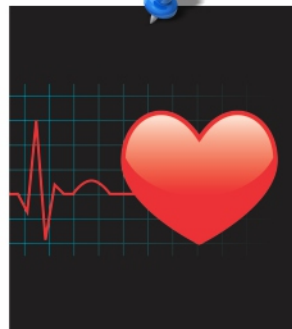




Career Success



Community Life Saving



EKG



Writing



Programs In  
Every Direction



Real Estate



Chamber University



Forklift



Vet Assisting

# It's Convenient to Register Online

- Go to Hagerstown Community College website  
([www.hagerstowncc.edu](http://www.hagerstowncc.edu))
  - Click on the Web Advisor link
  - At the top of the page click “Continue to Web Advisor”
- 

## New Student:

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

A confirmation letter will be mailed to your home address

---

## Returning Students:

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

A confirmation letter will be mailed to your home address

Winter 2014

# HCC CONTINUING EDUCATION



**2 ANIMAL CARE/  
VETERINARY OFFICE COURSES**

**5 BUSINESS AND  
PROFESSIONAL DEVELOPMENT**

AMA Training  
Management  
AMA Management Certification

**9 CERTIFICATION AND  
LICENSURE**

Maryland EXCELS  
Child Care  
Hospitality  
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Stained Glass  
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Off-Campus Locations

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



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

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



## Online Career Training Programs

### Hagerstown Community College

**Are you ready to take the next step in your career?**

**Prepare for today's hottest careers from the comfort of your home or office!**

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from a college or university of your choice.

All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

#### **Program Features:**

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- No additional charges—all materials, workbooks, and software are part of the course fee
- Payment plans are available

#### **Programs are available in the following areas:**

- **Business and Professional**
- **Media and Design**
- **Healthcare and Fitness**
- **Hospitality and Gaming**
- **IT and Software Development**
- **Skilled Trades and Industrial**
- **Management and Corporate**

**Visit our site to learn more!**

**[www.gatlineducation.com/hagerstowncc](http://www.gatlineducation.com/hagerstowncc)**

## Pet Care

### Professional Pet Groomer Practices I

Students must have attended and passed the course Professional Pet Groomer Principles in order to enroll in this course. Classes will be held at a dog grooming facility. Students begin hands-on training.

Total: \$951 — Senior Total: \$802

|           |                                       |  |
|-----------|---------------------------------------|--|
| PET-014-G | Tu 5:30PM–8:30PM<br><i>L. Sweeney</i> | Jan 7 – Mar 4<br><i>Central Dawgma</i> |
|-----------|---------------------------------------|--|

### Professional Pet Groomer Practices II

Students must have completed and passed the Professional Groomer Practices I in order to enroll in this course. Students complete hands-on training and complete their portfolio requirements.

Total: \$1201 — Senior Total: \$605

|           |                                       |   |
|-----------|---------------------------------------|---|
| PET-015-M | Tu 5:30PM–8:30PM<br><i>L. Sweeney</i> | Mar 25 – Jun 3<br><i>Central Dawgma</i> |
|-----------|---------------------------------------|---|



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

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

# Veterinary Assistant Training 2014

February 17, 2014 - December 13, 2014

The Veterinary Assistant Training consists of four courses. Student will not be given certificates of completion for individual courses. A certificate of completion of the training will be given upon successful completion of all four courses and a final project presented the last night of class.

## Course 1—Terminology for Veterinary Assistants

This course introduces and reviews veterinary terminology and vocabulary.

Fee: \$271 Course # PET 030 H Mondays 6PM-8PM  
Feb. 17, 2014 – Apr. 14, 2014

## Course 2—Veterinary Assistant Training Principles Part I

### Section I – Outpatient Care

Topics include an overview of the veterinary profession, office procedures, client relations and exam room procedures. Pre-requisite – Terminology for Veterinary Assistant

### Section 2 – Diagnostic and Pharmacy

Topics include laboratory, pharmacy, and radiology.

Fee: \$497 Course # PET 032 J Mondays  
5:30PM-8:30PM Apr. 21, 2014 – Aug. 4, 2014

## Course 3—Veterinary Assistant Training Practices

This course consists of 50 hours of combined training including hands-on classroom training, field trips, clinical visits, Humane Society volunteer work and clinical observations. Students must be available some mornings and have a flexible schedule to attend training and field trips as arranged.

Fee: \$457 Course # PET 035 B Mondays  
Aug. 11, 2014 – Sept. 15, 2014 and as arranged with Humane Society, clinics and field trips until the end of the program.

## Course 4—Veterinary Assistant Training Principles Part II

### Section 3 – Patient Care and Treatment

Topics included patient care and clinical procedures.

### Section 4 – Anesthesia, Surgery and Emergency Care

Topics include anesthesia, surgery, emergency medicine and care, and animal CPR.

Fee: \$457 Course # PET 037 C Mondays  
5:30PM-8:30PM Sept. 22, 2014 – Dec. 13, 2014



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

Dec. 13, 2014, 10:00AM–12:30PM.

## Registration requirements

Students must register for the first course—Course # PET 030 H—to hold a place in the training. The first 25 students to register for both courses will be admitted to the training and only those that complete the first course requirements will be allowed to continue the training.

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.

Students will be required to take a final examination for each course and the grade will be posted on the certificate of completion. **Students will not be allowed to continue into the next course unless they score at least 70% or better on the current course final examination.**

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

All courses are held at our Valley Mall location.

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

## AMA Training

### Coaching for Top Performance

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

Total: \$239 — Senior Total: \$202

|           |                     |             |
|-----------|---------------------|-------------|
| PRD-390-H | Th 8:30AM–4:30PM    | Feb 13      |
|           | <i>A. Kostreski</i> | <i>VM 6</i> |

### Fair, Square, and Legal: a Manager's Guide to Safe Hiring, Managing and Firing Practices

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

Total: \$239 — Senior Total: \$202

|           |                   |             |
|-----------|-------------------|-------------|
| PRD-506-M | Th 8:30AM–4:30PM  | Mar 27      |
|           | <i>D. Hartman</i> | <i>VM 6</i> |

## Management

### HR Start Smart: PHR/SPHR Exam Preparation Course

The "Start Smart" course covers, in detail, each of the six functional areas of the HRCI Body of Knowledge. This is an online program and includes the HR Review Start Smart Workbook and audio review CD with flashcards. Materials are shipped directly to the student. Weekly course assignments are released each Monday. Students must sign in at 6p.m., Tue., 3/4/14 for a connection test prior to the first class meeting.

Total: \$795 — Senior Total: \$651

|           |                  |                |
|-----------|------------------|----------------|
| PRD-531-M | Tu 6:30PM–9:30PM | Mar 4 – Apr 19 |
|           | <i>D. Smoot</i>  | <i>ONLINE</i>  |

Attention, CEOs, Supervisors, Managers!

# Business Solutions Start Here.

We offer customized training at your convenience and location.

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

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



# AMERICAN MANAGEMENT ASSOCIATION



American Management Association®

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

## AMA Certificate in General Management

Complete any five of the following courses.

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

## AMA Certificate in Human Resources Management

Complete the General Management Certificate AND

- Fundamentals of Human Resources Management



## Coming back in Spring—AMA Boot Camp

- Earn Your AMA Certificate in General Management in just 6 weeks!
- Evening courses will be available April through May. Check Spring schedule for full list of courses.

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



# CHAMBER UNIVERSITY

Through a partnership with the Hagerstown-Washington County Chamber of Commerce, HCC presents a series of monthly small business workshops.



Register for PRD 541 G to enroll in all three workshops for just \$285, or \$171 for Chamber Members.



## Tax and Accounting Aspects of Business— PRD 540 G

Monday, January 27 and Wednesday, January 29, 2014

\$125, or \$75 for Chamber members • 5:30 pm to 9:00 pm • HCC Valley Mall Training Center

Learn what you need to know about the tax and accounting aspects of operating your business, and get advice on important conversations you need to have with your accountant.

**Instructor: Jefry Bohn, CPA, Member of the Firm, Smith, Elliott, Kearns and Company—**Jef Bohn has been a Member in the Accounting Services and Tax Department of Smith Elliott Kearns and Company's Hagerstown office since 1989. He provides tax and accounting services to a wider variety of businesses. He has extensive experience working with family businesses and has special expertise working with new business start-ups and multi-state taxation issues.

## Shoestring Budget Marketing: Planning to Get the Most from your Marketing Dollars— PRD 539 H

Tuesday, February 11 and Thursday, February 13, 2014

\$125, or \$75 for Chamber members • 5:30 pm to 9:00 pm • HCC Valley Mall Training Center

Learn how to build an effective marketing and communications plan for your small business that will use current media to achieve realistic goals and objectives for a positive return on your marketing investment.

**Instructor: Mandy Arnold, President, Gavin Advertising—**Leading the charge at Gavin™ Advertising, Mandy brings more than 15 years of managing senior level market strategy, brand development, public relations, integrated communications and guerilla marketing for regional and national brands. Her experience includes working with such powerhouse names as Under Armour, Anheuser-Busch, Hair Cuttery, Sylvan Learning, Marvin Windows and Doors, and MINI of Baltimore County.

## Getting the Most Out of Your Staff:

### Employee Performance and Corrective Action— PRD 492 M

Tuesday, March 18 and Thursday, March 20, 2014

\$125, or \$75 for Chamber members • 5:30 pm to 9:00 pm • HCC Valley Mall Training Center

Learn how to use performance evaluations as a tool to increase productivity and better manage your staff and motivate your employees to do their best and, when necessary, take corrective action that will benefit you, your employee and your business.

**Instructor: Denton Hartman, Director of Staff Development, Menno Haven Retirement Communities—**Denny Hartman is a licensed Nursing Home Administrator in PA and has worked at Menno Haven for 15 years. Since 2008 he has been Director of Staff Development and in that role has been designing and delivering the content for an ongoing supervisor development program that involves over 50 nurses.

**Chamber members call 240-500-2236 to register at discounted price.**

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

You can also reach us by calling  
**240-500-2236**

# HCC College for Kids

**Summer enrichment program for grades 2-10**

- **Quality, hands-on programming**
- **Experienced instruction and administration team**
- **Supervised and comfortable classroom environment**



**Please call 240-500-2236 to be added to our mailing list.**

## Maryland EXCELS

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

**New Online Format** – To assist with learning how to complete these courses, you will be required to attend one orientation session at HCC of your choosing. The MD Excels Orientation (PLC 910) for the winter sessions are as follows: January 22, January 29, February 26, March 26, and April 30. All sessions meet from 6pm – 9pm at HCC in CPB 213.

### MD Excel Series

If you are interested in taking all the 13 EXCEL courses listed below, we are offering special pricing to complete the courses in the series.

PLC-901 \$325

### Observation and Assessment, Birth – 12

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

PLC-821 \$30

### Age and Developmentally Appropriate Supervision

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

PLC-822 \$30

### Positive Child Guidance and Discipline Theory

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

PLC-823 \$30

### Developmentally Appropriate Practice

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

PLC-824 \$30

### Taking Learning Outside

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

PLC-825 \$30

### Nutrition and Active Living

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

PLC-826 \$30

### Playground Safety

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

PLC-827 \$30

### Including All Children and the ADA

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

PLC-828 \$30

### Supporting Children with Disabilities

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

PLC-829 \$30

### Conflict Resolution Strategies

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

PLC-830 \$30

### The Child Care Provider as a Professional

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

PLC-831 \$30

### Cultural Competencies and Awareness

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

PLC-832 \$30

### Family and Community Partnerships

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

PLC-833 \$30

## Child Care

### School Age Child Care: Curriculum

This course is designed to prepare students for positions in school age child care programs. This certification course satisfies half of the MSDE requirement of 90 hours of training for child care teachers, directors and coordinators working with school age children, and also satisfies the 9-hour Communication Skills requirement. Topics include: curriculum planning, materials, and teaching methods appropriate for children ages 6-13 and communication skills to use with parents, co-workers and the public. Course will meet on campus in CPB 214 from 6:30PM-9:00PM on 1/8/14, 2/12/14, and 3/12/14.

Total: \$250 — Senior Total: \$190

|           |                  |                |
|-----------|------------------|----------------|
| PLC-873-G | –                | Jan 1 – Mar 31 |
|           | <i>A. Weaver</i> | <i>ONLINE</i>  |

### Child Growth and Development

This course is designed to prepare students for positions in child care centers; the course satisfies the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include: an overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. Course will meet on campus in CPB 214 from 6:30PM-9:00PM on 1/9/14, 2/13/14, and 3/13/14.

Total: \$250 — Senior Total: \$190

|           |                  |                |
|-----------|------------------|----------------|
| PLC-874-G | –                | Jan 1 – Mar 31 |
|           | <i>A. Weaver</i> | <i>ONLINE</i>  |

### Child Care II—Activities for Young Children

This child care course will satisfy 45 hours of the 90-hour requirement as stated in COMAR 07.04.01 for directors and senior staff in group child care centers. Topics will include activities for children birth through six years of age, principles of children's learning, and learning environments. Course will meet on campus in CPB 214 from 6:30PM-9:00PM on 1/7/14, 2/11/14, and 3/11/14.

Total: \$250

|           |                  |                |
|-----------|------------------|----------------|
| PLC-898-G | –                | Jan 1 – Mar 31 |
|           | <i>A. Weaver</i> | <i>ONLINE</i>  |

## Reimbursement Dollars for Child Care

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

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

## Hospitality

### Introduction to Bartending

This introduction to the bartending profession covers bar setup, glassware, measuring, tools, identification of liquors, beers, wines, recipes and mixing techniques. The class includes the State of Maryland TAM certification. The materials fee includes a bartending kit, textbooks, and supplies. Students must be 18 years old to serve in Washington County, Maryland and be TAM certified. Students must be 21 years of age to participate in class activities - photo proof of age is required.

Total: \$410 — Senior Total: \$316

|           |                 |                |
|-----------|-----------------|----------------|
| PLC-696-H | W 6:00PM–9:00PM | Feb 5 – Mar 26 |
|           | <i>T. Smith</i> | VM 4           |

### Employee HACCP Certification

The purpose of this course is to learn the basics of the Hazard Analysis and Critical Control Point (HACCP) system. Using the HACCP Star training aid in conjunction with the seven principles of HACCP, participants will learn what makes a successful HACCP system. It is key for all employees to understand the importance of the HACCP system and how to use an effective HACCP plan in a food service or retail facility. The key topics will include; overview of proper food handling procedures, food hazards, employee responsibilities, allergens, food monitoring techniques, corrective action, recordkeeping, and food defense. Employees will gain an understanding of the importance of prerequisite programs and of applying standard operating procedures for food safety and food defense. Upon course completion, participants will be prepared to take the HACCP Food Safety Employee Certification Examination to demonstrate understanding of the HACCP system. Successful completion of the examination will merit a HACCP Food Safety Employee Certification, which is valid for four years. The benefits of this course is to proactively manage risks and regulatory requirements by providing third-party documented proof of understanding of the HACCP system for all employees.

Total: \$185

|           |                   |         |
|-----------|-------------------|---------|
| PLC-900-M | M 9:00AM – 5:00PM | 3/10/14 |
|           |                   | CPB 214 |

### Food Safety Managers Certification

This course provides food service facility owners, managers and food handlers with comprehensive knowledge of food safety agency regulations. Students learn about proper methods of food handling and preparation, the Hazard Analysis Critical Control Point (HACCP) concept of food safety, personal hygiene, proper cleaning and sanitizing of equipment and facilities and guidelines for working with regulatory agencies. Certified Professional Food Manager from the National Environmental Health Association is awarded upon completion of the course and passing a final examination. This course meets the requirements in those jurisdictions where food manager certification is mandated. Fee includes materials, exam and certification.

Total: \$278

|           |                |               |
|-----------|----------------|---------------|
| PLC-743-J | T 8:30AM – 4PM | Feb 11-Feb 18 |
|           |                | VM6           |

## Notary

### Notary Public Principles and Practices

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

Total: \$87 — Senior Total: \$55

|           |                      |                 |
|-----------|----------------------|-----------------|
| PLC-311-G | MTu 5:00PM–8:00PM    | Jan 17 – Jan 28 |
|           | <i>J. Cunningham</i> | VM 4            |
| PLC-311-M | MTu 5:00PM–8:00PM    | Mar 31 – Apr 1  |
|           | <i>J. Cunningham</i> | VM 4            |

# Insurance Courses

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



## Life and Health Insurance Pre-Licensing (PLC-819-G)

*Mondays 1/27/14 – 3/31/14 6:00pm – 10:00pm*  
Cost: \$333

The cost of this course does not include the book. Order the “Exam Cram – Life and Health Insurance Exam” study guide. Course materials should be purchased from [www.informit.com](http://www.informit.com). For more information, please contact Adrienne Summers at 240-500-2520 or [amsummers@hagerstowncc.edu](mailto:amsummers@hagerstowncc.edu)

## Maryland Property and Casualty Insurance Licensing (PLC-818-G)

*Thursdays 1/30/14 – 5/8/14 6:00pm–10:00pm*  
Cost: \$413

The cost of this course does not include the book. Order the “BISYS Property and Casualty Exam Cram” book with CD at [www.informit.com/index.asp](http://www.informit.com/index.asp). For more information, please contact Adrienne Summers at 240-500-2520 or [amsummers@hagerstowncc.edu](mailto:amsummers@hagerstowncc.edu)

## What is Money Laundering? (PLC-885-H)

*Tuesday 2/11/14 6:00pm – 10:00pm Cost: \$48*

What is money laundering and why do we need to be concerned? This course will provide 4 hours of continuing education credits in Life/Health and Property/Casualty. The topics include defining key money laundering terms, identifying how money laundering is done, reviewing the history of money laundering, and identify what the Insurance professional is responsible for with regards to money laundering.

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

*Wednesday 3/12/14 6:00pm – 10:00pm Cost: \$48*

In this course, students will learn the difference between credit scores and insurance scores. They will learn the factors that influence insurance scores and why insurance scores were developed. Students will learn how credit scores can affect personal insurance and how underwriting guidelines are affected. Offered in partnership with MODA Systems, Inc.

## Reinsurance Basics (PLC-887-J)

*Monday 4/7/14 6:00pm – 10:00pm Cost: \$48*

This course will define reinsurance functions and how to obtain knowledge about reinsurance needs for the Insurance industry. This course is taught via Skype and is approved for 4 hours of Life/Health and Property/Casualty insurance continuing education. The topics will include reinsurance definitions, purpose and function in the insurance industry.

*\*\*All Continuing Education Insurance Courses are approved for 4 hours of Life and Health and Property and Casualty CE Units. In addition, these courses are approved for 4 hours of CE units for Title Producers and Bail Bonds in Maryland. These courses are pending approval in PA and WV.*

# Pool Operator



## Certified Pool Operator

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

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

Fee: \$130

PLC-809-M 3/5/14 – 3/26/14 *Wednesdays*  
5:30PM – 9:30PM CPB 212

PLC-809-J 4/22/14 – 5/13/14 *Tuesdays*  
5:30PM – 9:30PM CPB 212

PLC-809-L 6/3/14 – 6/12/14 *Tuesdays and Thursdays*  
5:30PM – 9:30PM CPB 230

## Certified Pool Operator Update

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

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

Fee: \$48

PLC-810-M 3/31/14 *Monday* 5:30PM – 9:30PM  
CPB 212

PLC-810-K 5/20/14 *Tuesday* 5:30PM – 9:30PM  
CPB 212

PLC-810-L 6/17/14 *Tuesday* 5:30PM – 9:30PM  
CPB 212

## Your Time, Your Place

We offer classes in which we can come to you at your convenience! Classes may be scheduled day or evening, weekday or weekend, and at your location or Hagerstown Community College.

Call us today so we may assist with your continuing education needs!



**Adrienne Summers 240-500-2520 or [amsummers@hagerstowncc.edu](mailto:amsummers@hagerstowncc.edu)**



## Maryland Real Estate Continuing Education Online Courses

You can start anytime. Call 240-500-2413 to find out how!

### Homes for All: Serving People with Disabilities

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

### The Truth About Mold

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

### Reverse Mortgages for Senior Home Owners

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

### Environmental Issues in Your Real Estate Practice

4 hours of Maryland CE credit in the professional enhancement category (F). DLLR 249-0694 PLC 377 Fee: \$50

### Tax Free Exchange

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

### Real Estate and Taxes

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

### Maryland 3-hour Legislative Update Online

3 hours of Maryland CE credits in the required category (A) Legal and Legislative updates. No Pennsylvania CE.  
DLLR 254-0694 PLC 659 Fee: \$50

### Maryland Ethics and Predatory Lending Online

3 hours of Maryland CE credits in the required category (D) Ethics and Predatory Lending.  
DLLR 289-0694 PLC 660 Fee: \$50

### Fair Housing 1 ½ Hours for Maryland

1 ½ hours of Maryland CE credits in the required category (C) Fair Housing Law. DLLR 286-0694 PLC 661 Fee: \$26

### Real Estate Finance Today

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

### Risk Management

6 hours of Maryland CE credits in category (F) Professional Enhancement. DLLR 247-0694 PLC 687 Fee: \$50

### Red Flags Property Inspections

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

### Understanding Credit and Improving Credit Scores for RE Agents

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

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

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

### Homes For All: Serving People with Disabilities

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

### Reverse Mortgages for Seniors

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

### MREC Agency – Commercial

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

### MREC Agency – Residential

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

### Property Management and Managing Risk

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

## PA ONLINE CLASSES

### Homes for All: Serving People with Disabilities

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

### Investment Property Practice and Management

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

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

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

### 14 Hr First Renewal

14 Hours may be used for PA CE  
PLC 859 RECE 002317 Fee: \$100

### Intro to Commercial RE Sales

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

### Intro to Reverse Mortgages for Seniors

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

To register for online courses call Samantha Willard directly at 240-500-2413.

## Real Estate Continuing Education

### Real Estate Ethics - DLLR 272-0694

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

Total: \$35

PLC 282 H W 1:00PM-4:00PM 2/12/14 VM 4

### Financing Update for Today's RE Market – DLLR 273-0694

This course offers 3 hours of real estate continuing education in the category of Professional Enhancement. Students are updated in the most commonly used mortgage available to real estate customers.

Total: \$35

PLC 283 J W 1:00PM-4:00PM 4/16/14 C Ocharzak VM 4

### MD Real Estate Legal and Legislative Update – DLLR 256-0694

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

Total: \$35

PLC 294 J W 1:00PM 4:00PM 4/09/14 VM 4

### Principles and Practices of Real Estate for Maryland

This course provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. Students must attend 60 hours of class time and receive a 70% or better on the final in order to receive a certificate to take the MD real estate state examination. Students must arrive to class on time. (Textbooks are not included in the materials fee)

Total: \$325

PLC 364 G TTh 6:00PM-9:00PM 1/21/14-4/08/14

Career Programs Building 210

### Real Estate Pre-Licensing Ethics

This course is for students that took the MD Real Estate Pre-licensing course prior to October 2004. This course can be used for both salesperson and broker pre-licensing requirements. Class Limit: 40

Total: \$49

PLC 519 M Th 6:00PM-9:00PM 3/20/14 K Rylander

Career Programs Building 210

### Fair Housing Review & Updates – DLLR 269-0694

This course meets the Maryland Real Estate Commission requirements for Maryland Fair Housing Training required every two years to renew a Maryland Real Estate License.

Topics include Federal laws, Maryland laws and local jurisdiction laws.

Total: \$30

PLC 466 M T 1:00PM-3:00PM 3/18/14 VM 4

### MD Real Estate Supervisor – DLLR 282-0694

This course is required by all Maryland Real Estate Brokers, Managers or Team Leaders after Jan 1, 2012 in order to renew their real estate license. The course reviews the Maryland Licensing Law requirements of supervision of agents.

Total: \$35

PLC 542 H W 1:00PM-4:00PM 2/19/14 VM 4

### New Construction—Basics – DLLR 271-0694

This course covers all the basic steps that a licensed real estate agent needs to understand in order to guide a customer through the process of building a custom home. The course is approved for three hours of MD Real Estate Commission Continuing Education. Topics covered include: considerations when selling building lot, considerations when working with custom builders or track builders, financing considerations and house to sell considerations.

Total: \$35

PLC 588 M T 1:00PM-4:00PM 3/04/14 VM 4

### ABR Designation Course—Accredited Buyer Representative – DLLR 243-0694

This two-day course serves as the core of the Accredited Buyer's Representative (ABR®) designation program, which is the benchmark of excellence in buyer representation. The goal of this course is to set the foundation of training, skills, and resources to help real estate professionals succeed in today's marketplace as buyer's representatives. This course is a fundamental resource for understanding the duties that REALTORS® owe to clients, customers, the public, and fellow REALTORS® as outlined in NAR's Code of Ethics and Standards of Practice.

**Early Bird Price \$195 if registered before February 1st.**

Total: \$220

PLC 629 J WTh 9:00AM-5:00PM 4/09/14-4/10/14

VM 3

### Real Estate Auction Basics – DLLR 245-0694

This course will provide an overview of the auction method of marketing real estate. Help students understand the auction process and show how real estate professionals can partner with auction firms. This course is pending approval of the MREC.

Total: \$35

PLC 666 G T 1:00PM-4:00PM 1/28/14 D Stouffer VM 4

## Real Estate Continuing Education

### Agency Residential – DLLR 277-0694

Approved for 3 hours of MD Real Estate CEC. Review Maryland Agency Laws and Disclosures. Class Limit: 30  
 Total: \$35  
 PLC 667 M T 1:00PM-4:00PM 3/11/14 VM 4

### General Module Pennsylvania Post-Licensing – RECE 002611

This module is required of any standard Pennsylvania salesperson licensee taking Pennsylvania Real Estate Continuing Education for the first time. Any Pennsylvania real estate salesperson initially licensed after December 1, 2007, is required to take this commission developed course. Topics include PA licensing laws, Closing cost, HUD 1 sheets, agreement of sale, general real estate principles and agency relationships. This course is approved for 7 hours of Pennsylvania Post-Licensing Continuing Education or regular PA Continuing Education.

Total: \$70 Sr.Fee: \$61  
 PLC 711 M W 9:00AM-5:00PM 3/26/14 VM 4

### Residential Module Pennsylvania Post-Licensing – RECE 002610

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

Total: \$70 Sr.Fee: \$61  
 PLC 712 J W 9:00AM-5:00PM 4/02/14 VM 4

### Residential Investment for RE Professional – DLLR 270-0694 RECE 002609

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 formula's required to determine the potential profitability of one property over another. DLLR # 270-0694 and approved for 2.5 hours of continuing education.

Total: \$35  
 PLC 866 M W 9:00AM - 12:00PM 3/05/14  
 J Maravellis VM 4

### Reverse Mortgages – DLLR 279-0694 RECE 002607

This course meets the requirements of the MD Real Estate Commission for Continuing Education credits to renew a MD Real Estate License. The course is designed to educate real estate professionals on the FHA HECM program so that they will be better equipped to represent their senior clients in all real estate transactions. Knowledge of the government insured program will help them explain to the buyer the benefits of the program and how to use the program in a particular buy or sell situation. Many "baby boomers" will be using this loan program to purchase their retirement home. Agents will be able to represent and guide the senior buyers. Class Limit: 50

Total: \$35  
 PLC 877 D T 9:00AM-12:00PM 10/22/13 VM 6

### PA Real Estate 14 HR Mandatory 1st Renewal Course – Pending Approval

This course meets the requirements of PA Real Estate Commission for Continuing Education credits to renew a PA Real Estate License for first time renewals. The course includes 7 hours of general education and 7 hours of residential specific content. The topics include duties of licensees, closing costs, contracts, agency representation agreements, financing the real estate transaction, fair housing, and agreements for the purchase of real estate.

Total: \$109  
 PLC 888 G WTh 9:00AM-5:00PM 1/22/14-1/23/14  
 VM 6

### MD Contract Addendum – DLLR 284-0694

Learn the basics of completing the most commonly used MAR or PAR Contract addenda.

Total: \$35  
 PLC 890 G T 1:00PM-3:00PM 1/21/14 VM 4

### Current Issues in Appraising— DLLR 257-0694

This course is approved for continuing education for licensed appraisers in Maryland and Pennsylvania. This course reviews the most current legal issues facing licensed real estate appraisers, federal requirements and law changes for appraisers. Topics include: fraud prevention, USPAP report updates, and federal loan requirement changes.

Total: \$30  
 PLC-313-H Tu 1:00PM-4:00PM Feb 4 I. Staff  
 VM 3

**Fitness**



**Personal Trainer – 9 Weeks**

Come join this fun profession and be a part of what Fortune Magazine and ABCnews.com states as the 4th hottest job in the U.S. at a national average of \$34 an hour. Whether a career move or for your own personal knowledge; you will get all of the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands on practical training and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certification. W.I.T.S. is the

only major certifying body in the country providing comprehensive practical training and internship components. Textbook is required and not included in the course fees.

Call to order textbook and start reading immediately 888-330-9487 ([www.witseducation.com](http://www.witseducation.com)) W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET).

*Total: \$699*

*PLC-899-M Saturdays 9:00AM–2:00PM 3/08/14–5/17/14 CPB 230*

**Group Fitness Instructor Certification**

This new group exercise course combines nine weeks of intense training and testing to help you safely and effectively lead a group exercise class. Topics covered include music, choreography, safety, as well as cardiovascular, muscular, and flexibility health. Practical labs will expand skill development for functional training, circuit, boot camp, dance, step, kickboxing, as well as other popular methods. Yoga and Pilates will be introduced so you can incorporate this knowledge into sections of your traditional class formats. Students who successfully complete the class, pass the exams and complete the 30 hour internship will receive their national certification. Training, testing and internship are included in the course fee. A valid CPR/AED card must be presented to get the certification issued.

*Total: \$652*

*PLC-891-M Tuesday/Thursday 6:30PM-8:30PM 3/18/14–5/15/14 CPB 213*

## New Online Offerings for Continuing Education Requirements

### Business Success for Fitness Professionals

Here's your chance to learn how to go from being a great personal trainer to a successful business person and earn continuing education towards your certification! This course will provide you with the knowledge and tools need to increase your customer base and make more money! Specific topics include: Developing your business strategy, establishing your line of products and services, setting prices, promoting and selling your business and developing and maintaining relationships that are key to your success. This class is approved for 6 CECs/0.6 CEUs. You must complete the course and pass the exam to receive your continuing education credits/units.

*Total: \$307 PLC-892-G Online 1/1/14 – 3/31/14*

### Exercise Program for Special Populations

This online course will provide guidance for designing exercise programs for special population. This class focuses on exercise programming for persons with hypertension, CAD, asthma, obesity, diabetes, osteoporosis, arthritis and common musculoskeletal challenges. 6 CECs or IACET 0.6 CEUs.

*Total: \$203 PLC-893-G Online 1/1/14 – 3/31/14*

### Pregnancy Fitness

This online class combines hours of lecture and practical training examples designed to give you the knowledge and skills you need to train pregnant women safely and effectively. The human body goes through many physiological and emotional changes throughout the 40 weeks of gestation. Trainers need to be aware of these changes and the effect they have in each phase of pregnancy in order to meet the needs of the client during this special time. The lectures will provide you with a foundation of knowledge about pregnancy and the importance of safe and effective exercise. During the practical demonstrations you will apply this knowledge and develop the skills and experience for safely and effectively training pregnant clients. 6 CECs or IACET 0.6 CEUs.

*Total: \$167 PLC-894-G Online 1/1/14 – 3/31/14*

### Running Well

You will learn to use the physiology of running to assess and achieve optimal running form. Topics include proper run-

ning technique, warm-up and cool down, stretching, foot type analysis and footwear, running surfaces, training program design, core stability, nutritional needs and injury prevention. You are expected to participate in the running portions of the course so please dress accordingly. Upon completion of the program you will earn 6 CECs/0.6 CEUs for W.I.T.S. professionals. Students must complete the online course set with bonus practical footage and online exams to receive their CECs/CEUs.

*Total: \$167 PLC-895-G Online 1/1/14 – 3/31/14*

### Nutritional Concepts

As a fitness professional, you should have a foundational knowledge of nutrition and nutritional concepts. This new online course introduces you to current nutrition information and practical consumer-oriented knowledge. You will become familiar with the principles of diet planning, government standards, and food labeling and the biological functions and food sources of each nutrient. This course is offered online and is available 24/7 from any location. Online mentors are available to support your learning. Required Text: Selected Chapters from Contemporary Nutrition: A Functional Approach, Third Edition. 6 W.I.T.S. CECs or 6 IACET CEUs.

*Total: \$203 PLC-896-G Online 1/1/14 – 3/31/14*

### Inside Secrets of Ads and Marketing

This online course will maximize your advertising dollars and ensure your business success by learning the essentials of "scientific advertising." In this course you will learn the foundational concepts of advertising and how to apply them to your fitness business. Topics include: advertising basics, salesmanship, mail order and print advertising, creating headlines, developing an effective marketing strategy and making yourself and your business stand out above the rest. Hands-on exercises will help you apply the lessons learned to your own business and assist you in attracting clients and generating income. 6 CEC's/ 0.6 CEUs for W.I.T.S. professionals. Required book: Hopkins, C. and Avilez, T.B. (2005.) Scientific Advertising for the Fitness Professional. Staten Island, NY. Bookworks Publications.

*Total: \$307 PLC-897-G Online 1/1/14 – 3/31/14*

## Senior Adult

.....  
**Instructor Bio—Carvel Wright**

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

### Introduction to Microsoft Windows 7

Whether you have recently purchased a new computer with Windows or simply wish to keep up with this new Windows operating system, Carvel Wright will guide you through it all! This new course is designed to develop a basic working knowledge of Windows 7, focusing on new applications and advantages, including a demonstration of Windows 8. This course is designed for participants that have basic keyboard knowledge. Textbook included in course fee; please pick up in first class session.

Total: \$180 (\$125, materials \$47, reg \$8)  
 Senior Total: \$130 (\$75, material \$47, reg \$8)

|           |                                 |                         |
|-----------|---------------------------------|-------------------------|
| CMP-030-G | TuTh 1:00PM–3:00PM<br>C. Wright | Jan 14 – Feb 13<br>VM 2 |
| CMP-030-H | TuTh 1:00PM–3:00PM<br>C. Wright | Feb 25 – Mar 27<br>VM 2 |

## Computer Basics

This is the computer course you have been asking for! Join experienced HCC instructor Carvel Wright in this fun and interesting class! This course was designed to introduce the basics of computers to complete beginners. We will begin introducing the pieces of the computer, how to buy a personal computer, what a computer can do for you, and an introduction to the Internet, Windows 7 (referencing Windows XP) Windows 8 and much more. Textbook included in course fee; please pick up in the first class session.

Total: \$180 (\$125, materials \$47, reg \$8)  
 Senior Total: \$130 (\$75, material \$47, reg \$8)

|           |                                  |                         |
|-----------|----------------------------------|-------------------------|
| CMR-022-G | TuTh 9:00AM–11:00AM<br>C. Wright | Jan 14 – Feb 13<br>VM 2 |
| CMR-022-H | TuTh 9:00AM–11:00AM<br>C. Wright | Feb 25 – Mar 27<br>VM 2 |

## Office Associate Certificate



Enhance your resume and skills as an office professional

- Self-paced with expert guidance
- Build fundamental computer skills
- Develop working knowledge of Microsoft Office
- Add levels in QuickBooks and web page creation

Start the Office Associate Certificate on a flexible schedule with comprehensive course work designed to enhance employability. Cost of course may be paid by Western Maryland Consortium for jobseekers residing in Washington County. To determine eligibility for funding, contact the Consortium at 301-791-3164

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

## MS Office

### Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

|           |                                       |                |
|-----------|---------------------------------------|----------------|
| CMP-835-G | M 9:00AM–4:30PM<br><i>N. Demarkis</i> | Jan 27<br>VM 2 |
| CMP-835-H | M 9:00AM–4:30PM<br><i>N. Demarkis</i> | Feb 24<br>VM 2 |

### Microsoft Excel Level II

Improve your Excel workbook by adding visual appeal and increasing usability. Organize data with sorts and filters; use multiple worksheets and workbooks efficiently; use range names to quickly select data or update a formula; save workbooks as Web pages or a PDF/XPS file; and insert and edit hyperlinks. Pre-requisite: Excel Level I. Most topics apply to Excel 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

|           |                                       |               |
|-----------|---------------------------------------|---------------|
| CMP-836-H | M 9:00AM–4:30PM<br><i>N. Demarkis</i> | Feb 3<br>VM 2 |
| CMP-836-M | M 9:00AM–4:30PM<br><i>N. Demarkis</i> | Mar 3<br>VM 2 |

### Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

|           |                                       |                |
|-----------|---------------------------------------|----------------|
| CMP-693-M | M 9:00AM–4:30PM<br><i>N. Demarkis</i> | Mar 24<br>VM 2 |
|-----------|---------------------------------------|----------------|

### 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-H | W 9:00AM–4:30PM<br><i>N. Demarkis</i> | Feb 5<br>VM 2  |
| CMP-837-M | W 9:00AM–4:30PM<br><i>N. Demarkis</i> | Mar 19<br>VM 2 |

### Microsoft Word Level II

Move your documents from bland to brilliant as you enhance your basic skills using Word. Focus on creating your own style with templates; insert and arrange graphics; format tables; manage document revisions; use mail merge, print labels and envelopes. Pre-requisite: Word Level I. Most topics apply to Word 2007, 2010, and 2013. (Textbook included)

Total: \$127 — Senior Total: \$87

|           |                                       |                |
|-----------|---------------------------------------|----------------|
| CMP-838-H | W 9:00AM–4:30PM<br><i>N. Demarkis</i> | Feb 19<br>VM 2 |
|-----------|---------------------------------------|----------------|

### Microsoft Access Level I

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

Total: \$127 — Senior Total: \$87

|           |                                       |                |
|-----------|---------------------------------------|----------------|
| CMP-846-G | W 9:00AM–4:30PM<br><i>N. Demarkis</i> | Jan 29<br>VM 2 |
|-----------|---------------------------------------|----------------|

### Microsoft Access Level II

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

Total: \$127 — Senior Total: \$87

|           |                                       |                |
|-----------|---------------------------------------|----------------|
| CMP-847-H | W 9:00AM–4:30PM<br><i>N. Demarkis</i> | Feb 12<br>VM 2 |
|-----------|---------------------------------------|----------------|

### Microsoft Access Level III

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

Total: \$127 — Senior Total: \$87

|           |                                       |                |
|-----------|---------------------------------------|----------------|
| CMP-848-H | W 9:00AM–4:30PM<br><i>N. Demarkis</i> | Feb 26<br>VM 2 |
|-----------|---------------------------------------|----------------|

## Microsoft Powerpoint Level I

Create your own professional presentations including text, graphics, WordArt, tables, charts, and diagrams. Insert bulleted and numbered lists; add SmartArt graphics; edit and format slide content; and understand how to manage and deliver a presentation. Most topics apply to PowerPoint 2007, 2010, and 2013.

Total: \$127 — Senior Total: \$87

|           |                    |             |
|-----------|--------------------|-------------|
| CMP-851-M | W 9:00AM–4:30PM    | Mar 5       |
|           | <i>N. Demarkis</i> | <i>VM 2</i> |

## Microsoft PowerPoint Level II

In Level II, customize the PowerPoint environment and design templates; edit your Master; add hyperlinks and audio and special effects; perform document recovery; customize slide shows, and finalize a presentation. Pre-requisite: PowerPoint Level I. Most topics apply to PowerPoint 2007, 2010, and 2013.

Total: \$127 — Senior Total: \$87

|           |                    |             |
|-----------|--------------------|-------------|
| CMP-852-M | W 9:00AM–4:30PM    | Mar 26      |
|           | <i>N. Demarkis</i> | <i>VM 2</i> |

## CAD

### Computer-Aided Design (CAD) I

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

Total: \$379 — Senior Total: \$237

|           |                       |                 |
|-----------|-----------------------|-----------------|
| CMT-252-G | W 6:00PM–9:30PM       | Jan 15 – Apr 30 |
|           | <i>A. Bridendolph</i> | <i>ATC 116</i>  |

### Computer-Aided Design II

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

Total: \$379 — Senior Total: \$237

|           |                       |                |
|-----------|-----------------------|----------------|
| CMT-153-G | Th 6:00PM–9:30PM      | Jan 16 – May 1 |
|           | <i>A. Bridendolph</i> | <i>ATC 116</i> |

## CAD III: Architectural

This continuing education course is a hands-on competency-based course which uses computer-aided design software to produce architectural drawings including floor plans, elevations, schedule details, and three-dimensional models. Required: CMT 153.

Total: \$364 — Senior Total: \$228

|           |                 |                |
|-----------|-----------------|----------------|
| CMT-226-G | F 6:00PM–9:30PM | Jan 17 – May 2 |
|           | <i>I. Staff</i> | <i>ATC 116</i> |

## General

### Web Design I

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

Total: \$337 — Senior Total: \$63

|           |                 |                |
|-----------|-----------------|----------------|
| CMW-101-G | M 6:30PM–9:15PM | Jan 13 – May 5 |
|           | <i>S. Maher</i> | <i>ATC 202</i> |

### Web Design II

Learn fundamental design and development concepts for creating Web sites. This course provides a more detailed introduction to Web design, from planning to publishing. Topics include using (X)HTML and Cascading Style Sheets (CSS), JavaScript, internationalization, multimedia integration and implementing professional techniques for successful search engine recognition. This course will have a strong focus on page design as well as 508 compliance and handicap accessibility. Prerequisite: CMW 101

Total: \$349 — Senior Total: \$63

|           |                  |                |
|-----------|------------------|----------------|
| CMW-110-G | MW 1:00PM–2:15PM | Jan 13 – May 5 |
|           | <i>S. Maher</i>  | <i>ATC 116</i> |

## Repair/Networking

### PC Tech: Repair and Troubleshooting

Focus on the practical skills needed to be a successful computer technician and prepare for CompTIA's A+ certification exam (in combination with CMT 151). This hands-on class will



teach you the techniques needed to diagnose hardware problems, configure PC components, and replace defective computer parts. You will learn how to install and configure a variety of hardware components with an emphasis on customer service techniques. Required: Intro to Personal Computing or equivalent work experience with a PC. (Textbook Required)

Total: \$424 — Senior Total: \$282

|           |                      |                 |
|-----------|----------------------|-----------------|
| CMT-150-G | W 6:00PM–9:45PM      | Jan 15 – Apr 30 |
|           | <i>K. Weil-Yates</i> | <i>ATC 200</i>  |

### PC Tech: Operating Systems

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

Total: \$424 — Senior Total: \$282

|           |                      |                |
|-----------|----------------------|----------------|
| CMT-151-G | M 6:30PM–9:15PM      | Jan 13 – May 5 |
|           | <i>K. Weil-Yates</i> | <i>ATC 200</i> |

### CCNA: Networking 3

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, Inter-VLAN routing, and Spanning Tree Protocol in a converged network. In conjunction with the Cisco Networking Academy, students also develop the knowledge and

skills necessary to implement a WLAN in a small to medium network. One Saturday meeting date required. Students must have a personal computer and Internet access (broadband is recommended) to complete online assignments and exams. (Textbook Required) Prerequisite: CMT 355.

Total: \$531 — Senior Total: \$323

|           |                   |                |
|-----------|-------------------|----------------|
| CMT-455-G | –                 | Jan 20 – Mar 8 |
|           | <i>J. Drooger</i> | <i>ONLINE</i>  |

### CCNA: Networking 4

This course covers the WAN technologies and network services required by converged applications in Enterprise Networks. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services. Natural Address Translation (NAT) and DHCP services are also covered. Two Saturday sessions are also required to complete the material. Students must have a personal computer and Internet access (broadband is recommended) to complete online assignments and exams. (Textbook Required) Prerequisite: CMT 455.

Total: \$531 — Senior Total: \$323

|           |                   |                |
|-----------|-------------------|----------------|
| CMT-456-M | –                 | Mar 17 – May 3 |
|           | <i>J. Drooger</i> | <i>ONLINE</i>  |

## Get Your Kindle On

### Looking for a new book at 1a.m.?

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

Fee: \$45 Registration Fee: \$8 Total: \$53  
 CMR 001 H1 Wednesdays 1:00PM-4:00PM 2/5/14-2/19/14  
 D Drooger Valley Mall Room 5



## Computers—Online

Choosing your class is easy. Visit our online classroom at [www.ed2go.com/hagerstown](http://www.ed2go.com/hagerstown). Browse through the class schedule and select the topic and month that are right for you. Register online and attend orientation online. See the online outline for course requirements. Questions? Call 240-500-2413, or e-mail [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu)

|           |                       |
|-----------|-----------------------|
| Section G | 1/15/2014 – 3/7/2014  |
| Section H | 2/19/2014 – 4/11/2014 |
| Section I | 3/19/2014 – 5/9/2014  |
| Section J | 4/16/2014 – 6/6/2014  |
| Section K | 5/21/2014 – 7/11/2014 |

### Intro to Creating WordPress Websites (Online class)

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the answer you're looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. Level II also available.

Fee: \$109 (includes tuition, fee, & registration)

### Creating Web Pages (Online class)

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

Fee: \$109 (includes tuition, fee, & registration)

### Introduction to Microsoft Excel (Online class)

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

Fee: \$109 (includes tuition, fee, & registration)

### Creating Mobile Apps with HTML5 (Online class)

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, Blackberry, and Windows Phone? In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.

Fee: \$109 (includes tuition, fee, & registration)

### Introduction to Photoshop (Online class)

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

Fee: \$109 (includes tuition, fee, & registration)

### Introduction to QuickBooks 2012 (Online class)

Use the power of QuickBooks 2012 software to take control of your business accounting! In these lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports.

Fee: \$109 (includes tuition, fee, & registration)

### Computer Skills for the Workplace (Online class)

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

Fee: \$109 (includes tuition, fee, & registration)

**Basic A+ Certification Prep (Online class)**

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

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

**Introduction to PHP and MySQL (Online class)**

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to create dynamic Web pages using the PHP programming language and the MySQL database server. During the course, you'll walk through the development of a complete content management system Web application. Intermediate level also available.

Fee: \$109 (includes tuition, fee, & registration)

**Introduction to JAVA (Online class)**

So, you want your web site to look great but don't have a geek background? No prior programming knowledge is required in this Java class that can add zap to your web pages. Explore this exciting new language in a friendly and supportive environment. Build up your confidence with easy-to-understand examples and plenty of skill-building exercises.

Fee: \$109 (includes tuition, fee, & registration)

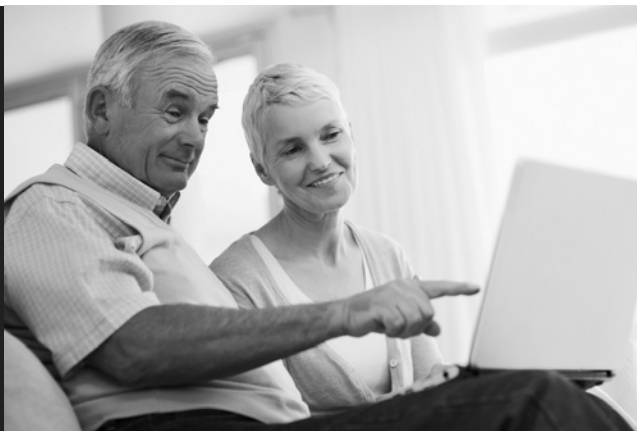


**Online learning  
anytime, anywhere...  
just a click away!**

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

## Other online computer classes you can take from home

See  
[www.ed2go.com/hagerstown](http://www.ed2go.com/hagerstown)  
for more details.



### ACCOUNTING SOFTWARE

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

### COMPUTER APPLICATIONS – ADOBE

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

### COMPUTER APPLICATIONS – MICROSOFT

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

### DIGITAL PHOTOGRAPHY

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

### WEB DESIGN

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

### CLASSROOM COMPUTING

- Creating a Classroom Website
- Integrating Technology in the Classroom
- PowerPoint in the Classroom
- The Classroom Computer
- Using the Internet in the Classroom
- Web 2.0: Blogs, Wikis, and Podcasts

### CERTIFICATE PREP

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

### COMPUTER FUNDAMENTALS

- Computer Skills for the Workplace
- Introduction to Linux
- Introduction to PC Troubleshooting
- Introduction to Windows XP
- Keyboarding

### COMPUTER PROGRAMMING

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

### DATABASE DEVELOPMENT

- Introduction to Database Development
- Introduction to Crystal Reports 10
- Introduction to Oracle
- Intermediate Oracle
- Introduction to SQL

### NETWORKING AND COMMUNICATIONS

- Introduction to Networking
- Intermediate Networking
- Wireless Networking

### SECURITY

- Hack Your Way to Security
- Introduction to PC Security

## Driver Ed

### Driver Education

For adults or teens, prepare for your Maryland Driver's License in this Motor Vehicle Administration (MVA) approved course. The course includes 30 hours of classroom and 6 hours of behind-the-wheel instruction. The first session is an orientation for student/parent/mentor that acquaints you with the requirements of the HCC driving school and the components of Maryland's Graduated Driver Licensing Laws. You **MUST** bring your learner's permit to the orientation.

Total: \$288 — Senior Total: \$168

|           |   |                                   |
|-----------|---|-----------------------------------|
| DRV-001-G | MW 6:00PM–9:00PM<br><i>F. Vincent</i>   | Jan 13 – Feb 19<br><i>CPB 210</i> |
| DRV-001-M | MW 6:00PM–9:00PM<br><i>F. Vincent</i>   | Mar 17 – Apr 21<br><i>CPB 210</i> |
| DRV-001-N | Sa 9:00AM–12:00PM<br><i>D. Mitchell</i> | Mar 22 – Jun 7<br><i>VM 7</i>     |

## CDL—Commercial Driver

### CDL Class B Training

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

Total: \$1758 — Senior Total: \$1158

|           |                                       |                                |
|-----------|---------------------------------------|--------------------------------|
| TDV-008-G | Sa 8:00AM–4:00PM<br><i>K. Jenkins</i> | Jan 18 – Mar 8<br><i>VLO 1</i> |
|-----------|---------------------------------------|--------------------------------|

### CDL Learner's Permit Prep

Take the guess work out of sitting for your CDL Learner's Permit and let our professional truck driving instructors guide you through the testing process. This short course will cover the topics you need including areas of General Knowledge, Air Brakes, Combinations, Tankers, and Double and Triples. The DOT physical card is not required for class but the MVA does require it for testing. (Test review materials are provided.)

Total: \$28

|           |                                    |                       |
|-----------|------------------------------------|-----------------------|
| TDV-051-G | W 5:00PM–9:00PM<br><i>I. Staff</i> | Jan 8<br><i>VLO 1</i> |
| TDV-051-M | W 5:00PM–9:00PM<br><i>I. Staff</i> | Mar 5<br><i>VLO 1</i> |

## Driver Education at HCC



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

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

Learn to drive at  
Hagerstown Community College



# MOTORCYCLE SAFETY AND LICENSING

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

## Basic Rider—MST 614

**\$272**

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

| Section Name | Start Date | End Date  | Classroom      | Range               |
|--------------|------------|-----------|----------------|---------------------|
| MST-614-A    | 3/19/2014  | 3/23/2014 | W/TH 5:45p-9p  | S/S AM 7:30a-12:30p |
| MST-614-AA   | 3/19/2014  | 3/23/2014 | W/TH 5:45p-9p  | S/S PM 12:15p-6p    |
| MST-614-B    | 3/26/2014  | 3/30/2014 | W/TH 5:45p-9p  | S/S AM 7:30a-12:30p |
| MST-614-BB   | 3/26/2014  | 3/30/2014 | W/TH 5:45p-9p  | S/S PM 12:15p-6p    |
| MST-614-C    | 4/3/2014   | 4/6/2014  | TH/FR 5:45p-9p | S/S AM 7:30a-12:30p |
| MST-614-CC   | 4/3/2014   | 4/6/2014  | TH/FR 5:45p-9p | S/S PM 12:15p-6p    |
| MST-614-D    | 4/9/2014   | 4/13/2014 | W/TH 5:45p-9p  | S/S AM 7:30a-12:30p |
| MST-614-DD   | 4/9/2014   | 4/13/2014 | W/TH 5:45p-9p  | S/S PM 12:15p-6p    |
| MST-614-E    | 4/16/2014  | 4/20/2014 | W/TH 5:45p-9p  | S/S AM 7:30a-12:30p |
| MST-614-EE   | 4/16/2014  | 4/20/2014 | W/TH 5:45p-9p  | S/S PM 12:15p-6p    |
| MST-614-E1   | 4/23/2014  | 4/27/2014 | W/TH 5:45p-9p  | S/S AM 7:30a-12:30p |
| MST-614-E2   | 4/23/2014  | 4/27/2014 | W/TH 5:45p-9p  | S/S PM 12:15p-6p    |
| MST-614-F    | 4/30/2014  | 5/4/2014  | W/TH 5:45p-9p  | S/S AM 7:30a-12:30p |
| MST-614-FF   | 4/30/2014  | 5/4/2014  | W/TH 5:45p-9p  | S/S PM 12:15p-6p    |
| MST-614-H    | 5/14/2014  | 5/18/2014 | W/TH 5:45p-9p  | S/S AM 7:30a-12:30p |
| MST-614-HH   | 5/14/2014  | 5/18/2014 | W/TH 5:45p-9p  | S/S PM 12:15p-6p    |

## Basic Rider for Women—MST 448

**\$292**

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

| Section Name | Start Date | End Date  | Classroom     | Range               |
|--------------|------------|-----------|---------------|---------------------|
| MST-448-FW   | 5/7/2014   | 5/11/2014 | W/TH 5:45p-9p | S/S AM 7:30a-12:30p |

## Alternate Basic Rider—MST 615

**\$272**

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

| Section Name | Start Date | End Date  | Classroom | Range   |
|--------------|------------|-----------|-----------|---------|
| MST-615-C    | 4/18/2014  | 4/18/2014 | none      | F 1p-7p |

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

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

## Electrical

### Introduction to PLC

For individuals in the industrial or manufacturing sector, master the beginning concepts for programmable logic controllers (PLCs). The course introduces students to the Allen Bradley SLC-500 and PLC-5, A.I. Series, and RSLogix software. Topics include standard relay-type instructions, timers, counters, sequencers, move instructions, and arithmetic operations. This is a hands-on course ideal for electricians, technicians, and engineers who wish to upgrade their skills. Prerequisite: Intro to Personal Computing or equivalent computer experience. (Textbook Required)

Total: \$339 — Senior Total: \$153

|           |                                       |                                   |
|-----------|---------------------------------------|-----------------------------------|
| CNT-102-G | Th 6:00PM–8:45PM<br><i>A. Valente</i> | Jan 16 – May 1<br><i>STEM 208</i> |
|-----------|---------------------------------------|-----------------------------------|

### Fundamentals of Electricity

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

Total: \$446 — Senior Total: \$258

|           |                                     |                                   |
|-----------|-------------------------------------|-----------------------------------|
| CNT-110-G | M 6:00PM–9:45PM<br><i>W. Bailey</i> | Jan 13 – May 5<br><i>STEM 208</i> |
|-----------|-------------------------------------|-----------------------------------|

## HVAC

### Introduction to HVAC/R

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

Total: \$364 — Senior Total: \$212

|           |                                    |  |
|-----------|------------------------------------|--|
| CNT-107-G | Tu 6:00PM–8:45PM<br><i>D. Fulk</i> | Jan 14 – May 6<br><i>CPB 142/142 A</i> |
|-----------|------------------------------------|--|

## Other Trades

### Small Engine Repair

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

Total: \$198 — Senior Total: \$132

|           |                                    |                                 |
|-----------|------------------------------------|---------------------------------|
| TRD-124-H | M 6:00PM–9:00PM<br><i>T. Kroon</i> | Feb 3 – Apr 7<br><i>CPB 232</i> |
|-----------|------------------------------------|---------------------------------|

### Advanced CNC

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

Total: \$354 — Senior Total: \$229

|           |                                    |                                  |
|-----------|------------------------------------|----------------------------------|
| CNT-250-G | F 5:00PM–9:00PM<br><i>I. Staff</i> | Jan 17 – May 2<br><i>ATC 202</i> |
|-----------|------------------------------------|----------------------------------|

### Preparing for the Home Improvement Exam

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

Total: \$282 — Senior Total: \$204

|           |                                       |                               |
|-----------|---------------------------------------|-------------------------------|
| TRD-029-H | W 6:00PM–9:00PM<br><i>R. Harbaugh</i> | Feb 5 – Feb 26<br><i>VM 6</i> |
|-----------|---------------------------------------|-------------------------------|

## Forklift Operator Training

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

Total: \$158 — Senior Total: \$118

|           |                                       |                                   |
|-----------|---------------------------------------|-----------------------------------|
| TRD-030-H | Sa 9:00AM–1:00PM<br><i>D. Donovan</i> | Feb 22 – Mar 1<br><i>ATC 213A</i> |
|-----------|---------------------------------------|-----------------------------------|

## Welding

### Intro to Welding

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

Total: \$364 — Senior Total: \$236

|           |   |   |
|-----------|---|---|
| CNT-106-G | Th 6:00PM–9:30PM<br><i>S. Staley, B. Staley</i> | Jan 23 – Apr 24<br><i>CPB 142/142 A</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-G | Th 6:00PM–9:30PM<br><i>B. Staley, S. Staley</i> | Jan 23 – Apr 24<br><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-G | Th 6:00PM–9:30PM<br><i>S. Staley, B. Staley</i> | Jan 23 – Apr 24<br><i>CPB 142/142 A</i> |
|-----------|---|---|

## Professional Truck Driver Training

### CDL Learner's Permit

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

### CDL Driver Refresher

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

### CDL Class B

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

### CDL Class A

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



For more information,  
contact Jack Drooger at  
240-500-2453 or e-mail  
[jdrooger@hagerstowncc.edu](mailto:jdrooger@hagerstowncc.edu)  
[www.hagerstowncc.edu/GoDrive](http://www.hagerstowncc.edu/GoDrive)



Become a

# Home Inspector!



**Hagerstown Community College and American Home Inspectors Training have teamed up to offer you home inspection training at the HCC Valley Mall Training Center May 31-June 7, 2014**

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



To register for TRD-045-K, call 240-500-2236 or go to [www.hagerstowncc.edu](http://www.hagerstowncc.edu)

## ONLINE TRADES CLASSES

### Electrical Apprenticeship Program Online

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

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



For more information on how to start the online courses, contact Jack Drooger at [jadooger@hagerstowncc.edu](mailto:jadooger@hagerstowncc.edu) or 240-500-2453.



## 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 8-hour course (6 hours of lecture and 2 hours of testing) and score a minimum of 80% on the written final exam. Submission of the CMA Clinical Update Verification form by the student's employer prior to enrollment verifying the following information is required: 1. Practiced as a CNA for 16 hours in the 2 years immediately preceding admission to the CMA Clinical Update. 2. Practiced as a GNA for 8 hours in a licensed nursing home in the 2 years immediately preceding admission to the Clinical Update class. 3. Practiced as a CMA for 100 hours in the 2 years immediately preceding admission to the CMA Clinical Update. A copy of the CMA Clinical Update Verification form can be found on <http://www.hagerstowncc.edu/coned/nursing/CMA>. Certificates will not be awarded without successfully completing the course. Please bring a stethoscope and a drug book to class.

Total: \$83 — Senior Total: \$43

|           |                                |                   |
|-----------|--------------------------------|-------------------|
| NRS-742-G | Sa 9:00AM - 6:00PM<br>S Mills  | Jan 25<br>CPB 152 |
| NRS-742-H | Sa 9:00AM - 6:00PM<br>S. Mills | Feb 22<br>CPB 152 |
| NRS-742-M | Sa 9:00AM - 6:00PM<br>S. Mills | Mar 22<br>CPB 152 |

### 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: \$398

|           |                        |                              |
|-----------|------------------------|------------------------------|
| NRS-854-G | MTuWTh 9:00AM - 4:30PM | Jan 6 - Jan 9<br>CPB 211/213 |
|-----------|------------------------|------------------------------|

**\*Special Pricing for the course listed below\***  
**THIS COURSE IS FOR HCC NURSING STUDENTS ONLY**

|            |                        |                              |
|------------|------------------------|------------------------------|
| NRS-854-GS | MTuWTh 9:00AM - 4:30PM | Jan 6 - Jan 9<br>CPB 211/213 |
|------------|------------------------|------------------------------|

## American Heart Association Basic Life Support (BLS) Classes

**Now offering initial and  
recertification classes**  
**All classes will be held in CPB 214**

### BASIC LIFE SUPPORT – Initial Certification

Initial Basic Life Support (BLS) for Healthcare Providers is a program provided by the American Heart Association designed to prepare healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED and bag-mask, and relieve choking in a safe, timely, and effective manner. This class includes adult, child, and infant skills in both the non-hospital and hospital settings. Student should take Initial BLS if they have not taken the class before, or if their certification has expired. A textbook is REQUIRED. BLS for Healthcare Providers Student Manual 2010 is available at the HCC bookstore or through [Channing\\_Bete.com](http://Channing_Bete.com), Item #90-1038.

1/23/14 – NRS-923-G

2/17/14 – NRS-923-H

3/25/14 – NRS-923-M

Total Cost: \$67 (Senior: \$52)

### BASIC LIFE SUPPORT – Recertification

BLS Recertification for Healthcare Providers is a class provided by the American Heart Association to refresh healthcare professionals previously certified in recognizing several life-threatening emergencies and providing CPR, using an AED and bag-mask, and relieving choking in a safe, timely, and effective manner. This class includes a review adult, child, and infant skills in both the non-hospital and hospital settings. A textbook is NOT required. (Please NOTE: if the current BLS card has expired, the student should enroll in a BLS Initial Certification course.)

1/16/14 – NRS-924-G

1/30/14 – NRS-924-N

2/10/14 – NRS-924-H

2/24/14 – NRS-924-O

3/24/14 – NRS-924-M

Total Cost: \$47 (Senior: \$37)

**NEW****CLASSES FOR COMMUNITY LIFE SUPPORT!***All classes will be held in CPB 214***American Safety & Health Institute (ASHI)****CPR and AED**

This class is designed for individuals who do not work in the healthcare field but who desire, or are required, to have CPR knowledge and skills (e.g., teachers, parents, babysitters, business and industry emergency response teams, school bus drivers, child care workers, adult residential care personnel). Topics include: adult, child, and infant CPR and use of an AED.

1/27/14 – NRS-926-G

2/26/14 – NRS-926-H

3/27/14 – NRS-926-M

5pm – 8pm

Total Cost: \$54 (Senior \$42)

**ASHI First Aid**

This class is designed for individuals who do not work in the healthcare field but who desire, or are required, to have basic first aid knowledge, skills, and the confidence to respond. The intended audience includes: teachers, parents, babysitters, business and industry emergency response teams, school bus drivers, child care workers, and adult residential care personnel. As described on ASHI's website, "The program is an excellent choice for both the community and workplace setting, and is consistent with recommendations of the 2010 National First Aid Science Advisory Board and OSHA's best practices for first aid training programs in the workplace."

1/10/14 – NRS-925-G

2/7/14 – NRS-925-H

3/7/14 – NRS-925-M

5pm – 8pm

Total Cost: \$54 (Senior \$42)

**ASHI Child and Babysitting Safety Class (includes CPR!)**

The Child and Babysitting Safety training class is designed for young people (11 to 15 years old) who are interested in providing babysitting services. The class focuses on supervising, caring for, and keeping children and infants safe in babysitting settings. Instruction is provided regarding fundamental information on the business of babysitting, proper supervision, basic caregiving skills, and responding properly to ill or injured children or infants. CPR is included in this class.

1/11/14 – 9am-2pm - NRS-927-G

3/5/14 – 4pm-9pm - NRS-927-M

Total Cost: \$59

**ASHI Child Care Safety for Adults (includes CPR!)**

This Child Care training class is designed for adults who are interested in providing non-professional child and babysitting services (for example, relatives and friends). The class focuses on supervising, caring for, and keeping children and infants safe in babysitting settings. Instruction is provided regarding fundamental information on the proper supervision, basic caregiving skills, and responding properly to ill or injured children or infants. CPR is included in this class.

2/5/14 – 4pm-9pm – NRS-928-H

Total Cost: \$64 (Senior: \$50)



ALL ABOUT  
**ELECTROCARDIOGRAMS –**  
**In Person or Online!!**



**ECG: Beyond the Basics Seminar**

Friday, January 17, 2014

8:00 a.m. – 12:30 p.m.

NRS-541-G \$72

NRS-541-GS (HCC Students) \$28

CPB 211 & 213

This course is designed to provide current medical information regarding the stages of ECG that are more advanced than basics. This will assist critical care nurses and EMS in learning more complex readings on the ECG. Topics to be discussed include placement of leads, chamber abnormalities, and Sick Sinus Syndrome. Upon completion of this class, attendees will be prepared to take the American Heart Association's Advanced Cardiac Life Support (ACLS) class.

**ECG Fundamentals (Online Course)**

January 6 – February 16, 2014

NRS-920-G

March 10 – April 20, 2014

NRS-920-M

Total Cost: \$222 (Senior – \$168)

This class is designed for healthcare professionals or students who expect to provide care in a monitored setting. Topics include: the major theoretical concepts associated with the EKG—anatomy, physiology (structural and electrophysiology), rhythm recognition, and selected treatments. Upon completion of the class, students will be able to: describe the anatomy of the heart and blood flow through the heart in relation to events of the cardiac cycle; differentiate the components of the EKG and characteristics of heart rhythms and blocks; and describe treatment review as per the American Heart Association's Advanced Cardiac Life Support (ACLS) protocols.

## Health Seminar

### Optometry Seminar

The course will address and discuss the diagnosis and treatment of various eye diseases and treatments. Speakers present updated information regarding current research and evidence-based practice. Optometrists, ophthalmologists, and staff who practice as members of eye care professional teams will benefit from the COPE-approved material and credits awarded.

Total: \$98

NRS-877-H Su 8:00AM–4:00PM Feb 23  
*Merle S. Elliott Conference Center*

## Delegating Nurse

### Delegating Nurse

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

Total: \$283

NRS-563-M FSa 8:00AM–5:00PM Mar 21 – Mar 22  
*L. Smigelski* CPB 214

# Nurse Refresher Course

The Nurse Refresher course is a three step process designed for the Registered Nurse, or Licensed Practical Nurse, for the reinstatement of an active Maryland nursing license. Step 1 of the Nurse Refresher course consists of 80 hours of theory; Step 2 is 8 hours of hand-on skills training, and Step 3 is 60 hours of clinical experience.

***Prior to beginning the Clinical Practice component, students must:***

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

**The Nurse Refresher Course consists of three steps.**

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

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

3/17/14-5/21/14 Fee: \$643 Sr. Fee \$399 CPB 123

- ✓ Classes held on Monday and Wednesday evenings from 6 PM to 10 PM.
- ✓ Consists of 80 hours of classroom theory with the following areas of concentration:
  - o Delivery of nursing care utilizing the nursing process
  - o Adult Medical/Surgical nursing
  - o Current issues, trends, and nursing practice
- ✓ Successful completion requires an 80% or higher on the average of four exams

**Step 2: Nurse Refresher Skills Lab (NRS 094 J)**

4/1/14, 4/22/14, 5/20/14 (Students must attend two of the three classes)

Fee: \$349 Sr. Fee \$253 CPB 151

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

**Step 3: Nurse Refresher Clinical Practice (NRS 743 K)**

5/27/14-8/19/14 Fee: \$243 Sr. Fee \$139

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

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

## Nursing Lecture Series

Interested in information and current practices about healthcare topics? Join nurses as they explore, discuss, and identify current trends in and describe concepts of assessment and care management.

4-Hour Courses (total costs: \$45; Senior - \$36; HCC Student - \$20)

Time: 6 p.m. – 10 p.m., Career Programs Building, Room 123

|                                      |         |  |
|--------------------------------------|---------|--|
| NRS 921 M & NRS 921 MS (HCC Student) | 3/17/14 | Introduction/Issues in Nursing Ethics/Legal Issues     |
| NRS 921 P & NRS 921 PS (HCC Student) | 3/19/14 | Nursing Process/Infection Control                      |
| NRS 921 N & NRS 921 NS (HCC Student) | 3/24/14 | Pharmacology Review                                    |
| NRS 921 O & NRS 921 OS (HCC Student) | 3/26/14 | Adult Assessment                                       |
| NRS 921 D & NRS 921 DS (HCC Student) | 3/31/14 | Communication/Documentation/<br>Information Management |
| NRS 921 J & NRS 921 JS (HCC Student) | 4/2/14  | Dosage/Medication Administration                       |
| NRS 921 Q & NRS 921 QS (HCC Student) | 4/7/14  | Cardiovascular Review                                  |
| NRS 921 R & NRS 921 RS (HCC Student) | 4/9/14  | Fluids & Electrolytes                                  |
| NRS 921 S & NRS 921 SS (HCC Student) | 4/14/14 | Renal Review   |
| NRS 921 T & NRS 921 TS (HCC Student) | 4/16/14 | Overview of Female Reproductive Function               |
| NRS 921 U & NRS 921 US (HCC Student) | 4/21/14 | Care of Aging/Community Based Nursing                  |
| NRS 921 V & NRS 921 VS (HCC Student) | 4/23/14 | Diabetes/Endocrine Review                              |
| NRS 921 W & NRS 921 WS (HCC Student) | 4/28/14 | Musculoskeletal Review                                 |
| NRS 921 X & NRS 921 XS (HCC Student) | 4/30/14 | GI/Biliary Review                                      |
| NRS 921 K & NRS 921 KS (HCC Student) | 5/5/14  | Integumentary Review                                   |
| NRS 921 Y & NRS 921 YS (HCC Student) | 5/7/14  | Mental Health  |
| NRS 921 Z & NRS 921 ZS (HCC Student) | 5/12/14 | Neurological Review                                    |
| NRS 921 A & NRS 921 AS (HCC Student) | 5/14/14 | Pain Management  |
| NRS 921 B & NRS 921 BS (HCC Student) | 5/19/14 | Respiratory Review                                     |
| NRS 921 C & NRS 921 CS (HCC Student) | 5/21/14 | Disaster Nursing/Peri-Operative Overview               |

2-Hour Courses (total costs: \$28; Senior - \$23; HCC Student - \$15)

Career Programs Building, Room 123

|                                      |         |                                   |
|--------------------------------------|---------|-----------------------------------|
| NRS 922 M & NRS 922 MS (HCC Student) | 3/19/14 | Nursing Process (6-8 pm)          |
| NRS 922 N & NRS 922 NS (HCC Student) | 3/19/14 | Infection Control (8-10 pm)       |
| NRS 922 O & NRS 922 OS (HCC Student) | 4/21/14 | Care of the Aging (6-8 pm)        |
| NRS 922 P & NRS 922 PS (HCC Student) | 4/21/14 | Community Based Nursing (8-10 pm) |
| NRS 922 Q & NRS 922 QS (HCC Student) | 5/21/14 | Disaster Nursing (6-8 pm)         |
| NRS 922 R & NRS 922 RS (HCC Student) | 5/21/14 | Peri-Operative Overview (8-10 pm) |

# NEED A NEW CAREER FAST?

*Don't spend time you don't have. In less than a year, you can train for a rewarding career in healthcare.*



## TRAIN AT HOME FOR A NEW MEDICAL CAREER

According to the U.S. Department of Labor, healthcare will generate 3.2 million new jobs by 2018. You can be prepared to pursue those career opportunities in as little as one year!

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- Medical Administrative Assistant

For more information contact Kellie Koons

240-500-2480

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

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HIPAA Compliance

Medical Math

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Gerontology\*

Pain Assessment and Management\*

End of Life Care\*

National Pharmaceutical Representative\*

Medical Billing and Coding\*

Physical Therapy Aide\*

Medical Transcription\*

*\*Certificate Course/Program*

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

**Ed2go Courses**

**Human Anatomy and Physiology**

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

**Legal Nurse Consulting**

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

**HIPPA Compliance**

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

**Certificate in Pain Assessment and Management**

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

**Certificate in Complementary and Alternative Medicine**

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

**ICD-10 Medical Coding**

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

**Certificate in Healthy Aging**

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

**Explore a Career as an Administrative Medical Assistant**

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding. NRS 884

**Medical Transcription**

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist. NRS 866

**Certificate in Gerontology**

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



**LLI Information**

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



**The Art Studio**

**Instructor Bio—Jo Lum**

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

**Learn the Heritage Craft of Chair Caning**



Learn to repair your rocking chairs, foot stools, and dining room chairs! This course will teach you how to restore these wonderful pieces back to their original woven beauty. You will learn the many hands-on techniques in the weaving process needed to restore the piece back to its original splendor. You will also have the opportunity to create your own woven seat on a small stool or work on an existing project as a way of learning the chair caning techniques. Reward your children and grandchildren with a hand woven gift that will last a lifetime! Materials may be purchased from the instructor. Bring a bucket, scissors, towel, measuring tape, pencil, one dozen clothes pins and paper to class.

Total: \$91 (\$83, reg \$8)  
Senior Total: \$58 (\$50, reg \$8)

|            |                                    |                                   |
|------------|------------------------------------|-----------------------------------|
| SEN-090-G1 | M 6:00PM–8:00PM<br><i>G. Lum</i>   | Jan 13 – Mar 3<br><i>VM 6</i>     |
| SEN-090-N1 | Th 12:00PM–2:30PM<br><i>G. Lum</i> | Jan 16 – Mar 6<br><i>LAC Hall</i> |
| SEN-090-M1 | M 9:00AM–1:00PM<br><i>G. Lum</i>   | Mar 10 – Apr 7<br><i>VM 6</i>     |

**Stained Glass**

**Instructor Bio—Mary Lemen**

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

**Introduction to Stained Glass—Lead Came Method**

Join Mary Lemen, stained glass artist and owner of The Glass Loft, for this introductory course in the lead came method of stained glass construction. In the lead came method, pieces of stained glass are embedded into the channels of the came and the joints between the came strips soldered together. Class sessions include: cutting glass, cutting and soldering lead came

to build a stained glass panel. You will need to provide safety glasses, a dust mask and latex gloves. Course fee includes the use of tools and most of the materials needed to complete your project. Extra items you may want to use such as bevels or jewels will be available for purchase in the class session. Instructor Mary Lemen has been working with stained glass for 18 years and looks forward to sharing her knowledge with you! Students must be 18 years or older. Due to exposure to lead, pregnant women are advised not to participate in this class.

Total: \$151 (\$95, materials \$48, reg \$8)

|            |                                      |   |
|------------|--------------------------------------|---|
| ANE-186-H1 | Sa 9:00AM–12:00PM<br><i>M. Lemen</i> | Feb 22 – Apr 5<br><i>The Glass Loft</i> |
|------------|--------------------------------------|---|

**Cake Decorating**

**Cake Decorating I**

Part I of this fun new course focusing on frosting, borders, stars, shells, drop flowers, leaves, and writing. The course fee includes a kit of tubes, bags and other supplies. Please bring a sheet cake to the third class session and apply all of your cake decorating skills!

Total: \$72 (\$45, materials \$19, reg \$8)  
Senior Total: \$62 (\$35, materials \$19, reg \$8)

|           |                                    |                                  |
|-----------|------------------------------------|----------------------------------|
| ANE-230-G | F 6:00PM–8:00PM<br><i>M. Lemen</i> | Jan 24 – Feb 7<br><i>ATC 211</i> |
| ANE-230-H | F 6:00PM–8:00PM<br><i>M. Lemen</i> | Feb 21 – Mar 7<br><i>ATC 211</i> |

**Cake Decorating II**

Part II will feature sweet peas, rose buds, rose ruffles, figure piping and the basket weave. The course fee includes a kit of tubes and other supplies. Please bring a sheet cake to the third class session and apply all of your cake decorating skills! Attendance in Cake Decorating Part II will help you to apply the decorating skills taught in Part I.

Total: \$63 (\$45, materials \$10, reg \$8)  
Senior Total: \$53 (\$35, materials \$10, reg \$8)

|           |                                    |                                  |
|-----------|------------------------------------|----------------------------------|
| ANE-231-M | F 6:00PM–8:00PM<br><i>M. Lemen</i> | Mar 21 – Apr 4<br><i>ATC 211</i> |
|-----------|------------------------------------|----------------------------------|

**Special note regarding stained glass materials and safety**

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

## Drawing

### Jennie Avila

Jennie Avila is a Visionary Artist who teaches art at Hagerstown Community College. She studied at Moore College of Art; Hussian School of Art; Fleischer Art Memorial and The Thomas Eakins House in Philadelphia, PA; The Wolf Trap Institute for Early Learning Through the Arts in Vienna, VA, as well as with Alex and Allison Grey at Omega Institute in NY. She is a featured artist in the book, "Creative Spirituality, The Way of The Artist", by Princeton University Sociology Professor, Robert Wuthnow—University of California Press, 2001.

## Creative Drawing

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

Total: \$119 (\$100, materials \$11, reg \$8)

Senior Total: \$79 (\$60, materials \$11, reg \$8)

|           |                 |                 |
|-----------|-----------------|-----------------|
| ANE-274-G | W 6:00PM–8:00PM | Jan 29 – Feb 26 |
|           | J. Avila        | ATC 211         |

## Jewelry

### Instructor Bio—Candace Stribling

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

## Paper Bead Jewelry

Discover this popular new jewelry-making method and learn how to turn newspaper, scrapbook paper, or gift wrap into lovely jewelry to wear or give as gifts. Jewelry made from paper beads is becoming very popular because

it reuses discarded paper. This basic level class will teach you how to make beads from paper and turn them into necklaces, bracelets, or earrings. In this class, you will learn how to: make paper strips using templates; roll a paper bead using the patented Paper Girl Bead roller; seal and finish the paper beads; and string them into a necklace. At the end of the class, participants will have a completed necklace (and a pair of earrings if time permits) and the know-how to do your own projects. Supplies: Materials include Paper Bead Girl patented paper bead roller, templates, precut paper strips, clasps, crimp beads, beading wire to make a necklace or bracelet. Materials fee \$15 paid to instructor at the time of the class.

Total: \$28 (\$20, reg \$8)

|            |                   |        |
|------------|-------------------|--------|
| ANE-287-G1 | Sa 9:00AM–12:00PM | Jan 25 |
|            | C. Stribling      | VM 3   |

|            |                   |        |
|------------|-------------------|--------|
| ANE-287-H1 | Sa 9:00AM–12:00PM | Feb 22 |
|            | C. Stribling      | VM 3   |

## Kumihimo-Japanese Braid Making

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

Total: \$23 (\$15, reg \$8)

|            |                   |        |
|------------|-------------------|--------|
| ANE-288-M1 | Sa 9:00AM–12:00PM | Mar 22 |
|            | C. Stribling      | VM 3   |

## Photography

### Instructor Bio—Steve Schaefer

Steve Schaefer graduated with a Bachelor's of 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. He has had photographs published and juried public exhibitions. Steve also holds a Master's of Arts in Teaching and is currently an art teacher.

## Basic Photography

Learn the basics to improve your photography. Discuss the importance of the shutter, aperture, lenses, film, filters, flash, macro (close-up) techniques, and composition. Photographs will be projected at each session to explain the

specific topic. Equipment necessary for class: digital camera (single-lens reflex helpful but not necessary).

Total: \$73 (\$65, reg \$8)  
Senior Total: \$43 (\$35, reg \$8)

|           |  |                         |
|-----------|--|-------------------------|
| ANE-103-G | Tu 6:30PM–8:30PM<br><i>S. Schaefer</i> | Jan 7 – Feb 4<br>VM 3   |
| ANE-103-H | Tu 6:30PM–8:30PM<br><i>S. Schaefer</i> | Feb 25 – Mar 25<br>VM 3 |

### Level II Photography

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

Total: \$73 (\$65, reg \$8)  
Senior Total: \$43 (\$35, reg \$8)

|           |                                       |                         |
|-----------|---------------------------------------|-------------------------|
| ANE-281-H | W 6:30PM–8:30PM<br><i>S. Schaefer</i> | Feb 26 – Mar 26<br>VM 3 |
|-----------|---------------------------------------|-------------------------|

### Portrait Photography

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

Total: \$63 (\$55, reg \$8)  
Senior Total: \$43 (\$35, reg \$8)

|           |  |                         |
|-----------|--|-------------------------|
| ANE-282-G | Th 6:30PM–8:30PM<br><i>S. Schaefer</i> | Jan 23 – Feb 13<br>VM 3 |
|-----------|--|-------------------------|

### Black & White Photography

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

Total: \$63 (\$55, reg \$8)  
Senior Total: \$43 (\$35, reg \$8)

|           |  |                        |
|-----------|--|------------------------|
| ANE-283-H | Th 6:30PM–8:30PM<br><i>S. Schaefer</i> | Mar 6 – Mar 27<br>VM 3 |
|-----------|--|------------------------|

## Calligraphy

### Jordenne Ferrington

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

### Calligraphy

Learn this very graceful alphabet script in this course for beginners. The name copperplate comes from the 18th century copperplate engravings. These letters are done with a pressure sensitive pointed nib pen. Once you have mastered these pen strokes, it becomes easier to put them together to form letters and words. With practice this script can be a great source of pleasure and creativity. A materials kit with all copperplate supplies may be purchased in the first class session from the instructor for a \$20 fee.

Total: \$77 (\$69, reg \$8)

|            |  |                         |
|------------|--|-------------------------|
| ANE-095-G1 | Sa 10:00AM–12:00PM<br><i>J. Ferrington</i> | Jan 25 – Feb 15<br>VM 6 |
|------------|--|-------------------------|

## Cultural Trips

### Washington D.C. Genealogy Research Trip

Research time is built into this day and may be used either at the DAR Library or the National Archives. Instructor Dorothy Reed will contact participants one week prior to the trip for a discussion of research options. Lunch is on your own but may be purchased within walking distance of all facilities. Tour fee includes: motor coach transportation/gratuity. A complete itinerary will be sent to you one week prior to the tour date. There is an additional admissions fee of \$6 to the DAR Library.

Total: \$48 (\$40, reg \$8)

|            |                                    |        |
|------------|------------------------------------|--------|
| SEN-144-M1 | Tu 7:00AM–5:30PM<br><i>D. Reed</i> | Mar 25 |
|------------|------------------------------------|--------|

### Washington D.C. Escape

Join your friends as you travel to Washington for a day of nothing but lots of time to relax and explore all your favorite museums on the Mall in complete leisure. Our motor coach will drop you off and pick you up at the Smithsonian Castle, allowing for plenty of exploration time in one or more of the historic museums on the Mall or shopping! Fee includes: fully-equipped motor coach transportation/gratuity. Departure is from the Valley Mall. A complete itinerary will be sent to you one week prior to the trip date.

Total: \$48 (\$40, reg \$8)

|            |                  |        |
|------------|------------------|--------|
| SEN-196-M1 | Tu 7:00AM–5:30PM | Mar 25 |
|------------|------------------|--------|

## Genealogy

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**Instructor Bio—Dorothy Reed**

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

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### Genealogy Plus



Get on the inside Genealogy Track! This course will guide you through new and innovative computer-generated research techniques, using Family Tree Maker, and Legacy Family Tree software, and their direct Internet connections. Sort out and organize all the wonderful information you have found, and then learn to put your family information on paper, CD, flash drive, or PDF file to share with others. Discover the most recent details of DNA research. This hands-on computer class is designed for Genealogy enthusiasts who are researching their family history and would like to explore additional resources.

Total: \$78 (\$60, materials \$10, reg \$8)  
 Senior Total: \$53 (\$35, materials \$10, reg \$8)

|            |                 |                 |
|------------|-----------------|-----------------|
| SEN-097-G1 | F 1:30PM–4:00PM | Jan 31 – Feb 21 |
|            | <i>D. Reed</i>  | VM 2            |

### Washington D.C. Genealogy Research Trip

Research time is built into this day and may be used either at the DAR Library or the National Archives. Instructor Dorothy Reed will contact participants one week prior to the trip for a discussion of research options. Lunch is on your own but may be purchased within walking distance of all facilities. Tour fee includes: motor coach transportation/gratuity. A complete itinerary will be sent to you one week prior to the tour date. There is an additional admissions fee of \$6 to the DAR Library.

Total: \$48 (\$40, reg \$8)

|            |                  |        |
|------------|------------------|--------|
| SEN-144-M1 | Tu 7:00AM–5:30PM | Mar 25 |
|            | <i>D. Reed</i>   |        |

### Tracing Your Family Roots— Introduction To Genealogy



Making a personal connection with history and discovering previously unknown relatives are just two of the many rewards available from researching your family tree. This introductory course will cover the fundamental building blocks of genealogy research. Learn where to find the source documents and the best ways to research in order to save valuable time. You will use the most current tools, including two of the software mainstays of Genealogy research: Family Tree Maker and Legacy Family Tree; an online introduction to Ancestry.com, Heritage Quest,

Family Search, Fold3, GenealogyBank.com, Mocavo.com and WorldVitalRecords. This class is held in a computer lab at the HCC Valley Mall.

Total: \$78 (\$60, materials \$10, reg \$8)  
 Senior Total: \$53 (\$35, materials \$10, reg \$8)

|            |                  |                 |
|------------|------------------|-----------------|
| SEN-377-G1 | F 9:30AM–12:00PM | Jan 31 – Feb 21 |
|            | <i>D. Reed</i>   | VM 2            |
| SEN-377-N1 | M 6:00PM–8:30PM  | Jan 27 – Feb 17 |
|            | <i>D. Reed</i>   | VM 2            |

## Home & Garden

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**Instructor Bio—Jolene Spickler**

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

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

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

Total: \$23 (\$15, reg \$8)

|            |                    |        |
|------------|--------------------|--------|
| ANE-269-G1 | Th 6:00PM–8:00PM   | Jan 23 |
|            | <i>J. Spickler</i> | VM 4   |

.....  
**Denny Warrenfeltz**

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

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### Floral Design



Join floral designer and historic garden specialist Denny Warrenfeltz for this wonderful class that will bring together your creative senses! The many layers of floral arrangement will be explored in this insightful class. We will begin with several sessions focusing on decorating your home with beautiful florals to brighten every room in the winter season, as well as an exploration of arranging silk flowers for a lasting impression. The closing sessions will focus on the spring season ahead, creating lasting arrangements that will surely please your guests and family. Bring your friends and give yourself a treat! You deserve it! Supplies to be discussed during the first session and may be purchased from instructor. Cost dependent upon your choice of materials. This course will not meet on 3/10/14 due to Spring Break.

Total: \$93 (\$85, reg \$8)  
 Senior Total: \$59 (\$51, reg \$8)

|            |                       |                 |
|------------|-----------------------|-----------------|
| PDV-795-G1 | M 6:30PM–8:30PM       | Jan 27 – Mar 31 |
|            | <i>D. Warrenfeltz</i> | ATC 111         |

# Designing With Style



## Designing With Style

Take your great home remodeling or design ideas to a new level! This series of interior design workshops focuses on window treatments, bathroom and kitchen remodeling, and developing your own designing style. Purchase the whole series or pick out the individual focus that will make your dreams a reality. (The address for the Showroom is 116 N. Potomac for your GPS device.)

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

HOM-047-H1 M 6:30PM-8:30PM Feb 17 - Mar 10 V. Hrabal Oak Hill Interior Design Showroom (OHI SHOW)

### What Is Your Style?

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

Total: \$23 (\$15, reg \$8)

HOM-048-H1 M 6:30PM-8:30PM Feb 17  
V. Hrabal OHI SHOW

### What Do I Do With These Windows?

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

Total: \$23 (\$15, reg \$8)

HOM-049-H1 M 6:30PM-8:30PM Feb 24  
V. Hrabal OHI SHOW

### Bathroom and Kitchen Remodeling Basics

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

Total: \$38 (\$30, reg \$8)

HOM-050-M1 M 6:30PM-8:30PM Mar 3 - Mar 10  
V. Hrabal OHI SHOW

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### Instructor Bio-Vickie Hrabal

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

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**Instructor Bio—Deborah Smith-Fiola**

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

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**Low Maintenance Landscaping**

Trees, shrubs, and flowers are not always chosen and planted with maintenance considerations in mind. Creating a low maintenance, vigorous home landscape is easy when you learn steps to save time, pesticides, and money. Learn what to do with inferior, overgrown, pest-prone, or high maintenance plants. Learn to select the appropriate "cultivar", particularly those that are pest-resistant. Learn which native plants perform best in our area based upon specific climatic requirements. Cultural steps to improve plant health while reducing pest attack will also be covered, as well as time-saving landscape maintenance and design tips.

Total: \$53 (\$45, reg \$8)  
 Senior Total: \$43 (\$35, reg \$8)

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HOM-019-M Tu 6:30PM–9:00PM Mar 25 – Apr 1  
 D. Smith-Fiola CPB 232

**The Top 25: Landscaping With Trees and Shrubs**

Join professional horticultural specialist Deborah Smith-Fiola for this new course. The top 25 trees, shrubs, and perennials that are best suited for our area will be the focus based upon her 25 years of experience. Specific cultivars that perform well in our dry summers and clay soils will be supported, along with cultural and pest considerations when selecting the best trees and shrubs for your landscape (site, shape, size, bloom color and bloom time and growth rate). Low maintenance, pest resistant plants will be highlighted.

Total: \$23 (\$15, reg \$8)

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HOM-057-M1 Th 6:30PM–8:30PM Mar 6  
 D. Smith-Fiola CPB 213

**History**

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**Instructor Bio—Christine Toms**

Christine Toms is a recent graduate of Savannah College of Arts and Design and holds a Masters of Arts in Historic Preservation

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**History of Your House**



Have you ever wanted to learn about the history and architecture of your house or a building that interests you? Have you ever wondered how to place a building on the National Register? Christine Toms will guide you through the process of reading deeds, wills, census records, city directories, and other reference tools to research the history of your property. Whether you are interested in area history, researching the lore of your own home or the potential purchase or selling of property, this course will help you gain the basic research tools for success.

Total: \$88 (\$80, reg \$8)  
 Senior Total: \$58 (\$50, reg \$8)

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HOM-002-H Sa 9:00AM–12:00PM Feb 1 – Feb 22  
 C. Toms VM 2

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**Instructor Bio—Roger Swartz**

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

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**France & Spain in the American Revolution**



In this program's first part, we will explore Spain's contributions to American independence. Topics include: Why Spain joined France against Great Britain; Louisiana's Spanish governors providing the American colonies with supplies before they entered the war; the financier of the west: Cumberland Valley citizen, Oliver Pollack, and Spanish military expeditions from Bermuda to Niles, Michigan. In the program's second half, we will discover France's contributions. Topics include: Spies and smuggling; France's army and naval contributions: from Rhode Island to Yorktown, and myths and realities: Washington and Rochambeau; Franklin and Vergennes.

Total: \$88 (\$80, reg \$8)  
 Senior Total: \$53 (\$45, reg \$8)

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DIS-409-G M 9:00AM–12:00PM Jan 6 – Jan 27  
 R. Swartz VM 4

**United States Independence, 1774-1776**



This program explores how the second Continental Congress moved from a struggle for rights within the British Empire to declaring independence in 1776. Topics include: Thomas Paine and Common Sense; the Congressional radicals, conservatives, and moderates; how George III radicalized the moderates at Philadelphia; how military failures created the need for European alliances; and Jefferson's declaration of independence: the importance then - and now.

Total: \$88 (\$80, reg \$8)  
Senior Total: \$53 (\$45, reg \$8)

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|           |                   |                |
|-----------|-------------------|----------------|
| DIS-410-H | Tu 9:00AM-12:00PM | Feb 11 - Mar 4 |
|           | R. Swartz         | VM 4           |

**Life Enrichment**

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**Instructor Bio—Mary Ann Allan**

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

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**Principles of Meditation-A Joyous Peaceful Way of Life**

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

Total: \$73 (\$65, reg \$8)

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|------------|-------------------|-----------------|
| MBP-027-H1 | W 11:00AM-12:30PM | Feb 12 - Mar 19 |
|            | M. Allan          | VM 3            |

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**NORA ROBERTS WRITING INSTITUTE, JUNE 2014**

Join other beginning and aspiring writers on June 14-15, 2014 for the second annual Nora Roberts Writing Institute (NRWI) to learn the craft and techniques of fiction writing. Named after local resident and bestselling author Nora Roberts, this two-day retreat features breakout sessions on topics such as point of view, plotting, character development, research, writing between the genres, what sells today, and PR, promotion, and marketing for the new author. Attendee comments from the first year included, "loved the event," "exceptionally well-organized and valuable," and "I felt that all the speakers were extremely knowledgeable and wanted to provide aspiring authors with positive, but realistic information about the craft." Registration will begin in January. In the meantime, stay connected and receive more information by following NRWI at [www.facebook.com/nrwihcc](http://www.facebook.com/nrwihcc) and [www.twitter.com/nrwihcc](http://www.twitter.com/nrwihcc) or call 240-500-2310 for more information.

## *One Day Civil War Seminar*

Saturday, March 29, 2014 • 8:30am-4:30pm

Join noted historians for  
Hagerstown Community College's  
150th Commemoration of the Civil War

### *1864-Here Come the Confederates: Again!*

*This seminar will feature four one-hour lectures, lunch and a panel discussion.  
Seminar presenters and lecture titles:*

**Dennis Frye, Chief Historian, Harpers Ferry National Historical Park, Author**  
"Washington County's Forts that Saved Washington: The Last Confederate  
Invasion"

**Dr. Tom Clemens, History Professor Emeritus, Hagerstown Community  
College, President SHAF, Historian, Author, Antietam Battlefield Guide**  
"Maryland's Twisting Road to Emancipation"

**Stephen Bockmiller, Author and Historian**  
"Follow the Money: The 1864 Confederate Ransom of Hagerstown"

**Justin Mayhue, Author, Antietam Battlefield Guide,  
Board Member of Hagerstown Civil War Round Table**  
**Preston "Toby" Law, Author, Civil War Relic Hunter**  
"Beneath Your Feet: Artifacts of the Washington County Area"

*Program Moderated by John Frye*

Saturday, March 29, 2014

HCC Main Campus – Merle S. Elliott, Continuing Education and Conference Center  
8:30am-4:00pm

Fee: \$75 Senior Fee: \$55 (includes materials, lunch and registration fee)  
Course: DIS 282 M





## Irish Origins and Early History, Myths, and Literature

### 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.*

### Irish Origins and Early History, Myths and Literature

The island of Ireland is not much larger than Maine, but the story of its recent geological past and of the earliest humans that settled it is a dramatic one. It sets the stage for the centuries immediately after settlement during which a rich treasure trove of myth and lore was created that eventually would be preserved in a written form. Together with other writings created in those first centuries of literacy, they constitute a remarkable collection of diverse and luminous writings that reveal the unique character and culture of the Irish people. In this series of lectures Dr. Karen Gray explores these early writings with PowerPoint presentations that are rich in images and examples from early Irish poetry and prose. Each two-hour lecture includes a brief break midway and a half hour for discussion afterwards. Series units 2/26, 3/26, 4/23, 5/21, 6/25 may be purchased individually. See course descriptions below.

Total: \$93 (\$85, reg \$8) Senior Total: \$63 (\$55, reg \$8)

DIS-411-H W 9:30AM-12:00PM Feb 26 - Jun 25

K. Gray VM 6

### The Island of Erie and Its Earliest Human Settlers

Ireland is a land of Celts—or is it? And who are these Celts and how and when did they come to this land? In this lecture Dr. Gray explores the current thinking about the geological history of the island (which was not always surrounded by water), and its earliest settlement. This survey of Ireland's prehistory is designed to provide insight into the distinctive culture that emerges on the island and its incomparable early literature.

Total: \$23 (\$15, reg \$8)

DIS-412-H1 W 9:30AM-12:00PM Feb 26

K. Gray VM 6

### Druids, Poets, and Bards in Early Ireland

In ancient cultures the earliest verbal creations of a people are inevitably in poetry, and that was certainly true of the Irish. In this lecture Dr. Gray surveys the complex history and evolution of early Irish society with regard

to its poets who initially functioned as magicians, law-givers, judges, and counselors to chieftains, as well as creators of timeless stories of the peoples' heroes, gods, and other beings that they believed shared the island with them. The changes in the society and the role of the poets as it became Christianized is also discussed.

Total: \$23 (\$15, reg \$8)

DIS-413-M1 W 9:30AM-12:00PM Mar 26

K. Gray VM 6

### From the Tuatha Dé Danann to Irish Saints

This lecture focuses on the literature that gives expression to the beliefs of the people over time. Beginning with the great cycle relating to the prehistoric gods, the Tuatha Dé Danaan, it will also consider accounts of the ubiquitous fairies and other beings of Irish lore. Finally, it will sample writings and tales of Ireland's native saints such as Columcille (Columba) and the unique Irish legends of the childhood of Christ.

Total: \$23 (\$15, reg \$8)

DIS-414-J1 W 9:30AM-12:00PM April 23

K. Gray VM 6

### The Irish Cycles of Heroes and Kings

Some of the most unique Irish literature is found in the tales of its heroes and kings. In this lecture Dr. Gray introduces the Ulster and Cuchulain cycles (whose heroes in the latter are known as the "Champions of the Red Branch"); as well as the later tales of Fionn and Oisín (Ossian). The issue of what in these tales may preserve history and what is pure myth or legend is also briefly considered.

Total: \$23 (\$15, reg \$8)

DIS-415-K1 W 9:30AM-12:00PM May 21

K. Gray VM 6

### The Táin bó Cúailnge: Greatest of the Irish Epics

Likely no piece of Old Irish literature has been translated into English as many times as this account of the "Cattle Raid of Cooley" that forms the central pivot of the entire series of Ulster tales. Set in heroic, pre-Christian times, and written in prose rather than poetry as are most epics, the Táin occupies a unique place in Irish literature and culture. In this lecture Dr. Gray provides background to the tale, followed by a telling of the story using selections from the various translations now available. Where important, variants in the three versions found in the medieval manuscripts are explained.

Total: \$23 (\$15, reg \$8)

DIS-416-L1 W 9:30AM-12:00PM June 25

K. Gray VM 6

**Music**

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**Jennie Avila**

*Jennie Avila is a Visionary Artist who teaches art at Hagerstown Community College. She studied at Moore College of Art; Hussian School of Art; Fleischer Art Memorial and The Thomas Eakins House in Philadelphia, PA; The Wolf Trap Institute for Early Learning Through the Arts in Vienna, VA, as well as with Alex and Allison Grey at Omega Institute in NY. She is a featured artist in the book, "Creative Spirituality, The Way of The Artist", by Princeton University Sociology Professor, Robert Wuthnow—University of California Press, 2001.*

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**Song Writing Creative Spark—  
 Inspiration to Presentation**

Do you have great musical ideas but don't know how to express them? Do you have chords but no lyrics or lyrics but no melody? In a fun supportive atmosphere we will work together to explore the challenges of accessing our creative muses in writing and performing. Bring your voice and/or instrument, song ideas, questions and experiences to share.

Total: \$93 (\$85, reg \$8)

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|------------|------------------|-----------------|
| ANE-278-M1 | Tu 6:30PM-8:30PM | Mar 18 - Apr 15 |
|            | J. Avila         | KEP 210         |

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**Instructor Bio—Ernie Bradley**

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

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**Bluegrass Workshop**

Join Ernie Bradley, well-known band leader and bluegrass instructor, and friends for a day of workshops and beginning/intermediate bluegrass jamming. The morning begins with an introduction to songs for the day, the students go into groups for instrumental workshops and individual questions. Please bring a bag lunch. After lunch, small jam groups form and the day ends with group jamming with Ernie Bradley and Grassyridge.

Total: \$28 (\$15, materials \$5, reg \$8)

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|            |                  |             |
|------------|------------------|-------------|
| BLU-003-G1 | Sa 9:00AM-2:30PM | Jan 18      |
|            | E. Bradley       | CPB 211/213 |

**Bluegrass Jamming**

Can you strum a song using G, C, F, D, A and E? Do you envy those people that can jump into any jam session? Join us Monday evenings for this beginner's jam that instructs you in song lyrics, taking breaks, and just plain jamming fun. If you have always wanted to try joining a jam session, this is your chance. The course is lead by Ernie Bradley-well known band leader and instructor. Acoustic guitars, banjos, mandolins, bass, dobro and fiddles welcome. There are 3 levels of participation available at each jam session: 1. Learning to hear and play chord changes 2. Sing and play 3. Sing, play and take a beginning level break.

Total: \$73 (\$65, reg \$8)

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|            |                 |                |
|------------|-----------------|----------------|
| BLU-011-H1 | M 7:00PM-9:00PM | Feb 3 - May 19 |
|            | E. Bradley      | CPB 211/213    |

**Beginning Bluegrass Guitar**

This course is for beginner guitar player, no prior experience or very little experience needed. Students are taught to play by ear, no music or tablature are used. Students learn traditional bluegrass tunes.

Total: \$53 (\$45, reg \$8)

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|            |                 |                |
|------------|-----------------|----------------|
| BLU-012-H1 | M 5:45PM-6:45PM | Feb 3 - Mar 24 |
|            | E. Bradley      | CPB 211/213    |

**Beginning Bluegrass Banjo**

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

Total: \$53 (\$45, reg \$8)

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|            |                 |                |
|------------|-----------------|----------------|
| BLU-013-J1 | M 5:45PM-6:45PM | Apr 7 - May 19 |
|            | E. Bradley      | CPB 211/213    |

## Writing

### Instructor Bio—Julie Castillo

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

### Novel Writer's Boot Camp (hybrid)

Here it is, by popular request! You asked for a class that would help you through the snags and pitfalls of writing that first draft. This 15-week hybrid class features both an online component and face-to-face meetings. The online site provides discussion forums, feedback sessions, and support materials. The four face-to-face meetings offer mini-lectures on writing and editing topics, plus goal-setting assistance, troubleshooting, and group critique opportunities. Plus, you can repeat the class as needed. You don't have to go it alone! Face-to-Face Meetings from 7:00-8:30PM on the following Wednesdays 3/26/14, 4/23/14, 5/21/14, and 6/11/14 at the HCC Valley Mall Training Center Room 2.

Total: \$104 (\$96, reg \$8)  
Senior Total: \$64 (\$56, reg \$8)

|                    |                 |
|--------------------|-----------------|
| ANE-286-M          | Mar 26 – Jun 21 |
| <i>J. Castillo</i> | ONLINE          |

### Nonfiction Book Workshop

Here's the launch pad for your Book! You've got a great idea for a nonfiction book now you're ready to flesh out your idea and make sure it's properly positioned in the commercial marketplace. In this workshop, you'll have an opportunity to structure your book, build a marketing plan, craft the main parts of your proposal, and get feedback on your writing. Whether your project belongs in how-to, self-help, memoirs, or any other commercial nonfiction category, we'll equip you with the knowledge to find the right publisher, land a contract, and make your book a success! Please contact the instructor Julie Castillo, [jmwriterslife@aol.com](mailto:jmwriterslife@aol.com) if you have questions concerning this class.

Total: \$128 (\$120, reg \$8)  
Senior Total: \$78 (\$70, reg \$8)

|                    |                  |                 |
|--------------------|------------------|-----------------|
| ANE-290-M          | Th 6:00PM–9:00PM | Mar 20 – Apr 24 |
| <i>J. Castillo</i> |                  | CPB 212         |

## How to Publish Your Book

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

Total: \$28 (\$20, reg \$8)

|                    |                  |         |
|--------------------|------------------|---------|
| ANE-454-H1         | Tu 6:00PM–9:00PM | Feb 18  |
| <i>J. Castillo</i> |                  | CPB 214 |

## Fiction Writing Workshop

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

Total: \$88 (\$80, reg \$8)  
Senior Total: \$53 (\$45, reg \$8)

|                    |                 |               |
|--------------------|-----------------|---------------|
| ANE-508-H          | F 6:00PM–9:00PM | Feb 7 – Mar 7 |
| <i>J. Castillo</i> |                 | CPB 213       |

# Family Fun with Science!

*This program is supported by NSF grant #1205050 with National Science Foundation.*



## What is Family Fun with Science?

As part of the National Science Foundation Microscopy Grant, the Mathematics and Science Division and the Continuing Education and Business Services department will jointly offer these exciting, new Family Fun with Science programs using state of the art digital, compound microscopes!



The course dates are planned to coincide with school holidays and Spring breaks.

## Who will be instructing?

Join Terrie Biddinger, HCC Biology Adjunct Instructor, Microscopy Lab Technician and College for Kids instructor, for these exciting and fun new classes for the whole family. Terrie brings a wealth of over 14 years of Biotechnology and Forensic Science hands on teaching instruction for students of all ages.

## Where are the classes held?

All classes will be held on the main campus of Hagerstown Community College in the Career Programs Building, Room 173. A complete agenda, campus map and room location guide will be sent to you two weeks prior to the class date. Classes for children require parents to sign in and sign out participants in the class room. See course descriptions below:

## Family – Parents with 4th & 5th Grade Children

### Family Team Crime Scene Investigation

Hey parents, looking for a fun activity on Presidents' Day? Are you and your family curious about forensic science and want to learn how it's done in the lab? Want to spend some quality fun AND educational time with your 4th or 5th grader? Now is your chance – this CSI class is designed for parent/child teams to solve a mystery together. You and your child will learn to use state-of-the-art dissecting and compound microscopes, and apply your skills to solve a fictional mystery "Who Killed Professor Plum." Parent/child teams will examine hair, fiber and fingerprint evidence to find the culprit in this fun and exciting activity! Each parent may bring one child currently in the 4th or 5th grade. Each participant is required to register. Please see individual course numbers below. A complete agenda for the day will be sent to you two weeks prior to the course date. Please bring a bag lunch.

Parents: Course # DIS 417 H Fee: \$20 Materials Fee: \$5 Registration Fee: \$8 Total Fee: \$33

Children: Course # DIS 418 H Registration Fee: \$8 Total Fee: \$8

When: Monday, February 17, 2014 Time: 8:45AM to 4:15PM Location: Career Programs Building, Room 173

# Family Fun with Science!

## Children – 4th & 5th Grade

### The World Up Close

This two-day academic enrichment program is designed for 4th & 5th grade students interested in science and microscopes. Students will take a closer look at their world by using state of the art dissecting and compound microscopes to look at geodes, fossils, rocks, crystals, shells and sand samples from around the world. With the aid of the dissecting microscope, students will hunt for tiny fossilized shark teeth from sand samples that were previously collected at Calvert Cliffs, MD. Students will make their own crystals in an egg geode to take home!

Please register your child using the course information below. They may bring a bag lunch or purchase a lunch on campus. Parents or guardians are required to sign students in and out of each class session. All children will be accompanied by the instructor at all times during each session. A complete agenda, parking and classroom document will be sent to you two weeks prior to the class date.

Fee: \$45 Materials Fee: \$5 Registration Fee: \$8 Total: \$58

Course #: DIS 419 J

When: Monday & Tuesday, April 14 & April 15, 2014

Time: 8:45AM to 4:15PM

Location: Career Programs Building, Room 173

## Children – 2nd & 3rd Grade

### Fun with Microscopes

This one-day academic enrichment program is designed for 2nd and 3rd graders interested in learning more about microscopes. Students will take a closer look at their world by using state of the art dissecting and compound microscopes to examine pond water, plants, insects, geodes, fossils, crystals, shells, sand and much more! Specimens will be collected in a microscope scavenger hunt, where students look for objects, insects and plants to observe under the microscope. Students will observe real fossils, then make and take their own artificial fossil!

Please register your child using the course information below. They may bring a bag lunch or purchase a lunch on campus. All children will be accompanied by the instructor at all times during each session. Parents or guardians are required to sign students in and out of each class session. A complete agenda, parking and classroom document will be sent to you two weeks prior to the class date.

Fee: \$20 Materials Fee: \$5 Registration Fee: \$8 Total: \$33

Course #: DIS 420 J

When: Monday, April 21, 2014

Time: 8:45AM to 4:15PM

Location: Career Programs Building, Room 173

**Please call 240-500-2310 or email [cfk@hagerstowncc.edu](mailto:cfk@hagerstowncc.edu) if you have any questions. We look forward to seeing you at Family Fun with Science!**

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## > Instructor-Facilitated Online Courses

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.

- Expert Instructor
- 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!**

**240-500-2236**

**Courses as Low as:**

**\$109**

## Hagerstown Community College

### Writing Courses:

- Beginning Writer's Workshop
- Writing Essentials
- Write Fiction Like a Pro
- Writerrific: Creativity Training for Writers
- Writing for Children
- Write Your Life Story
- The Craft of Magazine Writing
- Pleasures of Poetry
- Mystery Writing
- Ready, Set, Read
- Research Methods for Writers
- Advanced Fiction Writing
- Romance Writing

### Courses for Teaching Professionals:

- Solving Classroom Discipline
- Praxis I Preparation
- Survival Kit for New Teachers

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

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

## Dance

.....  
**Instructor Bios**

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

.....

**Ballroom Dancing—Introduction**

Why are those folks out on the dance floor having such a good time? Because ballroom dancing is fun! This class is designed for those who are interested in learning the basic dance figures of the most popular rhythms: Cha-Cha, Swing, Foxtrot, Waltz, Rumba and more. Registration is based upon each member of your Ballroom Dancing Team—so grab a partner and register today!

Total: \$93 (\$85, reg \$8) Senior Total: \$58 (\$50, reg \$8)  
 FIT-010-H1 Tu 7:00PM–8:15PM Feb 11 – May 13  
 B. Easterday, I. Easterday BSH 114

**Ballroom Dancing—Intermediate**

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

Total: \$93 (\$85, reg \$8) Senior Total: \$58 (\$50, reg \$8)  
 FIT-017-H1 Tu 8:15PM–9:30PM Feb 11 – May 13  
 B. Easterday, I. Easterday BSH 114  
 FIT-007-G1 Th 7:30PM–9:00PM Jan 30 – May 15  
 J. Goodnight ARCC 201



**Ballet**

**Instructor Bio—Karen Carpenter**

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

**Beginning Classical Ballet**

There is no better way to appreciate the art of classical ballet than to try it yourself. This beginner's level class will strengthen your body, increase your flexibility and give you a much richer appreciation of ballet as a viewer. Please contact instructor Karen Carpenter at [kbninos@aol.com](mailto:kbninos@aol.com) to discuss class attire. The class will not meet on following dates: 1/20/14, 3/10/14, 3/24/14.

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

|           |                     |                 |
|-----------|---------------------|-----------------|
| FIT-013-G | M 7:00PM–8:15PM     | Jan 13 – Apr 14 |
|           | <i>K. Carpenter</i> | <i>KEP 101</i>  |

**Middle Eastern Dancing**

**Middle Eastern Dancing**

Discover your inner beauty and strength through an exciting and ancient art form of dance. This introduction to belly dancing is a wonderful recreational activity and art form that can be enjoyed at any fitness level. Participants will learn what is common in all belly dance styles and work on exercises that can help them improve posture, strength, and flexibility. Dancing is a great way to relieve tension and stress. This class embraces all body types and ages. This class will not meet on 3/13/14 for Spring Break.

Total: \$73 (\$65, reg \$8)

|            |                  |                 |
|------------|------------------|-----------------|
| MBP-068-G1 | Tu 6:30PM–7:30PM | Jan 21 – Mar 18 |
|            | <i>M. Hobbs</i>  | <i>KEP 101</i>  |

**Fitness**

**Instructor Biography – Sylvia Rogers**

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

**Simply Fit**



Put a spring in your step! Regain flexibility and strength in this class designed around patterns of easy exercise that will improve range of motion, muscle strength, and endurance. Some relaxation techniques are also included. Light hand weights and resistance bands are used but are not required.

Total: \$68 (\$60, reg \$8)

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

|           |                     |                 |
|-----------|---------------------|-----------------|
| FIT-005-G | TuTh 9:30AM–10:30AM | Jan 14 – Feb 20 |
|           | <i>S. Rodgers</i>   | <i>HSA HALL</i> |

|           |                     |                 |
|-----------|---------------------|-----------------|
| FIT-005-M | TuTh 9:30AM–10:30AM | Mar 4 – Apr 10  |
|           | <i>S. Rodgers</i>   | <i>HSA HALL</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. This class will skip the following dates: Spring Break 3/13/14 and Show Week 3/27/14.

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

|            |                  |                |
|------------|------------------|----------------|
| MBP-072-G1 | Th 6:30PM–7:30PM | Jan 16 – Apr 3 |
|            | <i>P. Cote</i>   | <i>KEP 101</i> |



### 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. This class will not meet on the following dates: Spring Break 3/13/14 and Show Week 3/27/14.

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

|            |                  |                |
|------------|------------------|----------------|
| MBP-073-G1 | Th 7:30PM-8:30PM | Jan 16 - Apr 3 |
|            | <i>P. Cote</i>   | <i>KEP 101</i> |

### Yoga

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

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

Total: \$107 (\$99, reg \$8)

|            |                   |                |
|------------|-------------------|----------------|
| MBP-119-G1 | W 6:00PM-7:30PM   | Jan 15 - Mar 5 |
|            | <i>S. Heurich</i> | <i>KEP 101</i> |
| MBP-119-J1 | W 6:00PM-7:30PM   | Apr 2 - May 21 |
|            | <i>S. Heurich</i> | <i>KEP 101</i> |



# Thinking of a better life?

Come to an Adult Education  
Orientation Session  
2014



## Adult Education Orientation

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



Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742

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

## **Registration is Easy**

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

### **To sign up in-person:**

Visit our registration office in the Administration and Student Affairs Building on the Main Campus.

- 11400 Robinwood Drive  
Hagerstown, MD 21742
- Business Hours:  
– Monday thru Thursday 8:30 a.m. – 6:00 p.m.  
– 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 thru Thursday—8:30 a.m. – 9:00 p.m.  
– Friday—8:30 a.m. – 9:00 p.m.  
– Saturday—Selected Hours
- Phone 240-500-2236

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

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

### **To register through WebAdvisor:**

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

## **For Additional Information**

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

1-866-422-2468

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

301-582-4001

### **Our E-Mail Address**

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

### **Our Web Address**

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

## **College Bookstore**

### *Normal hours*

8:30a.m. – 6:00p.m. – Monday thru Thursday

8:30a.m. – 4:00p.m. Friday

*Call for Special Evening Hours*

The Bookstore is located in the Student Center. Textbooks may be purchased in the HCC Bookstore.

Books and materials may be returned for a cash refund or exchanged when accompanied by the original cash register

receipt. Books must be returned in original condition by the second class. The Bookstore Refund Policy is posted in the Bookstore.

To contact the Bookstore, please call 240-500-2271.

## **Birthdate and Social Security Number**

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

## **Tuition and Fees**

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

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

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

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

## **Admissions**

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

## **Registration Confirmation**

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

## **Course Cancellations**

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

## **Refund Policy**

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

- Withdrawal prior to second class – 100% of fee will be refunded.

# Registration is Easy

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

## **Employer's Tuition Assistance**

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

## **ed2go Online Course Registration Information**

Online courses offered by HCC can be attended based on your personal schedule, day or night! New classes start on the second Wednesday of each month with 2 lessons posted each week.

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

If you have additional questions you can also e-mail our student liaison at [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu).

## **College Holidays**

- January 20, 2014 – Martin Luther King
- March 9 -15, 2014 – Spring Break
- May 26, 2014 – Memorial Day

## **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 vibrate when class is in session. Calls must not interrupt the class. If students have to make or take calls on an emergency basis, please step out of the classroom to do so in order to minimize the disruption.

## **Emergency Closing**

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

Listen for specific mention of the college, since we will not necessarily close when the public schools do. When the public schools are closed due to weather or emergencies, all classes at public school locations are cancelled. When the college closes, all classes at off-campus sites are cancelled. Classes cancelled due to inclement weather or emergencies will be made up. Closings are also posted on the HCC website.

## **Non-Credit/Credit Shared Courses**

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

## **Certificate/CEU Information**

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

## **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 Government Office.

## **Smoking Policy**

The State law prohibits smoking on the premises of any Washington County Public Schools. Smoking is also prohibited in the buildings on the HCC campus and the Valley Mall Center. There are designated smoking areas around campus.

## **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 ten (10) days prior to the meeting or course.

**Disclaimer**

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

**Jeanne Cleary Act**

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

**Off-Campus Locations**

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

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

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

The Glass Loft  
16825 Fairview Road  
Hagerstown, MD 21740

Central Dawgma  
1337 Pennsylvania Ave  
Hagerstown, MD 21742

# 5 Ways to Register



## 1. Web Advisor

Register online for your courses!  
See the "Registration is Easy"  
on the inside cover or visit  
[www.hagerstowncc.edu/web-advisor](http://www.hagerstowncc.edu/web-advisor).

## 2. Phone

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



## 3. Mail

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

## 4. In Person

Visit our registration office  
in the Administration and  
Student Affairs Building.



## 5. Fax

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



**Attention, CEOs, Supervisors, Managers!**

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For more information on training for your company, call Stephanie Hurd at 240-500-2490



**Hagerstown Community College**  
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