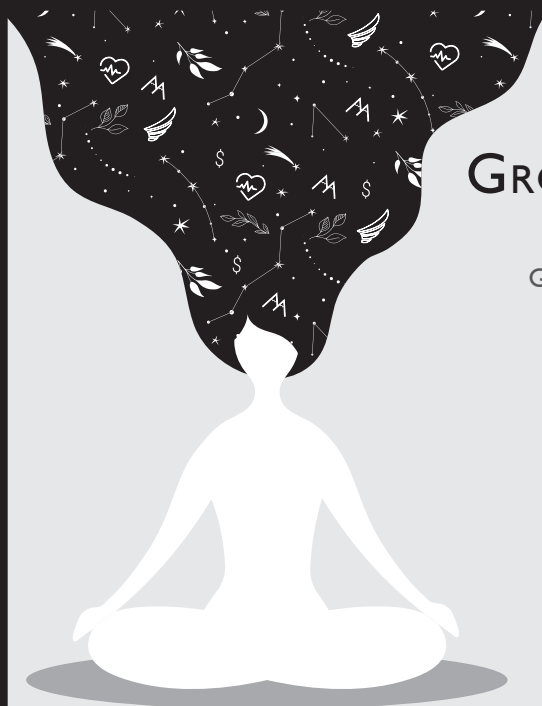
Ballroom Dance - Swing/Foxtrot



Learn to dance to the greatest music from the roaring 20s all the way through the rock n' roll 50s. We'll be sailing smoothly through the foxtrot and twirling our way through the swing. Wear comfortable shoes (no flip flops) and we'll be dancing in no time.

Total: \$99 — Senior Total: \$55

FIT-014-J	M 5:45PM-6:45PM J. Schein	Apr 13 – May 11 KEP 101
-----------	------------------------------	----------------------------



Women's

GROWTH WORKSHOPS

with FitMinded Living

Grow towards your best life.

- BODY
- CAREER CONNECTION
- EMOTIONAL SELF
- FINANCIAL SELF
- MINDSET

Saturdays, 9-11 a.m.
Every Other Month

hagerstowncc.edu/women

Genealogy, Family Care, Parenting

Instructor Bio - Carol Miller-Schultz

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

Tracing Your Family Roots - Introduction To Genealogy

Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. Discover the fundamental building blocks of genealogy research and learn where to find source documents and the best strategies to enhance your exploration. In this introductory course, you will learn about the most current genealogy tools, including: RootsMagic 7 and Legacy 9.0 Family Tree. In addition, you will become familiar with online resources such as Ancestry.com, Family Search, Fold3, Find A Grave, and US Genweb. This hands-on class is held in a computer lab at the Valley Mall Center.

Total: \$79 — Senior Total: \$55

SEN-377-J	F 9:30AM–12:00PM C. Miller-Schultz	Apr 03 – Apr 24 VM 2
SEN-377-K	M 6:00PM–8:30PM C. Miller-Schultz	Apr 06 – Apr 27 VM 2

Genealogy Plus

Are you a genealogy enthusiast who is researching your family history and would like to investigate additional resources? In this hands-on class, you will build upon the genealogy research skills and strategies you already have! Learn more about RootsMagic 7 and Legacy 9.0 FamilyTree software. Explore all the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research. You'll also learn a variety of methods for organizing your data.

Total: \$79 — Senior Total: \$55

SEN-097-J	F 1:30PM–4:00PM C. Miller-Schultz	Apr 03 – Apr 24 VM 2
-----------	--------------------------------------	-------------------------

Washington, D.C., Genealogy Research Trip

Spend a full day researching your ancestry at either the Daughters of the American Revolution Library or the National Archives in Washington, D.C. Before the trip, you will have an opportunity to discuss your research goals with the instructor, who will make a recommendation as to which resource

would be best for you to visit for the day. Lunch is on your own but may be purchased within walking distance of all facilities. Registration includes transportation to and from D.C.

Total: \$55

SEN-144-L	Tu 7:00AM–5:30PM C. Miller-Schultz	Jun 09
-----------	---------------------------------------	--------

History

Instructor Bio - Karen Gray

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

The Vatnsdal Saga

The Vatnsdal Saga spans five generations, although it is in the third that a creation myth of an entire Icelandic region and of a dynasty are created.

Total: \$39

HCR-045-J	W 9:30AM–12:00PM K. Gray	Apr 22 VM 6
-----------	-----------------------------	----------------

The Laxardal Saga

The Laxardal Saga is known for its grand sweep that catches up characters from other sagas but is especially known for its powerful heroine, Gudrun Osvifsdottir.

Total: \$39

HCR-046-K	W 9:30AM–12:00PM K. Gray	May 20 VM 4
-----------	-----------------------------	----------------

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.

American Crises, 1781-1787

Discuss the numerous crises facing the newly created United States that led to the Constitutional Convention in Philadelphia in September, 1787. From the fiscal crisis, the potential break-up of the nation during the American Revolution by European powers, through The Articles of Confederation and Shays Rebellion, to the potential secession of the Trans-Appalachian west and the failure of the Annapolis Convention of 1786.

Total: \$89 — Senior Total: \$49

HCR-047-L	Tu 9:00AM–12:00PM R. Swartz	Jun 02 – Jun 16 VM 4
-----------	--------------------------------	-------------------------

George Washington's Crossings, 1776-1777 

Follow Washington's ragged army retreating across New Jersey after a series of devastating defeats in the 1776 New York campaign. Risking everything, Washington crossed the Delaware River in December to attack and defeat the Hessians and/or British in three battles. We'll discuss the roles of the British commanders, Sir William Howe and Lord Richard Howe, and analyze their motivations in contrast to official instructions from London. Did the Howes have the best chance of ending the Revolution in 1776? Were the Howes incompetent? Were Washington's three victories in 1776-1777 the true turning point of the American Revolution and not Saratoga in 1778? Just what are the myths and realities of Washington crossing the Delaware in December, 1776?

Total: \$115 — Senior Total: \$69

HCR-048-J Tu 9:00AM-12:00PM Apr 21 - May 12
R. Swartz VM 4

Crossing the Line: Underground Railroad History in Washington County, Md 

The Underground Railroad in Eastern Maryland has received so much attention that it is easy to believe nothing much was happening in Washington County. But the people and places of Hagerstown indeed played a role in the slave trade and the Underground Railroad. Come examine the history of Hagerstown and its people, including both free and enslaved African Americans, who supported fugitive slaves on their journey to freedom. Learn the importance of separating facts from folklore, and where to find additional resources for understanding Hagerstown's involvement in the slave trade and Underground Railroad activities.

Total: \$99 — Senior Total: \$59

HCR-052-J Th 1:00PM-3:30PM Apr 30 - May 21
K. James VM 3

Home & Garden

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

Tablescaping From Your Garden 

Tablescapes are a great way to create atmosphere when you entertain friends and family. With the expert guidance of Denny Warrenfeltz, you'll find the inspiration and confidence to turn your entertaining visions into reality.

Monday, June 1st: At Trayer's Farm and Greenhouse, Denny will demonstrate a low tablescape of herbs and a higher arrangement of blooming plants for a buffet. Take a guided walk-through of the greenhouse for tips on which herbs and plants work best for your table decor. Trayer's: 11452 Welsh Run Road, Mercersburg, PA. Monday, June 29th: Historic tablescapes are created at the Bowman House using vintage silver and glassware for a Victorian style and assorted designs from the Colonial era. Make and take your own tussy mussy, a typical individual table setting or favor of Victorian times. In typical Denny fashion, you may be in store for an extra surprise! Bowman House: 323 North Main Street, Boonsboro, MD. Bring a folding chair to both sessions and enjoy light refreshments both evenings.

Total: \$69

ANE-084-L M 6:00PM-8:00PM Jun 01 - Jun 29
D. Warrenfeltz

Floral Design - Tablescapes 

Join floral designer and historic garden specialist, Denny Warrenfeltz, to create tablescapes for special holidays and occasions, such as a spring garden party or wedding reception. From fun and festive, to whimsical and elegant, you'll be all set to entertain in style. Bring your own table settings to each class to interpret and use as the base of your tablescape. Supplies may be purchased from the instructor. Cost dependent upon your choice of fresh, silk, or dried materials.

Total: \$49

DIS-614-J M 6:30PM-8:30PM Apr 13 - Apr 27
D. Warrenfeltz CPB 211

Language

Spanish for Travelers 

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

Total: \$115 — Senior Total: \$69

LAN-252-J TuTh 6:30PM-8:30PM Apr 28 - May 21
S. Roma Barrera VM 6

Money Matters

Instructor Bio - Marjorie McLean

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

Financial GPS

Financial GPS is a four-week series where you'll define where you are financially, set a dream destination, and chart the course to reach that destination with minimal roadblocks and detours. Make the most of your hard-earned money by learning about key financial measures, such as net worth and a credit score. Gain insight into setting reachable financial goals and how to use a budget to meet those goals, whether they be building security through an emergency fund and consumer savvy, keeping more money in your pocket by avoiding and paying off debt, or growing your money through wise investing. It's never too soon (or too late!) to learn how to pave the road to your financial security. A great investment for adults of all ages.

Total: \$99 — Senior Total: \$55

DIS-616-J	Tu 6:00PM–8:00PM M. McLean	Apr 07 – Apr 28 CPB 212
-----------	-------------------------------	----------------------------

Music

Beginning Bluegrass Banjo

Do you enjoy the traditional bluegrass tunes of Earl Scruggs and the Stanley brothers, folk rock artists like Bela Fleck and Mumford & Sons, or the 'newgrass' sounds of Nickel Creek, Punch Brothers, and Yonder Mountain String Band? They all had to start with the basics - and so can you! Learn to pick and strum traditional bluegrass tunes in this class for beginning banjo players with little or no prior experience. You'll learn to play by ear, without music or tablatures.

Total: \$59

BLU-013-J	W 7:00PM–8:00PM F. Maietta	Apr 01 – May 13 KEP 204
-----------	-------------------------------	----------------------------

Photography

Instructor Bio - Steve Schaefer

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

Nature and Wildlife Photography

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

Total: \$79 — Senior Total: \$49

ANE-090-J	Tu 6:30PM–8:30PM S. Schaefer	Apr 28 – May 19 VM 3
ANE-090-B	W 6:30PM–8:30PM S. Schaefer	Aug 19 – Sep 09 VM 3

Basic Photography

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

Total: \$89 — Senior Total: \$59

ANE-103-J	M 6:30PM–8:30PM S. Schaefer	Apr 06 – May 04 VM 3
ANE-103-K	M 6:30PM–8:30PM S. Schaefer	May 11 – Jun 15 VM 3
ANE-103-B	M 6:30PM–8:30PM S. Schaefer	Aug 17 – Sep 21 VM 3

Advanced Photography

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

Total: \$89 — Senior Total: \$59

ANE-281-K	W 6:30PM–8:30PM S. Schaefer	May 06 – Jun 03 VM 3
-----------	--------------------------------	-------------------------

Classroom Locations

Specific classroom numbers are posted in each building lobby
Hagerstown Community College (HCC) main campus
11400 Robinwood Drive, Hagerstown, MD 21742

CPB – Career Programs Building – HCC Main Campus

KEP – Kepler Theater – HCC Main Campus

LSC – Learning Support Center – HCC Main Campus

ATC – Advanced Technology Center – HCC Main Campus

BSH – Behavioral Science & Humanities Building – HCC Main
Campus

STEM – Science/Technology/Engineering/Math Building – HCC Main
Campus

ETTC – Energy & Trades Technology Center – HCC Main Campus

Valley Mall – 17301 Valley Mall Road, Hagerstown, MD 21740

HAS – Hagerstown Seven Day Adventist Church – 11507
Robinwood Drive, Hagerstown, MD 21742

IND – Industry Drive 14527 Industry Drive, Hagerstown, MD 21742

VM = Valley Mall

LSC = Learning Support Center

WEB = Online

CPB = Career Programs Building

ARC = Athletic Recreation Center

ATC = Advanced Technology Center

STEM = Science, Technology, Engineering, Math Building

IND = Industry Drive

ETTC = Energy & Trades Training Center

BSH = Behavioral Science & Humanities Building

KEP = Kepler Theater

Non-Credit Course Disclaimer

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

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

Registration is Easy

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

To register in-person:

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

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

– Monday and Thursday 8:30 a.m. – 6:30 p.m.

– Tuesday, Wednesday and Friday 8:30 a.m. – 4:30 p.m.

Phone: 240-500-2236

Visit our satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

– Monday through Thursday - 8:30 a.m. – 9 p.m.

– Friday - 8:30 a.m. – 4:30 p.m.

– Saturday - Selected Hours

Phone: 240-500-2236

To register by phone:

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

To register through WebAdvisor:

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

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

Birthdate and Social Security Number

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

Tuition and Fees

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

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

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

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

Admissions

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

Course Cancellations

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

Refund Policy**Drops, Refunds and Cancellations**

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

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

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

The above policy does not apply to College for Kids and Cultural Day Trips. Call 240-500-2236 for College for Kids and trip refund information.

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

Employer's Tuition Assistance

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

ed2go Online Course Registration Information

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

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

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

College Holidays

- May 25, 2020 – Memorial Day
- July 3 & 4, 2020 – Fourth of July

Parking

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

Use of Cell Phones During Class

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

Emergency Closing

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

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

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

Non-Credit/Credit Shared Courses

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

Certificate/CEU Information

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

Code of Student Conduct

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

Smoking Policy

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

Equal Opportunity College

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

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

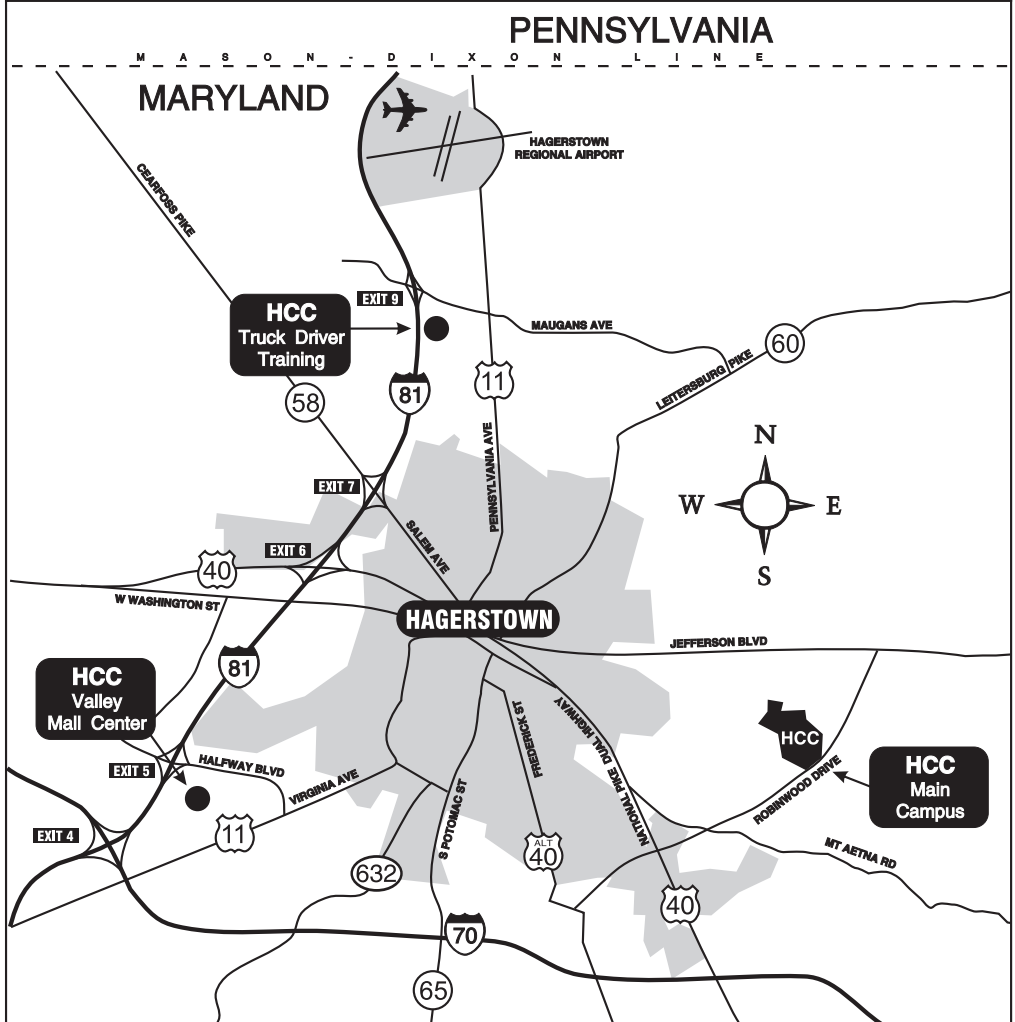
CAMPUS MAP



Hagerstown
Community
College

November 2018

HIGHWAY MAP



DIRECTIONS TO HCC

From Interstate 70

Take exit 32B on to Dual Highway. At the first stop light turn right on to Edgewood Drive. (Edgewood Drive turns into Robinwood Drive.) Enter the circle and take the third right in the round about on to the HCC Campus.

From Interstate 81

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